

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.

