

THE SCHOOL OF ARTS AND SCIENCES

INSTRUCTIONS FOR SETTING UP THE FINAL DOCTORAL 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 for Graduate Programs and Research, Dr. Steve Kraemer (kraemer@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 his/her major professor and readers in order to find a date and time for the defense which must be communicated to the Dean's Office 3 weeks prior to the defense. The leaflet (see pages 2-5) must also be submitted to the Dean's Office 3 weeks in advance. The candidate should contact Stavroula Angelopoulos, Coordinator of Graduate Student Services in Dean Steve Kraemer's Office, Room 107 McMahon (202-319-5254; angelopoulos@cua.edu) so that the exam may be officially scheduled and final preparations made.

Oral examinations must be scheduled to start between the hours of 10:00 AM and 2:00 PM for any 2-hour block (10:00 a.m.-12:00 p.m., 10:10 a.m.-12:10 p.m., 10:15 a.m.-12:15 p.m., etc.) on Monday through Friday during the academic year (September-April, except for the dates noted below*). For the **2019/2020** academic year, the pertinent dates are:

	FALL SEMESTER 2019	SPRING SEMESTER 2020	
LAST DAY TO ARRANGE THE ORAL WITH COMMITTEE SIGNATURES	<u>OCTOBER DEGREE</u> August 28, 2019	<u>JANUARY DEGREE*</u> Nov. 15, 2019	<u>MAY DEGREE*</u> April 3, 2020
FIRST DAY TO TAKE THE ORAL	Sept. 9, 2019	Sept. 30, 2019	Jan. 27, 2020
LAST DAY TO TAKE THE ORAL	Sept. 18, 2019	Dec. 6, 2019	Apr. 24, 2020
FINAL DEPOSIT DATE	Sept. 27, 2019	Jan. 10, 2020	May 1, 2020

Note: OCTOBER GRADUATION requires deposit of the dissertation by September 27, 2019. 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 28, 2019. The oral may be scheduled between September 9 and 18, 2019.

*The University is closed on the following days: October 14 (Columbus Day), November 27-29 (Thanksgiving), April 9-10 (Holy Thursday/Good Friday), and April 13 (Easter Monday). No defenses should be scheduled on these days.

*No defenses should be scheduled during the week of March 9-13 (Spring Break) or on April 21 (University Research Day).

THE EXAMINING COMMITTEE

The **THREE WEEKS NOTICE** often mentioned is necessary for appointing the Chair and Secretary of the committee, preparing and submitting paperwork to Graduate Studies, 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.

THE DEPOSIT

Before the candidate's name can be placed on the graduation list, he or she must make an appointment with the administrator of the Graduate Studies office, Room 116 McMahon (cua-graduatestudies@cua.edu; 202-319-5247), to deposit the dissertation.

THE LEAFLET

At least **THREE WEEKS PRIOR TO THE EXAM**, the candidate should submit the following materials to Dean Kraemer'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 Portrait layout in Microsoft Word. PDF's will not be accepted. Electronic attachments should be sent to angelopoulos@cua.edu.

Please refer to the sample in the following pages and set up your leaflet accordingly. (The sample is in landscape layout, but your leaflet should be in portrait layout as previously stated.)

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!