

Department of Physics Thesis/Dissertation Submission Policies

Students must meet the requirements below to schedule his/her Oral Thesis Defense. Please read the following notice carefully and address any questions or concerns to the Graduate Administrator, Evette Ma: dgsphys@nyu.edu; (212) 998-7708.

Final approval of a student's thesis and oral thesis defense is determined by the student's Thesis Committee, augmented by one additional faculty member. Three of the five Committee members, *including the student's Advisor*, serve as Readers of the dissertation.

- 1.) The student is **required to meet with the Graduate Secretary** to confirm the date of his oral thesis defense, as well as the names of his committee members and those selected to be Readers. Students will be given a Doctoral Thesis-Oral Defense Form and a Doctoral Thesis Reader Sheet.
- 2.) The student must submit a preliminary draft of his thesis 3 weeks prior to the date he plans to present his oral defense. **Submissions may be made electronically** to the Graduate Secretary: dgsphys@nyu.edu.
- 3.) Once a preliminary draft submission is received, the Graduate Secretary will forward it to the student's Thesis Committee Members, and schedule the student for his oral defense.
- 4.) The student must submit a final draft of his thesis 1 week prior to the date he plans to present his oral defense. Submissions may be made **electronically** to the Graduate Secretary: dgsphys@nyu.edu.
- 5.) Once a final draft submission is received, the Graduate Secretary will forward it to the student's Thesis Committee Members. A confirmation email will be sent to the student detailing the date, time, and room scheduled for his/her defense. **Confirmation emails will NOT be sent to those who do not submit a final draft of their thesis.** Please make sure that you receive a confirmation email.
- 6.) At the conclusion of the Thesis Defense, the five-person Faculty Committee will sign the Doctoral Thesis-Oral Defense Form, and the three Readers will sign the Doctoral Thesis Reader Sheets.
- 7.) Immediately following the Oral defense, the student must collect and return the four signed forms to the Graduate Administrator.

The dissertation should be prepared according to the specifications given in the Bulletin of the Graduate School of Arts and Science/Office of Academic & Student Life (One-Half Fifth Ave.)

Please note: The student is required to submit a preliminary and final draft of his/her dissertation to the Office of Academic & Student Life. GSAS dissertation submission deadlines are as follows: Fall Graduates – preliminary draft due early August, final draft due mid-September. Spring Graduates – preliminary draft due mid-March, final draft due early May.