TEACHERS COLLEGE, COLUMBIA UNIVERSITY

OFFICE OF DOCTORAL STUDIES

REQUIREMENTS FOR THE DEGREE OF

DOCTOR OF PHILOSOPHY

FEBRUARY 2019
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NOTE REGARDING DEGREE AUDIT

Degree Audit is currently being utilized only for tracking Office of Doctoral Studies requirements. Please continue to follow the instructions contained in this manual to meet those graduation requirements.

Responsibilities of Students

Students are expected to show initiative and responsibility in completing the requirements for the degree. When notified by the Office of Doctoral Studies, students should obtain the latest revision of the "Requirements for the Degree of Doctor of Philosophy.” It is revised on occasion and revised editions often state changed requirements and contain important announcements. The Academic Calendar on the TC web site gives dates when examinations are held, when applications/forms are due, and other pertinent deadlines. General College requirements are included in the Teachers College Catalog and in the “Requirements for the Degree of Doctor of Philosophy.” In addition, the department and program will have departmental program guides outlining the specific program requirements for the degree. For changes in mailing and permanent addresses, the student is responsible to make the change on MyTC. Please also be sure to check your TC e-mail account on a regular basis for important updates on deadlines, policies, and procedures. For your assistance, the major advisor and the staff of the Office of Doctoral Studies are available to answer questions concerning the Ph.D. degree. However, the primary responsibility for the fulfillment of degree requirements rests with the individual student.
SUMMARY OF STEPS REQUIRED IN EARNING A PH.D. DEGREE AT TEACHERS COLLEGE, COLUMBIA UNIVERSITY

1. ADMISSION.
   Obtain admission through the Teachers College Admission Office to a program of study leading toward certification for the Ph.D. degree.

2. MAJOR ADVISOR.
   Secure approval from an approved Ph.D. sponsor at Teachers College to work with you in your program.

3. CONTINUOUS REGISTRATION.

4. PROGRAM PLAN.
   Prepare a Program Plan showing distribution of courses (completed and proposed) for meeting requirements set by the department. Secure major advisor’s approval, and submit form to the Office of Doctoral Studies.

5. CERTIFICATION EXAMINATION.
   Apply and take (with major advisor’s approval) the Certification Examination. See Academic Calendar for dates and deadlines.

6. FOREIGN LANGUAGES.
   Pass examination in foreign languages (if required) by your field of study.

7. COMPLETION OF COURSE REQUIREMENTS.

8. DISSERTATION PROPOSAL APPROVAL.

9. AWARD OF THE MASTER OF PHILOSOPHY DEGREE.
   The degree is awarded when all program requirements for the M.Phil. degree have been completed.

10. THE ADVANCED SEMINAR.

11. FINAL DEFENSE OF THE DISSERTATION.

12. DEPOSIT OF THE DISSERTATION.
INTRODUCTION

The Ph.D. Degree and the University
The Doctor of Philosophy degree (Ph.D.) emphasizes research and intensive specialization in a field of scholarship. By agreement with Columbia University, the Ph.D. degree may be earned through Teachers College in designated fields of study in which the Graduate School of Arts and Sciences does not offer programs. These designated fields are Education, including education in substantive disciplines; and certain applied and educationally related areas of Psychology.

The Degree of Doctor of Philosophy through Teachers College is administered jointly by the Graduate School of Arts and Sciences of Columbia University and the Faculty of Teachers College. All degrees through Teachers College are awarded by the University upon recommendation from the Faculty of Teachers College, but the Faculty of Teachers College prescribes the courses of study for the M.A., M.S., Ed.M., and Ed.D. degrees beyond University minimum requirements. In contrast, the special relationship of the Ph.D. degree to the Graduate School of Arts and Sciences governs some of the procedures for admission, faculty advisement, programs of study, certification examination, foreign language requirements, Master of Philosophy degree, Dissertation, and its final defense and publication.

General requirements for the Ph.D. degree are determined by the Executive Committee of the Graduate School of Arts and Sciences, through the Office of the Dean of the Graduate School of Arts and Sciences.

Broad policies which govern candidates in Teachers College are recommended by a standing Subcommittee on the Degree of Doctor of Philosophy in Teachers College.

Office of Doctoral Studies
In order to assist faculty and students, an Office of Doctoral Studies exists for the purposes of providing information on the general University and College degree requirements. Such information must be taken into consideration by the doctoral student in conjunction with specific departmental requirements, as stated in their respective publications. The Office serves as one of the central administrative support services for the faculty and students along with the Office of the Registrar. All forms required for doctoral candidacy monitoring are to be filed in the Office of Doctoral Studies following an advisor's and/or Department Chairperson's recommendation after which time the staff reviews them per academic policies and refers them to the Ph.D. Committee for final approval.

Administration of the Ph.D. Degree in Teachers College
Within Teachers College, the Ph.D. Committee (which consists of the Teachers College members of the standing Subcommittee on the Ph.D. in Education) administers the Ph.D. programs through the Office of Doctoral Studies.

Degree Audit
The Degree Audit system is now being utilized to track the status of Office of Doctoral Studies graduation requirements for doctoral students, such as Master of Philosophy requirements, period of eligibility, obligation for continuous enrollment, and being eligible for graduation. The audit system is not being utilized to track academic requirements and doctoral students should continue to use the Program Plan as noted elsewhere in this bulletin.
Multiple Degree Requirements
Students earning more than one degree through Teachers College must be certain to include in their studies the minimum point requirement for each degree. Appendix A gives the minimum point requirement for multiple degree awards.

