Human Health and Nutritional Sciences
PhD Thesis Defence Timeline

Date	Activity
At least 8 weeks before defence	Student submits thesis to Advisory Committee members for final review. Advisor submits suggestions for External Examiner and examination committee members to Graduate Coordinator. The External Examiner is contacted to verify availability
6 weeks before defence	"Request for Thesis Examination" form completed. Advisory Committee indicate on this form whether they consider the thesis ready for examination. In consultation with the Graduate Coordinator, the Department Chair appoints the Examination Committee. External Examiner is sent official letter of invitation.
4 weeks before defence	Final draft thesis is sent to the external examiner, along with a covering letter and "External Examiner Report" instructions. Give copies of final draft to each member of the Examination Committee.
2 weeks before defence	External Examiner is sent a reminder that the external examiner's report should be submitted at least seven days before the examination. The completed PhD Final Examination form is forwarded to Graduate Program Services (this form is completed by the Graduate Coordinator).
DEFENCE	Final Oral (Doctoral) Examination
1 week after Defence	As a result of the final oral examination, corrections arising from the comments of the Examination Committee are usually necessary to produce a revised final draft of the thesis. The student completes the revisions and the approved thesis is submitted to Graduate Program Services
NOTE:	The Graduate Calendar announces for each semester a "last date" upon which approved theses may be submitted to Graduate Program Services in order to qualify for a graduate degree at the ensuing Convocation. In scheduling the final examination, the student must allow themselves reasonable time to prepare the approved thesis in its final form following the defence and allow submission by the "last date".
	Board of Graduate Studies presents lists of graduands to Senate for approval.
	Convocation!!!