

## INSTRUCTIONS FOR DOCTORAL GRADUATES

Dear GSAS Doctoral Candidate,

We at the Graduate School of Arts and Science Dean's Office would like to congratulate you on your upcoming graduation. As your time with us grows to a close, we want to make sure that you are aware of all the final steps you need to complete before your degree can be awarded. While none of these things seem remotely as important as the defense of your dissertation, be assured that they are just as much required and you cannot graduate without completing them. Below we list the things you need to do along with some helpful information.

### **Graduation Dates**

NYU confers degrees in January, May and September of each year. A specific date, usually in the later part of those months is chosen as the official graduation date, or, as it is also referred to, the conferral date. This date will show on your official University records as the date of your graduation, regardless of when previously you actually completed all requirements, including your oral defense. It is very important to note that in most cases, your record will **not** update to show that you have graduated on that day, as it may take some time to complete the graduation record. It can take up to 30 days for Office of the Registrar to finally process all your graduation materials, so do not count on your transcript indicating your graduation on the actual graduation date.

### **Make Sure You Are Enrolled**

You must be enrolled in the preceding required term to be able to graduate. This means that those wishing to graduate in January must be enrolled in the preceding fall term and those wishing to graduate in either May or September must be enrolled in the preceding Spring term. You will not be allowed to graduate if you are not properly enrolled, so if you are not enrolled, please contact your department immediately.

### **Apply to Graduate**

You must apply in Albert to graduate. Graduation application allows Office of the Registrar to open a graduation file for you in which they will complete your graduation record. Application opens about 6 months before each graduation date and closes about 3 months later. Information on how to apply can be found [here](#). If for some reason you need to push back your graduation date, simply email Graduation Services at the Office of the Registrar at [graduation@nyu.edu](mailto:graduation@nyu.edu) and let them know you need to make a change.

### **GSAS Dissertation Requirements**

Make sure you familiarize yourself with all the GSAS dissertation requirements, which can be found [here](#). GSAS has its own preliminary and final submission dates by which we require specific materials to be submitted. Any of the materials we require may be submitted before the deadlines, so please do not wait to submit when you have completed a step. You will also be required to upload your dissertation to ProQuest, which we will review for proper formatting. If you send revised versions to ProQuest, make sure to use the same account you created when you did your initial upload. You may submit a revised version at any time before the final submission deadline. We will always review your most recent upload for formatting, as it must meet the formatting requirements for publication. The final submission deadline for uploading your dissertation is for content, not formatting. You will have time after the final deadline to make any formatting changes required, which should be easy if you have tried to follow our formatting

guidelines. Sometimes due to high volume of submissions, we may not be able to send you a formatting review before the final submission date, but do not worry about this. As long as you have submitted your final version in regards to content before the final submission date you are in compliance with the requirements and we will get you any formatting corrections as soon as we can. Please understand that you have not completed GSAS dissertation requirements until we have accepted your dissertation for publishing.

### **Electronic Signatures**

GSAS is able to assist you with the gathering of electronic signatures should you need them for your title page and your Oral Defense form. GSAS has established a secure protocol for the gathering of any electronic signatures, so please do not take it upon yourself to have your committee members sign your documents yourself as we will reject any electronic signatures we did not gather. To get an electronic signature on your title page, simply request that we get that signature for you when you submit the blank copy at the preliminary deadline and give us your advisor's official University email address. Your department will take care of notifying us about any electronic signatures you may need for your oral defense form as you are not allowed to handle that document in any manner while the signing process is going on.

### **Departmental and Program Specific Graduation Requirements**

Make sure you familiarize yourself with any department specific graduation requirements.

You can check the status of your academic requirements with the Degree Progress Report in the ALBERT Student Center. Once you have applied for graduation, you may receive email notice from Office of the Registrar regarding any outstanding requirements. Please contact your department to resolve any outstanding requirements as early as possible in the graduation term in order to avoid last minute issues.

### **Confirmation of Completion of Degree Requirements**

Only the Office of the Registrar can confirm that you have completed all degree requirements since it is the University that awards your degree, not GSAS. If you need confirmation that you have completed all degree requirements before your actual graduation date for employment or other purposes, you can write to [graduation@nyu.edu](mailto:graduation@nyu.edu) and they will create a confirmation letter for you. However, they will only create this letter if in fact you have completed all the required steps for graduation and your paperwork has been fully processed. Therefore, to be able to get such a letter in time for when you need it, you **must** start the graduation process as early as possible. If you wait until the deadlines to turn in your materials and then ask for a letter, it will not be available to you when you need it. When you turn your materials in to GSAS, make sure you also let us know that you will need completion verification so that we can expedite our review of your materials. Otherwise we will just review it when we get to it which will delay you being able to get completion confirmation.

### **Commencement and Convocation**

All-University Commencement and GSAS Convocation exercises take place each May. These are the ceremonies that are held to celebrate your graduation with your friends and family. Students graduating that May and those who have graduated on the previous September and January dates are automatically invited to these ceremonies. Doctoral students who are going to graduate on the following September date may apply for a Dean's exception to be allowed to attend that May's events. To qualify for the exception, you must submit all the preliminary paperwork required by GSAS by the preliminary deadline for May graduation. Speak to your graduate administrator if you are interested in applying for a Dean's exception.

**Diplomas**

The University will begin mailing out diplomas usually 30-60 days after your graduation date. Your diploma will be sent to your permanent address as listed in ALBERT, so please be sure to review your personal information to make sure that address is valid.

We hope that this information is useful to you and allows you to celebrate and enjoy your graduation rather than having to face the stress of missing requirements as deadlines loom. Again, we at the Dean's Office congratulate you and look forward to all the amazing things you will do in your next stage of life.

Sincerely,

Allan Corns  
Assistant Dean for Academic Affairs

Li Cao  
Assistant Director for Academic Affairs  
Graduate School of Arts and Science