Advisor
Each Ph.D. student's advisor is a GSAS approved faculty member of the prospective department of study and one whose name appears following the link in Appendix C of this bulletin. The advisor guides the student during the period of study and is the most significant individual in the student's academic life. A student who is already pursuing a Master's degree at the College should receive encouragement from a Ph.D. advisor before making a formal application for advanced study. Prospective applicants, not presently enrolled, may seek this information by corresponding with an approved Ph.D. advisor in the field of interest.

Period of Eligibility for the Ph.D.
Students admitted to a Ph.D. degree program must complete all degree requirements in no more than seven years. Students with an applicable Master's degree or 30 points of advanced standing prior to doctoral admission are to complete requirements within six years. The period of eligibility is set by the Office of Doctoral Studies according to the rules of the Graduate School of Arts and Sciences, Columbia University.

Program of Study
Each Department and program have available departmental statements which are to be read and followed in conjunction with the general policies stated in the Teachers College catalog and in this Requirements Bulletin. It is the student's responsibility to obtain and keep apprised of the revised editions of each announcement.

The following requirements are to be completed en route to the Ph.D. degree:

1. A Master's Degree (M.A., M.S. or Ed.M.) or one year's advanced standing: completion of at least thirty points of graduate work at TC; or have transferred 30 points from an accredited institution. General requirements for the Master's degree are given in the Teachers College catalog and in the program Departmental Study Guides. Applications for the award of the Master's degree are obtainable from and returnable to the Office of the Registrar per the deadline dates stated in the Academic Calendar.
2. **A Master of Philosophy Degree (M.Phil. Degree).** Following admission to a program of study leading to certification for the Ph.D. degree, the student must satisfactorily complete the following requirements:

- Register for courses through Teachers College and maintain continuous registration.

- **File in the Office of Doctoral Studies:**
  1. An approved Program Plan of Study, including transfer credit.
  2. Complete not less than six courses with evaluative grades, under Teachers College registration, with a minimum composite grade decile of 6.
  3. Fulfill the foreign language requirement, if applicable.
  4. Pass the departmental Certification Examination and complete all program requirements for the Master of Philosophy degree.
  5. Satisfactorily complete a minimum of 75 points of graduate credit, as indicated on the Program Plan (some programs exceed this minimum).

- Be recommended by the program advisor and department chair for the award of the M.Phil. degree, which signifies certification as a Ph.D. degree candidate who may continue the dissertation requirement under the auspices of the Teachers College faculty.

**Notification of the award for the M. Phil. degree is sent to the candidate by the Dean's Office of the Graduate School of Arts and Sciences at Columbia University.**

**Explanatory Comments on M.Phil. Degree Requirements**
A minimum of 75 graduate points of work is required. Some Departments and areas of specialization exceed this amount. In no instance will the candidate be permitted to proceed to final defense of the Dissertation when the M.Phil. requirements have not been completed.

**The Program Plan**
The Program Plan details the projected course of study to satisfy the Department's requirements and those of the program. It consists of courses taken at Teachers College and Columbia University as well as those approved as transfer credits. The plan requires the signature of the student and the advisor.

Each applicant should consult the Department's advisory statement for specific degree requirements about major and research courses. Each student's program must include at least twelve (12) points in research courses and seminars (some Areas of Specialization require more), including the Dissertation seminar (75xx).
Nonmajor courses ensure breadth of scholarship outside the major area of study; such courses are selected in consultation with the student's advisor. Each nonmajor course taken should be at a level more advanced than courses previously taken in the same field of study. Credit earned through 6900 -- Independent Study -- or by Attendance Credit ("R" credit) may not be used to fulfill this requirement. Statistics courses used in satisfying a foreign language requirement may not be taken for Attendance Credit.

For students in the Clinical Psychology, Counseling Psychology, and School Psychology programs, the one-year Internship courses are not placed on the Program Plan.

**Transfer Credit (Evaluation of Graduate Credit form Outside Institutions)**
A maximum of 30 points of graduate coursework from an accredited graduate school (or 45 points completed through Columbia University) may be applied toward the total point requirement for the degree. The Teachers College Office of the Registrar evaluates and prepares an evaluation of graduate credit for transfer purposes. The actual use of such credit in the program is determined by the student's advisor.

**Attendance Grades (R)**
No more than 9 points in R credit can be applied toward the minimum point requirement for the Ph.D. degree, and such points must be applied in areas beyond the minimum program distribution requirements.

**Continuous Registration Requirement**
Ph.D. students must register continuously until all requirements for the M.Phil. and Ph.D. degrees have been satisfactorily fulfilled. Exceptions to actual registration are made only if a Leave of Absence has been requested and approved by the Chair of the Subcommittee on the Ph.D. degree prior to or during the period requested. Applications are available from the Office of Doctoral Studies.

A Leave of Absence is approved on the basis of sustained illness, maternity leave, or national military service, for a period usually not exceeding one year. The period of a Leave of Absence is not counted as part of the time allowed for completion of degree requirements.

