

## Master's Thesis Defense Checklist

- Receive approval from supervisor
- Approval by **all** supervisory committee members (committee members should have minimum 2 weeks to review and return comments)
- Obtain signatures on [Master's Thesis Approval Form](#). List the department examiner, and exam date and time of your defense. It's best that your supervisor contacts the departmental examiner to see s/he is available to serve as departmental examiner for your defense.
- Submit the Master's Thesis Approval Form and a PDF copy of your thesis to the Graduate Program Coordinator at least **2 weeks** before your desired defense date
- The Graduate Program Coordinator will find a Chairperson and book a room for the defense.
- Pass your defense
- After revisions have been approved by your committee, [submit a copy of thesis to G+PS](#)