

Attachment I

**SCHEDULING FOR FINAL ORAL EXAMINATIONS AND  
BINDING OF DISSERTATIONS AND THESES**

There are certain procedures that must be followed for a student to complete in any given semester. The following is a suggested schedule for completion of the dissertation or thesis:

Step 1. Submit to the Supervising Professor and Supervising Committee a final draft of the Dissertation or Thesis. Allow 3 weeks for review and comments.

Step 2. Submit to the Graduate Office a final draft of the Dissertation or Thesis. Allow three weeks for review and comments.

Step 3. Submit to the Graduate Office 15 days before the scheduled date of the final oral.

\* Request for Final Oral Examination

A room should be reserved by the mentor with Room Scheduling (x2655).

\* 20 copies of the abstract and Vita stapled together

**Note:** Allow sufficient time between the Final Oral Examination and the Graduate Faculty Council meeting, at which the completion of degree requirements and Final Oral Report will be presented, to complete any changes or corrections to the Dissertation or Thesis that are required by the Supervising Committee or Committee on Graduate Studies.

Step 4. Submit to the Graduate Office five days prior to the Graduate Faculty Council meeting at which the degree completion will be reported.

\*Report on Oral signed by all members of the Supervising Committee and Chair of COGS.

\*Approval Page of Dissertation/Thesis signed by Supervising Committee and COGS Chair.

\*A copy of the FINAL version of the Dissertation or Thesis.

The outcome of the final oral examination and fulfillment of degree requirements must be reported to and approved by the Graduate Faculty Council at its monthly meeting prior to the end of the semester. The Graduate Faculty Council meets on the second Friday of each month.

Prior to leaving this institution, the items listed below must be completed. This is in order to assure that records are complete and the Dissertation or Thesis can be bound as required by this institution and in accordance with the student's wishes.

\* Binding instructions. These are conveyed in person to the Graduate Dean's Office. At this time a fee slip or memo is issued to pay for the binding of the Thesis or for the binding and Microfilming of the Dissertation. Payment is made at the Student Loan desk in the Accounting Office. If the department pays for the binding of any copies, an account number will be needed.

\* Copyright Disclaimer Form

\* List of Colleges/Universities Attended

\* Administrative Clearance (All students must complete this form)

\* Microfilm Agreement Form (Doctoral candidates only)

\* Survey of Earned Doctorates (Doctoral candidates only)

A student may appoint a representative to attend to the details of payment and pickup of the bound copies.