**Exemptions**
A student shall be exempt from continuous registration only when a Leave of Absence, Waiver, or Personal Exemption is requested and approved.

1. **Leave of Absence**

A Leave of Absence (LOA) can be requested for the following reasons:
a. A Medical LOA will only be granted on the written recommendation of a licensed health care professional for a student who must interrupt study temporarily because of serious physical or psychological illness or condition (such as pregnancy). A Medical LOA may be granted for no longer than one academic term, but may, upon documentation from a licensed health care professional confirming that the student is still unable to engage in graduate study, be renewed for a subsequent academic term. The maximum cumulative time during the period of study that will be granted for a Medical LOA cannot exceed two (2) years.

b. A Military LOA will only be granted for students who are called to active duty. To apply for a Military LOA, official active duty orders must be submitted. The term of a Military LOA will depend on the anticipated period of active duty service and per federal regulations but may not exceed a cumulative time period of five (5) years.

c. A Personal LOA will only be granted for major professional, personal, and familial events that effectively preclude continued participation in a degree program. With appropriate documentation a Personal LOA may be granted for one academic term and may, with further documentation, be renewed for a subsequent academic term. The maximum cumulative time that will be granted for a Personal LOA is two terms. All requests for a Personal LOA must be submitted by the last day of the change of program (add/drop) period for the term requested.

For Ph.D. students, a Medical or Military LOA extends the period of Eligibility (and Certification if a certified doctoral candidate) for the period of time while on leave. A candidate cannot apply for a leave if the period of Certification is expired.

All leave of absences must be approved prior to or during the term for which it is requested; it cannot be granted retroactively. (The only exception will be for a Military LOA when it is precluded by military necessity per federal regulations.)

A leave of absence is not a form of registration. Therefore, no tuition or fees will be charged for semesters for which a leave of absence has been approved provided that the request is received and approved prior to the start of the semester. In addition, a student is not considered a registered student and therefore does not have the rights and privileges of a registered student when on leave.

A student on leave may not fulfill any degree requirement (including the integrative project or other exam) other than the completion of work in courses for which the instructor had issued an approved grade of “Incomplete.” The one-year grace period for an Incomplete is not changed by a leave of absence. In addition, the student is not eligible for a Certificate of Equivalency during a leave of absence and may not receive advisement nor hold the Dissertation Proposal Hearing or Dissertation Oral Defense. A student may not apply to graduate during the period while on leave.
2. **Waiver**

A Waiver from Dissertation Advisement can be requested if the student’s advisor or candidate’s sponsor is unavailable to provide advisement due to sabbatical or medical leave. For one term only, a Waiver can also be requested if a scheduled Dissertation Oral Defense is cancelled due to the absence of a committee member. A Waiver can only be requested by students or candidates who are Obligated for Continuous Registration.

For Ph.D. students, an approved Waiver from Dissertation Advisement will extend the period of Eligibility (and Certification if a certified doctoral candidate) for the academic terms that are Waived.

3. **Personal Exemption**

A Personal Exemption from Dissertation Advisement can be requested if the dissertation is at a stage where advisement is not necessary. In addition, a Personal Exemption can be requested if a student, who would normally be eligible for a Leave of Absence, wishes to maintain active student status. A Personal Exemption can only be requested by students or candidates who are Obligated for Continuous Registration. A maximum of two terms of Personal Exemption may be granted.

For Ph.D. students, an approved Personal Exemption does not extend the period of Eligibility (or Certification if a certified doctoral candidate). If the candidate wishes to extend the period of eligibility and/or certification, he or she must file the “Petition for Extension of Eligibility/Certification.”

A student is not eligible for advisement during the term of a Personal Exemption or Waiver. Requests for a retroactive Personal Exemption or Waiver require written verification from the dissertation sponsor (or major advisor) that advisement was not provided during the term (a signed statement to this effect must be attached to the request) and in addition must be approved by the Department Chair. If the student is granted a Personal Exemption or Waiver, he or she does not maintain status as a registered student for the term. Ph.D. students are required to maintain student status by registering for IND6000 “Doctoral Candidate.” If the student has a student loan during the term of a Personal Exemption or Waiver and he or she wishes to be eligible for a loan deferment, the student must also file an approved Certificate of Equivalency. Certificates of Equivalency are only granted when a student is working on an approved activity toward the satisfaction of degree requirements for a specific number of hours. Certificate of Equivalency forms are available in the Office of the Registrar. **Note:** The Dissertation Proposal Hearing or Dissertation Oral Defense may not be held during the term when a Personal Exemption or Waiver has been granted.

