

## MASTERS OF ARTS THESIS DEFENSE PROTOCOL

1. The *praeses* convenes the Board of Examiners at the previously determined time.
2. The *praeses* introduces the candidate and the members of the Board. He/she announces the thesis title and instructs the candidate concerning procedure and time allocations, specifically:
  - a. The candidate lectures for approximately 30 minutes on the thesis topic;
  - b. Each member of the Board may question the candidate for 20 minutes upon completion of the candidate's presentation;
  - c. The *praeses* may permit follow-up questions by the examiners **after** all the Board members have questioned the candidate;
  - d. The *praeses* monitors time allocations strictly and announces their completion to the candidate and other members, and
  - e. The thesis lecture and the examination by the Board **may not exceed one and one-half hours.**
3. Upon completion of the lecture and examination by the Board, members adjourn to discuss and to grade the candidate's defense of the thesis. By secret ballot, each Board member assigns a grade and submits it to the *praeses* who computes the numerical grade. The Academic Dean or the *praeses* registers the grade on the forms provided and computes "honors" according to the standards determined by the Faculty and the DHS Catalogue. All examiners sign the M.A. Thesis Defense form and members reconvene in the lecture room where the *praeses* announces ***only the results of the defense*** (successful/unsuccessful) to the candidate and attending guests. (During the Board's absence, the candidate may entertain questions from guests in attendance. Clearly, these questions have no influence on the grade assigned by the Board.)

**The praeses is responsible for the immediate completion and submission of all documents associated with the thesis defense to the Academic Dean or to the Registrar.**

The Registrar or Academic Dean posts a public notice within 24 hours congratulating the candidate if the defense is successful. The Dean and Registrar compute the thesis defense grade relative to the candidate's thesis grade, the comprehensive examination and M.A. coursework to determine what if any "honors" apply according to the standards outlined in the Academic Catalog. Honors, if applicable, may be announced when the degree is conferred at graduation.