

Prerequisites to the Dissertation

- Student is Level III (has advanced to candidacy)
 - Student will register for dissertation supervision with their advisor every semester until they deposit.
- Student has submitted an [approval request form](#) for any non-CUNY doctoral faculty members on their dissertation committee (if applicable)
- Student has submitted a dissertation proposal and the [dissertation proposal approval form](#)

Scheduling Your Dissertation Defense

- Submit 3 [Dissertation Evaluations](#) 4 weeks prior to final defense date**
 - Each member of the student’s dissertation committee is required to submit a dissertation evaluation form. Please submit at least 3 evaluations 4 weeks prior to your defense date to Basya Kasinitz (bkasinitz@gc.cuny.edu). All remaining evaluations are due by the day of your defense.
 - These evaluations can be submitted by the student, committee member or campus based administrator.

- Complete the “Request for invitation to final exam form” and send to Basya Kasinitz (bkasinitz@gc.cuny.edu)**
 - The student will receive this form to fill out once 3 dissertation evaluations have been submitted.
 - The student will be asked to pick a date for their final defense on this form.

Each academic year, there are three degree conferral dates. Please plan accordingly so that you can meet the deposit deadline for your desired degree date. See the library’s website [here](#) for the exact dates (they are updated every year).

Degree Date	September 30, (YYYY)	February 1, (YYYY)	May/June (YYYY)
Apply for graduation on CUNY First	Beginning of September	Mid-January	Beginning of April
Library deposit deadline	Mid-September	End of January	End of April

*Please keep in mind that most students receive some sort of financial aid- typically a 5-year fellowship. Once a 5-year fellowship ends students who haven’t deposited yet will be responsible for all tuition and fees every semester enrolled thereafter if they have no other source of funding.

Find out more about tuition costs [here](#) (under doctoral tuition, level III).

Find out more about your financial aid package and funding options after a 5-year fellowship [here](#). Or email financialaid@gc.cuny.edu

Quick Links:

[All forms page](#)

[Graduation Dates and Deadlines](#)

[Dissertation Deposit Procedure](#)

After the defense

Please make sure to complete all the steps outlined below before your intended deposit deadline. Missing, late or incomplete forms may result in the student having to wait for the next available degree conferral/ deposit deadline date.

Report of Final Exam form

- Please send the completed form to Basya Kasinitz (bkasinitz@gc.cuny.edu). Basya will obtain the Executive officer's signature (student can leave blank) and process the form.
- All committee members must:
 - Collectively check one of the 4 checkbox options below the dissertation title on the report of final exam form
 - Sign, and concur OR dissent. If committee member(s) cannot sign physically or electronically on the PDF- please email approval to bkasinitz@gc.cuny.edu from a CUNY email account. The email should end with the committee member's title, professional affiliation and contact information.

Office of the Registrar

THE GRADUATE CENTER
CITY UNIVERSITY OF NEW YORK

365 Fifth Avenue Rm 7205 New York, NY 10016-4309 / p: 212.817.7500 f: 212.817.1627 / registrar@gc.cuny.edu / www.gc.cuny.edu

REPORT OF FINAL EXAMINATION

STUDENT & EXAMINATION INFORMATION

Select program from dropdown menu Select degree

Name: Last First MI Date

Examination conducted at: On (Date) EMPLID (CUNYfirst ID)

Title of Dissertation (as accepted)

We certify that the candidate has passed the Final Examination. We accept the dissertation as presented.

We certify that the candidate has passed the Final Examination. We will consider the dissertation acceptable after minor revisions are approved by the chair.

In our judgment the candidate's dissertation requires major revisions. It must be resubmitted for approval by the chair and two members of the examining committee.

We certify that the candidate has failed the Final Examination and make the following recommendations:

EXAMINING COMMITTEE DECISION

NAME	COLLEGE	SIGNATURE	CONCUR	DISSENT

Signature of Chair of Committee Date

Signature of Executive Officer Date

Approved by: Date
Associate Provost or Dean for the Sciences

RGSTRAR_files/Forms/Fillable PDFs/Report of Final Exam AR 10.22

Student or committee must fill this section out. If submitting multiple copies of this form (when each committee member signs their own form) this section must be completed on every form submitted.

All members of committee must decide on what option to go with. If multiple copies of this form are submitted this section must be completed on each of them.

All committee members must be listed here, sign (or email approve) and concur or dissent indicated with an "x" in the concur or dissent column.

Leave blank, Basya will obtain the EO's signature and send to the Provost's office for further processing.

Quick Links:

- [All forms page](#)
- [Graduation Dates and Deadlines](#)
- [Dissertation Deposit Procedure](#)

- **Approval of Revised Dissertation Form (if applicable)**
 - Submitted after revisions are made to Basya Kasinitz (bkasinitz@gc.cuny.edu)
 - This form is only needed if the student's committee indicated on the "Report of Final Exam" form that minor or major revisions were needed.

- **(CLINICAL STUDENTS ONLY) Submit an internship completion letter from the organization/ institution the student interned at.**
 - Internship Completion letter should:
 - State student name
 - State where the internship occurred
 - State the start and end date of the internship (must include mm/dd/yyyy for both start and end dates)
 - Have an official letter head of the institution/ organization
 - Please send this letter to Basya Kasinitz (bkasinitz@gc.cuny.edu). The letter can be submitted by the internship institution/ organization or the student

- **Apply for Graduation on CUNY First**

- **Complete the Dissertation Deposit**
 - Consider this your "last step". To receive your desired degree date you must meet the deposit deadline that corresponds to that degree date. See here for deposit deadlines.
 - If any of the following forms haven't been submitted, it will hold up the deposit process:
 - Report of Final Exam form (with all signatures and/or email approvals from all committee members)
 - Approval of Revised Dissertation (if revisions were required)
 - Internship completion letter (CLINICAL ONLY)
 - If you have further questions on the deposit process, please contact Roxanne Shirazi (rshirazi@gc.cuny.edu)

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FAQ : After you deposit your dissertation

Q: I need a letter stating that I have satisfied all degree requirements for an employer/ fellowship. How do I get one?

A: Please email registrar@gc.cuny.edu with this request. The registrar can only write you such a letter if you have satisfied all degree requirements and have submitted all necessary paperwork/ completed your deposit.

Q: When is commencement?

A: GC will announce this sometime during the academic year. We will send you commencement info when it becomes available

Q: What commencement do I walk in?

A: Please see the table below

Degree Dates	Corresponding Commencement Date
September 2022, February 2023 and May/June 2023	2023 Commencement, Usually held in June or July
September 2023, February 2024 and May/June 2024	2024 Commencement, Usually held in June or July

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