**Foreign Language Requirement**

If the program has a foreign language requirement, Ph.D. students must demonstrate acceptable proficiency in foreign languages as detailed below. Please refer to Appendix D for information on how to fulfill foreign language requirements.
Program Requirements: Departments in Teachers College and their programs having foreign
language requirements are as follows:

1. **Arts and Humanities:**
   - **History and Education:** Follows the requirements of the Columbia Graduate School of Arts and Sciences, Department of History. The following website contains specific information on language requirements based on the area of history specialized in: [http://history.columbia.edu/graduate/doctoral-program/handbook/](http://history.columbia.edu/graduate/doctoral-program/handbook/). Statistics may be substituted for one language under the General Requirement. (See Appendix B.)
   - **Philosophy and Education:** Reading competency in one language, usually French, German, Greek, or Latin. Another language may be substituted when relevant, and approved by the program.
   - **English Education:** Follows the requirements of the Columbia Graduate School of Arts and Sciences, Department of English and Comparative Literature. The following website contains the specific information on language requirements: [http://english.columbia.edu/graduate/master-philosophy-m-phil](http://english.columbia.edu/graduate/master-philosophy-m-phil).
   - **Teaching of Social Studies:** Follows the requirements of the Columbia Graduate School of Arts and Sciences, Department of History. The following website contains the specific information on language requirements based on the area of history specialized in: [http://history.columbia.edu/graduate/doctoral-program/handbook/](http://history.columbia.edu/graduate/doctoral-program/handbook/).

2. **Biobehavioral Sciences:**
   - **Speech-Language Pathology:** No foreign language requirements.

3. **Counseling and Clinical Psychology:**
   - **Counseling Psychology and Clinical Psychology:** No foreign language requirements.

4. **Education, Policy, and Social Analysis:**
   - **Economics and Education:** One foreign language, as determined by the Area of Specialization and approved by the major advisor. Statistics may be substituted for the language. (See Appendix B).
   - **Educational Policy and Politics and Education:** Two research tools which consist of a foreign language, an additional foreign language, an approved two course sequence in formal modeling, or an approved two-course sequence in quantitative analysis. See program guidelines for approved formal modeling and quantitative analysis course work.
   - **Sociology and Education:** No foreign language requirements.
5. **Health and Behavior Studies**

- **Applied Behavior Analysis, Intellectual Disabilities/Autism, and Physical Disabilities:** No foreign language requirements.

- **Behavioral Nutrition:** No foreign language requirements

- **School Psychology:** No foreign language requirements.

6. **Human Development:**

- **Cognitive Studies in Education, Developmental Psychology, and Measurement and Evaluation:** No foreign language requirements.

7. **International and Transcultural Studies:**

- **Anthropology and Education, Applied Anthropology:** One foreign language, as determined by the Area of Specialization. Statistics may be substituted for the language. (See Appendix B).

- **Comparative and International Education:** One foreign language with a specialization in Anthropology. Two foreign languages for other specializations. Statistics may be substituted for one language. (See Appendix B).

8. **Mathematics, Science, and Technology:**

- **Mathematics Education:** Two from among French, German, and Russian. Students who require other languages for the preparation of their thesis may petition the major advisor to request substitution. Statistics may not be used to substitute for a language requirement.

- **Science Education:** No foreign language requirements.

9. **Organization and Leadership**

- **Educational Leadership:** Two research tools which consist of a foreign language, an additional foreign language, an approved two course sequence in formal modeling, or an approved two-course sequence in quantitative analysis. **See program guidelines for approved formal modeling and quantitative analysis course work.**

- **Social-Organizational Psychology:** No foreign language requirements.
**Completion of Course Requirements for the M.Phil. Degree**

Before filing the application to take the Departmental Certification Examination, all students are encouraged to check their Program Plans against their transcripts (both TC and approved transfer credits) to ensure that all courses have been completed or will be completed prior to the award of the M.Phil. degree. Should discrepancies become apparent, students should be certain to confer with appropriate personnel in the Office of Doctoral Studies or the Office of the Registrar.

**Certification Examination**

The Certification Examination is at least a three-hour examination in the major field and must be taken on the dates announced in the Academic Calendar. The examination is given in the Autumn and Spring terms by all departments and by some in the summer term. Students are responsible for obtaining an application form and filing it in the Office of Doctoral Studies.

Each student is encouraged to consult with an advisor in the Department as to readiness to sit for the examination. Normally the examination is taken after completing a total of sixty points for inclusion in the doctorate.

Some Departments and/or Areas of Specialization require additional methods of assessment. The student should be certain to ask the major advisor about specific requirements.

Results of the Certification Examination are communicated to each student by the Department Chairperson or Major Advisor. Please note that satisfactory passing of the Certification Examination does not constitute completion of all requirements for the award of the M.Phil. degree; grade deciles, program completion, plus other requirements as determined by the program, are to be met prior to the Department's recommendation to continue pursuit of the Ph.D. degree under the auspices of Teachers College.

**Dissertation Proposal Hearing**

The Research Dissertation is a distinctive feature of the Ph.D. program. In planning and completing a Dissertation, a candidate receives intensive training in the research methods appropriate to the field and demonstrates competence in their use. As a part of preparation in research, every candidate is required to participate in Dissertation seminar, designed at the 75XX course number by the Department, which has as its purpose the development and approval of plans for doctoral Dissertations. This seminar cannot be counted more than once toward the degree unless the program requires that it be taken a second time. Under no circumstances should a dissertation seminar course be taken more than twice, even if the candidate has yet to complete the Dissertation Proposal Hearing. Once a student has an approved dissertation proposal, a student should not register for the departmental dissertation seminar course. Dissertation seminar is a required course on the Program Plan of study.

To ensure minimum research competency, students are required to register for coursework that reflects the type of research they will be conducting for the dissertation. Faculty advisors should ensure that program required research coursework is placed on the Program Plan so that doctoral students have the proper research foundation to prepare for the Dissertation Proposal Hearing.
The candidate selects a dissertation topic (i) which will make an original contribution to the area of research, (ii) which can be completed successfully with the resources available, and (iii) for which appropriate faculty advisors are available in the University, who are willing to guide the candidate's study.

