

Department of Philosophy
Marquette University
Memorandum

To: All Faculty and Graduate Students
From: John D. Jones, Chair
Richard Taylor, Director of the Graduate Program
Re: Policy and Form for Scheduling Dissertation Defenses
Date: December 30, 1998

At the department meeting of Friday, December 11, 1998 the faculty approved the following policy for scheduling dissertation defenses.

The process of setting up a dissertation will begin when the candidate presents to all the dissertation committee members copies of the dissertation in final form in full and complete accord with the guidelines issued by the Graduate School. The process will begin not less than 60 days before the proposed date for the dissertation defense. The members of the committee will have 30 days to examine the dissertation during which period each member of the committee will determine whether the dissertation should proceed to defense and whether he or she is willing to agree to the proposed defense date and to sign the necessary forms for formally setting the date. A formal second reader will be appointed for each Ph.D. dissertation. The director and second reader will consult to determine the manner in which they will work to assist the candidate toward the successful completion of the dissertation. The second reader will be so listed on the dissertation outline.

Please note: This policy takes effect immediately. For dissertations in progress: all dissertation directors should forward the name of the formal second reader to Dr. Taylor. Effective immediately, the formal second reader must be so indicated on the dissertation outline form. It is understood that the formal second reader will have read through and approved as defensible a complete copy of a dissertation before it is submitted to the committee as a whole for consideration for a defense.

On the next page you will find the template for a form that should be used by the *dissertation director* when submitting the dissertation to the members of the committee. This form can be obtained from the department administrative secretary.

**Department of Philosophy
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Form for Scheduling the Defense of a Ph.D. Dissertation

To: _____ Dissertation Committee Members

From: _____ Dissertation Director

Student=s Name: _____

Dissertation Title: _____

Proposed Defense Date: _____
E.g., April 15, 1999

**Defense program form
due to Grad. School**

Not less than 30 days prior to proposed defense date (E.g., March 15, 1999)
All Committee members must sign the defense program form prior to this date.

**Dissertation
submitted to committee:**

Not less than 60 days prior to proposed defense date (E.g., Feb. 15, 1999)

The director and second reader both attest that the dissertation is ready for a defense:

Director: _____ (signature)

2nd reader _____ (signature)

Note: The sixty day period does not include the period from June 15 to August 15 when regular faculty are not under contract. Due regard and professional courtesy should be extended to committee members who are on sabbatical or other leave. Due regard and professional courtesy should be extended to all faculty with regard to requests to read dissertations prior to the start of the academic year, over Christmas break, and after the end of the Academic year. Of course, various faculty commitments (e.g., to attend scholarly conference) should be taken into account in scheduling the precise defense date. The director should consult with dissertation committee members when scheduling the proposed defense date.