

**Application for Final Oral Examination or  
Waiver of Examination for the Doctoral Degree**

This form must be received in the Office of Graduate Studies at least three weeks before the final examination; or if exam is waived, three weeks before the final dissertation is due in the Office of Graduate Studies. **ALL INFORMATION MUST BE TYPED.**

Name: \_\_\_\_\_ SS Number: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
City State Zip E-mail

Degree: PhD  EdD  DMA  Major: \_\_\_\_\_

Area of Specialization: \_\_\_\_\_ Minor: \_\_\_\_\_

Dissertation Title: \_\_\_\_\_  
\_\_\_\_\_

Approval by the Reading Committee to proceed with oral defense of dissertation:

Signature of First Reader: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Second Reader: \_\_\_\_\_ Date: \_\_\_\_\_

Final Oral Examination: \_\_\_\_\_  
Time Date Location

Signature of Supervisory Committee Chair/Co-Chair: \_\_\_\_\_

**ORAL EXAMINATION:** In the signature section below, please type the names of the members who have agreed to attend the oral examination. For waiver of the oral examination, the Chair must provide a statement of justification and all members of the Supervisory Committee must indicate their approval of the oral examination waiver with their signature.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Outside Representative

Justification for Waiver: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dean of Graduate Studies approval: \_\_\_\_\_ Date: \_\_\_\_\_

## **Reading Committees for Doctoral Dissertations**

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1. Following approval by the major adviser, the dissertation and abstract should be presented to the Reading Committee in time for its review, and recommendation of its members at least four weeks prior to the oral examination. The Reading Committee bears a responsibility to complete their evaluation in a reasonable time frame.
2. An oral defense of a dissertation which has been disapproved or unfavorably reported upon by both members of the Reading Committee should not be scheduled by the Supervisory Committee until the basis for the disapproval has been removed. If the criticisms involve extensive changes, the question of rejecting the dissertation entirely or postponing its defense should be seriously considered by the Supervisory Committee.
3. The Chair or Co-Chairs of the Supervisory Committee must file in the Graduate Office at least three weeks prior to the oral examination either:
  - a. A recommendation (the Application for Final Oral Examination) signed by each member of the Reading Committee indicating general approval to defend the dissertation and abstract; or
  - b. A statement signed by a majority of the Supervisory Committee indicating that the Committee rejected an adverse report by one member of the Reading Committee and recommends that the candidate be permitted to proceed to an oral examination defense of the dissertation and abstract.

## **Preparation and Publication of Abstract and Dissertation**

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The adviser and the Supervisory Committee should understand that the entire dissertation including the names of the committee members will be microfilmed exactly as submitted and approved by the committee as an outcome of the oral defense and that copies of these microfilms are procurable by anyone. This constitutes publication and may be copyrighted but there is no possibility of editorial or other changes in the manuscript after committee approval.