

Instructions for Filing Approved Dissertations for Final Oral Examination

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In order to schedule your final oral examination, you must submit to the Office of Doctoral Studies simultaneously the following forms and materials in accordance with the dissertation filing deadlines online at http://steinhardt.nyu.edu/policies_doctoral/deadlines:

1. **Three copies of the approved dissertation** in black snap binders. Please note that these copies are in addition to the copies that you must supply for your committee chair and members.
2. The **Approval Form for Final Oral Examination** which must bear the signatures of the dissertation committee as well as a specific recommended date for the final oral examination. This date must be agreed upon by the dissertation committee and must be within the final oral exam period for your anticipated month of graduation (January, September or May). You may find these dates online at http://steinhardt.nyu.edu/policies_doctoral/deadlines.

3. **One copy of the following statement** typed in the first person, signed and dated:

I hereby guarantee that no part of the dissertation which I have submitted for publication has been heretofore published and/or copyrighted in the United States of America, except in the case of passages quoted from other published sources; that I am the sole author and proprietor of said dissertation; that the dissertation contains no matter which, if published, will be libelous or otherwise injurious, or infringe in any way the copyright of any other party; and that I will defend, indemnify and hold harmless New York University against all suits and proceedings which may be brought and against all claims which may be made against New York University by reason of the publication of said dissertation.

4. **Three copies of an abstract** not more than 350 words in length. The title page of the abstract is the same as the dissertation title page except that the words "An Abstract of" are inserted above the title of the study. One copy of the abstract must be signed by the Chair of the dissertation committee.

Dissertations submitted for Final oral Examination must adhere to the guidelines outlined on our website here: <http://steinhardt.nyu.edu/doctoral/dissertation/formatting>. Please note that after the final oral examination a copy of your dissertation will be reviewed by the Office of Doctoral Studies for format. The comments from the Office of Doctoral Studies, together with the comments and requirements of the Final Oral Commission, will be incorporated into the final dissertation.

All candidates for the degrees of Ph.D. and Ed.D. are required to publish the dissertation through ProQuest UMI Dissertation Publishing and must upload a final dissertation electronically for this purpose. This electronic upload will take place through the Office of Doctoral Studies only after the dissertation has been approved in its final form (instructions will be emailed to you after your final oral examination). Additional information on UMI ProQuest Dissertation Publishing can be found online at <http://www.proquest.com/en-US/>. A final copy of the dissertation will also be submitted to NYU Libraries for our institutional repository.