# Oral Examination Committee and Chair Information

### Pass Types (Masters and Doctoral)

The decision of the examining committee shall be based on the content of the scholarly work or thesis, as well as the candidate's ability to defend it. After the examination, the committee shall recommend to the Dean a final result.

### Summary

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| Result Type | Summary  | Notes |
| Clear Pass | The only alterations are grammatical, labelling or numbering, or minor typographical. | All examining committee members sign the approval page. |
| Pass with Minor Revisions | At the discretion of the committee, a minor revision is generally any change beyond the correction of typographical errors that entails the reorganization of portions of the manuscript or the rewriting of minor portions of the thesis. | All examining committee members with the exception of the supervisor(s) sign the approval page. The supervisor signs once the revisions are done. |
| Pass with Major Revisions | Pass with major revisions means that a complete chapter or chapters must be rewritten, additional data is to be presented and/or interpreted, or the general format must be changed. Alternatively the cumulative number of minor revisions is sufficient to merit a pass with major revisions. | Only the examination Chair signs the approval page. The supervisor will be responsible for coordinating the further review required by the rest of the examining committee and obtain their signatures on the approval page. |
| Adjournment | See reasons for adjournment below. | The candidate is not passed and no member signs the approval page. Each examining committee member must submit a written report to the Dean within 14 days. |
| Failure | Two or more members of the examining committee are opposed to passing the student. See the section below for details. | The examining committee must submit a written report to the Dean within 14 days. |

##  Clear Pass

This decision is selected when the thesis, project or practicum is acceptable as presented, and the oral defence is acceptable. The only alterations to be made are grammatical, labelling or numbering changes or the correction of typographical errors. In this case, all members of the examining committee shall sign the approval pages. A “pass” grade is submitted to the Office of the Registrar for the student's thesis, project or practicum.

##  Pass with Minor Revision

This decision is selected when the thesis, project or practicum is acceptable subject to minor revision, and the oral defence is acceptable. Minor revisions are defined as any change beyond the correction of typographical errors that entails the reorganization of portions of the manuscript or the rewriting of minor portions of the thesis. It is within the discretion of the examining committee to determine whether the quantity or number of minor revisions proposed make the outcome "pass with major revisions" more appropriate.

In this case, all members of the examining committee, except the supervisor, shall sign the approval pages.

The supervisor shall sign the approval pages when the thesis, project or practicum has been amended to include the changes that were requested by the examining committee. A “pass” grade is submitted to the Office of the Registrar for the student's thesis, project or practicum.

The Office of Graduate Programs must receive confirmation that the thesis, project or practicum has been amended to include the changes that were requested by the examining committee by the last day of the semester in which the oral examination took place. If this deadline is not met, registration for the subsequent semester is required In order to maintain continuous registration (See 2.2.1).

##  Pass with Major Revision

This decision is selected when the thesis, project or practicum is acceptable subject to major revision, and the oral defence is acceptable. Pass with major revisions means that a complete chapter or chapters must be rewritten, additional data is to be presented and/or interpreted, or the general format must be changed. Alternatively the cumulative number of minor revisions is sufficient to merit a pass with major revisions.

In this case, only the chair of the examining committee shall sign the approval pages. The supervisor shall supervise the revision of the thesis, project or practicum. When the revisions have been completed and have been approved by the supervisor, the supervisor shall distribute the revised thesis, project or practicum to the rest of the examining committee. If it is acceptable to the examining committee, the supervisor shall ensure that the approval pages are signed by each member of the examining committee. A “pass” grade is submitted to the Office of the Registrar for the student's thesis, project or practicum.

The Office of Graduate Programs must receive confirmation that the thesis, project or practicum has been amended to include the changes that were requested by the examining committee by the last day of the semester in which the oral examination took place. If this deadline is not met, registration for the subsequent semester is required in order to maintain continuous registration (See 2.2.1).

##  Adjournment of the Examination

This decision is selected when the examination is adjourned.

Reasons to adjourn the examination include, but are not limited to the following: further research or experimentation is required; the thesis is acceptable but the student has failed the oral defence; or the external examiner casts the lone dissenting vote. In the case of an adjourned examination, the candidate shall not be passed and no member shall sign the approval pages.

When an examination is adjourned, each member of the examining committee shall make a written report to the Office of Graduate Programs within 14 calendar days of the date of the oral examination. After reviewing these reports the Dean sets a date for reconvening the examination. The Dean shall also determine whether or not the composition of the original committee is appropriate for the reconvened examination. The date for reconvening shall be no later than six months from the date of the first examination. If the date for reconvening falls outside the last day of the semester in which the adjourned oral examination took place, registration for the subsequent semester is required in order to maintain continuous registration (See 2.2.1).

## Failure

This decision is selected when the thesis, project or practicum is unacceptable, and the oral defence is unacceptable.

If two or more members of the examining committee are opposed to passing the student, the student will not be recommended for the degree. In this case, the examining committee shall make a written report to the Office of Graduate Programs within 14 calendar days from the date of the oral examination outlining the reasons for this decision. A student who fails the oral examination has the right to appeal, and should consult with the Office of the Registrar regarding the appropriate procedures.

Consequences of a Failed Examination A student who fails the oral examination twice shall be required to withdraw from his or her Graduate Program.

Students who are awarded a pass decision with minor or major revisions will be required to submit a corrected thesis, which has been approved by the supervisory committee and/or external examiner, if applicable, to the Office of Graduate Programs by the date stated on the outcome of defence form. Students who do not submit a corrected thesis or fail to provide revisions which are acceptable to their examining committee will be deemed to have failed the defence and will not be recommended for the award of their graduate degree.