

Instructions for Filing for Final Oral Examination

Office of Doctoral Studies • 82 Washington Square East, 2nd Floor, NY, NY 10003-6680 • (212) 998-5044

In order to schedule your final oral examination, you must submit the following to the Office of Doctoral Studies in accordance with the filing [deadlines](#) on our website.

1. The **Approval Form for Final Oral Examination** signed by the dissertation committee indicating a date and time for the final oral examination. The date must be agreed upon by the final oral commission (the committee chair, committee members, and outside readers) and must be within the [final oral examination period](#) for your anticipated month of graduation (January, September or May).
2. A **dissertation abstract** not more than 350 words in length which has been approved by the dissertation chairperson. 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.
3. **The following Copyright Disclaimer 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.

Note that if parts of your dissertation have been published (for example, if your dissertation follows the scholarly paper format), please edit the above statement accordingly.

4. **The Dissertation**, approved by your dissertation chairperson and members, will be submitted no less than four weeks before the agreed upon final oral examination date indicated on the **Approval Form for Final Oral Examination**. You will be required to submit at least one hard copy of the dissertation to the Office of Doctoral Studies, and copies for each of the two outside readers either electronically or in hard copy according to their preference. The dissertation will then be distributed to the outside readers and the Final Oral Examination date and time will be confirmed. NOTE: In the event that the dissertation is not prepared to the satisfaction of the dissertation committee within four weeks of the tentatively scheduled final oral examination date, it is understood that the committee will withdraw approval of your request for final oral exam. You may then resubmit the approval form for a later deadline.

All of the above should be submitted electronically to nancy.hall@nyu.edu or submitted in hard copy to the Office of Doctoral Studies in Pless Hall, 2nd Floor.

Dissertations submitted for Final oral Examination must adhere to the [guidelines outlined on our website](#). 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.