

Final Forms and Procedures for the Dissertation Defense and Deposit

When you are ready to defend and the Provost has been notified, please follow these instructions:

You will bring the Report of Final Exam and the Approval of Revised Dissertation forms to the Dissertation Defense. Complete the top section of each form.

***Report of Final Exam Form:**

Everyone on the committee must sign the Report of Final Exam Form with original signatures. You advisor signs in two places– as part of the committee and as your chair on the bottom.

If any of your committee members will not physically be at the defense - they will also need to sign the form with original signature. You can mail them a separate form or send it as an email attachment. They will sign and return it to you by mail (email attachment not accepted – need original signature). Your advisor will sign the form and then all of the Report of Final Exam forms are turned in to me - original Report of Final Exam form and those from committee members who did not physically attend the defense. The APO for Academic Support and Student Progress will get the Executive Officer's signature and process the form on to the Provost's Office.

***Approval of Revised Dissertation Form:**

If there are minor revisions, the Approval of Revised Dissertation Form will require the original signature of your advisor once the revisions are completed and approved. If there are major revisions, the Approval of Revisions form will require the original signature of your advisor and two other committee members. The form should then be given to the APO for Academic Support and Student Progress who will get the Executive Officer's signature and will process the form on to the Provost's Office.

***Dissertation Approval (Signature) Page:**

The final form for completion is the Dissertation Approval (Signature) Page. The Dissertation Approval Page is printed on regular paper. The Acting Executive Officer is Dr. Richard Bodnar. You will type their name on the form. You will also type all of the names of your committee members on the form (no original signatures). Type your advisor's name and have them sign the original form. Bring the signed form to the APO for Academic Support and Student Progress and who will get the Executive Officer's signature for you. This needs to be done before you complete the Electronic Deposit process. Please, Do Not fold this form.

You may start the electronic process before this form is completed – the final completion of the deposit will happen once the Dissertation Librarian receives the form and notifies you to complete the deposit process.

All 3 Final Forms need to be turned in to the EO Office with original committee/advisor signatures - no email attachments or copies are accepted.

- Original forms may be dropped off in the APO for Academic Support and Student Progress' mailbox in a large envelope or folder. The mailbox is in the set of wooden mailboxes against the blue wall diagonally across from the APO for Academic Support and Student Progress' office (rm 6304.34). The mail slot is BELOW the name tag.

Or, you may mail the original forms directly to the APO for Academic Support and Student Progress in a large envelope. Please be sure to mail the envelope in a way where you can track it.

Please send to:

Judith Kubran, LMSW
APO for Academic Support and Student Progress
GSUC/CUNY/Psychology
365 Fifth Avenue
New York, NY 10016

- Contact information for the Dissertation Librarian:

Roxanne Shirazi
Interim Dissertation Assistant
Graduate Center Library, room 2304
365 Fifth Avenue
New York, NY 10016
[212.817.7069](tel:212.817.7069)
rshirazi@gc.cuny.edu
deposit@gc.cuny.edu

- If you want to order personal bound print copies of your dissertation, you may either place an order through ProQuest (the option will be presented to you during the upload process), or you may order directly through Acme Bookbinding[acmebinding.com], the same bindery that produced the library's bound copies. They are located in Massachusetts and are slightly less expensive than ProQuest. The Library DOES NOT handle the orders.

SUMMARY - Final Forms for Dissertation Defense and Deposit

Overview:

- All three forms need to be turned in to the EO Office with original committee/advisor signatures - no email attachments or copies.
- All three forms require the Executive Officer's signature.
- The APO for Academic Support and Student Progress will assist you in getting the EO's signature prior to completing the electronic deposit and will process all forms.
- Original forms may be dropped off in the APO for Academic Support and Student Progress' mailbox in a large envelope or folder. Or, you may mail them directly to the APO for Academic Support and Student Progress - Judith Kubran.

Report of Final Exam:

- Everyone on the Dissertation Committee must sign the Report of Final Exam with original signatures.
- You advisor signs in 2 places – as part of the committee and as your chair on the bottom.
- If any of your committee members were not physically at the defense - they would also need to sign the form with original signature. You can mail them a separate form, have them sign and

return, have your advisor sign, and either one of you can turn it in to me with the original Report of Final Exam form from the defense.

- The APO for Academic Support and Student Progress will get the Executive Officer's signature for you and process.

Approval of Revised Dissertation Form:

- If there are minor revisions, the Approval of Revised Dissertation form is signed by your advisor once minor revisions are completed and approved.
- If there are major revisions, the Approval of Revised Dissertation form is signed by your advisor and two other committee members once major revisions are completed and approved.
- In either situation, the APO for Academic Support and Student Progress will get the Executive Officer's signature for you and process the form.

Dissertation Approval (Signature) Page:

- The final form for completion is the Dissertation Approval (Signature) Page.
- The Dissertation Approval Page is printed on regular paper.
- Do not fold or bend the Dissertation Approval Page
- The Dissertation Approval Page is signed by your advisor. The names of all of your Committee Members are typed in.
- The APO for Academic Support and Student Progress will get the Executive Officer's signature for you.
- The APO for Academic Support and Student Progress will forward the Dissertation Approval Page by Inter Office mail to the Dissertation Librarian. Once it is received and noted, you will be notified by the Dissertation Librarian and you will then be able to complete the Electronic Deposit.