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Oral Examination Protocol [for Thesis Chairs]

This Thesis Chair guide will outline the Oral Defense process they are required to lead.

The orals begin by sealing the doors at the scheduled start time. The Thesis Chair will promptly introduce a statement that includes the following:

- Their own name and title [Thesis Chair]
- The Candidate's name and the complete title of the Thesis
- A brief description of the type of work or media on view
- The date, time, and location of the Orals
- The Orals are being recorded for the department's records
- The Thesis Committee members' names, positions, and/or affiliations
- The Questioners' names, titles, and affiliations
- An overall description of the Orals process, including its 1 hour duration*
- Ask the student if they wish to give an opening statement.

Following your introduction, the questioners shall begin the examination process:
The process will begin with Questioners asking their prepared questions in a round-robin style beginning with the Questioner sittingnext to the Thesis Chair [right or left], and continue until reaching the final questioner, followed by looping back around until time is up. [The Thesis Chair will keep track of time throughout the Defense and offer direction as to who will ask the next question.]

Reserve a few minutes [5-15 minutes] at the end for follow-up questions from the Thesis Committee, and an optional closing statement from the student.

The Thesis Committee and Questioners will adjourn for deliberations and the student will take questions from the audience.

At the meeting, the Questioners should present their evaluations to the Final Examination Committee [Thesis Committee]. There is no limit to the length of discussions needed, but the gallery may have another event or exam booked after the 2-hour time slot and the student may need to be available elsewhere. Once the Questioners have reported to the Committee, they are excused. The members of the Final Examination Committee will vote and sign the "Report or Examining Committee" form that was delivered to the Dean's representative [one of the Thesis Committee members]. If the Committee recommends that corrections and/or revisions be made to the thesis, there are guidelines on the "Report" form as how to proceed. Please consult the Graduate Catalog for procedures, or see the GPD. The Dean's representative is required to hand deliver the completed form to the Graduate School within 48 hours of the Oral Defense.

The Thesis Committee Chair will immediately communicate the Committee's decision to the student. Contact the GPD if you have any questions about this process.