

This Dissertation Defense Timeline is an **EXAMPLE ONLY**.

You are not required to follow this time frame. It is only a suggestion of how you might plan for your defense.

Please use this Timeline as an example and guide in estimating how long it might take to defend and deposit - so you can plan accordingly.

What IS REQUIRED is that you submit 3 of the 5 Dissertation Evaluation Forms to the APO for Academic Support and Student Progress 4 weeks prior to your defense date so we can officially notify the Provost's Office of your defense. The remaining 2 Dissertation Evaluation forms may be turned in any time before the Dissertation Defense.

It is advised that you work closely with the Chair of your committee to lay out a time frame en-route to your defense date allowing time for all committee members to read the dissertation, provide feedback, and agree upon a date and time for the defense. Remember to take into account if any of your committee members will be on sabbatical.

Always check with your Training Area's Student Handbook for procedures and requirements.

Please let me know if you have any questions.

Thanks!

Judith Kubran, LMSW
APO for Academic Support and Student Progress
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BACKWARDS TIMELINE FOR COMPLETING A DISSERTATION

SEPTEMBER/OCTOBER GRADUATION

(Dates are suggestive and approximate)

Please note: When the Executive Office is mentioned in this document, please contact the APO for Academic Support and Student Progress, Judith Kubran, at jkubran@qc.cuny.edu

No later than:	Faculty Responsibilities	Student Responsibilities
January – February		<p>It is advisable to pick outside readers early in the process of writing and defending a dissertation-up to three months before the defense.</p> <p>If any member of your committee is not a CUNY doctoral faculty, the Executive Office must receive a Request for Approval of Non-CUNY-Doctoral Faculty Dissertation Committee Member and a copy of his/her CV for EO's approval.</p> <p>Student contacts the Executive Office to inquire about the dissertation defense process and procedures to complete the dissertation.</p>
February 15	Committee chair agrees to read dissertation.	Full draft of dissertation to Chair.
March 15 – April 14	Committee chair provides detailed feedback on full draft.	Student makes revisions and submits them to Chair for approval.
April 15	<p>Dissertation draft approved by Chair.</p> <p>Dissertation received by additional (4) committee members.</p>	Student submits Dissertation draft to core and outside committee members and completed Dissertation Evaluation Forms to all committee members (top section completed by student).

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No later than:	Faculty Responsibilities	Student Responsibilities
May 15	<p>Committee members provide feedback to student on completed draft.</p> <p>Committee members agree to go forward with defense.</p> <p>Chair and committee members sign Dissertation Evaluation Forms and send as email attachment to APO of Student Support and Academic Progress (jkubran@gc.cuny.edu).</p> <p>Three of the five Dissertation Evaluation Forms must be received at least 4 weeks prior to the defense date.</p> <p><i>For example:</i> If the student plans to defend on June 15, their three dissertation evaluation forms need to be received by May 15. If the student plans to defend on August 30, their three dissertation evaluation forms need to be received by June 15 due to an administrative summer recess.</p>	<p>Student sets a defense date and time with committee members and Outside Readers.</p> <p>Student sends an email with the defense date and time information to the APO for Student Support and Academic Progress in the EO Office (jkubran@gc.cuny.edu) at least 4 weeks prior to the defense date.</p> <p>The EO Office will send student a form to complete that requests the names of committee members, their affiliations; date, time, room #, and location of the defense.</p>
May 16 – June 1		<p>Student makes revisions.</p> <p>Student meets with Judy Waldman, Dissertation Librarian, jwaldman@gc.cuny.edu or (212) 817-7069, to review dissertation format and structure (including technical feedback on proper format, font, abstract, tables, etc).</p> <p>At this time, student may also set a date for a final deposit meeting with the Dissertation Librarian, Judy Waldman.</p>
Before June 15 OR between August 15 – August 29	<p>The Executive Office must receive the remaining two signed Dissertation Evaluation Forms from committee members.</p> <p>The last day to be received is the day of the defense.</p>	<p>Student should follow up with committee members to make sure the outstanding Dissertation Evaluation Forms have been submitted.</p>

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No later than:	Faculty Responsibilities	Student Responsibilities
June 15 – August 30	<p>Dissertation defense held.</p> <p>The Report of Final Examination Form is completed and signed by all committee members. The Chair of the committee must sign the form twice, as committee member and as chair of the committee.</p>	<p>Student defends dissertation.</p> <p>Student works to complete revisions if required.</p> <p>At this point, student should have already set a date for a final deposit meeting with the Dissertation Librarian, Judy Waldman, at jwaldman@gc.cuny.edu.</p> <p>***Note: We suggest August 30 as the last day to defend your dissertation so minor revisions can be made for final approval and deposit. Committee members must agree to read dissertation and attend dissertation defense during the summer break. The Executive Office does not guarantee there will be staff support during the summer so students <u>must</u> set a defense date and submit all required paperwork before the Spring semester ends at the beginning of June.</p>
September 1-14	<p>If applicable, Chair (and if necessary members of the dissertation committee) approves revisions and signs the Approval of Revised Dissertation Form. The Signature Page is also signed by Chair.</p>	<p>Final dissertation document formatted for deposit.</p> <p>Student brings original signed Report of Final Examination Form, Approval of Revised Dissertation Form, and Signature Page to the APO for Academic Support and Student Progress. The APO will get the EO's signature and give the Signature Page to the student or will send it directly to Judy Waldman so the student may deposit.</p>
September 15	<p>**September 15**</p> <p>Final date is approximate and will vary by year – as will date of graduation.</p>	<p>Last day to deposit dissertation to receive a September/October degree. This is GC policy. (Exact dates will vary). May/June is the only time diplomas are printed for September, February and May degree conferrals.</p>

