**THESIS COMPLETION TIMELINE**

Please use this guide as an estimated timeline for completing all thesis requirements for any of the following deadlines.

1. Graduation ceremony (First Saturday of November)
2. Admission to post-graduate or doctoral studies.
3. Application for scholarship or fellowship awards.
4. To avoid continuation fees.
5. Employment or membership in professional associations.

**THESIS DEFENCE WITHOUT AN EXTERNAL EXAMINER**

Three weeks prior to a scheduled thesis defence the Supervisory Committee Approval (SCA) form is signed by the supervisory committee and submitted to the Office of Graduate Studies

*\*\*THESIS DEFENCE\*\**

Post thesis defence – Two to three weeks to make revisions.

Two to three weeks for official format check (APA or other), if required by the program (Counselling Psychology and Nursing).

One week to open a ProQuest account, submit final, revised, electronic thesis, and complete and submit forms to the Office of Graduate Studies.

**THESIS DEFENCE WITH AN EXTERNAL EXAMINER**

Due to the nature of securing an external examiner it is difficult to speculate the time involved in the process. In some cases an external may be secured within a week, while other times it may take several months. The average time to secure an external examiner is typically two to three weeks.

The timeline once an external examiner has been secured is as follows.

Two weeks for the external examiner to read and send a preliminary evaluation. The preliminary evaluation will confirm either a) a recommendation to proceed to an oral defence, or b) recommendation for revisions prior to an oral defence.

If the external recommends proceeding then a defence date can be scheduled for approximately two weeks later. The external will send a written evaluation report one week prior to the defence.

*\*\*THESIS DEFENCE\*\** – see timeline above post defence.

When all of the above have been completed a Notice of Completion will be sent to the Registrar’s Office. Note it may take several weeks for the Registrar’s Office to upload the grade for an updated and complete transcript. A request can be submitted to the Registrar’s Office for an official letter of completion of your Master’s Degree. Most agencies, employers, and universities will accept this official letter until your diploma or transcript is available. However, there are exceptions and it is incumbent on the student to discover if the official letter is sufficient.

**Example Timeline for Completion by August 31**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **External Examiner** | **3rd Reader** | **Internal (no 3rd reader)** |
| June 1 | SCA form & thesis to Graduate Studies |  |  |
| June 22 | Thesis to External Examiner |  |  |
| June 29 |  | SCA form to Graduate Studies |  |
| July 6 | External preliminary report |  | SCA form to Graduate Studies |
| July 13 | External evaluation report |  |  |
| July 20 | Thesis Defence (2 – 3 weeks for revisions) | Thesis Defence (2 – 3 weeks for revisions) |  |
| August 3-10 | APA or format check (2 – 3 weeks) | APA or format check, if required | Thesis Defence (2 – 3 weeks for revisions) |
| August 24 | eThesis & forms submitted | eThesis & forms submitted | eThesis & forms submitted |
| August 31 | Notice of Completion | Notice of Completion | Notice of Completion |

***Reverse Timeline***

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **External Examiner** | **3rd Reader** | **Internal (no 3rd reader)** |
| August 31 | Notice of Completion | Notice of Completion | Notice of Completion |
| August 24 | eThesis & forms submitted | eThesis & forms submitted | eThesis & forms submitted |
| August 3-10 | APA or format check (2 – 3 weeks) | APA or format check, if required | Thesis Defence (2 – 3 weeks for revisions) |
| July 20 | Thesis Defence (2 – 3 weeks for revisions) | Thesis Defence (2 – 3 weeks for revisions) |  |
| July 13 | External evaluation report |  |  |
| July 6 | External preliminary report |  | SCA form to Graduate Studies |
| June 29 |  | SCA form to Graduate Studies |  |
| June 22 | Thesis to External Examiner |  |  |
| June 1 | SCA form & thesis to Graduate Studies |  |  |