



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
  - ◆ Jump to section #9 and 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.
  - ◆ Make sure the student signs the form at #6
  - ◆ Make sure the department chair signs the form at #7
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 #10 on the application for the degree.

### **AFTER THE DEFENSE**

The department makes 2 copies of all completed paperwork. The department retains one copy and forwards the second copy to GSAS for graduation preparation and depositing the student's dissertation. The department submits the ORIGINAL paperwork to the Office of Graduate Student Services.