

Thesis Preparation/Examination Timeline and Deadlines

Task	When	*Final Deadline for June Convocation	*Final Deadline for October Convocation	*Final Deadline for Dec 31 Program Completion	Whose Responsibility
Supervisor/ Student Agreement to GSO	Before end of first term				Supervisor
Appt. of Supervisory Committee form to GSO	Prior to start of research/ thesis				Supervisor
External Examiner form & CV	12 weeks in advance of exam	January 15	May 15	August 15	Supervisor
Thesis to Supervisory Committee	10 weeks in advance of exam	February 1	June 1	September 1	Student/ Supervisor
Thesis Title & Appt. of Examiners form + thesis to GSO	6 weeks in advance of exam date	March 1	July 1	October 1	Supervisor
Invitations to Thesis Examination	4 weeks in advance of exam date	March 15	July 15	October 15	Graduate Studies Office
Exam Date		April 15	August 15	November 15	Graduate Studies Office
Final Copies & WinnSpace form to GSO		April 30	August 31	December 15	Supervisor

***Must be completed no later than the dates listed**, but may occur earlier. Students and Supervisors are encouraged to work well ahead of these final deadlines.