

TEACHERS COLLEGE
COLUMBIA UNIVERSITY
Office of Doctoral Studies
Box 172 - 525 West 120th Street - New York, NY 10027
Phone: (212) 678-3365 - Fax: (212) 678-3365

To: Candidates for the Ph.D. Degree and their faculty advisors

Subject: **Deadline Dates for Ph.D. Candidates**

Students who plan to have the Final Oral Defense on the Ph.D. Dissertation must follow these deadlines:

1. **Notification of Intention to Defend the Dissertation at Final Oral Defense Examination for the Ph.D. Degree**, during the intended term of defense. This information is needed in order to review the student's records and evaluate their acceptability of proposed defense members. **Check the academic calendar for the submission date of the Notification of Intention to defend. It is always the second Thursday of each term.**
2. **After submission, please visit myTC under Student Resources and click the Apply to Graduate link within the Enrollment and Student Services block. When initially asked for term, select the current term. By doing this you will be able to create a diploma mailing address and confirm the name you will use on your diploma.**
3. **No later than (4) four weeks prior to the Date of the Final Oral Examination:**
 - The Candidate distributes copies of the dissertation and abstract to all members of the Final Oral Defense Committee.
 - The distribution date on this form must be at least four weeks prior to the scheduled defense date.
4. **No later than (3) three weeks prior to the date to Schedule Final Oral Examination:**
 - The candidate is responsible for arranging and obtaining the Sponsor's signature on the bottom of the enclosed Graduate School of Arts and Science (GSAS) Application for the Dissertation Defense form before it is submitted to the Office of Doctoral Studies. All members of the Final Oral Defense Committee must be in agreement on the month, day and time of the defense a two hour block is required.

NOTE:

The Graduate School of Arts and Sciences requires this three week deadline.

The (3) three week deadline must be observed, otherwise, the defense will need to be re-scheduled.

Defense location/phone/technology requests are the responsibility of the candidate.

- **Room Assignments:** <https://www.tc.columbia.edu/registrar/request-a-room/>
A room must be requested online. Please indicate on the request form that it is an Oral Defense.
- **Conference Call Technology:** Please visit this link for information on how to hold a remote dissertation defense. <https://www.tc.columbia.edu/tcit/ats/dissertation-defense/>.
- **Service Desk:** E-mail: servicedesk@tc.columbia.edu Please e-mail for assistance with conference calls, video conferencing, and technology assistance. You can also call them at (212) 678-3300.

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Information for Dissertation Sponsors for the Doctor of Philosophy Degree

1. The Candidate in collaboration with the Sponsor is responsible for obtaining defense committee examiners; after which time the candidate may confer with all members to set a mutually agreed upon date and time. Candidates may not select their own defense committee nor should they be placed in the position to ask faculty members to serve without prior clearance from the Sponsor.

NOTE: Columbia University faculty may only be nominated by the Sponsor and not the student

2. The Oral Defense Committee consists of exactly five (5) members. See the Defense Committee Matrix for Ph.D. Students on the next page for specific details.

Note: The Oral Defense Committee must include at least three (3) GSAS approved faculty (as per the Defense Committee Matrix).

3. A faculty member on appointment at a college or university outside of Columbia University may also be considered by GSAS as an outside member of the Final Oral Defense Committee, upon written petition by the sponsor to the Office of Doctoral Studies, accompanied by a copy of the nominee's curriculum vitae. The Dean of GSAS makes the final decision on such nominations.

4. As of the start of the Autumn 2021 term, GSAS has mandated that all defenses must be held in person. However, GSAS notes,

"Nevertheless, current university policies seek to minimize visits to campus by non-members of the community by subjecting such visits to an approval process. This may have an impact on the ability of external participants to attend an in-person defense. In the event this or any other circumstance interfere with the scheduling of an in-person defense, the department may request a fully online or hybrid defense on the GSAS Application for the Dissertation Defense by entering 'Video Conference' in the 'Room' field."

5. For an In-Peson defense, a maximum of two (2) members may attend remotely. The candidate, Sponsor, and Chairperson must be physically present.
6. A Defense Committee is permitted to convene in the absence of one member only in cases of emergency or other extremis. If a member of the committee will not be able to attend the defense, the Manager of the Office of Doctoral Studies must be notified immediately to seek permission from the Dean of GSAS for permission to hold the defense. If approval is granted, the Manager will give further instructions to the Chair of the Oral Defense Committee.

