Academic policies and Degree requirements for PhD students
PHD PROGRAMS OFFERED AT TANDON SCHOOL OF ENGINEERING

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Department</th>
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<tbody>
<tr>
<td>Biomedical</td>
<td>Chemical and Biomolecular Engineering</td>
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<td>Chemical Engineering</td>
<td>Chemical and Biomolecular Engineering</td>
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<td>Civil Engineering</td>
<td>Civil and Urban Engineering</td>
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<tr>
<td>Computer Science</td>
<td>Computer Science and Engineering</td>
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<td>Electrical Engineering</td>
<td>Electrical and Computer Engineering</td>
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<td>Materials Engineering</td>
<td>Chemical and Biomolecular Engineering</td>
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<td>Mathematics</td>
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<td>Mechanical Engineering</td>
<td>Mechanical and Aerospace Engineering</td>
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<td>Technology Management</td>
<td>Technology Management and Innovation</td>
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<td>Transportation Planning and Engineering</td>
<td>Civil and Urban Engineering</td>
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As a PhD students you should familiarize yourself with two **very important** documents:

1. NYU TANDON’S [GRADUATE ACADEMIC REQUIREMENTS AND POLICIES](#).

2. YOUR [PROGRAM DEGREE REQUIREMENTS](#).

Both available in the [University Bulletin](#).
Prior to registering for the first time, PhD students must meet with their departmental academic adviser regarding...

1. Selection of courses
2. Identifying major and minor fields of study
3. Formulation of a guidance committee
4. Information on qualifying and language examinations
5. Information on degree candidacy.

Students must satisfy the detailed requirements of the selected degree program.
GENERAL REQUIREMENTS

Students typically apply to the doctoral (PhD) program either directly after a Bachelors degree or after completing a Masters degree. In either case, a GPA greater than 3.0 is required in all previous degree programs, and a GPA greater than 3.5 is typically expected.
GENERAL REQUIREMENTS

All doctoral students must maintain a GPA of 3.0 or better at all times and a B or better for the dissertation. In addition, some departments have specific course or grade requirements that must be fulfilled.

All students must pass the qualifying examination(s) administered by their department or program and complete a doctoral dissertation (Thesis).

Students may not register for dissertation research until they have passed the doctoral qualifying examination given by their major department.
GENERAL REQUIREMENTS

PhD qualifying examinations are generally scheduled once or twice per year. Students should consult the academic department for information regarding when the examination(s) will be given.

All PhD students must register for RE-GY 9990 – PHD EXAMINATION during the semester that they take the qualifying exam. This course carries no credit and no fees. Contact your academic adviser for registration information.

Once students start their research, they must register for a minimum of 3 credits of dissertation every semester until it is completed and accepted (i.e., final defense of dissertation is presented and passed).
GENERAL REQUIREMENTS

As a PhD student you must be continuously registered. This means that you must register for every Spring and Fall semester during your pursuit of your PhD degree. If for any reason you are not able to register for any spring or fall semester you must then file for a Leave of Absence for that semester. Failure to take a Leave of Absence will result in deactivation and will require that you re-apply to the program.
RESIDENCY REQUIREMENTS

All doctoral candidates must complete a minimum of 75 credits of graduate work beyond the Bachelor’s degree, including a minimum of 21 credits of dissertation research (or more, depending on major). Students must take a minimum of 27 credits, including all dissertation credits, at NYU TANDON.

Dissertation credits are typically listed as YY-GY 999X. Where YY-GY represents the area of study (e.g., CS-GY, CE-GY, etc.).
TRANSFER CREDITS

Transfer credits can include a 30-credit blanket transfer from a prior M.S. degree and additional courses not included in the prior M.S. that are individually transferred. For the blanket 30-credit transfer, the prior M.S. may not need to be a 30-credit Master’s. Requests for transfer credits must be made prior to the end of your first semester. Consult your academic adviser.

Additional courses individually transferred cannot include project, thesis, dissertation, guided studies or readings, or special topics credits.
TIME REQUIRED TO COMPLETE PhD DEGREE

**Full-time** students must complete all PhD work within six (6) calendar years, and **part-time students must complete within twelve (12) years,** counted from the time of admission to graduate work at NYU TANDON, not from admission to the PhD program. If an MS degree is earned at NYU Tandon prior to admission to the PhD program, the time spent earning the MS counts towards the 6 or 12 years total permissible for the PhD.

