



Columbia University in the City of New York
The Fu Foundation School of Engineering and Applied Science
Office of Graduate Student Services • (212) 854-6438

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.



Columbia University in the City of New York
The Fu Foundation School of Engineering and Applied Science

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 *AYE* without
reservation or subject only to
minor revisions on the
question of recommendation
for the degree:

Examiners present and
voting *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:

Examiners present and
voting *NO* on the question of
recommendation:

Date: _____

Signed: _____

Chairperson