

# DEFENSE & DEPOSIT

## Defense:

A few days before the student's defense, an email including the defense instructions and information will be sent to the committee.

Following the defense, the Defense Moderator should email immediately the Voting Sheet to the department so that the vote may be delivered to and recorded by GSAS as soon as possible.

The department is responsible for emailing the Voting Sheet to the Dissertation Office on the same day as the defense, or in the case of a late-afternoon defense, no later than the following business day. Under no circumstance should the voting sheet be given to the student.

The Dissertation Office will email the Approval Card to the student directly, upon passing your defense. After the revisions are approved, the card must be signed by the advisor, as well as the department Chair or DGS. These signatures allow the student to deposit their dissertation.

Once signed, both documents should be emailed to the DEES Department Office. DEES will send the Approval Card to the GSAS Dissertation Office and the Department Transmittal Form will be filed in the department.

After turning in the signed Approval Card you are ready to deposit your dissertation with GSAS!

## Deposit:

Deposit Deadline:

If approved as submitted, your dissertation must be deposited within one month after the date of defense.

If approved pending revisions, your dissertation must be deposited within six months after the date of defense.

To complete your [Electronic Deposit](#), you will need to:

1. Complete the GSAS deposit application and pay the \$85 processing fee
2. Submit the required Survey of Earned Doctorates online
3. Upload and submit a PDF copy of your dissertation to both ProQuest/UMI and Academic Commons (Columbia's online research repository).