



# English Department

SYRACUSE UNIVERSITY

## **Steps**

### ***Procedures for Ph.D. Graduate Students Defending and Filing their Request for Examination for Defending their Dissertation***

(2014/15)

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### **Request for Dissertation Defense and Examination Committee**

When the candidate, the dissertation director, and the two other readers agree that the dissertation is complete and ready for defense, a defense is scheduled and an examining committee appointed. The examination committee consists of six voting members: the dissertation director and the two other readers; at least two other faculty of the department who are familiar with the candidate's field; and a chair.

The examination committee must have a minimum of three members of the English Department; when appropriate to the dissertation topic, and with the consent of the dissertation director, one or both of the additional two faculty may be from another department or institution. The chair, appointed by the dissertation advisor, must be a tenure or tenure-track faculty member from Syracuse University but outside of the department. (The chair may be faculty emeritus). The candidate can suggest and/or make recommendations for the chair. An endeavor should be made to obtain a chair who has an interest in the topic of the dissertation. The chair of the oral examination serves as the representative of the Board of Graduate Studies at the examination, presides over it, and ensures that regulations and declared policies of the Graduate School are followed.

All committee members should be full-time tenured or tenure-track members of the Syracuse University faculty.

### **Request for Examination Form and Scheduling the Defense**

The candidate must submit a Request for Exam form electronically. [https://its-forms.syr.edu/frevvo/web/tn/GradSchool/user/ghchapma/app/\\_yeefke67EeCqM9SO5g8hXw/fo?type/\\_VIPfANw2EeOKObP\\_sVeN8g/popupform](https://its-forms.syr.edu/frevvo/web/tn/GradSchool/user/ghchapma/app/_yeefke67EeCqM9SO5g8hXw/fo?type/_VIPfANw2EeOKObP_sVeN8g/popupform)

Before you submit the form, please print out a copy and turn it into the Graduate Studies Coordinator. Upon receipt of the copy of the *Request for Examination* form, the Graduate Studies Coordinator will then distribute the Time Worksheet to your advisor and all of your committee members. Your committee members will have two weeks to submit their Time Worksheet to the Graduate Studies Coordinator. If they do not submit their worksheets, then the defense will not be scheduled. The defense date will be determined by the Graduate Studies Coordinator once Time Schedule Worksheets are submitted. Time Worksheets are not to be submitted to the Graduate Studies Coordinator unless all revisions have been met and the dissertation is ready to be defended.

The *Request for Examination* form serves as formal notification to the Graduate School that the English Department supports the candidate's request to proceed with the defense. This form also requires the signatures of the candidate's director and departmental chair. In addition, the *Request for Examination* form includes the names of the recommended committee members; a suggested chair; the time, place and date of the exam.

The Graduate School sends confirmation of the defense to all committee members, lists it in *The Record*, and posts it in the Graduate School. The Graduate School generates a Committee Approval page which lists the members of the Oral Examination Committee, and is sent to the Chair of the Oral Examination for signatures at the conclusion of the defense. It is bound into the final thesis for publication.

Under no circumstances may an oral examination be conducted until the candidate has completed **all** other requirements for the Ph.D.

**Distribution of Dissertation**

The candidate must submit copies of the final version of the dissertation in appropriate form to all members of the examining committee, including the chair of the oral examination and to the English Graduate Office, at least **two full weeks** before the scheduled date of the examination. **This deadline is strictly enforced.** If the full committee does not receive copies in time, the candidate is required to petition the committee and the Graduate School for permission to proceed with the scheduled defense. The defense may be canceled if all committee members do not have a copy of the dissertation in time. It is **required** that one copy of the dissertation be deposited with the English Graduate Office in care of the Graduate Studies Coordinator two weeks before the defense. This may be reviewed by anyone who wishes to attend the defense and serves as an "archival copy" which will be retained in the English Graduate Office.

For instructions on the preparation and format of the dissertation, please refer to the [Guidelines for Doctoral candidates with dissertation](#).

Check with the Graduate Studies Coordinator or the Graduate School for the deadline for submission of the approved dissertation during the final semester of study.