

## Comprehensive Exam and Dissertation Defenses: Scheduling & General FAQs

As a graduate advisor, one of my roles is to assist with scheduling comprehensive oral exams and dissertation defenses. When creating a scheduling poll I factor in teaching times for all those involved to maximize finding a compatible timeslot. See [examples of the communication](#) that will be sent to your committee. –Kate, [kate.pleskac@ku.edu](mailto:kate.pleskac@ku.edu)

### **How much advanced notice is necessary for scheduling exams?**

4 weeks is ideal, 2.5 weeks prior is the shortest possible notice due to College paperwork requirements.

### **Once you (and your Advisor) are ready to schedule your exam what information do I need?**

- A list of your 5 committee members. Indicate who is your Chair and [Graduate Student Representative](#) (GSR).
  - o I will check to ensure that committee members meet the University's [Graduate Faculty](#) requirements. I also can assist with the process of getting a faculty member from another university appointed to KU's Graduate Faculty (Note: this takes additional time).
- 3-5 targeted dates for your scheduling poll
- the title of your talk (for the Department announcement)

### **What happens when a time is found?**

I will schedule the meeting in Zoom<sup>1</sup> and list you as the Alternate Host. Next, I send a confirmation to the committee with the Zoom meeting information. I submit the exam pre-approval request to the College. Lastly, I email a Department announcement the week in which the exam is scheduled.

### **Can schedule my own exam?**

Sure, that is not a problem. You are also welcome to schedule your exam and notify me of the following: your committee, the exam date and time, your talk title and zoom link. Be sure to send this information 2.5 weeks prior to the exam.

### **When do I need to send my committee the proposal or dissertation?**

At least 2 weeks prior. I recommend sharing a link to your paper via OneDrive so your committee has access to the latest version while you maintain the ability to continue making minor updates/edits (discuss this with your advisor, they should be comfortable with the paper you send to the committee).

### **Can I attend another student's exam?**

Yes, exams are open to the public. I recommended attending a few so you know what to expect.

### **Can I see examples of completed dissertations?**

Yes, see <https://search.proquest.com/pqdtlocal1005839?accountid=14556>

Click on "Advanced Search" for additional search options.

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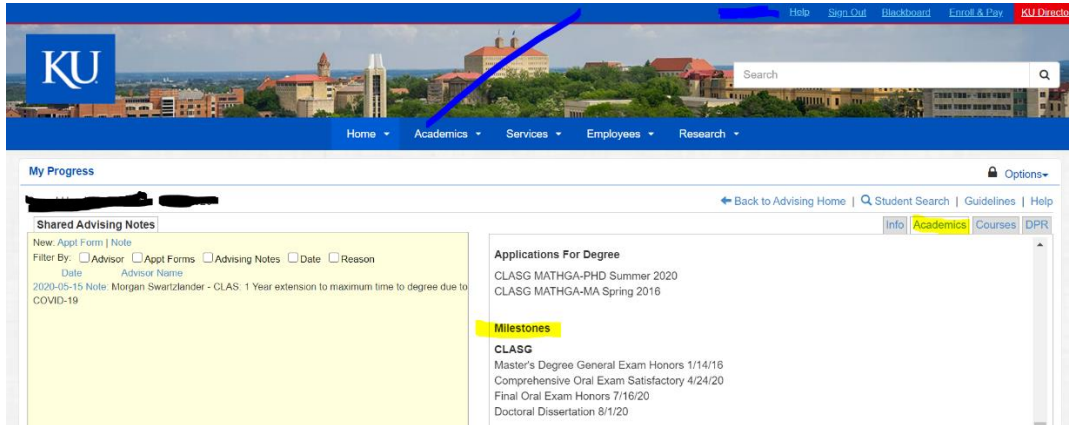
<sup>1</sup> Once in-person exams resume, I will reserve the conference room for your meeting.

## Where can I find templates and resources to help me properly format my dissertation?

It is a graduation requirement that you submit a properly formatted dissertation. Here is KU's formatting guide: [https://guides.lib.ku.edu/etd/ETD\\_Home](https://guides.lib.ku.edu/etd/ETD_Home) (click on blue tabs for details). See LaTeX tab for most recent LaTeX zip file.

## What happens post-exam?

I send an email to the Chair and GSR to confirm the exam outcome (student is cc'd). Next, I submit the exam outcome to the College. The result will post in 1-3 weeks, you can view this on the Academic tab under Milestones on my.ku.edu > my progress or on your [Advising Report](#). For final defenses, I will assist in getting e-signatures on your title page and help with the [doctoral degree checklist](#).



The screenshot shows the KU My Progress page. At the top, there is a navigation bar with links for Home, Academics, Services, Employees, and Research. Below this, the page is titled "My Progress" and includes a search bar and a "Back to Advising Home" link. The main content area is divided into two columns. The left column, titled "Shared Advising Notes", contains a table with columns for "Date" and "Advisor Name". A note is visible: "2020-05-15 Note: Morgan Swartzlander - CLAS: 1 Year extension to maximum time to degree due to COVID-19". The right column, titled "Applications For Degree", lists "CLASG MATHGA-PHD Summer 2020" and "CLASG MATHGA-MA Spring 2016". Below this, a "Milestones" section lists "CLASG" milestones: "Master's Degree General Exam Honors 1/14/16", "Comprehensive Oral Exam Satisfactory 4/24/20", "Final Oral Exam Honors 7/16/20", and "Doctoral Dissertation 8/1/20".

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Updated: 3 December 2020