1) All committee members must participate for the entire oral examination. If a committee member is participating remotely, that member needs to be able to communicate with the candidate and other Committee members during the entire defense. If more than one member of the committee, or the student, is participating remotely for the exam please inform Graduate Student Academic Services prior to the exam for approval. Call 621-5128 if an emergency arises, including any change to the final committee.

2) Review the procedures with the Committee before the candidate enters the room. Procedures and customs differ from department to department; normally the candidate presents the dissertation research prior to any questioning by the committee. The presentation is open to the public and lasts no more than an hour.
   a) Specify time allotment for the examination (no minimum: maximum is 3 hours).
   b) Clarify that the audience leaves after the candidate’s presentation.
   c) Specify that the examination continues with only the Committee and the candidate present.
   d) Remind examiners that this is primarily an oral defense of the dissertation, not a general examination.
      However, the examination may include general questioning related to the fields of study encompassed.

3) The Examination
   a) Request a recess to discuss or redirect the process if needed and ask the candidate to momentarily leave the room.
   b) Conclude within the 3 hour time period.
   c) Ask the candidate to leave the room for the final discussion and voting.
   d) Evaluate the candidate's performance. The Committee will evaluate the candidate's overall performance. Review the three Options with the committee.
      i) Option 1. Pass with no revisions
      ii) Option 2. Pass with Revisions.
         The Dissertation Director indicates date by which revisions must be made. The committee decides whether oversight of the revisions will be the sole responsibility of the Dissertation Director, or whether the dissertation revisions will be approved by each individual Committee member. The Dissertation Director will summarize the revisions required by the Committee that are needed for approval of the dissertation. Once the candidate completes all revisions to the satisfaction of the Committee, the Dissertation Director must notify the Graduate College degree counselor by e-mail that final approval has been granted.
      iii) Option 3. Fail
         The Committee performs a secret vote (individual vote options: Pass, Fail, or Abstain). The outcome of that vote determines whether or not the student has passed; if result is a Pass, the committee must decide on which option to select for the student (Pass or Pass with Revisions). If there are 3 committee members then all three members must pass the student in order for that student to pass the final defense. If there are more than 3 committee members then there may be only one negative vote (Fail or Abstain) for the student to pass.
   e) Inform the candidate of the results of the examination, but do not report the actual votes, only whether a Pass or Fail and which option.
   g) The Dissertation Director will report the outcome in GradPath on behalf of the entire committee (using the link in the GradPath e-mail for the Results form or the Pending Transactions page). The Dissertation Director enters the vote count and outcome of final defense on the Results of Final Oral Defense form in GradPath and submits it electronically to Graduate Degree Certification for approval. If revisions are required by the student, the Director or Graduate Coordinator must notify (by email) Graduate Student Academic Services when the revisions have been completed.
   h) The Dissertation Director may return the attached Grade Change form(s) for 920 dissertation units (or MUS 925 or NURS 922) to the Graduate Student Academic Services office, or the Director may withhold that grade until the student completes revisions. A separate Grade Change form should be submitted for any ungraded 900 research units.
DISSERTATION REVISIONS
REQUIREMENTS

Candidate__________________________________________ ID #__________________

Major __________________________ Minor________________

Defense Date________________________

Approval of Revisions
A._____ The approval of the dissertation will be by the dissertation director.
B._____ The approval of the dissertation will be by the dissertation director and the committee.

The revisions will be submitted by (date:____________). Dissertation revisions must be approved no later than one year after the date of the examination.

List revisions to be completed.

I have reviewed and understand that the list of revisions stated above are conditions for approval of the dissertation.

_______________________________________________________________________________________

Candidate's signature

Revisions completed on __________________________

Date

_______________________________________________ ______________________________________

Dissertation Director

rev: 1/2014

ORIGINAL TO CANDIDATE, SIGN AND MAKE A COPY FOR THE DISSERTATION DIRECTOR.
Change of Grade for Graduate K Grades
(course in progress)

K grade for 900 through 925 house numbered courses and graduate level English writing project courses (e.g. ENGL 501, 604, & 609): the grade of K is awarded by the instructor for each term when the course continues for longer than one term. Once the course is completed the K grades are replaced with permanent non-K grades appropriate to the grading scheme for the course.

This is a controlled form to be filled out by the instructor and turned in to the Graduate College Degree Certification Office, Administration, Room 316, PO Box 210066, Tucson, AZ 85721

TO BE FILLED OUT BY THE INSTRUCTOR

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For Degree Certification Office Use Only

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