

Preparation for the Dissertation Examination

1. You should consult with your committee chair about the composition of the Dissertation Examination Committee. Committee's normally contain six tenured or tenure-track Washington University faculty members, four from within your department or program and two from outside. In addition to these six, the committee may also include other members, such as faculty from other universities or adjunct, visiting, research-track, or emeritus Washington University faculty. Final approval of the committee rests with the Dean of the Graduate School.
2. When the student has put together an acceptable committee, a list of its members should be delivered to the graduate secretary in the student's department or program. This administrator should in consultation with you and your committee members, arrange the date, time, and place for the dissertation examination.

After securing the committee, the graduate secretary will send a letter to the Graduate School at least 15 days before the dissertation examination, stating the time, date, and place of the exam, designating the chair of the Dissertation Examination Committee and naming its additional members.

3. While you arrange for your dissertation examination, you should also prepare a dissertation **abstract** and **curriculum vitae (c. v.)**. Copies of the abstract and the c. v. will be sent to members of the Dissertation Examination Committee along with their invitations to the examination. Additionally, a copy of your abstract-revised, if you wish, after your dissertation examination-will be sent to the Graduate School to be published in *Dissertation Abstracts*. (Send to Sonya)

The abstract should conform to the sample and instructions in Appendix B. It must be 350 words or less. (Thirty-five lines of type with 70 characters per line contain about 350 words.) Mathematical formulas, diagrams, and other illustrative materials are not recommended for the printed abstract.

Your c. v. may be one you have already used in a professional capacity. It should include the following information: name; date of birth; mailing address; phone number; e-mail address and fax number (if available); employment history; teaching history; honors or awards you've received; conference papers; and publications.

4. You should bring your abstract and your c. v. to your committee chair for approval. If your committee chair approves, he or she should initial both the abstract and the c. v. (you can send this to Sonya to do as well)
5. At least 15 days before the scheduled examination, you should deliver to the Graduate Secretary ten copies of the approved abstract and ten copies of the approved c. v.

While with the Graduate Secretary, you may wish to pick up the Doctoral Dissertation Agreement Form, the Survey of Earned Doctorates, and the Academic Job Survey. These forms are to be filled out, signed, and turned in to the Graduate Secretary along with copies of finished dissertation. See section on the "Presentation of Completed Dissertation to the Graduate School."

6. The Graduate School will send out official dissertation examination invitations, along with copies of your abstract and c. v., to all the members of your committee.

Upon your successful completion of your Dissertation Examination, members of your committee will sign an Examination Approval Form. The chair of your department or program will also sign it, whether or not he or she is a member of your Dissertation Examination Committee.

7. According to the rules set down by the Graduate School, members of the Dissertation Examination Committee have the right to request rescheduling of the examination if the dissertation is not made available to them at least one week in advance of the scheduled examination date. However, THE DEPARTMENT OF ECONOMICS requires the dissertations to be available to committee members at least two weeks before the dissertation examination takes place. (SEE THE GRADUATE GUIDE FOR THE FORMATTING. TURN THESE COPIES INTO SONYA AND SHE WILL DISTRIBUTE).
8. Attendance by a minimum of five members of the Dissertation Examination Committee is required for the exam to take place.