A doctoral candidate who plans to send or distribute questionnaires or similar instruments in connection with the dissertation study must first secure the approval of the questionnaire and its covering letter from the Chairperson of the Dissertation Committee. They must also be approved by the Institutional Review Board (IRB) Office upon passing the Dissertation Proposal Hearing.

The Dissertation is supervised by a Dissertation Proposal Committee of two or three faculty members, one of whom is the Dissertation Sponsor. The Dissertation Sponsor must be a faculty member of Teachers College who is named on the list of GSAS Approved Ph.D. Sponsors (Appendix C). Changing of Committee members must be approved using the ODS Change of Committee form found on the ODS website. Requests for Proposal Committee members from outside of Teachers College or Columbia University should be requested in advance to the Office of Doctoral Studies by the Sponsor with a copy of the faculty member’s Curriculum Vitae.

Successful completion of the Dissertation Proposal hearing is required to receive a grade for the Dissertation seminar course and to receive the Master of Philosophy degree.

**Dissertation Proposal Approval**

After the candidate’s dissertation proposal is approved, the names of the faculty members who serve as the Dissertation Committee are entered on the report. The candidate then submits the dissertation proposal to IRB for approval. Once approved, the signed Dissertation Proposal Hearing form, a copy of the IRB approval letter, and a PDF copy of the dissertation proposal is submitted to the Office of Doctoral Studies as part of the candidate's doctoral record.

**NOTE:** Only Ph.D. students in the International and Transcultural Studies Department must also receive IRB approval for their proposal manuscript and submit all items for their dissertation proposal to the Office of Doctoral Studies in order to receive the Master of Philosophy degree.

**Continuous Registration for Dissertation Advisement**

Each candidate must register continuously for at least three (3) credits of Teachers College coursework or dissertation advisement (DEPT_89XX) offered by the department in the term following enrollment in the dissertation seminar course(s) or after receiving Departmental approval on the dissertation proposal, whichever comes first. Continuous registration is required in each Autumn Term and Spring Term whether or not the candidate is in attendance, and in the Summer Term when special permission to schedule a Final Defense has been granted.

Continuous registration is required up through and including the term in which the oral dissertation defense is held when registration in TI 8900 (Ph.D. Defense) is required. A candidate has until one month into the following term to deposit the dissertation manuscript to waive the advisement fee and to stop continuous registration.
The tuition fee for the Teachers College dissertation advisement course is equivalent to three tuition points for each term payable during the regular registration period. Dissertation advisement does not carry points of course credit. The fee is necessary in order that the student may pay an equitable portion of the costs of the expensive process of advisement.

**Award of the M.Phil. Degree**

Upon satisfactory completion of the requirements listed previously, the Department may recommend to the Chair of the faculty committee on the Ph.D. degree:

1. that the student be recommended to the Graduate School of Arts and Sciences for award of the M.Phil. degree (i.e., all requirements for the Ph.D. less the final oral dissertation defense have been fulfilled, and the department wishes the candidate to complete remaining Ph.D. requirements under Teachers College faculty supervision); or

2. that the student not be recommended for the M.Phil. degree, and that candidacy be terminated.

An application for the award of the M.Phil. degree will be filed by the Office of Doctoral Studies. However, it is the student’s responsibility to make sure all requirements for the M.Phil. have been completed. Upon receipt of the M.Phil. degree, the student is now considered to be a doctoral candidate for the Ph.D. degree.
The Advanced Seminar

The purpose of the Advanced Seminar is to assist the candidate in the successful completion of the dissertation. Members of the Seminar judge the quality and scope of the work completed and make recommendations, if needed, for changes.

The candidate, toward the end of the Dissertation research, presents the research at an Advanced Seminar. Although not a Teachers College requirement, some programs mandate holding the Advanced Seminar. The stage at which an Advanced Seminar is appropriate varies with the nature of the research problem. If the research method is experimental or statistical, the candidate should have obtained and analyzed the data which are presented in tabular form so that conclusions relevant to the hypotheses may be drawn. If the method is historical or philosophical, an Advanced Seminar might be appropriate when the Dissertation Committee Chairperson has approved a draft of the dissertation. The candidate prepares an outline or draft of the dissertation for use by the Advanced Seminar, and submits a copy to each faculty member who will attend, one week before the seminar is held.

Applications to hold an Advanced Seminar are secured by the candidate from the Office of Doctoral Studies. The applicant is to indicate on the form the exact date and two-hour period on which each member of the dissertation committee has agreed to be present. The completed application is to be given by the candidate to the Office of Doctoral Studies not less than one week before the proposed date of the Advanced Seminar. A Chairperson will be designated from the other faculty members who are to be present.

Completion of the Dissertation and Preparation of the Manuscript

Following approval by the members of the Advanced Seminar to proceed with completion of the Dissertation, the candidate completes the research under the guidance of the Dissertation Committee, taking into consideration all suggestions offered at the Advanced Seminar.

