

# FORM G14: CHAIR'S REPORT ON THESIS DEFENSE

**Thesis title:**

**Student Name & ID#:**

**Program & Track** (if applicable) (i.e., MBS, MPH, MEM, MRS, MNT):

**Date of Defense:**

**Decision of Thesis Examination Committee:** (please check one)

- |   |  |
|---|--|
| <input type="checkbox"/> Passed                         | <input type="checkbox"/> Passed with Minor Revisions |
| <input type="checkbox"/> Passed Pending Major Revisions | <input type="checkbox"/> Not Passed                  |

**Members of Thesis Examination Committee** (signatures)

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Name	Chairperson
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Name	Major Advisor (Supervisor)
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Name	Member of Committee
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Name	Member of Committee
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Name	Member of Committee
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*At the end of the thesis defense the members will sign the Report sheet and then the Chair will submit the report to the Office of the VP for Research & Graduate Studies. The Chair may add an additional sheet with comments, if necessary.*

## **Guidelines to Chairperson Conducting the Thesis Defense**

- The Chair is non-voting and is present to ensure that proper procedures are followed during the defense.

- The initial part of the defense is open to the public including a brief question period. Thesis presentation suggested to be 15- 20 minutes followed by 5-10 minutes of questions from audience. After this the public will be asked to leave by the Chairperson
- The Thesis Examination Committee will continue asking questions for up to 30 minutes
- Candidate is then asked to leave the room by the Chair.
- Committee after deliberation decides by majority vote on one of four decisions:
  - Pass
  - Pass with Minor Revisions (corrections to be confirmed by the Chair)
  - Pass Pending Major Revisions (corrections to be confirmed by the Advisor & the Chair)
  - Not Passed
- All Thesis Examination Committee Members sign the Report Sheet Form: ORGCR01.
- The candidate is then asked to come back into the room and is informed of the decision.
- The Chair will submit the report to the Office of the VP for Research & Graduate Studies
- Chair may add a page of comments, if necessary