

# THE SCHOOL OF ARTS AND SCIENCES

## INSTRUCTIONS FOR SETTING UP THE FINAL ORAL EXAMINATION

The major professor and readers must come to the Dean's Office to sign the candidacy form indicating that they have read the dissertation and that it is ready for defense. (An off-campus reader may send an e-mail to the Associate Dean, Dr. Laura Mayhall ([mayhall@cua.edu](mailto:mayhall@cua.edu)), stating approval of the final draft for defense, with the actual signature coming on the day of the exam). Faculty approval for the defense must be in place **THREE WEEKS** before the examination.

The candidate should consult with the director and readers as soon as they have signed in order to find a good date and time for the defense. The candidate should also make contact with Caitlin Haswell, the Coordinator of Graduate Student Services in Dean Laura Mayhall's Office, Room 107 McMahon (202-319-5254) ([haswell@cua.edu](mailto:haswell@cua.edu)) so that the exam may be officially scheduled and final preparations made.

The agreed times of oral examinations are 10:00 AM, 1:00 PM or 2:00 PM on Monday through Friday during the academic year (September-April).

For the **2016/2017** academic year, the pertinent dates are:

	FALL SEMESTER 2016	SPRING SEMESTER 2017	
LAST DAY TO ARRANGE THE ORAL WITH COMMITTEE SIGNATURES	<u>OCTOBER DEGREE</u> August 31, 2016	<u>JANUARY DEGREE*</u> Nov. 18, 2016	<u>MAY DEGREE*</u> March 31, 2017
FIRST DAY TO TAKE THE ORAL	Sept. 12, 2016	Sept. 26, 2016	Jan. 24, 2017
LAST DAY TO TAKE THE ORAL	Sept. 21, 2016	Dec. 9, 2016	Apr. 21, 2017
FINAL DEPOSIT DATE	Sept. 23, 2016	Jan. 6, 2017	Apr. 28, 2017

**Note:** OCTOBER GRADUATION requires deposit by September 23, 2016. Candidates for the degree should prepare the leaflet (see next page) over the summer. Faculty signatures can be given over the summer. They have to be in place *no later than* August 31, 2016. The oral may be scheduled between September 12 and 21, 2016.

**\*No defenses will be scheduled on the following days: October 10, November 23, 24, 25, December 8, April 13, 14, 17, 20.**

## **THE LEAFLET**

At least **THREE WEEKS PRIOR TO THE EXAM**, the candidate should submit the following materials to Dean Mayhall's Office so that a leaflet announcement for the exam may be printed:

- a. **ONE PAGE OF BIOGRAPHICAL DATA**
- b. **A ONE PAGE OUTLINE OF STUDIES**
- c. **A ONE PAGE ABSTRACT OF THE DISSERTATION – Major professor's approval required**

Please format the leaflet in Microsoft Word. Electronic attachments should be sent to [haswell@cua.edu](mailto:haswell@cua.edu).

Before the candidate's name can be placed on the graduation list, he or she must make an appointment with David Long, Dissertation and Thesis Deposit Coordinator, in Dean Steven Brown's Office, Room 116 McMahon ([longdp@cua.edu](mailto:longdp@cua.edu); 202-319-5247), to deposit the dissertation.

## **THE EXAMINING COMMITTEE**

The **THREE WEEKS NOTICE** often mentioned is necessary for appointing the Chair and Secretary of the committee and for preparing and distributing the leaflet to the candidate and examiners. The candidate should be prepared to supply copies of the dissertation to the Chair and Secretary upon request.

## **BIOGRAPHICAL INFORMATION**

**CANDIDATE'S NAME**

**DATE OF BIRTH**

**ADDRESS**

**EMAIL**

**EDUCATION**

**TEACHING EXPERIENCE**

(With dates)

**PRESENTATIONS AND PUBLICATIONS**

**ONE PAGE ONLY!**

## **OUTLINE OF STUDIES**

**(DO NOT INCLUDE CLASS NUMBERS OR DATES)**

**(FOR EXAMPLE):**

**RESEARCH METHODS  
STATISTICS II**

**ONE PAGE ONLY!**

**ABSTRACT**

**Title**

**By**

**Candidate's Name**

**Dissertation Director's Name, Ph.D., Director**

**Text of the abstract**

**ONE PAGE ONLY!**