DOCTORAL DEFENSE GUIDELINES

Before the defense begins, the committee meets alone in order to discuss briefly and to agree upon the defense procedure.

THE GENERAL PROCEDURE IS AS FOLLOWS:

1. The candidate makes an oral presentation discussing the origins of the research, its general outline and its conclusions (10-15 minutes). He/She may not use notes.

2. The major professor then examines the candidate for 15 minutes. The first reader does the same for 15 minutes, followed by the second reader. The secretary and chair may ask questions only at the end of the second round.

3. It is then customary to have a second round of questioning in which all five faculty members ask a more limited number of questions in the same order as the first round of questioning. At the end, the secretary and the chair share the final 15 minutes.

4. The chair then asks the candidate to step out of the room. The faculty members then discuss the performance of the candidate with regard to the dissertation and the defense.

5. After the discussion, the faculty members take the preliminary and then final votes.

6. The secretary has each faculty member sign the “Confidential Report of the Secretary” form and writes any necessary remarks (e.g., with distinction). The secretary should then bring the “Confidential Report” to the Assistant Director of Graduate Admissions’ Office, 106D Caldwell Hall. The designation of a defense “with distinction” may only be accomplished by unanimous written secret ballot.

UNIVERSITY REGULATIONS:

1. The examination shall be conducted according to existing university regulations. While the examination is in progress, no protest shall be made to the questions asked of the candidate except by the chair of the examining committee.

2. After the examination and before the preliminary vote is taken; the chair shall permit the examining committee to discuss any phase of the examination.

3. Before the final vote, the chair shall also permit the examining committee to discuss any phase of the examination.

4. Any member of the examining committee may change his or her vote before the meeting of the committee adjourns.

5. Any member, or group of members, may make an appeal from the decision of the committee to the Graduate Board by signifying his/her or their intention to do so to the chair of the examining committee, before the meeting is adjourned.