

Notification of Readiness for the Public Oral Presentation
of the Ph.D. Dissertation

To the Major Field: This form must be completed and forwarded, together with the required items detailed on page 2, to the Doctoral Candidacy Advisor in the Graduate School Office (Room 105, Verhaegen Hall, Frost Campus), at least **two weeks** before the date of the public, oral presentation of the dissertation.

Candidate's Name: _____

Candidate's Major Field: _____

Dissertation Committee Members: _____
(Chairperson)

Title of the Dissertation: _____

Date of the Oral Presentation: _____

(Start) Time of the Presentation: _____

Location of the Presentation: _____

Check [] to indicate that an advanced (paper-) draft of the abstract of the dissertation has been delivered to the Doctoral Candidacy Advisor for format-evaluation.

Check [] to indicate that an advanced (paper-) draft of the dissertation is attached or has been delivered to the Doctoral Candidacy Advisor for format-evaluation.

Date: _____ Signed: _____
(Dissertation-Committee Chairperson)

Note: Copies of this form are available from Graduate School Candidacy or may be downloaded from the Graduate School's Webpage (www.slu.edu/colleges/gr).

(Please refer to Page 2 of this form.)

The dissertation-committee chairperson is responsible for transmitting this form to the Doctoral Candidacy Advisor. The following items may accompany the form or may be sent concurrently by the Candidate to the Doctoral Candidacy Advisor:

- 1) a list of those individuals the major field desires to receive invitations to this specific presentation. Note, though, that the University community will be informed of the day and date, the location, and the start-time of the presentation, initially one week in advance, via Newslink. (The electronic-mail addresses of persons external to the University to be invited should be provided. Any invitations that must be sent by U.S. Mail are the responsibilities of the major field.)
- 2) a copy each of advanced drafts of the abstract and dissertation to the Doctoral Candidacy Advisor for style and format evaluation, if not already delivered. (If degree-conferral is anticipated at University Commencement in May, the copy for the Candidacy Advisor's evaluation must be submitted no later than the deadline, ordinarily the last Friday in February, published in the Graduate School's supplement to the University Calendar. The two (2) copies of the *final version* of the dissertation and four (4) copies of the abstract, printed on minimally 20-pound, acid-free paper, are to be submitted with the sealed ballots subsequent to---when the dissertation is fully approved by the committee-members, but not necessarily immediately after---the public oral presentation. These copies must reach the Doctoral Candidacy Advisor by the deadline, ordinarily about May 1st, in the Calendar supplement.)

Note that the requirements 1) of submission in advance of the presentation of electronic copies of the abstract and the autobiographic sketch (vita auctoris), and 2) of the appointment by the Associate Dean of Academic Affairs of a Graduate School representative ("pro dean") to attend the presentation, have been eliminated, effective in August 2004.