

Procedures and Deadlines for Scheduling the Dissertation Oral Defense

The Orals Committee consists of the three readers and two additional committee members, one of whom serves as committee chair. The first reader and the committee chair must have primary appointments in the Department of Psychology. **All five committee members must be physically present at the defense.** The first reader and the student are responsible for setting the date of the Oral Examination.

AT LEAST FIVE WEEKS BEFORE THE ORALS DATE, students must:

__obtain a copy of the PhD Dissertation Defense Abstract Cover Sheet from the GRS web site (www.bu.edu/cas/students/grad-resources/forms under Graduation Requirements - PhD, click on the PhD Graduation Calendar and Forms, then on Dissertation Defense Abstract) or from Dr. Joanne Hebden Palfai (Rm. 149B) and submit it with the abstract to the major professor for approval. After the major professor approves by signing the Abstract Cover Sheet, the abstract is submitted to Dr. Palfai who will obtain approval from the Director of Graduate Studies and the Department Chairman. You may need a longer lead-in time during the summer months because faculty are often away. Please note that the abstract must be written in a clear and accessible manner and must strictly follow University guidelines for formatting and word count. These guidelines are spelled out in detail in [A Guide for Writers of Theses and Dissertations](#), which can be found on the GRS web site (www.bu.edu/cas/students/grad-resources/forms under Dissertation Format Requirements – PhD)

AT LEAST THREE WEEKS BEFORE THE ORALS DATE, students must:

__after approval and signatures are obtained from the major professor, the Director of Graduate Studies and the Chairman, submit the dissertation abstract along with the PhD Dissertation Defense Abstract Cover Sheet to GRS, 705 Comm. Ave., Rm. 112 for review by the Deans.

AT LEAST TWO WEEKS BEFORE THE ORALS DATE, students must:

__after all necessary revisions are made and GRS approval has been obtained, submit fourteen copies of the dissertation abstract along with the Schedule of the Final Oral Exam Form available on the GRS web site (www.bu.edu/cas/students/grad-resources/forms under Graduation Requirements - PhD, click PhD Graduation Calendar and Forms, then on Schedule of the Final Oral Examination) or from Dr. Joanne Hebden Palfai in Rm. 149B, to GRS, Rm. 112.

__make an appointment with Martha Khan (GRS, Rm. 112) to review the format of the dissertation.

__submit one (1) copy of the full dissertation and one (1) invitation to the Dissertation Defense attached to one copy of the abstract (same format as invitation to the prospectus hearing) to Dr. Joanne Hebden Palfai (Rm. 149B).

The responsibility of the Orals Committee is to determine whether the candidate has presented an adequate defense of the Dissertation. Only one FAIL vote is permissible for a pass. If it is determined that a re-examination will be permitted, the Examination Committee will make recommendations regarding any necessary changes in the thesis. The Dissertation must be approved and signed by the Readers. Revisions may be requested.

Upon successful completion of the Orals Examination:

__The signed Examination Report Form (obtained from the first reader) and one final signed copy of the dissertation in a black binder (available at the BU Barnes and Noble Bookstore) should be brought to Dr. Joanne Hebden Palfai (Rm. 149B).

__Two final signed copies of the dissertation must be taken by the candidate to GRS, Rm.112 (binding unnecessary).