Teachers College
COLUMBIA UNIVERSITY

Office of Doctoral Studies
Box 172 • 324 Thorndike Hall • 525 West 120th Street • New York, NY 10027Phone:
(212) 678-4050 • Fax: (212) 678-4050

Directions for Holding for Advanced Seminar

Note: IT'S ALL IMPORTANT, SO READ THIS IN ITS ENTIRETY.

In order to hold the Advanced Seminar, you **MUST** have completed all requirements for the Masters of Philosophy degree and have submitted your Dissertation Proposal and IRB approval letter under your name.

The committee should consist of three or four members which must include your full Dissertation Proposal Hearing Committee. All additional members must also serve on your Final Oral Defense Committee. Important: At this stage, two of the three Teachers College faculty members must be on the list of GSAS Approved Faculty Advisors (See https://www.gsas.columbia.edu/content/doctoral-dissertation-advisors)

If you need a room outside of your department, contact Room Assignments using the online application at https://25live.collegenet.com/tc

The appointment of the Chairperson of the Advanced Seminar is the responsibility of the Dissertation Advisor who should recommend someone to serve in this capacity. The Advanced Seminar Chairperson is not required to be the Moderator of the Final Oral Defense.

You must prepare a copy of the outline of your dissertation for every committee member's use at the Advanced Seminar. Confer with each member on what format they want (paper, electronic). Tables showing data most directly relevant to your hypotheses should be attached. Give one copy to each member of your committee **at least (1) one week** before the seminar.

If you plan to hold your Advanced Seminar and Final Oral Defense in the same term, please note that you should give enough time between each event to meet the minimum four week distribution requirements for the Final Oral Defense.

Upon successful completion of the Advanced Seminar, please submit a pdf version of the results form and your presentation to ods@tc.columbia.edu.

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Advanced Seminar Report

Candidate's Name _____ TC ID # _____

Department _____

Program _____

Dissertation Title

_____

_____

Date Held: _____

In deciding the acceptability of the report on the study, faculty members should consider the extent to which the candidate has shown evidence along lines such as the following:

1. Background of scholarship relative to the area of the study.
2. Thoroughness in gathering pertinent data.
3. Awareness of issues.
4. Broad competence in techniques appropriate to the area.
5. Effective defense of the study.

Results

Check one:

Study is approved ☐

Study is approved with minor revisions ☐

Study is not approved ☐

Seminar Chairperson

_____ _____
Print Name Signature

Dissertation Advisor

_____ _____
Print Name Signature

Committee Member

_____ _____
Print Name Signature

Other Committee Member (if any)

_____ _____
Print Name Signature

Please file (1) one copy of the report with a pdf copy of the candidate's study or presentation to the Office of the Registrar at ods@tc.columbia.edu.

REV. (10/2026)