In most instances, the Dissertation is formatted in final form after receiving the approval of the Chairperson or Sponsor. In other instances, with approval of the Chairperson or Sponsor, the candidate may submit clear drafts of the Dissertation for use at the Final Oral Defense so as to facilitate revisions. After the Final Oral Defense, the corrected final copy of the manuscript is then prepared.

When preparing the draft and/or the final corrected copies of the Dissertation, the candidate is to follow the formatting guidelines of the GSAS Dissertation Office at http://gsas.columbia.edu/content/formatting-guidelines. A minimum of five copies of the Dissertation (one for each member of the Final Oral Defense Committee), plus an additional copy for the candidate are to be prepared. All copies must be clean and free of pencil or ink corrections. The candidate may ask each committee member if an electronic copy is suitable in place of a paper copy.

In addition, a copy of the Abstract of the Dissertation is to be prepared. Further instruction on this requirement can be found at http://gsas.columbia.edu/content/formatting-guidelines.
Additional instructions for the preparation of the manuscript may be obtained from the dissertation sponsor.

**Final Defense, Registration, and Defense Committee**
The final defense may be scheduled for any time during the regular academic year, and in rare instances during the summer, based upon extraordinary circumstances and the approval of the Ph.D. Committee.

**Notification of Intention to Defend:** Each candidate obtains from and returns to the Office of Doctoral Studies the "Notification of Intention to Defend the Dissertation" during the registration dates for the appropriate academic term. See the Academic Calendar for dates, and the Office of Doctoral Studies Instructions for Ph.D. deadlines.

**Registration:** All candidates are required to enroll in TI 8900- Dissertation Defense: Ph.D., for the term in which the oral defense is being held. Registration is processed in the TC Registrar's Office. The required special fee is listed in the catalog and Schedule of Classes. The TI8900 fee includes the Teachers College dissertation advisement fee.

**Final Oral Defense Committee**
The Final Oral Defense Committee consists of five faculty members. A minimum of three must be Graduate School of Arts and Sciences (GSAS) approved Ph.D. Sponsors. The Final Oral Defense Committee is constructed as follows:

- the Dissertation Sponsor, who must be a Ph.D. approved sponsor;
- the Chair of the Defense Committee, who must also be a Ph.D. approved sponsor;
- the Dissertation Committee Member, who is normally a member of the student's Department;
- two Examiners,
  - one, who is from outside the student's Department; and,
  - one, who is from outside Teachers College.

Please review Appendix C for detailed information on forming the Ph.D. Final Oral Defense Committee. A faculty member on appointment at a college or university outside of Columbia University may also be considered by GSAS as an additional member of the Final Oral Defense Committee, upon written petition by the sponsor, accompanied by a copy of the nominee's curriculum vitae to the Office of Doctoral Studies.

The candidate is responsible for arranging the date, hour, and location at which all members of the Final Oral Defense Committee can attend the final defense.

The Office of Doctoral Studies, upon the candidate's notification of the day and hour of the Final Defense and receipt of the names of examiners, will notify the Dean of the Graduate School of Arts and Sciences of the scheduled defense. The Defense Application with the Sponsor’s signature must be received by the Office of Doctoral Studies no later than three (3) weeks prior to the scheduled defense date. A late application may result in the cancellation of the defense by the Dean of the Graduate School of Arts and Sciences.
All examiners must have at least three weeks to read the dissertation manuscript prior to the scheduled defense date.

**The candidate, Sponsor and Chairperson of the defense must be physically present for the Final Oral Defense.** Only the 2nd Reader, or outside examiners may request to attend via electronic means (Skype, conference call) by the Sponsor marking the request on the Application for the Oral Defense Form.

The Final Oral Defense on the dissertation is scheduled for a period of two hours. At the outset, the candidate may be asked to make a brief presentation of the study of not more than ten minutes. The examiners then ask questions to explore the candidate’s background in the field of research, to clarify methodological procedures, results, and implications for theory and application, or to recommend changes in the dissertation study. The examiners may vote the results as follows:

1. **Approved as submitted:**
   The committee may ask that minor revisions or corrections be made before the dissertation is deposited. A written description of those minor revisions should be provided to the candidate at the defense.

2. **Approved pending revisions:**
   The committee may ask that revisions be made before the dissertation is deposited. A written description of those revisions should be provided to the candidate at the defense or shortly afterward.

3. **Referred:**
   The committee believes that substantial work must be undertaken on the dissertation by the candidate before it can reach a recommendation to award the degree. A detailed written description of the reservations about the examined dissertation should be provided to the candidate at the defense or shortly afterward. At the time of the defense, a subcommittee composed of at least three unanimously agreed upon members of the original committee (and including the sponsor) will be formed. A statement from the candidate indicating the specific changes made in response to the committee’s request for revision must accompany the revised version, and both be sent to the sponsor. The sponsor will share the statement and the revised version with the members of the defense subcommittee, each of whom must communicate explicitly to the sponsor his or her appraisal of the revisions undertaken. A majority of the subcommittee must approve the revised version for the candidate to be recommended for the degree. The dissertation will then be recommended for award of the degree.

4. **Fail:**
   The committee believes that the dissertation is not acceptable, and the candidate will not be recommended for the degree. No candidate may have a second defense unless the Dean of GSAS concludes, upon evidence provided either by the candidate or by a member of the committee, that procedural irregularities occurred during the defense.
Procedures Following the Final Oral Defense

Depositing the Dissertation is the final requirement for the Ph.D. degree. Therefore, a student may not deposit a Dissertation until all other requirements have been satisfied, including financial obligations.

