

Final Oral Examination

All requirements for the degree must be completed before a student can defend his/her thesis/dissertation. Satisfactory performance on the Final Oral Examination, in which the student defends his/her dissertation before the Advisory Committee, dissertation reader(s), faculty, students and the public, is required. This examination is based primarily on the dissertation and the field of knowledge that constitutes the student's major subject. **The student must be enrolled in the PhD program in the semester that the examination is administered.**

For select programs (i.e. the Biomedical Sciences PhD program), the student and his/her Major Advisor must select a reader who must be approved by the Dean. A reader should be an expert in the student's field of study, have a terminal degree, and is typically a University (AU or otherwise) faculty member. The Dean and reader(s) must receive a corrected electronic copy of the dissertation approved by the Advisory Committee at least two (2) weeks before the Final Oral Examination.

The student should contact The Graduate School office, Advisory Committee, and reader (when required) to arrange a time that all individuals will be able to attend the oral examination. Once the date and time is established, notification in writing is sent to the Dean on a completed **Faculty Agreement Form**. The Major Advisor must be physically present at the Final Oral Examination. All other Advisory Committee members and the dissertation reader(s) must be present, physically or via electronic means, at the Final Oral Examination. Rare exceptions may be granted by the Dean if last-minute extenuating circumstances preclude the attendance of one committee member or reader. The research presentation portion of the examination is open to the Augusta University community. Departments will be responsible for producing and distributing the Final Oral Examination Announcement Template may be found at <https://www.augusta.edu/gradschool/student-student-resources>. These announcements must be emailed to students and faculty of the area of study (i.e., graduate nursing faculty and students, biomedical sciences faculty and students, etc.). The **Final Oral Examination Form**, provided by The Graduate School, is completed at the end of the examination by the committee and reader(s) and then submitted to the Dean of The Graduate School for final approval.

After successful completion of the Final Oral Examination, the following is required:

- 1- After revisions of your dissertation/thesis have been made, please go to <http://guides.augusta.edu/friendly.php?s=graduateschool> for electronic submission instructions of your dissertation/thesis to the library or contact the librarian faculty member listed on that page. The Graduate School office will need the Electronic Thesis and Dissertation (ETD) Submission for Publication Approval Form signed and submitted for the Dean of The Graduate School's approval before it will be accepted.
- 2- Submit an electronic version of the final dissertation in any format, Word, PDF, etc. to TGSENROLLED@augusta.edu.
- 3- Submit electronic version of your announcement.
- 4- Survey of Earned Doctorates. Survey must be completed and submitted online at <http://sed-ncses.org> Once this is completed the certificate of SED completion must be printed and submitted with final paperwork.
- 5- Proquest. Electronic submission of your dissertation must be made to Proquest at <http://www.etsadmin.com/augusta> This is mandatory by The Graduate School and confirmation is received by our office once this has been completed.
- 6- Application for Graduation (see below). (**This should be done by midterm the semester before graduation**), However, if you have not already done so, the Form must be completed and submitted online at <http://www.augusta.edu/graduation/healthsciences-graduation-app.php>

Graduation