

## 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 **2 weeks** of examination.
- **Major 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 major 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.

