

## CHECKLIST FOR FINAL DOCTORAL ORAL EXAMINATIONS

### GRADUATE SCHOOL - UNIVERSITY OF MASSACHUSETTS AMHERST

Office of Degree Requirements 534 Goodell Building, Amherst, MA 01003 (413) 545-0025 [degreq@grad.umass.edu](mailto:degreq@grad.umass.edu)  
<http://www.umass.edu/gradschool>

#### **DEADLINE: One month prior to the examination date**

A memo requesting that the Final Doctoral Oral Examination be announced must be signed by the Graduate Program Director or the Department Head/Chair and submitted to the Office of Degree Requirements one month prior to the examination date. The Office of Degree Requirements will review the requirements below and, if complete, will send an announcement to the Weekly Bulletin of the "In the Loop" section of the UMass website, at <http://www.umass.edu/loop/weeklybulletin/>.

#### **REQUIREMENTS:**

- \_\_\_\_\_ Course work completed.
- \_\_\_\_\_ Residency requirement satisfied and verified by Department (Residency requirement is two consecutive semesters enrolled as a full time student taking at least 9 credits each semester.)
- \_\_\_\_\_ Registered for the appropriate number of dissertation (899) credits.
- \_\_\_\_\_ Language examination passed (if applicable).
- \_\_\_\_\_ Preliminary Comprehensive Examination passed.
- \_\_\_\_\_ Dissertation Committee appointed by the Graduate Dean.
- \_\_\_\_\_ Dissertation Prospectus/Outline approved and filed with the Graduate School.
- \_\_\_\_\_ There has been 7 months between submission of Prospectus/Outline and Final Doctoral Oral Examination/Dissertation Defense date.
- \_\_\_\_\_ Final Doctoral Oral Examination announcement request communicated to the Graduate School **at least one month** prior to the scheduled defense.

#### **THE MEMO REQUESTING THE ANNOUNCEMENT MUST INCLUDE:**

Student's full name  
Student identification number  
Degree  
Day of Week  
Date  
Time  
Place  
Major  
Chair of Committee  
Title of Dissertation  
Signature of the Graduate Program Director or Department Head/Chair