

## **JSD Advisory Committee Responsibilities and Expectations**

We in the Office of Graduate Degree Programs (“OGP”) are working to provide greater structure to the program to increase the number of candidates who successfully complete the program in the six year timeframe. As such, we wanted to call your attention to the following program requirements and new deadlines:

Dissertation Progress Report: annually due May 31st of each academic year

- Must be certified by the candidate’s chair confirming that the candidate is making Satisfactory Academic Progress toward the JSD Degree.
- The certification can be sent to [gradprograms@law.columbia.edu](mailto:gradprograms@law.columbia.edu) as a response to the candidate’s email containing the DPR. The DPR will be included in the candidate’s academic file.
- The DPR should include (but not be limited to):
  - Topic of dissertation, or articles, including short abstract.
  - Current year in the J.S.D. program (e.g., year three).
  - How much of the J.S.D. project the candidate has completed (e.g., two out of the three articles).
  - Anticipated date of completion of the degree.
  - The frequency and the nature of the candidate’s check-ins with the chair/committee during the last year, including the date of the most recent contact.
  - Which aspects of the candidate’s project have been particularly productive in the past year.
  - Which aspects of the candidate’s project have been particularly challenging, and what steps the candidate has taken to address those challenges.
- The DPR can be sent to OGP as an attachment to an email to [gradprograms@law.columbia.edu](mailto:gradprograms@law.columbia.edu) with a copy to the candidate’s chair.
- OGP will send a reminder in April that the DPR is due May 31st.

Study Plan: annually due August 31st of each academic year (September 30th for first year JSD students)

- The study plan should discuss the candidate’s research and writing plans for the upcoming academic year.
- It must be approved by the candidate’s chair.
- The study plan and approval can be sent to OGP as attachments to an email to [gradprograms@law.columbia.edu](mailto:gradprograms@law.columbia.edu) or the approval can be sent as a response to the candidate’s email containing the study plan. The study plan will be included in the candidate’s academic file.
- OGP will send a reminder in July that the Study Plan is due August 31st.

### Expectations for Advisory Committee:

- Meet a minimum of 3 times an academic year with your candidate – both in person during residency and either in person or remotely during years not in residence.
- Chair: signoff and approve the candidate's Study Plan and Dissertation Progress Report each academic year.
- Maintain regular contact with your candidate – it is expected that the candidate remains in regular contact with you and has the primary responsibility to stay in touch with you. OGP has discussed this expectation with your candidate.
- Contact OGP if you have any questions or concerns regarding any administrative matters of the JSD Program or if you have lost touch with your candidate.

OGP has received a number of questions regarding the dissertation defense and deposit and wanted to call your attention to a few matters:

### Dissertation Defense and Deposit:

- The advisory committee does not need an external reader for the defense – it is optional.
- Defense can either be done in person or via Zoom.
- Candidates do not need to publish their articles before defending.
- Depositing the dissertation requires the candidate to format their dissertation in a particular manner, which requires time. OGP has made the formatting requirements available to candidates and reminds them of the deadlines, but candidates should be encouraged to leave enough time for formatting, after a successful defense. The deposit deadline for a May degree conferral is in mid-April – this deadline in particular comes very quickly for JSD candidates.

Please reach out to Alison Sherwin if you have any questions or concerns.

The Office of Graduate Degree Programs