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DEFENSE COMMITTEE MATRIX FOR Ph.D. STUDENTS

	Member of Candidate's Dissertation Proposal Committee¹	Member of Candidate's TC Academic Department³	Member of GSAS⁴
Chairperson		Can be from candidate's department.	X
Sponsor²	X	X	X
Third Examiner	X		X
Fourth and Fifth Examiners⁵		Can be from candidate's department but <u>not</u> from candidate's program	

X = Must meet the criteria

NOTES:

1. The "Sponsor" and "Third Examiner" are both identified during the dissertation proposal process. Faculty who serve in those roles continue through the oral defense of the dissertation. Candidates with three member proposal committees can have the third member serve in any position, but if not GSAS approved, they cannot serve as committee Chairperson.
2. Typically the "Sponsor" is a Teachers College faculty member whose primary appointment is in the candidate's academic department. Under unusual circumstances, a candidate may petition an exception to this requirement. The petition needs the review and approval of the Chair of the candidate's academic department and, with the chair's approval, the TC Committee on the PhD.
3. At least two (2) committee members must be from the candidate's department (preferably the candidate's program).
4. At least three (3) members: the Chairperson, Sponsor, and Third Examiner, must be GSAS approved faculty. Link to GSAS Approved Faculty: <https://gsas.columbia.edu/student-guide/dissertation/doctoral-dissertation-sponsors>.
5. One (1) of the committee members of the oral defense committee must be a faculty member from outside TC (e.g., Columbia, Barnard, NYU, etc.). Sponsor requests for non-TC/CU faculty must be sent via e-mail to ODS with a copy of the member's CV. GSAS requires they must be a faculty member, clinician, or practitioner who holds a position at another university or research institution. Emeritus CU faculty may not serve on a candidate's committee. All exceptions may be petitioned in writing by the Sponsor to the Manager of the Office of Doctoral Studies who will bring it to the Dean of GSAS for review.

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NOTIFICATION OF INTENTION TO DEFEND DISSERTATION AT
FINAL ORAL EXAMINATION FOR THE Ph.D. DEGREE
Form # 1

By the 2nd Thursday of the term of defense, submit this form to the Office of Doctoral Studies.

I intend to defend my dissertation during the current semester

Name	TC ID#	Email
Department _____		
Program _____		
Master of Philosophy Award Date _____		
(If you haven't received the degree, please contact ODS immediately)		

Dissertation Committee (list the proposal committee and any other confirmed committee members)

Sponsor _____

Members: _____

INSTRUCTIONS: Upon completion, please e-mail to the Office of Doctoral Studies at ods@tc.columbia.edu.

Please note that submitting this intention form does not obligate you to defend; it merely states your intention to defend in the current semester.

The defense application (Form #2 in attachment) must be submitted to the Office of Doctoral Studies no later than three weeks prior to the confirmed defense date. **The Graduate School of Arts and Sciences will reject late defense applications and a defense must to be rescheduled if the application is received by TC Doctoral Studies less than three weeks prior to the defense date.**

Please notify Doctoral Studies immediately if your defense is postponed for this semester.



This form must be completed and submitted to GSAS by the TC Office of Doctoral Studies.

STUDENT NAME Last:	First:	Middle:
COLUMBIA (UNI) EMAIL ADDRESS:	STUDENT PID/ ID NUMBER:	
DOCTORAL PROGRAM:	DIPLOMA ADDRESS*:	
PROVISIONAL DISSERTATION TITLE:		

* Students must also enter this "Diploma Address" into SSOL, separate from all other addresses. This is where the diploma will be shipped.

For policies regarding the composition of the dissertation committee, see gsas.columbia.edu/defense-committees.

In the checkboxes on the right, indicate the committee members who are approved GSAS dissertation sponsors (a minimum of three is required). A complete list of approved sponsors is available at gsas.columbia.edu/dissertation-sponsors.

		APPROVED SPONSORS
CHAIR OF EXAMINATION	Email:	<input checked="" type="checkbox"/>
	Phone: UNI:	
	Department:	
DISSERTATION SPONSOR	Email:	<input checked="" type="checkbox"/>
	Phone: UNI:	
	Department:	
THIRD EXAMINER (must be insider)	Email:	<input checked="" type="checkbox"/>
	Phone: UNI:	
	Department:	
<input type="checkbox"/> Remote participation for dissertation defense		Third examiner is a dissertation co-sponsor
FOURTH EXAMINER (insider or outsider)	Email:	<input type="checkbox"/>
	Phone: UNI (if applicable):	
	Department:	
<input type="checkbox"/> Remote participation for dissertation defense		
FIFTH EXAMINER (must be outsider)	Email:	<input type="checkbox"/>
	Phone: UNI (if applicable):	
	Department:	
<input type="checkbox"/> Remote participation for dissertation defense		

Final distribution of dissertation to committee will take place on:

DATE OF DISTRIBUTION:

I recommend this student for the dissertation defense and nominate the above-named examiners to the defense committee.

SIGNATURE OF DISSERTATION SPONSOR PRINTED NAME AND TITLE DATE

SIGNATURE OF TC OFFICE OF THE DEAN PRINTED NAME AND TITLE DATE

DEFENSE WILL TAKE PLACE ON:

Day of the week: Date: Time: Room:

For GSAS use Intent Dist. reg. ZTXT Blue folder Notices emailed APPROVED _____ DATE _____

M.Phil. (date _____) COMM