These periods include any approved leave of absence. Any extension of these time limits requires prior approval of the Associate Dean for Graduate Academics.
MILESTONES

Students in the PhD program must take and pass doctoral qualifying examination(s) administered by their programs. Students are highly encouraged to take the examination(s) in their first year of the program. If students have not passed the examination(s) by the end of their second year, they may be disqualified permanently from the PhD program.
MILESTONES

All students scheduled to take the PhD qualifying exam must register for RE-GY 9990 - PHD QUALIFYING EXAM. This is a pass/fail course that will noted on your transcript. Upon completion of the examination, the academic department must notify the Associate Dean for Graduate Academics of the results, which will also be noted on your transcript. The grade will carry no weight in the calculation of your GPA, and serves merely as a pre-requisite for taking dissertation credits. There is no cost associated with registering for this course. Students may not register for dissertation credits unless and until they have passed the qualifying examination(s).
MILESTONES

Within six months of passing the PhD qualifying examination(s), the student, in consultation with the dissertation adviser, must form a dissertation-guidance committee. This committee oversees course selection for the student, provides research guidance, and ensures that satisfactory progress is being made towards completion of the dissertation in a timely manner.

You must notify the Associate Dean of your dissertation-guidance committee by completing the Request for Appointment or Reconstitution of PhD Guidance Committee form.
Make sure to select “Appointment of Guidance Committee”. After completion of the form, please have the chairperson of the committee approve prior to submitting to the Office of the Associate Dean for Graduate Academics. See Prof. Jose Ulerio in RH412A.
GETTING READY TO GRADUATE....
Getting Ready to Graduate

As you approach the semester in which you plan to graduate, there are a number of items that need your attention. **We recommend that you address them at the very start of the semester.**

These items include...

1. Applying for Graduation
2. Reconstitution of the Guidance Committee
3. Scheduling the Final Dissertation Defense
Applying for Graduation

You should apply for graduation before the deadline set by the Registrar’s office. You will receive email reminders from the Registrar’s office each semester.

You may apply for graduation via Albert. Instructions on how to apply for graduation are available online...

More information on graduation is available here...
Make sure to select Reconstitution of Guidance Committee.

After completion of the form, please have the chairperson of the committee approve prior to submitting to the Office of the Associate Dean for Graduate Academics.

See Prof. Jose Ulerio (RH412A).
Request to Schedule Dissertation Defense for the Ph.D. Degree

INSTRUCTIONS:

1. This form is to be completed by the Chairperson of the Ph.D. Guidance Committee and then sent to the Office of the Associate Dean for Graduate Academics (see Prof. Jose Ulerio in RH412A) at least 2 weeks prior to the scheduled defense date.

PLEASE INCLUDE A COPY OF THE ABSTRACT WITH THIS APPLICATION.

2. When this form is approved, copies of a notice, entitled "Notice of Scheduled Final Examination for the Ph.D. Degree" will be sent to the student, the committee members, the department head, and the Guidance Committee Chairperson for distribution to select members of the faculty as an invitation to attend the exam.

STUDENT INFORMATION:

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<th>Last Name</th>
<th>Univ ID</th>
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Select Academic Department/Program

academic Home Department

Academic Major

Previous Degrees (e.g., B.S. Electrical Engineering)

School Country Year

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GUIDANCE COMMITTEE:

Chairperson

Chairperson Email

Dissertation Advisor

Dissertation Advisor Email

Committee Member#1

Committee Member#1 Email

Committee Member#2

Committee Member#2 Email

Committee Member#3

Committee Member#3 Email

Committee Member#4

Committee Member#4 Email

Committee Member#5

Committee Member#5 Email

Committee Member#6

Committee Member#6 Email

Semester & Year Passed Qualifying Exam

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<tr>
<th>Major</th>
<th>Date Satisfied</th>
<th>Minor (if applicable)</th>
<th>Date Satisfied</th>
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Dissertation Title

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<th>Time</th>
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Chairperson’s Name

Signature

Date

REQUEST TO SCHEDULE EXAMINATION:

I have verified the above information and hereby request that the dissertation defense and the final examination for the Ph.D. for the above named candidate be scheduled as follows:

Date of Examination: Time: Location:

Chairperson’s Name

Signature

Date

STUDENTS: DO NOT WRITE BELOW THIS LINE

ADMIMISTRATIVE ACTION:

☐ Request to Schedule PhD Dissertation Defense Form Received.

Jose Ulerio

Graduate Academics Operations Manager

Graduate Academics Representative

Signature

Date

Request to Schedule Dissertation Defense for the Ph.D Degree_2016.doc
It is recommended that you meet with Prof. Jose Ulerio (RH412A) at the start of the semester that you plan on defending to make sure that you meet the minimum University requirements to defend.

Any questions regarding this set of slides may be addressed to Prof. Ulerio at julerio@nyu.edu