Academic Department Instructions for Filing an Application for Doctor of Engineering Science Graduation

1. The department must complete the Application for the degree of Doctor of Engineering Science
   ♦ Complete sections #1-7
   ♦ Make sure the student signs the form at #6
   ♦ Make sure the department chair signs the form at #7
   ♦ Jump to section #9 and indicate the date when the dissertation was distributed to committee members (the dissertation must be forwarded to committee members to review 3 weeks prior to the date of the defense). In section #10, indicate the date of the defense and the names of all committee members. There must be 5 proposed committee members recommended by the sponsor who are full-time faculty at Columbia University. Not more than 3 committee members can be from the student’s department.

2. The sponsor must complete and sign the Program of Study for the Doctor of Engineering Science

3. The sponsor must complete the top section of the Voting Sheet

4. The department must submit the following materials to the Office of Graduate Student Services at least 3 weeks in advance of the scheduled defense
   ♦ Application for the degree of Doctor of Engineering Science
   ♦ Program of Study form with a copy of the student's academic transcript
   ♦ Voting Sheet

5. The Assistant Dean will review the Program of Study form and academic transcript. If approved, the Assistant Dean will sign section #8 and forward the application to the Vice Dean.

   WHAT HAPPENS NEXT???

   The Vice Dean will review and approve the recommended committee. The application will be returned from the office of the Vice Dean to the academic department for use on the day of the defense for committee members to sign.

   ON THE DAY OF THE DEFENSE

   After the defense presentation, the following signatures must be obtained:
   ♦ Each committee member signs the voting sheet in the appropriate column.
   ♦ The Chairperson of the Examining Committee signs at the bottom of the voting sheet.
   ♦ If the student satisfactorily passes, the Chairperson of the Examining Committee signs section #11 on the application for the degree.

   AFTER THE DEFENSE

   The academic department makes 2 copies of all completed paperwork. The academic department retains one copy and forwards the second copy to the Graduate School of Arts and Science Dissertation office in 107 Low Memorial Library for graduation preparation and depositing the student's dissertation. The department submits the ORIGINAL paperwork to the Office of Graduate Student Services in 524 S.W. Mudd.
Application for the degree of Doctor of Engineering Science

1. Name:
   First name   Middle Name   Last Name

   Your name as you would like it to appear on the diploma:

2. Columbia I.D. Number:

3. Department:

4. Address:
   Before graduation:
   After graduation:

5. Degrees already received:
   Title of degree   Institution   Date

6. Statement by Student:
   I apply for the final examination for the degree of Doctor of Engineering Science.

   Student Candidate Signature   Date

   ** Please note that the dissertation must be deposited within six months of the defense.
7. Statement by the Department:
On behalf of the Department of ______________________________
I certify that the applicant has satisfied all examinations as required, prior to the defense of the dissertation. The applicant has passed the following departmental examinations:

________________________________________________________________________
Date: _____________
________________________________________________________________________
Date: _____________
________________________________________________________________________
Date: _____________

I recommend that the candidate be admitted to dissertation defense, and certify that the candidate has prepared a dissertation approved by the dissertation advisor with the following title:
________________________________________________________________________

________________________________________________________________________

Department Chair ______________________________ Date __________________

8. Statement by the Dean of Students:
I certify that the applicant has satisfied all the following requirements:
♦ credits of course work (minimum of 30 within the School beyond the M.S. degree)
♦ Plus 12 credits of Doctoral Research Instruction (RSCH 9800)
♦ Attached an approved DES program of study
♦ Completed within the seven year requirement
♦ Passed the ALP English Proficiency test at a Level 10

Dean of Students ______________________________ Date __________________

9. When was the dissertation distributed to committee members for review? _________________ Date _________________

10. I admit the candidate to dissertation defense by the following committee on:
Date: ________________ Location: ___________________ Time: ____________

Name    Department    Address    Phone
Chair: __________________________________________________________________
Sponsor: ________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Dean ______________________________ Date __________________

11. I certify that the candidate has satisfactorily passed the final examination:
________________________________________________________________________
Chairperson of the Examining Committee ______________________________ Date __________________
# Program of Study

## Doctor of Engineering Science

Department: ______________________________

Date submitted: __________

Name of Student: ____________________________  ID: _______________

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<tr>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Points</th>
<th>Substitution</th>
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<th>Department Approval</th>
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TOTAL POINTS: __________

Approved by:

Departmental Advisor: ____________________________  Dean: ____________________________

Date: ________________  Date: ________________
Voting Sheet

To the Dean of the School of Engineering and Applied Science:

The oral examination of _______________________________________________
for the degree of Doctor of Engineering Science, held today, resulted as follows:

Major: _____________________________________________
Defense of thesis: _____________________________________________

Examiners present and voting

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<th>AYE</th>
<th>AYE subject to substantial revision, the satisfactory completion of which is to be later certified to the Dean in writing by a committee consisting of:</th>
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Examiners present and voting NO on the question of recommendation:

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Date: ____________________ Signed: _____________________________________________

Chairperson