

ORAL EXAMINATION INSTRUCTIONS FOR ADMINISTRATIVE ASSISTANTS

STEP 1: Complete information on the first section of the form. Note that you will enter your email address twice (this is not a mistake but is necessary for directing later “workflow”. At the end of the first section, click the radial button “School administrative assistant preparing paperwork for oral examination” and then click NEXT.

Person completing this form? *

School administrative assistant preparing paperwork for oral examination

Faculty member serving as Secretary of Oral Examination.

Next

STEP 2: In this section, you will provide information regarding the candidate, including you will need to upload the “dissertation leaflet” (see the second screenshot copied below). Finally click NEXT.

Information About Candidate

Completed by school administrative assistant preparing paperwork for oral examination

CUA ID Number *

Your answer

Degree Sought *

Ph.D.

S.T.D.

J.C.D.

D.Min.

Upload a copy of the dissertation leaflet. *

[Add file](#)

School *

Choose

STEP 3: In this section, you will provide information for the Chair, Secretary, Major Professor, First Reader, Second Reader, and Additional Member. Make sure (this is very important) the email addresses are complete and accurate. You will also enter the names, ranks, and schools/departments for each member of the oral exam board. Once all information is complete, click NEXT.

Information about Oral Examination Board

Completed by school administrative assistant preparing paperwork for oral examination and verified by Secretary of Oral Examination Board

NOTE: PLEASE CAREFULLY VERIFY EMAIL ADDRESSES ARE CORRECT. THEY ARE USED TO EMAIL THE

Email Address of Chair of Oral Examination (include the domain name, e.g., a valid entry would be of the form [professor@cua.edu](#)) *

Your answer _____

Email Address of Secretary of Oral Examination (include the domain name, e.g., a valid entry would be of the form [professor@cua.edu](#)) *

Your answer _____

Email Address of Major Professor (include the domain name, e.g., a valid entry would be of the form [professor@cua.edu](#)) *

Your answer _____

STEP 4: You will be taken to the final screen where you will click SUBMIT.

Confidential Report of the Secretary of
the Board on Oral Examination for the
Doctorate

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not **brownjs@cua.edu**? [Switch account](#)

Submission of Form

A copy of your responses will be emailed to the address you provided.

[Back](#) [Submit](#)

STEP 5: You will receive an email with a summary of the data you entered. You are then to forward this email to the Secretary with the attached “Oral Exam Instructions for Secretary” as well.

STEP 6: Email a copy of the “dissertation leaflet” to all members of the oral exam board.

STEP 7: Once the oral exam is completed, you will receive an email with an attachment documenting the result. This result should be maintained as part of the student’s file.