

Policy No:	ACA-POL-0029
Policy Title:	Thesis and Dissertation Oral Defense Policy
Implementation Procedure:	Thesis and Dissertation Oral defense Procedure (ACA-PROC-0020)
Date of Issuance:	SY 2008-2009
Effectivity:	SY 2008-2009 - Present
Page Number:	Two (2)
Office of Origin: (Policy Expert)	Office of the Graduate School
"Supersedes" Notification:	None
Purpose of Policy:	This policy shall govern the administration of thesis or dissertation oral defense in the Graduate School department.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. A student shall only be allowed to enroll in thesis or dissertation writing upon completion of all the academic requirements and passing of comprehensive requirements in the case of the MBA Regular and DBA programs. 2. A student shall be required to enroll in thesis or dissertation writing within the five-year requirement of completing the program. Otherwise, the student shall be required to take refresher courses as determined by the Dean. 3. The defense panel, for MBA and SMP, shall consist of three (3) panel members, who are faculty members of the Graduate School. 4. The defense panel for DBA program shall consist of five (5) panel members, who are faculty members of the Graduate School. 5. Copies of the approved thesis or dissertation paper for oral defense should be submitted to the office of the Dean fourteen (14) days before the scheduled oral defense date. 6. Copies of the approved thesis or dissertation paper for oral defense should be given to the panel members seven (7) days before the scheduled oral defense date.
Applicability:	Applicable to all graduate school students.
Policy Approval Authority:	Dean
Related Policies or References	<ul style="list-style-type: none"> • Student handbook • Manual of regulations for private higher education (a.k.a. MRPS)
Definition:	None
Prepared by:	Planning, Funding, and Development Office
Approved by:	<p>_____</p> <p>Dr. Antonio Macaranas Dean, Graduate School</p>
Date Approved:	

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