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No later than:	Faculty Responsibilities	Student Responsibilities
		<p>***CLINICAL STUDENTS may defend their dissertation before they complete their internship requirement but <i>may not</i> deposit until their internship is completed. Clinical students will need to submit a copy of their <i>Internship Completion</i> letter to the Executive Office before they can deposit. The letter should be on the organization's official letterhead and should state the start and finish date of the internship.</p>
<p>May/ June Commencement</p>		<p>Congratulations!!! You have caught the golden ring. It's your time to shine. See you at Commencement!</p>

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BACKWARDS TIMELINE FOR COMPLETING A DISSERTATION

FEBRUARY GRADUATION

(Dates are suggestive and approximate)

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No later than:	Faculty Responsibilities	Student Responsibilities
August		<p>It is advisable to pick outside readers early in the process of writing and defending a dissertation-up to three months before the defense.</p> <p>If any member of your committee is not a CUNY doctoral faculty, the Executive Office must receive a Request for Approval of Non-CUNY-Doctoral Faculty Dissertation Committee Member and a copy of his/her CV for EO's approval.</p> <p>Student contacts the Executive Office to inquire about the dissertation defense process and procedures to complete the dissertation.</p>
September 1	Committee chair agrees to read dissertation.	Full draft of dissertation to Chair.
October 5 – November 1	Committee chair provides detailed feedback on full draft.	Student makes revisions and submits them to Chair for approval.
November 1	<p>Dissertation draft approved by Chair.</p> <p>Dissertation received by additional (4) committee members.</p>	Student submits Dissertation draft to core and outside committee members and completed Dissertation Evaluation Forms to all committee members (top section completed by student).

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No later than:	Faculty Responsibilities	Student Responsibilities
December 1	<p>Committee members provide feedback to student on completed draft.</p> <p>Committee members agree to go forward with defense.</p> <p>Chair and committee members sign Dissertation Evaluation Forms and send as email attachment to APO of Student Support and Academic Progress (jkubran@gc.cuny.edu).</p> <p>Three of the five Dissertation Evaluation Forms must be received at least 4 weeks prior to the defense date.</p> <p><i>For example:</i> If the student plans to defend on January 15, their three dissertation evaluation forms need to be received by December 15.</p>	<p>Student sets a defense date and time with committee members and Outside Readers.</p> <p>Student sends an email with the defense date and time information to the APO for Student Support and Academic Progress in the EO Office (jkubran@gc.cuny.edu) at least 4 weeks prior to the defense date.</p> <p>The EO Office will send student a form to complete that requests the names of committee members, their affiliations; date, time, room #, and location of the defense.</p>
December 2-16		<p>Student makes revisions.</p> <p>Student meets with Judy Waldman, Dissertation Librarian, jwaldman@gc.cuny.edu or (212) 817-7069, to review dissertation format and structure (including technical feedback on proper format, font, abstract, tables, etc).</p> <p>At this time, student may also set a date for a final deposit meeting with the Dissertation Librarian, Judy Waldman.</p>
December 16 – January 14	<p>The Executive Office must receive the remaining two signed Dissertation Evaluation Forms from committee members.</p> <p>The last day to be received is the day of the defense.</p>	<p>Student should follow up with committee members to make sure the outstanding Dissertation Evaluation Forms have been submitted.</p>
January 2-15	<p>Dissertation defense held.</p> <p>The Report of Final Examination Form is completed and signed by all committee members. The Chair of the committee must sign the form twice, as committee member and as chair of the committee.</p>	<p>Student defends dissertation.</p> <p>Student works to complete revisions if required.</p> <p>At this point, student should have already set a date for a final deposit meeting with the Dissertation Librarian, Judy Waldman, at jwaldman@gc.cuny.edu.</p>

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No later than:	Faculty Responsibilities	Student Responsibilities
		<p>Note: We suggest January 15 as the last day to defend your dissertation so minor revisions can be made for final approval and deposit.</p>
<p>January 15-29</p>	<p>If applicable, Chair (and if necessary members of the dissertation committee) approves revisions and signs the Approval of Revised Dissertation Form. The Signature Page is also signed by Chair.</p>	<p>Final dissertation document formatted for deposit. Student brings original signed Report of Final Examination Form, Approval of Revised Dissertation Form, and Signature Page to the APO for Academic Support and Student Progress. The APO will get the EO's signature and give the Signature Page to the student or will send it directly to Judy Waldman so the student may deposit.</p>
<p>**January 30**</p>	<p>**January 30** Final date is approximate and will vary by year – as will date of graduation.</p>	<p>Last day to deposit dissertation to receive a February degree. This is GC policy. (Exact dates will vary). May/June is the only time diplomas are printed for September, February and May degree conferrals. ***CLINICAL STUDENTS may defend their dissertation before they complete their internship requirement but <i>may not</i> deposit until their internship is completed. Clinical students will need to submit a copy of their <i>Internship Completion</i> letter to the Executive Office before they can deposit. The letter should be on the organization's official letterhead and should state the start and finish date of the internship.</p>
<p>May/June Commencement</p>		<p>Congratulations!!! You have caught the golden ring. It's your time to shine. See you at Commencement!</p>

