

## PROCESS FOR DISSERTATION ORAL DEFENSE

### REQUIREMENTS AND DEADLINES

Please advise your department of your tentative oral defense. The department will provide you with assistance in acquiring a room for your defense and provide support for completing your flier to announce your defense date.

The Graduate Faculty Representative and the Moderator must be chosen. The Graduate Faculty Representative has to have directed a dissertation to completion and can be a member of the student's program committee- in fact should be familiar somewhat with the dissertation topic. The Graduate Faculty Representative may be or may not be a member of the grad student's area of concentration.

1. **45 days (6 weeks)** before the tentative oral defense date, a Graduate Faculty Representative must be requested through the College of Arts and Sciences. Information requested needs to be inputted on the following URL <http://as.kent.edu>. The Graduate Faculty Representation should be a faculty member from a discipline outside the program. The Graduate Faculty Representative should be included by invitation to attend the Dissertation Committee meeting (without candidate) to decide if the dissertation is ready to go to defense.
2. **30 days** before the oral defense date the circulation of the dissertation will begin. The Dissertation Committee (including the Graduate Faculty Representative) will receive the dissertation for a minimum 10 day reading period.
3. **20 days** before the oral defense date, the Dissertation Committee (without candidate) will convene for preliminary evaluation of dissertation after the 10 day reading period. At this time, communication of suggested revisions will be addressed to the candidate.
4. Candidate to make the required revisions suggested by the Dissertation Committee.
5. **10 days** before the oral defense date, furnish each member of the Examining Committee with a copy of the dissertation and allow at least ten days after distribution before the final oral defense date (check catalog for deadline date for oral exam). Make the time of the place of the defense known to the Program Committee and all concerned and interested parties.
6. **FORM:** Report of Final Examination. (available on the Arts & Sciences website)
7. Candidate electronically files approved dissertation and abstract usually by the thirteenth Saturday of the semester. (check catalog for deadlines.)