

Examination Policies and Current Practices of the PhD Program in Business – April 2010

This summary chart is designed to form a guide for students.

Please note that the OB Specialization Reverses the First and Second Examination.

	First Examination (Graduate Center Policy)	Second Examination (Graduate Center Policy)	Dissertation Proposal Defense (Business Program Policy)	Final Dissertation Defense (Graduate Center Policy)
Current Rules	Must be done before a student completes 45 credits	Must be done before a student completes 10 semesters	None	Must be completed within 16 semesters. Must be completed within 14 semesters if a student has a Masters degree and is given advanced course credit.
Selection of Examination date. Business Program Policy	The Area Coordinator, in consultation with the three members of the examination committee selects a date. Need not be conducted during the term.	Business Program Policy is to encourage Specializations to offer the written and oral exams at least 10 teaching days prior to the "change in level" date for Fall & Spring terms	Business Program policy states it must be held when classes are in session for Fall and/or Spring semesters. This includes the examination period. ¹	None
Notification of Examination	The Area Coordinator, in consultation with the examination committee selects the extent of the notification. Policy is set by the specialization.		Five teaching days before the proposal the Area Coordinator must send an email to the department notifying them of defense. At least 15 copies <i>must</i> be available in the Department office if the student does NOT circulate electronic versions via the coordinator. ¹	The Provost's Office of the Graduate Center requests 4 weeks to prepare invitations. Area coordinator should notify faculty 5 business days in advance. http://www.gc.cuny.edu/current_students/handbook/acadPol.htm#21
Selection of the Examination Committee	Student selects the research topic. There must be three faculty members on the committee and at least two must be on the doctoral faculty. Examination committee must be approved by Executive Officer.	Area Coordinator solicits examination questions from faculty. Oral examination committee is selected by the Area Coordinator.	Committee must contain 3 Doctoral Faculty members (Graduate Center Rule). There must be one outside member to the committee (Business Program Rule)	Committee must contain 3 Doctoral Faculty members (Graduate Center Rule). There must be one outside member to the committee (Business Program Rule)
Attendance at the Exam	Three members of the Committee must be present. ²	N/A	Three members of the committee Must be present. ²	Three members of the committee must be present. ²
Open to the public	Not required	Not required	Required	Required

¹ The intention behind these policies is to insure that dissertation proposals are scheduled when all doctoral faculty can be available to attend.

² In some cases, when faculty can not attend, they can be put on a conference call to listen to the proceedings.