

TIMELINE TO EXAMINATION

Doctoral Dissertation

1. REQUEST FOR APPROVAL

The supervisor submits the [Request for Approval of Proposed External Examiner form](#) to CoGS at least **10 weeks** before the proposed examination date.

3. EXAMINATION IS SCHEDULED

Following approval of the Notice of Doctoral Dissertation Examination form, CoGS schedules the examination and posts the Doctoral Dissertation Examination Announcement.

5. EXTERNAL EXAMINER'S REPORT

CoGS sends the dissertation to the external examiner for review at least **5 weeks** before the examination. The external examiner submits the [External Examiner's Report](#) to CoGS **1 week** before the scheduled examination.

7. NEUTRAL CHAIR'S REPORT

The Neutral Chair submits the [Neutral Chair's Report](#) to CoGS within **2 business days** of the completion of the examination.

9. SUBMIT FINAL DOCUMENTATION

The student or supervisor submits the final dissertation, the signed [Doctoral Dissertation Approval and Program Completion form](#), and the [Thesis/Dissertation Submission Cover Sheet](#) to CoGS within the timeline below.

- **No revisions:** submit to CoGS within **3 business days** of examination.
- **Minor revisions:** submit to CoGS within **4 weeks** of examination.
- **Substantive revisions:** submit to CoGS within **6 months** of examination.

11. PROGRAM CLOSE OUT

CoGS reviews program requirements and closes out the student's program within **5 business days**.

2. SCHEDULING THE EXAMINATION

The supervisor submits the [Notice of Doctoral Dissertation Examination form](#), the electronic examinable dissertation, and the [Doctoral Dissertation Examination Announcement form](#) to CoGS at least **6 weeks** before the proposed examination date.

4. EXAMINABLE DISSERTATION

The supervisor distributes the examinable dissertation to the committee at least **6 weeks** before the proposed examination date.

6. RECOMMENDATION OF THE EXAMINATION COMMITTEE

The examination and deliberation occurs. The student receives a recommendation from the committee of pass with no revisions, pass with minor revisions, pass with substantive revisions, or fail.

8. SUBMIT FINAL DISSERTATION

The student completes any revisions and submits the dissertation to the applicable committee members for approval.

10. SUBMIT TO CIRCLE

CoGS provides cIRcle instructions to the student and the student uploads the final dissertation to [cIRcle](#). CoGS reviews the formatting and approves the submission once requirements have been met.

