



Notification for Scheduling the Final Oral Exam for the PhD

Academic Regulations for Doctoral Examination

The composition of each student’s dissertation defense committee must have formal approval by the Dean or Senior Associate Dean of Graduate Studies on recommendation of the chair of the department, division or curricular program committee. **The dissertation committee must consist of a minimum of four members of the University faculty** (any tenured or tenure-track Case Western Reserve University faculty member, and any CWRU full-time faculty member whose primary duties include research who is authorized to serve on a PhD dissertation committee by the school or college through which they are affiliated with the university). **At least one of these CWRU faculty members must hold a primary appointment that is outside of the student’s department, program or school.**

The chair of the committee must be a CWRU tenured or tenure-track faculty member in 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.

Persons who are not members of the University faculty may serve as *additional optional* members of the examining committee, subject to approval by the Graduate Dean. A petition with the rationale for the request must be submitted to the dean along with the proposed member’s curriculum vitae.

Under special conditions, a former faculty member whose time of leaving the university has not exceeded 18 months may be approved as a committee member by the Dean of Graduate Studies.

The student must provide to each member of the committee a copy of the completed dissertation at least **two weeks** prior to the examination so that all members have an opportunity to read and discuss the manuscript. The time and place of the Final Oral Examination must be announced to the University community at least three weeks in advance. Please note that all final examinations must be located in spaces considered public (seminar spaces, classrooms, conference rooms, etc. unless otherwise approved; this excludes faculty office space). Any member of the University community may be present at an examination. Others may be present by invitation of the chair of the examining committee.

Return this form to the School of Graduate Studies office 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.

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

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			
Member			
Member			
Outside Department Member (CWRU Faculty)			
Additional Member			
Additional Member			
Additional Member			

Approval Signatures

Committee Chair _____ Date _____

Department Chair/Program Director _____ Date _____

*Title should indicate the committee member's faculty position (Ex: Professor, Associate Professor, or Assistant Professor). If a committee member is an Adjunct Professor, Instructor, or any other non-CWRU tenured or tenure-track professor, students should contact the School of Graduate Studies for information on how to petition for this member's inclusion.

For Graduate Studies Use Only

Date Processed _____ Initials _____ Email Sent



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