

Final Examination/Dissertation Defense Form

CCAS Office of Graduate Studies
Smith Hall, Rm. 118
801 22nd Street, NW
Washington, DC 20052
Email: ccasgradserv@gwu.edu
Phone: 202-994-6210



Doctoral students planning their defense must submit this form to the CCAS Office of Graduate Studies as soon as the final examination committee members and defense date have been decided. **This form must be sent to ccasgradserv@gwu.edu before the defense.** Please read the instructions on the preceding page to ensure you complete this form correctly. CCAS must receive this form by the posted [Dissertation Examination/Defense Form submission deadline](#).

Construction of the Final Examination Committee

The director of the dissertation and the student consult to choose the members of the final examination committee. The program's Director of Graduate Studies may also be consulted in the selection process. Each final examination committee must include a **non-voting chair of the examination and at least five voting members** who fulfill the following criteria:

- a) **The dissertation research committee**—a director and at least two additional committee members who have advised the student during the dissertation research process. If the director of the dissertation research committee is an external scholar, there must also be a co-director who is a member of the program's faculty.
- b) **One or more examiners**—at least one examiner who has not played a direct role in the dissertation research process. The examiner is asked to read the dissertation only *after* all members of the student's dissertation research committee have agreed that it is ready for defense. **If a student's dissertation research committee has only three members, then at least two examiners are required for the final examination.**
- c) **An external scholar**—at least one member of the final examination committee must be drawn from outside the program in which the student is enrolled. An external scholar may serve as either a **member of the dissertation research committee or an examiner.** (Final examination committees could also include external scholars in each of these roles.)
- d) **Chair of the examination**—The examination is chaired by a member of the program in which the student is enrolled. **The chair cannot be drawn from the dissertation research committee or examiners.** It is recommended that the program's director of graduate studies serve as chair (if they are not already serving as examiner or member of the dissertation research committee). The chair takes no part in the examination itself, except, if asked, to pose an introductory question or elicit an opening statement from the student.

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Student Name	GWID	Program	Defense Semester	Defense Date

Final Examination Committee

Role	Name	Title	Department and Institutional Affiliation
Dissertation Research Committee			
Director*			
Co-Director* (if applicable)			
Committee Member #1			
Committee Member #2			
Additional Committee Members (if applicable)			
Examiners			
Examiner #1			
Examiner #2 (if applicable)			
Chair (non-voting)			

Please list the name(s) of the final examination committee member(s) who are external to your program's faculty:

Student Signature:		Date:	
Dissertation Director Signature:		Date:	