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BACKWARDS TIMELINE FOR COMPLETING A DISSERTATION

MAY/JUNE DEGREE

(Dates are suggestive and approximate)

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No later than:	Faculty Responsibilities	Student Responsibilities
October – November		<p>It is advisable to pick outside readers early in the process of writing and defending a dissertation-up to three months before the defense.</p> <p>If any member of your committee is not a CUNY doctoral faculty, the Executive Office must receive a Request for Approval of Non-CUNY-Doctoral Faculty Dissertation Committee Member and a copy of his/her CV for EO's approval.</p> <p>Student contacts the Executive Office to inquire about the dissertation defense process and procedures to complete the dissertation.</p>
December 1	Committee chair agrees to read dissertation.	Full draft of dissertation to Chair.
January 5 – February 1	Committee chair provides detailed feedback on full draft.	Student makes revisions and submits them to Chair for approval.
February 2	<p>Dissertation draft approved by Chair.</p> <p>Dissertation received by additional (4) committee members.</p>	Student submits Dissertation draft to core and outside committee members and completed Dissertation Evaluation Forms to all committee members (top section completed by student).

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No later than:	Faculty Responsibilities	Student Responsibilities
March 1	<p>Committee members provide feedback to student on completed draft.</p> <p>Committee members agree to go forward with defense.</p> <p>Chair and committee members sign Dissertation Evaluation Forms and send as email attachment to APO of Student Support and Academic Progress (jkubran@gc.cuny.edu).</p> <p>Three of the five Dissertation Evaluation Forms must be received at least 4 weeks prior to the defense date.</p> <p><i>For example:</i> If the student plans to defend on April 15, their three dissertation evaluation forms need to be received by March 15.</p>	<p>Student sets a defense date and time with committee members and Outside Readers.</p> <p>Student sends an email with the defense date and time information to the APO for Student Support and Academic Progress in the EO Office (jkubran@gc.cuny.edu) at least 4 weeks prior to the defense date.</p> <p>The EO Office will send student a form to complete that requests the names of committee members, their affiliations; date, time, room #, and location of the defense.</p>
March 2-16		<p>Student makes revisions.</p> <p>Student meets with Judy Waldman, Dissertation Librarian, jwaldman@gc.cuny.edu or (212) 817-7069, to review dissertation format and structure (including technical feedback on proper format, font, abstract, tables, etc).</p> <p>At this time, student may also set a date for a final deposit meeting with the Dissertation Librarian, Judy Waldman.</p>
March 16 – April 14	<p>The Executive Office must receive the remaining two signed Dissertation Evaluation Forms from committee members.</p> <p>The last day to be received is the day of the defense.</p>	<p>Student should follow up with committee members to make sure the outstanding Dissertation Evaluation Forms have been submitted.</p>
April 1-15	<p>Dissertation defense held.</p> <p>The Report of Final Examination Form is completed and signed by all committee members. The Chair of the committee must sign the form twice, as committee member and as chair of the committee.</p>	<p>Student defends dissertation.</p> <p>Student works to complete revisions if required.</p> <p>At this point, student should have already set a date for a final deposit meeting with the Dissertation Librarian, Judy Waldman, at jwaldman@gc.cuny.edu.</p>

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No later than:	Faculty Responsibilities	Student Responsibilities
		<p>Note: We suggest April 15 as the last day to defend your dissertation so minor revisions can be made for final approval and deposit.</p>
<p>April 15-29</p>	<p>If applicable, Chair (and if necessary members of the dissertation committee) approves revisions and signs the Approval of Revised Dissertation Form. The Signature Page is also signed by Chair.</p>	<p>Final dissertation document formatted for deposit. Student brings original signed Report of Final Examination Form, Approval of Revised Dissertation Form, and Signature Page to the APO for Academic Support and Student Progress. The APO will get the EO's signature and give the Signature Page to the student or will send it directly to Judy Waldman so the student may deposit.</p>
<p>**April 30**</p>	<p>**April 30** Final date is approximate and will vary by year – as will date of graduation.</p>	<p>Last day to deposit dissertation to receive a May/June degree. This is GC policy. (Exact dates will vary). May/June is the only time diplomas are printed for September, February and May degree conferrals. ***CLINICAL STUDENTS may defend their dissertation before they complete their internship requirement but <i>may not</i> deposit until their internship is completed. Clinical students will need to submit a copy of their <i>Internship Completion</i> letter to the Executive Office before they can deposit. The letter should be on the organization's official letterhead and should state the start and finish date of the internship.</p>
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