



INSTRUCTIONS FOR COMPLETING THE APPOINTMENT FORM FOR THE PHD FINAL ORAL EXAMINATION

Registration of the PhD dissertation and the subsequent final oral examination are the culmination of several years of study and research by graduate students. It is important that we do all that we can to facilitate the processing of the paperwork. Refer to *Regulations Concerning Graduate Study* (the “red book”) <http://www.rochester.edu/GradBulletin/>

Supporting documents which must be attached to this appointment form include: a current advising record (transcript), advisor(s) approval signature form, list of committee email addresses, and a copy of the title page and abstract of the dissertation.

The following instructions, keyed to the numbered items on the front of this the appointment form, should help make the process easier:

1. Type the name of the candidate and his/her e-mail address.
2. Enter the candidate's student identification number.
3. Select the name of the school and department.
4. Select the degree program title as listed in the Graduate Bulletin.
5. Enter the day of the week, month, date, and year of the proposed examination (e.g., Monday, June 28, 2010). Please see [Regulations Concerning Graduate Study, Final Oral Examination](#), for details regarding the timing of examinations. The dissertation must be registered in the office of the University Dean of Graduate Studies at least 18 full working days prior to the requested examination date (23 days for the summer). Also refer to the [PhD Calendar](#) circulated by your college/school.
6. Enter the time and place of the public lecture. Please be specific as to the place; the appointed chair will be from another department and consequently may not be familiar with your regular meeting rooms.
7. Enter the time and place of the closed examination (see above). The closed examination should immediately follow the public lecture.
8. **a.** List the recommended examination committee for the candidate, including each member's current faculty appointment and campus address. Please refer to the [Regulations Concerning Graduate Study](#) for committee composition requirements.
b. Enter the full name, current appointment, department, and campus address of the “outside” member.
9. The department chair or the department director of graduate studies must sign and date the form, indicating his/her approval of the proposed examination committee and agreement with statements in the preceding paragraph. This signature is confirmation that department and college requirements have been met. The usual method of confirming completion of requirements is by examination of the current advising record of the candidate. A copy of the current advising record (transcript) should be attached to this appointment form (the SMD Registrar will attach this).
10. The Senior Associate Dean for Graduate Education of the candidate's college must sign and date the form, indicating his or her approval as stated in item **9**.
11. The date the dissertation is officially registered is entered by the office of the University Dean. The dissertation is not registered until it reaches the University Dean's office with all required documentation and signatures. Candidates are cautioned to allow sufficient processing time at the department and college levels to insure registration within timelines as stated in the PhD Calendar.