CASE WESTERN RESERVE UNIVERSITY
School of Graduate Studies

Notification for Scheduling the Final Oral Exam for the PhD

Return this form to the School of Graduate Studies for approval no later than three weeks prior to the date of your defense. Students must be registered for dissertation credit when the examination is held.

Dissertation Committee Composition and Roles
The composition of each student's dissertation committee must be formally approved by the School of Graduate Studies, based on the recommendation of the committee chair and department chair/program director.

Core Members
The dissertation committee consists of three (3) Core CWRU faculty members. At least one Core member must hold a primary appointment outside the student's primary program. The remaining Core members may be from the student's primary program or from other programs or departments, subject to departmental or program-specific requirements.

Committee Chair
The chair of the committee is a Core committee member and must be from the student's primary program or otherwise hold a formally recognized affiliation with the student's program. The student's dissertation/research advisor must be a member of the committee and may serve as chair if consistent with departmental policy.

Optional Members
Additional CWRU faculty who serve on the committee are considered Optional members. Core and Optional members must have a CWRU faculty appointment and hold a doctoral degree. This includes tenured, tenure-track, and non-tenure track faculty at all ranks, including professor, associate professor, assistant professor, senior instructor, and instructor. However, individual departments may set additional requirements (e.g. tenured/tenure-track faculty only) for their students' committees. Only Core and Optional members who hold CWRU faculty appointments are voting members and are included in the official vote count.

Guest Members
Guest members may be from outside of the department, school, or university. They must have demonstrated expertise in the student's research field sufficient to understand, critique, and contribute to the dissertation. Guest members are not required to hold a doctoral degree.

Guest members must be approved by the committee chair and the department chair/program director and listed on the Notification for Scheduling the Final Oral Exam for the PhD form. They may participate fully in committee discussions and the dissertation defense but do not have voting privileges and cannot serve as chairs of the defense committee.

Emeriti and Former CWRU Faculty
Faculty who retire after being appointed to a dissertation committee may continue to serve on that committee until the student completes the degree. Faculty who leave CWRU after being appointed to a dissertation committee may continue to serve on that committee for up to eighteen (18) months. Exceptions require approval from the School of Graduate Studies

All members of the committee must be present for the exam. Any dissertation defense conducted without submission of this notification form is invalid.

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Name _____ SIS ID Number _____

Department/Program _____ CWRU Email _____

IRB Approval Date (if applicable) _____

Dissertation Title (please type or print legibly):

_____

_____

Exam Date _____ Time _____ Building _____ Room No. _____

Dissertation Advisor _____

(**THIS PERSON MUST BE LISTED AS A COMMITTEE MEMBER BELOW**)

List the members of your Defense Committee (please type or print legibly):

Committee	Name	Title*	Primary Department/ Program
Committee Chair - voting (CWRU faculty)			
Core Member - voting (CWRU faculty)			
Core Member - voting (CWRU faculty, other department)			
Optional Member - voting (CWRU faculty)			
Optional Member - voting (CWRU faculty)			
Guest Member - non-voting			
Guest Member - non-voting			

*Title should indicate the committee member's faculty position (Ex: Professor, Associate Professor, or Assistant Professor).

Approval Signatures

Student _____ Date _____

Committee Chair _____ Date _____

Department Chair/Program Director _____ Date _____

For Graduate Studies Use Only

Date Processed _____ Initials _____ Email Sent ☐