

This set of forms has been improved; please review these Guidelines carefully and follow instructions.

FORM 1 - Ph.D. Qualifying Exam Results

Form 1 *Qualifying Exam Results* may be filed in the Office of Admission & Records with the Assistant Registrar **after** the student has completed the program of study. Refer to the CGU Bulletin and academic department hand-book for prerequisite checklists and requirements for the composition of the student's Qualifying Exam Committee.

FORM 2A - Ph.D. Advancement to Candidacy: Committee Proposal

Form 2A *Committee Proposal* may be filed in the Office of Admission & Records with the Assistant Registrar after **Form 1: Qualifying Exam Results** has been completed and submitted. Advancement to Candidacy is not complete until both Form 2A and 2B are completed and submitted.

FORM 2B - Ph.D. Advancement to Candidacy: Dissertation Proposal

Form 2B *Dissertation Proposal* may be filed in the Office of Admission and Records with the Assistant Registrar after **Form 2A: Committee** has been approved and submitted. Advancement to Candidacy is not complete until both Form 2A and 2B are completed and submitted.

FORM 3A - Final Oral Examination: Committee Proposal

Form 3A *Committee Proposal* may be filed in the Office of Admission & Records with the Assistant Registrar after **Forms 2A& B, Advancement to Candidacy** have been completed and submitted. The Oral Exam Committee **must be approved (Form 3A)** no later than 3 weeks before your Final Oral Exam Date. The date of the Final Oral Exam (dissertation defense) **may not occur sooner than 6 months** after you have been advanced to candidacy.

FORM 3B - Final Oral Examination Results

Form 3B *Final Oral Examination Results* may be filed in the Office of Admission and Records with the Assistant Registrar after **Form 3A** has been approved. Procedures for retaking an unsuccessful examination are outlined in the CGU Bulletin.

Please refer to the academic calendar online at www.cgu.edu/calendar for degree-completion deadlines in the semester in which you plan to graduate.

Form 3A Committee Proposal may be filed in the Office of Admission & Records with the Assistant Registrar after **Forms 2A & B, Advancement to Candidacy** have been completed and submitted. The Oral Exam Committee **must be approved (Form 3A)** no later than 3 weeks before your Final Oral Exam Date. The date of the Final Oral Exam (dissertation defense) **may not occur sooner than 6 months** after you have been advanced to candidacy.

Instructions:

- Complete student information.
- Print the names of the committee members who will administer the final oral exam (dissertation defense). The committee must consist of at least three members; follow the guidelines listed below.
- Obtain approval of the Dissertation Chair and the Dean of School for the proposed committee
- Submit approved form to the Office of Admission & Records (Assistant Registrar).
- Note: following approval, the Dean of the School must approve any changes in the makeup of the committee.

STUDENT INFORMATION

Last Name: _____ First Name: _____

CGU ID #254 - _____ Dept: _____ Degree: _____

Current Registration _____ Semester / year Advanced to Candidacy _____ Date

The Final Oral Examination is scheduled to occur (at least 6 months after Advancement to Candidacy).

Date	Time	Location

PROPOSED ORAL EXAM COMMITTEE

Each dissertation committee will consist of at least three members drawn from the core CGU faculty or The Claremont Colleges extended faculty on the condition that at least one committee member must be a core CGU faculty member in the candidate's school. Claremont Graduate University encourages the inclusion on each dissertation committee of an expert in the student's field from outside The Claremont Colleges. There may be an outside examiner on a four-person committee, but not on a three-person committee. The outside examiner may be a faculty member from another institution, or a qualified practitioner. The outside examiner has a vote in the committee's proceedings only with the consent of the dean of the school. The chair of the candidate's committee must be a member of the core CGU faculty or the Claremont Colleges extended faculty. Each dissertation committee must be approved by the dean.

- | | |
|--|--|
| 1. _____
Print committee chair name | _____ CGU /
CGU field or program |
| 2. _____
Print member name | _____ CGU /
CGU field or program |
| 3. _____
Print member name | _____ Institution / field |
| 4. _____
Print 4th member , (optional for some schools) name | _____ Institution / field |

APPROVAL OF FINAL ORAL EXAM COMMITTEE

Recommended by _____ Chair of Oral Examination Committee's Signature _____ Date

Approved by _____ Academic Dean's Signature _____ Date

For Internal Use: Verified by (Student Records): _____ Original to student file: _____ Copy to Department : _____

The **purpose** of this set of forms is to obtain approval of the doctoral student's Oral Examination Committee from the Dean of the School (Form 3A) and to document the results of the student's Oral Exam by the approved committee (Form 3B).

Office of Admission and Records
160 East Tenth Street, Claremont, CA 91711 • Ph. (909) 621-8285 • Fax (909) 607-7285 • student.records@cgu.edu

Form 3B *Final Oral Examination Results* may be filed in the Office of Admission and Records with the Assistant Registrar after **Form 3A** has been approved. Procedures for retaking an unsuccessful examination are outlined in the CGU Bulletin.

Instructions:

- Complete student and oral examination information.
- **The final oral exam cannot be held sooner than six months after advancement to candidacy.**
- Print the names of the approved committee members from *Form 3A* in the left-hand column below.
- Submit completed form to the Office of Admission and Records (Assistant Registrar).

STUDENT INFORMATION

Last Name: _____ First Name: _____

CGU ID #254 - _____ Dept: _____ Degree: _____

Current Registration _____ Advanced to Candidacy on _____
Semester / year Date

APPROVED ORAL EXAM COMMITTEE (*from Form 2A*)

Print committee member names and university affiliation below.

Committee members sign & date below.

1. _____ Print committee chair name	CGU / CGU / field	_____ Signature / Date
2. _____ Print member name	CGU / CGU / field	_____ Signature / Date
3. _____ Print member name	Institution/ field	_____ Signature / Date
4. _____ Print 4th member name <i>(optional for some schools)</i>	Institution/ field	_____ Signature / Date

APPROVAL OF FINAL ORAL EXAM

As the committee authorized to conduct the examination, we certify the results of this Final Oral Examination held on _____ (date). The student () is () is NOT recommended for the degree upon submission of the signed dissertation to the Office of Admission and Records.

Recommended by _____ Chair of Oral Examination Committee's Signature _____ Date _____

Approved by _____ Academic Dean's Signature _____ Date _____

For Internal Use: Verified by (Registrar): _____ Original to student file: _____ Copy to Department: _____ Processed by (Data Services): _____