

## TIMELINE TO DEFENCE

# Master's Thesis

### 1. SCHEDULING THE DEFENCE

The supervisor submits the [Notice of Master's Thesis Oral Examination form](#), the electronic examinable thesis, and the [Master's Thesis Defence Announcement form](#) to CoGS at least **4 weeks** before the proposed defence date.

### 3. EXAMINABLE THESIS

The supervisor distributes the examinable thesis to the committee at least **4 weeks** before the proposed examination date.

### 5. 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.

### 7. SUBMIT FINAL DOCUMENTATION

The student or supervisor submits the final thesis, the signed [Master's Thesis 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 defence.
- **Minor revisions:** submit to CoGS within **2 weeks** of defence.
- **Major revisions:** submit to CoGS within **6 months** of defence.

### 9. PROGRAM CLOSE OUT

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

### 2. DEFENCE IS SCHEDULED

Following approval of the Master's Thesis Oral Examination form, CoGS schedules the defence and posts the Master's Thesis Defence Announcement.

### 4. RECOMMENDATION OF THE EXAMINATION COMMITTEE

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

### 6. SUBMIT FINAL THESIS

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

### 8. SUBMIT TO CIRCLE

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

