

## The Doctoral Dissertation

Upon approval of the dissertation proposal the student proceeds with dissertation research. Students are expected to consult with committee members as the research progresses and to keep the committee chair advised of progress made.

Once the dissertation is substantially completed and committee members have had the opportunity to review drafts of the written work, the committee meets, with or without the student present, to consider the progress made and to identify concerns, changes to be made, or further work to be done. Once the committee members are substantially satisfied with the written work, the student, in consultation with the committee, schedules the **oral defense** of the dissertation with the graduate coordinator. By university regulation, this defense is open to the public.

The doctoral dissertation must be submitted to each member of the doctoral committee at least four weeks before the final examination. The final version of the dissertation must be approved by each member of the doctoral committee. **All** members of the committee **must** be present at the defense. Exceptions may be made **only** under very restrictive conditions. The student schedules the defense with the graduate coordinator.

Further, the student **must** consult with the Office of Graduate Studies and Research to be told of appropriate requirements for the thesis to be filed. Having successfully defended the dissertation in oral examination, the student is eligible to receive the Ph.D. degree. The student schedules preliminary and final degree checks with OGSR and the final version of the dissertation accepted by the university librarian is the final step in completing all requirements for the Ph.D.

All students will be asked to provide the graduate coordinator with an abstract at least one week prior to the defense. The student will be given official forms to turn into OGSR (degree and diploma application, final report and general petition if applicable). A filing fee is charged if the student is not registered at the time of defense and a Readmit fee is required for students whose status is **Withdrawn**.

As students prepare to leave the department, they are asked to clean out their office, turn keys in, settle any copy or phone charges and inform the graduate coordinator of future contact and employment information.