Announcing the
Final Examination of
(student’s name)
for the
Degree of Doctor of Philosophy in (department)
(day, date, time)
(room, building)

Dissertation: (title)

(The summary of the dissertation should be limited to one page and not more than 300 words. It should contain a statement of the problem, a description of the methods or procedures used, and a formulation of the results and conclusions. Unlike the abstract, which is for specialists in the field, an attempt should be made in the summary, whenever possible, to communicate the findings in language and style that can be understood by the university community at large.)

Outline of Studies

Educational Career

Major: (field) (degree, institution, year graduated)
Minor(s): (field and department) (year graduated)

Committee in Charge

professorial rank name, chairman, phone number, department
Alphabetically list other committee members

Approved: (signature)
(chairman’s name typed)

Any member of the Graduate Faculty may attend. As a courtesy, please notify the committee chairman in advance.

Sample Announcement Page