

**Memorandum to:** Chairperson of the Final Oral Commission for:

\_\_\_\_\_

**From:** The Office of Doctoral Studies

**Re:** **Report of the Final Oral Examination**

Attached is the **Final Oral Examination Report** form for the doctoral candidate named above. This form should be signed by all members of the final oral commission and filed with the Office of Doctoral Studies after the final oral examination.

The following instructions pertain to the voting procedures for the final oral examination and should be read carefully.

Please also note that if a member or reader is absent, the Office of Doctoral Studies should be contacted before beginning the final oral examination. That office will secure the permission of the Vice Dean for Academic Affairs to hold the final oral examination or else will advise you that the examination must be rescheduled.

## **VOTING**

Each member of the final oral commission may vote either **pass**, **fail**, or **deferred pass**.

One vote is to be taken with three and only three possible outcomes. These outcomes, **pass**, **fail**, or **deferred pass with conditions**, result according to the following rules:

### **RULES WHICH DETERMINE A PASS OUTCOME:**

- ◆ If the candidate has an official three member dissertation committee, then the candidate must secure at least four pass votes (out of five) to pass.
- ◆ If the candidate has an official two member dissertation committee, then the candidate must secure at least three pass votes (out of four) to pass.
- ◆ If the candidate has an official four member dissertation committee, then the candidate must secure at least five pass votes (out of six) to pass.

### Procedures to Follow in the Event of a **Pass** Outcome

Complete the attached **Final Oral Examination Report** and return it to the Office of Doctoral Studies no later than 24 hours after the final oral examination has been completed.

This form should be accompanied by a copy of the candidate's dissertation for format review unless the candidate is keeping the document to make minor changes and corrections required or noted by the final oral commission.

### RULE WHICH DETERMINES A **FAIL** OUTCOME:

- ◆ If there are two or more fail votes, a **fail** outcome must be recorded.

### Procedures to Follow in the event of a **Fail** Outcome:

Complete the attached **Final Oral Examination Report** and return it to the Office of Doctoral Studies no later than 24 hours after the final oral examination has been completed.

This form must be accompanied by a separate statement indicating the reasons for the fail outcome.

The candidate may request permission for a second final oral examination from the Vice Dean. If approved, the examination must be held with the same final oral commission no sooner than six months from the first final oral examination. If the candidate fails the second final oral examination, matriculation is automatically and irrevocably terminated.

### RULE WHICH DETERMINES A **DEFERRED PASS** OUTCOME:

- ◆ Any combination of votes which does not result in a pass or fail as specified above must result in a **deferred pass with conditions**. This outcome implies that although the candidate's performance is acceptable in many respects, substantive revision of the dissertation and/or additional requirements of consequence are deemed necessary.

### Procedures to Follow in the event of a **Deferred Pass** Outcome:

Complete the attached **Final Oral Examination Report** and return it to the Office of Doctoral Studies no later than 24 hours after the final oral examination has been completed.

Within three days after the final oral examination, the candidate and the Office of Doctoral Studies must receive from the final oral commission a written statement which indicates what further work the candidate must complete in order to secure a **pass** outcome. This statement should include both revisions of the dissertation requested by the final oral commission and also any other requirements which the commission feels the candidate must complete to secure a **pass** outcome. Furthermore, this written statement of necessary revisions and/or requirements must be agreed to by at least four

members of the final oral commission, and this agreement must be indicated by the signatures of these members on the written statement. Finally, this written statement must also include a projected timetable which the candidate should follow in completing all revisions and/or requirements designated by the final oral commission.

This written statement should be in the form of a memo to the candidate and the Office of Doctoral Studies, and should begin with the following statement: “Below appear all revisions and/or requirements and the candidate’s timetable as mandated by the outcome of Deferred Pass at the final oral examination of (name of candidate) held on (date of examination).” The statement should also make reference to who will be required to certify that all revisions and/or requirements have been met. In some instances the commission may delegate this to the Chairperson; in others, part or all commission members may be required to certify.

The candidate must complete all designated revisions and requirements within one semester following that in which the final oral examination is held (exclusive of summer semester). When the candidate has completed all necessary revisions and requirements, the attached **DEFERRED PASS WITH CONDITIONS FINAL REPORT FORM** must be circulated among and signed by all original members of the final oral commission, and then returned to the Office of Doctoral Studies with a copy of the candidate’s dissertation. In order for the candidate’s outcome to be recorded as **pass**, at least four out of the five (or three out of four if the final oral commission consisted of four members) members of the final oral commission must indicate a pass vote on the above-mentioned form.

## VOTING IN THE EVENT OF THE **ABSENCE** OF A COMMISSION MEMBER

If a dissertation committee **member** is absent, the following rules apply:

- ◆ If there are three or more pass votes, the outcome is recorded as a **pass**.
- ◆ If there are two or more fail votes, the outcome is recorded as a **fail**.
- ◆ Any combination of votes which does not result in a pass or fail must result in a **deferred pass with conditions**.

If an outside **reader** is absent, the following rules apply:

- ◆ In order for a **pass** outcome to be recorded, a unanimous pass vote is required.
- ◆ If there are one or more fail votes, the outcome is recorded as a **fail**.
- ◆ Any combination of votes which does not result in a pass or fail must result in a **deferred pass with conditions**.

**FINAL ORAL EXAMINATION REPORT**

THIS REPORT FORM MUST BE SUBMITTED TO THE OFFICE OF DOCTORAL STUDIES ON THE DAY OF, OR WITHIN 24 HOURS AFTER, THE FINAL ORAL EXAMINATION.

The final oral examination for \_\_\_\_\_, candidate for the degree of \_\_\_\_\_ resulted in a \_\_\_\_\_ by the following number of votes:  
(pass, fail, or deferred pass with conditions)

\_\_\_\_\_ **PASS** (please enter number of pass votes)

\_\_\_\_\_ **FAIL** (please enter number of fail votes)

\_\_\_\_\_ **DEFERRED PASS** (please enter number of deferred pass votes)

This examination was held on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_, and the original signatures of all members of the final oral commission appear below (please enter signatures after votes have been entered above).

\_\_\_\_\_, Chairperson

\_\_\_\_\_, Member

\_\_\_\_\_, Member

\_\_\_\_\_, Reader

\_\_\_\_\_, Reader

**DEFERRED PASS WITH CONDITIONS**  
**FINAL REPORT FORM**

**TO:** The Office of Doctoral Studies

**FROM:** \_\_\_\_\_  
Chairperson, Final Oral Commission

**RE:** \_\_\_\_\_  
Doctoral Candidate

This is to certify that the revisions and/or other requirements as stipulated by the final oral commission for the above-named candidate have been satisfied. The outcome of this candidate's final oral examination should now be officially recorded as a **pass**.

Below are the signatures of all members of the final oral commission, at least four of whom are now voting **pass**.

_____ Signature	_____ Date	_____ New Vote
_____ Signature	_____ Date	_____ New Vote
_____ Signature	_____ Date	_____ New Vote
_____ Signature	_____ Date	_____ New Vote
_____ Signature	_____ Date	_____ New Vote