

## **Electronic Deposit of the Ed.D./Ed.D. CTAS Dissertation Bulletin**

### **Congratulations on Passing your Ed.D./Ed.D. CTAS Dissertation Oral Defense!**

This bulletin is designed to assist doctoral candidates who have successfully passed their Ed.D./Ed.D. CTAS Dissertation Oral Defense with a step-by-step guide on how to complete all remaining requirements for graduation including the Dissertation Deposit electronically to the Teachers College Deposit Gateway.

### **Dissertation Deposit**

After successfully passing the Dissertation Oral Defense, the candidate will receive corrections from the Dissertation Oral Defense Committee. If the Defense was a Line 0 (Approved as Submitted) or Line 1 (Approved Pending Revisions), the candidate will only need to work directly with the Sponsor. If the Defense was a Line 2 (Referred), the candidate will need to work with the assigned Dissertation Corrections Committee which consists of two members of the Committee: the Sponsor and one other member.

Upon completion of all corrections of the Dissertation Oral Defense Committee, the Sponsor or Dissertation Corrections Committee will approve the manuscript should it be deemed worthy of submission. The candidate will then begin the Dissertation Deposit to the Office of Doctoral Studies.

The first step is to visit the Deposit Gateway on the Office of Doctoral Studies website (<https://www.tc.columbia.edu/doctoral/edd-deposit-gateway/>) and follow the steps listed there.

a) The signed original Approval of the Dissertation Manuscript form signed by either the candidate's Dissertation Sponsor (Line 0 or Line 1) or Dissertation Corrections Committee (Line 2) will be sent to **ods@tc.columbia.edu**. This will inform ODS that the manuscript title has been finalized and it will be added to the college database.

b) Make payment of the Ed.D. Defense Fee of \$95.00. There is a link to CashNET within the Deposit Gateway that will allow payment of the fee to be made. Please note that if electronic banking is used, ensure there are enough funds in the chosen account, otherwise delays will occur in processing for graduation.

c) Completion and submission of the Teachers College Graduation form: Application for the Degree of Doctor of Education. This can be faxed or filled out electronically and e-mailed to [ods@tc.columbia.edu](mailto:ods@tc.columbia.edu).

d) Completion of the “Survey of Earned Doctorates.” (<https://sed-ncses.org>) It is mandatory to register for the survey, but the candidate can leave any and/or all questions blank. The survey will encourage the candidate to complete any questions left blank, however, it can still be saved and successfully completed. Upon completion, a confirmation E-mail will be sent to the Office of Doctoral Studies.

e) Log in to the ProQuest Teachers College ProQuest Deposit Gateway website. (<http://www.etdadmin.com/cgi-bin/school?siteId=345>) Upon successful registration and login in to the ProQuest Deposit Gateway website, please follow the instructions below:

- 1) Read carefully all instructions noted on the welcome page and click Continue when ready.
  - 2) Select the type of publishing and any options desired and click Save & Continue when ready.
- NOTE:** Click ‘Accept’ after reading detailed information on the type of publishing you have requested.

- 3) Please fill in your Contact information as requested and click Save & Continue when ready.
- 4) Under Dissertation/Thesis Details, please fill out the information as requested and click Save & Continue when ready.

a) Under Advisor/Supervisor/Committee Chair, please enter in your **Sponsor’s name** only.

b) Under Committee members, please enter in the other members of your Dissertation Oral Defense Committee.

c) Please follow closely the requirements for the Abstract. Note, this is only the text of the abstract, not your name and title. It is not required to be done in the same style as your manuscript.

5) Upload a pdf copy of your manuscript in the manner prescribed by ProQuest. Your manuscript will be reviewed by ODS prior to publication.

6) Only add Supplemental Files if there are other items such as music files that were considered a separate document from the manuscript itself. Appendices **are not** Supplemental files.

7) Leave the Notes area blank. If you have questions, please contact ODS directly for assistance.

8) Select your Publishing Type:

a) Traditional Publishing does not cost anything, but it will hide the manuscript behind ProQuest’s firewall and only authorized subscribers of the ProQuest database (such as IHLs) will have access to it. You have the ability to get royalties for your works, but please read their agreement here:

[https://pq-static-content.proquest.com/collateral/media2/documents/agreement\\_traditionalpub.pdf](https://pq-static-content.proquest.com/collateral/media2/documents/agreement_traditionalpub.pdf)

b) Open Access PLUS costs \$95, but opens the manuscript to PQDT Open, in addition to the ProQuest database, which allows anyone to view your manuscript. In doing this you waive your rights to royalties.

