

**Procedures for communicating thesis revisions to a graduate student
following a successful thesis defense**
LLAC Graduate Program, SLLLC

Overview:

Graduate students who have successfully defended MA and PhD theses deserve to have proposed changes communicated to them as soon as possible after the thesis defense. They often have a very short time frame in which to complete their revisions. It is therefore essential that students receive coherent feedback from their supervisors and committee members, who agree on the required changes.

This document provides a timeline and minimum requirements for the communication of thesis feedback.

Proposed Procedure:

- **Before the oral examination** committee members should prepare a clear and concise list of (non-editorial) changes they think are necessary for the final version of the thesis to be deposited. They should bring this with them to the defense.
- **At the defense** (i.e., during the post-defense discussion) all examining committee members are to agree to the substantive changes the student is required to make. The neutral chair must ensure that the supervisor has a written record of required substantive changes by the end of the deliberation process.
- **Within 24 hours of the examination** all examining committee members must provide the supervisor with the materials (e.g., copies of the thesis with grammatical and spelling errors clearly marked, a specific list of errors to be corrected, a list of references to be added) the student needs to complete the revisions that were agreed upon by the entire examining committee. All requested changes must be accompanied by clear and concise instructions for implementing changes. No additional changes are to be requested after the defense.
- **Within 48 hours of the oral examination** the supervisor must meet with the graduate student to review all of the changes required by the examining committee.
- **Within 72 hours of the oral examination** the supervisor will send to the student and all members of the examining committee an email message containing a summary of all required changes that were communicated to the student.
 - If a committee member believes that one or more revisions that were agreed to in the defense have been omitted from the written summary, they must respond to this message within 24 hours. If there is a disagreement on required revisions, then the supervisor will consult with the neutral chair and/or examining committee members in order to establish whether the disputed revision was agreed to in the deliberation process.

Last revised on October 29, 2018