After the candidate has received approval of all revisions of the dissertation as specified by the Final Oral Defense Committee, signature of the Dissertation Sponsor is required on the GSAS dissertation approval card. The Office of Doctoral Studies will obtain the Provost’s signature.

For instructions for the final deposit of the dissertation, please see the Ph.D. Deposit Gateway link: [http://gsas.columbia.edu/content/deposit-gateway](http://gsas.columbia.edu/content/deposit-gateway).

Columbia University requests that within the ProQuest system, that Teachers College, Ph.D. candidates use their Program when asked for their Department.

Granting of the Ph.D. Degree

The title of “Doctor or Dr.” is reserved only for those candidates who have been formally awarded the Ph.D. degree. Candidates may only address themselves as “Doctor or Dr.” on their degree’s official conferral date.

Extensions of the Period of Ph.D. Eligibility

Request for extensions of Ph.D. eligibility for students may be granted by the Ph.D. Committee. Detailed instructions regarding extending the period of Ph.D. eligibility are available on the Office of Doctoral Studies website.

The procedures for requesting an extension are:

1. After conferring with a faculty advisor, the student shall write a letter, addressed to the Office of Doctoral Studies, and give the advisor a copy. The letter should be clear and concise, but precise information should be given on the following three points:
   
   a. The reason why degree requirements have not been finished within the original time period allotted.
   
   b. The progress made to date in meeting requirements.
   
   c. The amount of time needed to complete all requirements, with a schedule of dates and steps within the period requested, such as when the dissertation will be completed and ready for distribution to the committee, when the Final Defense will be held, etc.

2. The dissertation faculty sponsor will also write a memorandum or letter to the Office of Doctoral Studies, enclosing a copy of the student's letter. The advisor's letter will give a recommendation, an evaluation of the quality of the student's achievement, and an appraisal of the student's proposed schedule for completing the remaining degree requirements.

The Office of Doctoral Studies will transmit the request to the Ph.D. Committee and will notify the sponsor and student of the action taken by the Chair when it is received.
**APPENDIX A**

**MULTIPLE DEGREE REQUIREMENTS**

This list only represents minimum point requirements to establish residence for multiple degrees. In addition, each degree program has a planned program of study, and the degree requirements as outlined by your department and in the Teachers College catalog must also be satisfied. It is possible that students will need to take more than the minimum point requirements.

<table>
<thead>
<tr>
<th>Two Degrees at Teachers College</th>
<th>Min Pt Req</th>
<th>Min TC Credit</th>
<th>Max Trans Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.A. (M.S.) and M.A. (M.S.)</td>
<td>60*</td>
<td>60*</td>
<td>0</td>
</tr>
<tr>
<td>M.A. (M.S.) and Ed.M.</td>
<td>60</td>
<td>45</td>
<td>15</td>
</tr>
<tr>
<td>Ed.M. and Ed.M.</td>
<td>90</td>
<td>60</td>
<td>30</td>
</tr>
<tr>
<td>M.A. (M.S.) and Ph.D.</td>
<td>75</td>
<td>45</td>
<td>30</td>
</tr>
<tr>
<td>M.A. (M.S.) and Ed.D.</td>
<td>90</td>
<td>45</td>
<td>45</td>
</tr>
<tr>
<td>Ed.M. and Ph.D.</td>
<td>75</td>
<td>45</td>
<td>30</td>
</tr>
<tr>
<td>Ed.M. and Ed.D.</td>
<td>90</td>
<td>45</td>
<td>45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Three Degrees at Teachers College</th>
<th>Min Pt Req</th>
<th>Min TC Credit</th>
<th>Max Trans Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.A. (M.S.), M.A. (M.S.), and Ed.M.</td>
<td>90</td>
<td>75</td>
<td>15</td>
</tr>
<tr>
<td>M.A. (M.S.), Ed.M., and Ed.M.</td>
<td>90</td>
<td>90</td>
<td>0</td>
</tr>
<tr>
<td>M.A. (M.S.), M.A. (M.S.), and Ed.D.</td>
<td>90</td>
<td>75</td>
<td>15</td>
</tr>
<tr>
<td>M.A. (M.S.), M.A. (M.S.), and Ph.D.</td>
<td>75</td>
<td>75</td>
<td>0</td>
</tr>
<tr>
<td>M.A. (M.S.), Ed.M. and Ph.D.</td>
<td>75</td>
<td>60</td>
<td>15</td>
</tr>
<tr>
<td>M.A. (M.S.), Ed.M. and Ed.D.</td>
<td>90</td>
<td>60</td>
<td>30</td>
</tr>
<tr>
<td>Ed.M., Ed.M., and Ed.D.</td>
<td>90</td>
<td>90</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Four Degrees at Teachers College</th>
<th>Min Pt Req</th>
<th>Min TC Credit</th>
<th>Max Trans Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.A. (M.S.), M.A. (M.S.), Ed.M., and Ed.D. (or Ph.D.)</td>
<td>120</td>
<td>120</td>
<td>0</td>
</tr>
<tr>
<td>M.A. (M.S.), Ed.M., Ed.M., and Ed.D. (or Ph.D.)</td>
<td>120</td>
<td>120</td>
<td>0</td>
</tr>
</tbody>
</table>

* Plus an essay or 32 points without an essay. (See Teachers College Catalogue for details.)