9) Filing for Copyright with the U.S. Government is optional. Click Save & Continue when ready.

**NOTE:** If you have questions about Copyright, Columbia University has a Copyright office that can assist you at <https://copyright.columbia.edu/>

10) Ordering personal copies are optional. **Orders placed through ProQuest are produced by ProQuest and not by the Teachers College Duplicating Center.** Click Continue with order if you are ordering or Decline if not. If you do order, you will need to enter in payment information and a shipping address.

**NOTE:** Instead of or in addition to, the candidate can also contact the Teachers College Duplicating Center as they provide an option for purchasing hard bound personal copies.

11) Make sure you have properly filled out all information and if complete, click Submit.

## **DISSERTATION ASSISTANCE FROM TC'S BUSINESS SERVICES CENTER**

### **Help along the way**

Though the final dissertation will now be submitted electronically, students may still be required to submit printed drafts along the way to their advisors and other committee members. TC's Business Services Center (BSC) is equipped to provide assistance, particularly to candidates who live far away from campus.

### **Printing and delivering drafts and/or defense copies**

Candidates may email their documents to the BSC at [duplicating@tc.edu](mailto:duplicating@tc.edu) with instructions on the following:

- (a) any peculiarities of the files (e.g., each chapter is submitted individually; Chapter II is skipped for now, etc.).
- (b) whether color in the files should be printed in color.
- (c) whether to print single or double sided.
- (d) whether to deliver the draft in a box, bound or unbound, what kind of binding, and so on.

Candidates will also need to phone the BSC staff at 212.678.3703 with credit or debit card information to finalize the transaction.

There is no added fee for delivery by the next business day (at worst) to any office on the TC or contiguous Columbia campus. Mailing costs to faculty off-campus or at a different Columbia campus will be added to the charge for printing/binding.

### **Help near the end**

Ed.D. candidates interested in bound copies of their manuscript should show their manuscript approval e-mail to BSC staff to confirm that their manuscript is in its final state and has been approved by ODS for publication.

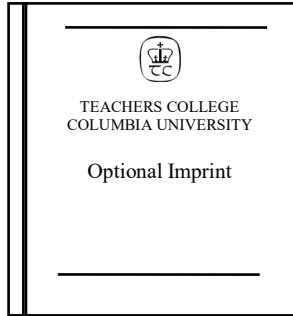
### **Help at the very end (and beyond)**

Many successful doctoral students wish to have printed and bound copies of their final work for themselves as well as their beloved sponsors, family members, ministries of education, foundations that paid for their education, etc. Though you may order those copies through ProQuest, the BSC at Teachers College offers a binding more representative of the institution, with the following features:

- (a) a TC crest on the front of Ed.D. covers, engraved in gold.
- (b) an attractive hard binding in your choice of black or navy blue.
- (c) choice of paper stock (plain white for economy or the recommended 25% cotton paper for a "classier" look).
- (d) option to have your name and date of degree printed on the front cover (see pricing below).
- (e) free delivery to faculty members on campus.

### **The Basic Look**

The bound copies are full-sized and look like the image below.



Ed.D. cover

### **Pricing**

Teachers College's printing pricing is competitive and will usually be cheaper than that offered by Staples, Kinko's, etc. The more copies made at one time, the lower the per copy cost will be.

Printing per page <i>Costs vary depending on number of copies being made – The more you print, the lower the per-page cost.</i>	1 copy @ 10¢/page 5 copies @ 7.8¢/page and so on
Binding per volume (navy blue or black with gold logo imprint)	\$20.00
Rag bond paper	3 per sheet
Name/date imprinted on cover	\$100 for up to three covers \$5 for each additional cover
Shipping by US priority mail or UPS. <i>Depends on weight and distance from New York. You would have to be notified of the mailing cost by phone or email.</i>	

In addition, the BSC is required to charge 8.875% NYS sales tax on all but the shipping costs.

### **Contact and Hours for the Business Services Center:**

- Call 212/678-3703 or email [duplicating@tc.edu](mailto:duplicating@tc.edu) .
- The BSC is located in Room 34 in the basement, Zankel Building (formerly Main Hall), Teachers College, 525 West 120th Street, NYC.
- Hours: 9-7 M-Th, 9-6 F (9-4 F in the summer).  
Closed on weekends and holidays.