

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. **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.
3. **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/resources/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/resources/connect-virtually/zoom-/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-Person 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.

DEFENSE COMMITTEE MATRIX FOR Ph.D. STUDENTS

Link to GSAS Approved Faculty: <https://gsas.columbia.edu/student-guide/dissertation/doctoral-dissertation-advisors>.

INSIDE POSITIONS*:

Defense Moderator: GSAS approved and must be a part of the candidate's academic department**.

Dissertation Advisor: a Teachers College faculty member whose primary appointment is in the candidate's academic department**. They are also a part of your dissertation proposal committee and must be GSAS approved. Once selected, this person will not change. If there is a special circumstance, they can be changed by submitting the [Dissertation Advisor Change form](#).

Third Examiner: Must be GSAS approved and must be a part of the candidate's academic department**

OUTSIDE POSITIONS:

Fourth and Fifth Examiners: A minimum of one (1) of these committee members must be a faculty member from outside TC (e.g., Columbia, Barnard, NYU, etc.). Neither of these members are required to be a GSAS Approved faculty member. One of them can be from the student's academic department, but typically they are at least from outside of the academic program. Any member on the Dissertation Proposal Committee that is not GSAS Approved must be moved to this area for the final oral defense.

NOTE: Requests for non-TC/CU faculty must be sent via e-mail to ODS as noted below.

* Candidates with two member dissertation proposal committees can have the second member serve in any position except Advisor. If they are not GSAS approved they must serve in one of the two outside examiner positions.

Candidates with three member dissertation proposal committees can have the second and third member serve in any position except Advisor. If one or both are not GSAS approved they must serve in one or both of the two outside examiner positions.

** Faculty from GSAS cognate program are not considered from within the department (e.g., GSAS Anthropology faculty are not considered ITS department faculty)

Requesting Exception Petitions:

Under unusual circumstances, a candidate may petition an exception to:

1) Have a member from outside the academic department serve in one of the three Inside positions. This petition must come from the Dissertation Advisor to ODS.

Request for exception template:

I am submitting a request for an exception to GSAS defense committee policies for the defense of [name of student]. Professor [Name] (or Professors if multiple) is(are) ideally suited to serve on this student's defense committee because [*examples of possible reasons*: their subject matter/discipline is relevant to the defense topic; they have worked with the student previously; they are considered an expert in the subject matter of the student's defense; the student is investigating a topic on which this professor has conducted extensive research; etc]. As the student's advisor, I support this recommendation.

Note: The petition needs the review and approval of the Dissertation Advisor and then the Dean of GSAS submitted by ODS. If the Dissertation Advisor is the position that is the exception, then the Department Chair must submit the petition.

2) Have a member from outside of TC or CU sit in one of the two outside positions.

The petition is submitted by the Dissertation Advisor with a copy of the member's CV to the Manager of ODS. GSAS requires they must be a faculty member, clinician, or practitioner who holds a position at another university or research institution. Emeritus faculty may not serve on a candidate's committee with the exception that they were still working when initially added to the committee and after retirement they chose to continue to work with the candidate

Note: Candidates are encouraged to submit exception requests as early as possible to facilitate and confirm dissertation committee creation.

Example of Acceptable Final Defense Committee

Candidate Name: A. Smith

Department: Arts & Humanities (A&H)

Program: Teaching of Social Studies (A&HW)

Defense Moderator, Dissertation Advisor, and Third Member: GSAS Approved Faculty

Department: A&H Faculty member

Fourth and Fifth Members: Do not have to be GSAS Approved, but can be

Department: One must be from outside TC. Other can be from A&H, but not A&HW

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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 yet, please leave it blank and ODS will work with you to earn it)

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:
DOCTORAL PROGRAM:			ICLS
PROVISIONAL DISSERTATION TITLE:			

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 advisors (a minimum of three is required).
A complete list of approved advisors is available at <https://gsas.columbia.edu/content/doctoral-dissertation-advisors>.

			APPROVED ADVISORS
DISSERTATION DEFENSE MODERATOR	<div>Email:</div> <div>Phone:</div> <div>UNI:</div> <div>Department:</div>		
DISSERTATION ADVISOR	<div>Email:</div> <div>Phone:</div> <div>UNI:</div> <div>Department:</div>		
THIRD COMMITTEE MEMBER (must be internal)	<div>Email:</div> <div>Phone:</div> <div>UNI:</div> <div>Department:</div> <div><input type="checkbox"/> Remote participation for dissertation defense</div> <div><input type="checkbox"/> Mark here if third committee member is a co-advisor</div>		
FOURTH COMMITTEE MEMBER (internal or external)	<div>Email:</div> <div>Phone:</div> <div>UNI (if applicable):</div> <div>Department:</div> <div><input type="checkbox"/> Remote participation for dissertation defense</div>		
FIFTH COMMITTEE MEMBER (must be external)	<div>Email:</div> <div>Phone:</div> <div>UNI (if applicable):</div> <div>Department:</div> <div><input type="checkbox"/> Remote participation for dissertation defense</div>		

Final distribution of dissertation to committee will take place on:

DATE OF DISTRIBUTION:

I, _____, supervisor of this dissertation, certify that the latter is a completed manuscript of the thesis, and that I approve its distribution to the dissertation committee proposed in this form.

Signature of Advisor

Printed Name of Advisor

Date

I, _____, Department/Program Chair or Director of Graduate Studies, nominate the above-named faculty to the defense committee.

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

APPROVED _____ DATE _____

☐ M.Phil. (date _____)

☐ COMM

☐ Notices emailed