**NOTE:** If you received a Professional Diploma from Teachers College, please check with the Registrar for minimum requirements.
APPENDIX B

STATISTICS COURSES IN PARTIAL FULFILLMENT OF A FOREIGN LANGUAGE REQUIREMENT

Academic programs which permit the use of a two-semester statistics course sequence in lieu of one foreign language do so in accordance with the Ph.D. Coordinating Committee policy.

Acceptable courses in the Department of Human Development are:

- HUDM 4122  Probability and Statistical Inference
- HUDM 5122  Applied Regression Analysis
- HUDM 5123  Linear Models & Experimental Design

A passing or letter grade must be received for both courses. R credit is not acceptable.

Credit hours (points) earned in the two-semester statistics course sequence may be used to satisfy the minimum point requirement for the Ph.D.

Students who request to have courses other than the ones above evaluated to meet the Foreign Language Requirement must provide the following to the Office of Doctoral Studies:

1. A written request from the advisor
2. A copy of the official course description of each course requested. Each course requested MUST contain an advanced statistical component.
# APPENDIX C

## DEFENSE COMMITTEE MATRIX FOR Ph.D. STUDENTS

<table>
<thead>
<tr>
<th>Member of Candidate’s Dissertation Proposal Committee</th>
<th>Member of Candidate’s TC Academic Department</th>
<th>Member of GSAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Sponsor</td>
<td>X</td>
<td>X²</td>
</tr>
<tr>
<td>Chairperson</td>
<td>Can be from candidate’s department.</td>
<td>X</td>
</tr>
<tr>
<td>Dissertation Member</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Examiner 1</td>
<td>Can be from candidate’s department but not from candidate’s program</td>
<td></td>
</tr>
<tr>
<td>Examiner 2</td>
<td>Must be from outside Teachers College⁵</td>
<td></td>
</tr>
</tbody>
</table>

X = Must meet the criteria

### IMPORTANT: At least 3 members, including the Sponsor and Chairperson, must be GSAS approved faculty. Teachers College faculty appear under Education.

The Sponsor and Chairperson must be physically present at the Final Oral Defense.

Link to GSAS Approved Faculty: [http://gsas.columbia.edu/dissertation-sponsors](http://gsas.columbia.edu/dissertation-sponsors).

### NOTES:

1. The “Approved Sponsor” and “Dissertation Member” are both identified during the dissertation proposal process. Faculty who serve in those roles continue through the oral defense of the dissertation.
2. The “Approved Sponsor” is a Teachers College faculty member whose primary appointment is in the candidate’s academic department. 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.
3. At least 2 committee members must be from the candidate’s department.

The “Examiner 2” member of the oral defense committee must be from outside TC (e.g., Columbia, Barnard, non-Columbia faculty, etc.)
APPENDIX D

FOREIGN LANGUAGE PROFICIENCY REQUIREMENTS

In that the Graduate School Foreign Language Tests (GSFLT) are no longer licensed for administration, proficiency in foreign languages will be assessed by the cognate Columbia University foreign language department. Examples below are as follows:

French: Administered five times a year in February, April, July, October and December. Please visit http://french.columbia.edu/content/french-proficiency-exam for more information.

German: Administered in the beginning of September and the weeks of the Graduate School of Arts and Sciences’ final examinations in December and May. Contact Professor Schmiers-Heller or Peg Quisenberry, Assistant, Department of Germanic Languages, (212) 854-3202, 414 Hamilton Hall, to make arrangements. You can also E-mail Ms. Quisenberry (pq2@columbia.edu) for a sample examination.

Russian: Administered, upon request to the Department Chair’s office. (Slavic Languages) Contact Mr. John Lacqua, (212) 854-3941, Room 708 Hamilton Hall, Columbia University.

Spanish: Contact the Department of Spanish and Portuguese, 401 Casa Hispanica, (212) 854-4187 or E-mail Kosmas Pissakos at kp124@columbia.edu to make arrangements.

Chinese Contact Dr. Lingjun Hu at lingjun.hu@columbia.edu in the Department of East Asian Languages to make arrangements.

For those languages that do not have a cognizant foreign language department at Columbia University, Ph.D. students should visit the Columbia Language Resource Center. Their website is: www.lrc.columbia.edu.

If the foreign language is not offered by any department or the Language Resource Center, Ph.D. students can formally petition the Office of Doctoral Studies to take their foreign language exam elsewhere. A signed letter from the student stating what school and faculty member will be performing the exam is required.

Foreign language proficiency can also be met with a B+ or higher grade in a Columbia University undergraduate course called Rapid Reading and Translation which is offered by a few language departments. Please check with the cognate language department to see if that course is offered. Credits received from this course MAY NOT be used on the Program Plan towards graduation for the Ph.D. degree.

Teachers College authorizes students to use the CUNY Language Reading Program languages they offer (www.gc.cuny.edu/Page-Elements/Academics-Research-Centers-Initiatives/Special-Programs/Language-Reading-Program). Passing the Level II Class with an A- or better will meet a foreign language requirement.

Rev. Feb. 2019