

**CBA Guidelines for
Dissertations
PhD in Business
PhD in Economics
Approved 3-21-14 PhD/Research Committee**

Both the proposal defense and the final oral defense of the dissertation are considered public events. Each of these events is a major milestone in the life of a PhD student and in the development of a body of scholarly work that is ultimately acknowledged by the awarding of a PhD. Both the proposal and final oral defense are an important mechanism for quality control and it is a visible recognition of a student's accumulation of knowledge to which all members of a department directly or indirectly contribute.

Proposal Defense – At least two weeks in advance of the scheduled meeting the dissertation chair will send a notice of the date, time, and location of the proposal defense to the Associate Dean for Graduate Programs & Research and the Department PhD Director. The Department PhD Director will then forward the information to all faculty and doctoral students in the department. Accompanying the notice should be a copy of the dissertation proposal or notice of the location of the proposal for viewing.

Prior to the proposal defense, the candidate should bring the Proposal Defense form to be signed by the Associate Dean for Graduate Studies & Research and the Department PhD Director to verify that the above procedures were followed. The final oral defense cannot proceed unless the proposal defense form has been signed.

Final Oral Dissertation Defense - The dissertation chair or the PhD Director will send a notice of the date, time, and location of the final dissertation defense to all faculty and doctoral students in the college at least two weeks in advance of the scheduled meeting. Accompanying the notice should be a copy of the dissertation or a notice of the location of the dissertation for viewing. At this time the Associate Dean for Graduate Studies & Research should also be notified of the dissertation defense date. Consistent with the Graduate College policies, the College of Business requires that:

the final examination for the doctoral degree is oral and open to members of both the University community and the public. During the dissertation presentation and general questioning all persons may be present. However, at the end of the public hearing there will be a closed questioning portion of the examination where all persons except the Candidate, doctoral supervisory committee, and invited faculty must be excused. (Graduate Bulletin, 2012-2013)