



Ph.D. Request for Dissertation Oral Examination
(Due 30 calendar days prior to the scheduled defense)

The PhD Dissertation Oral Examination Committee consists of the Dissertation Committee, two additional examiners, and a presider. At least one of the six members must be outside of the candidate's home program and one must be outside GSEHD (both can be outside of GWU.) Please see the back of this form for qualifications of the additional examiners. The presider must be a regular GSEHD faculty member (tenure track, contract, or visiting). Please supply contact information for any member who is not a GWU faculty member.

Student Name: _____ Email: _____

Cell Phone: _____

Date of Defense: _____ Time: _____

Preferred GSEHD Campus or Center: _____

Chairperson (Name & Exact Title) _____

Committee Members 1) _____
(Names & Exact Titles)

2) _____

Examiner 1: _____

Phone: _____ Email: _____

Exact Title of Job: _____

Examiner 2: _____

Phone: _____ Email: _____

Exact Title of Job: _____

Presider: _____

Phone: _____ Email: _____

Exact Title of Job: _____

NOTE: No more than one committee member may participate from a distance. The chair and the student must be present. If needed, indicate which committee member will participate at a distance and provide their contact information. Please note, skype is the preferred method of distance participation.

Name: _____ Skype name/phone number: _____



DISSERTATION COMMITTEE STRUCTURE

The three-member dissertation committee includes a dissertation chair and two additional committee members. Prior to the dissertation defense, two additional examiners join the committee.

- Out of the five members, one must be outside the candidate's home program and one must be outside GSEHD.
- One of the committee members, other than the chair, will also serve as the presider. The committee member serving as presider shall also be an active examiner, participating in the questioning of the candidate and the votes. In special circumstances, the Senior Associate Dean may approve an independent presider. If the presider is not a member of the examining committee, they are present solely to moderate, and do not have a voting role. The presider must be a GSEHD faculty member (tenure track, contract, or visiting).

Three-Member Dissertation Committee

DISSERTATION CHAIR (NON-VOTING AT THE TIME OF DEFENSE)

- Hold an earned doctorate.
- Hold a full-time or part-time GSEHD faculty appointment (regular status, non-visiting). Appointment outside program area requires approval of candidate's primary advisor.
- Have expertise in candidate's topic area.
- Have an active research agenda as characterized by the departmental personnel guidelines.
- Either (a) have experience serving as a member on no less than two dissertation committees, including the defense of the dissertation, or (b) in the absence of such experience, be mentored by an experienced GSEHD dissertation chair selected by the faculty member's department chair.

Emeritus and departing faculty may continue to serve as the dissertation chair for a period not to exceed two years, if the student has an approved proposal. After two years the student must reconstitute the dissertation committee by selecting a new chair.

TWO ADDITIONAL COMMITTEE MEMBERS (VOTING)

- Hold an earned doctorate, or a terminal degree and a faculty appointment, for at least one year.
- Have expertise that matches the candidate's topic area and research.
- Among the chair and the two other committee members, at least one will be knowledgeable about the methodology to be used in the dissertation research and designated as taking responsibility for guiding the research methodology.
- It is strongly recommended that one member come from outside the candidate's home program (Counseling, C & I, Ed Admin & Policy Studies, HEA, HOL, and SPED).
- Committee member cannot have a relationship with the candidate that might pose a conflict of interest.
- If a member does not hold a GW faculty appointment, he/she must submit a copy of his/her curriculum vitae to the Office of Student Services.

Two Additional Examiners for the Defense of Dissertation

TWO ADDITIONAL EXAMINERS FOR THE DEFENSE OF DISSERTATION (VOTING)

- Two additional examiners are selected on the basis of their expertise and interest in the candidate's topic area**
- Hold an earned doctorate for at least one year prior to the defense.
 - Have a professional background and experience that is relevant to the candidate's topic area.
 - Committee members must not have a relationship with the candidate that might pose a conflict of interest.
 - If not a current or former GW faculty member, a copy of their curriculum vitae must be submitted to the Office of Student Services.