



## **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 Affairs 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 Affairs in 530 S.W. Mudd.



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

## Application for the degree of Doctor of Engineering Science

1. *Name:* \_\_\_\_\_  
First name                      Middle                      Name                      Last                      Name

Your name as you would like it to appear on the diploma:  
\_\_\_\_\_

2. *Columbia I.D. Number:* \_\_\_\_\_

3. *Department:* \_\_\_\_\_

4. *Address:*  
Before graduation: \_\_\_\_\_  
\_\_\_\_\_

After graduation: \_\_\_\_\_  
\_\_\_\_\_

5. *Degrees already received:*

Title of degree	Institution	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. *Statement by Student:*  
I apply for the final examination for the degree of Doctor of Engineering Science.

\_\_\_\_\_  
Student Candidate Signature                      Date

\*\* Please note that the dissertation must be deposited within six months of the defense.

7. *Statement by the Department:*

On behalf of the Department of \_\_\_\_\_

I certify that the applicant has satisfied all examinations as required, prior to the defense of the dissertation. The applicant has passed the following departmental examinations:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

I recommend that the candidate be admitted to dissertation defense, and certify that the candidate has prepared a dissertation approved by the dissertation advisor with the following title:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Department Chair \_\_\_\_\_ Date

8. *Statement by the Dean of Students:*

I certify that the applicant has satisfied all the following requirements:

- ◆ credits of course work (minimum of 30 within the School beyond the M.S. degree)
- ◆ Plus 12 credits of Doctoral Research Instruction (RSCH 9800)
- ◆ Attached an approved DES program of study
- ◆ Completed within the seven year requirement
- ◆ Passed the ALP English Proficiency test at a Level 10

\_\_\_\_\_ Dean of Students \_\_\_\_\_ Date

9. *When was the dissertation distributed to committee members for review?* \_\_\_\_\_  
Date

10. *I admit the candidate to dissertation defense by the following committee on:*  
Date: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

*Name Department Address Phone*

Chair: \_\_\_\_\_

Sponsor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Dean \_\_\_\_\_ Date

11. *I certify that the candidate has satisfactorily passed the final examination:*

\_\_\_\_\_ Chairperson of the Examining Committee \_\_\_\_\_ Date



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## Program of Study Doctor of Engineering Science

Department: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Name of Student: \_\_\_\_\_ ID: \_\_\_\_\_

Course Prefix	Course Number	Points	Substitution	Points	Date Revised	Department Approval	Dean Approval

TOTAL POINTS: \_\_\_\_\_

*Approved by:*

Departmental Advisor: \_\_\_\_\_

Dean: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



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## 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:

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Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Chairperson