

**Educational Leadership & Policy Analysis  
Ph.D. Final Oral Exam**

**Final Oral Exams can not be scheduled during the last two weeks of classes during the fall, spring and summer sessions, between semesters, or prior to the first day of instruction for the semester.  
Refer to the University academic calendar for dates of instruction.**

**Step #1 Determine if you are ready.**

**To be eligible for your final oral exam you need to meet the following requirements:**

1. You must be registered for 3 credits of research. If you want to defend and/or deposit your dissertation in the summer term, you must register for 3 credits of research for the eight-week session.

**Step #2 Schedule your exam.**

1. Contact your advisor several weeks prior the actual date of your defense to determine your two additional committee members (a minimum of 5 members is required) and the day and time for your exam. At least one committee member must be from outside of ELPA.

**At least three weeks prior to your final oral exam:**

2. Contact Shari Smith, Student Services Coordinator, 1152 Educational Sciences, Room 1152, [ssmith@education.wisc.edu](mailto:ssmith@education.wisc.edu) and provide the names of your additional committee members and the day/time of your exam. A room will be assigned for your exam.

**What happens next?**

1. The Department will request a warrant from the Graduate School that allows you to complete your final oral exam.
2. The Graduate School will send a packet for you to ELPA. The packet will then be sent to you. The packet will include the committee page which you will need to complete prior to your defense.

**Step #3 Submit your dissertation.**

**At least two weeks (determine the exact date for submission with your advisor) prior to your final oral exam:**

1. Submit copies of your dissertation to your advisor and committee members.
2. The Graduate School 3'D's, Deadlines, Defending and Depositing are available on the Graduate School website  
<http://info.gradsch.wisc.edu/education/completedegree/ddd.html>

**Step #4 Prepare documents required for your defense.**

1. The **committee page** will be included in the packet you receive from the Graduate School. All committee members will sign this page.
2. You will need to create the **title page**. Do not number the title page. The title page must be double-spaced. Follow the format in the samples <http://info.gradsch.wisc.edu/education/completedegree/pguide.html#145>

**DO NOT PUT A BOX ON THE TITLE PAGE.**

**Step #4 Continued**

3. The **UMI abstract**. The Graduate School sends ProQuest (UMI) Information and Learning abstract and a copy of your title page to ProQuest for publication in Dissertation Abstracts International. The abstract must be in English, 10 to 12 point type, double-spaced using dissertation margins and white quality paper, **must not exceed 350 words, and must be signed by your advisor**. (Abstracts exceeding 350 words will be returned by ProQuest. The title is not included in the word count.) The dissertation title on the abstract must be identical to the title on the dissertation title page. The original signature of your advisor must be at the end of the abstract text. **This abstract is not part of your dissertation. Do not number the pages of your UMI abstract.** Follow the form in the samples section. You may also view a sample abstract at <http://info.gradsch.wisc.edu/education/completedegree/abstract.pdf> **DO NOT PUT A BOX AROUND YOUR ABSTRACT. DO NOT PLACE A SIGNATURE LINE OR TYPE YOUR ADVISOR'S NAME ON THE PAGE.**

**Step #5 What do I need to have prepared and bring to my defense?**

1. Your committee page.
2. Your UMI abstract.

**Step #6 Pick up your packet.**

**On the day of your final oral defense you will be given a packet that contains:**

1. Your record of graduate study (a listing prepared by the Student Services Coordinator).
2. Your warrant.
3. Copies of your program plan.
4. Grade change forms (if needed).
5. A request for an electronic version of your abstract (to be submitted after your preliminary exam is completed).

**Step #7 Return documents to ELPA Student Services Coordinator.**  
**After your final oral exam is completed:**

1. Return your record of graduate study.
2. Return a copy of your signed warrant.
3. Return one copy of your signed committee page.
4. Return one copy of your signed UMI abstract.
5. Return one copy of your title page.

**I passed. What happens now?**  
**Step #8 Depositing your dissertation.**

1. **PRE-CHECK** (optional). The Graduate School conducts pre-checks to answer specific formatting questions (for example: use of tables, graphs, and charts). You may bring in 8-10 pages to be reviewed in 217 Bascom Hall. No appointment is necessary. Contact the Graduate School for hours available for pre-checks.
2. **GRADUATE SCHOOL FINAL REVIEWS (depositing)**

After passing your oral defense, contact the Graduate School at 608-262-2433 to arrange an appointment for the final review. Please call to schedule an appointment at least one day in advance. If you are defending near the degree deadline call immediately after your defense; appointment times fill rapidly during the two to three weeks before any deadline. You must make all corrections and revisions **before** you come for your final review. Final review is **final**. You are not allowed to make changes on the copy that you submitted to the Graduate School after the final review.

Dissertation review appointment times normally take about 15 minutes.

If you are requesting certification of your degree from the Registrar's Office, the grade(s) for the semester in which you are depositing your dissertation (and all other outstanding grades) must be reported to the Graduate School before or by the time of your final review.

**The following materials must be brought to 217 Bascom Hall for the final review:**

- Warrant. Your Committee must be identical to the one approved on the Ph.D. Final Oral Committee Approval Form.
- Survey of earned Doctorates
- ProQuest Information and Learning (formerly UMI) Microfilm Agreement Form. This form is found in "Publishing Your Dissertation," pp. A4 and A5. **(The "Author Discount Form" on p. A6 is not required or endorsed by the Graduate School)**

- Three (3) extra copies of the Title Page. The title on one of the three copies is to have all equations, formulae, chemical symbols, and the like translated into words (for example, instead of "H<sub>2</sub>O", use "water").
- Committee's Page (**do not hand write**).
- UMI Abstract. This abstract must be signed by your advisor and is in addition to any abstract that may be in your dissertation.
- Completed **unbound** dissertation on high quality, white, 20 pound weight paper.

### **Step #10 Paying the Microfilming & Binding**

After the Graduate School has approved your dissertation, you will be authorized to go to the Bursar's Window at 333 East Campus Mall #10501 to pay the microfilming & binding fee of \$90.00. You can pay with cash, checks, and money orders. **Credit cards are not accepted.** The Window hours are 8:00 a.m. - 4:00 p.m., Monday through Friday.

If you are registering and retaining copyright of your dissertation through Bell and Howell, you will also pay the copyright fee at the Bursars office. The copyright fee is now \$45.00. Cash, personal checks and money orders are accepted.

**CONGRATULATIONS! YOU ARE DONE.**