

MASc Degree Complete Checklist

Pre-Planning (About 1 Month Prior to Desired Graduation)

Review your program guidelines and ensure all courses and milestones have been completed. (Please reach out to [Judy](#) if you are not sure where to find those!)

Consult with your supervisor(s) to determine the two additional readers for your thesis.

The Process

- Students to advise Judy when ready to begin the process.
- The student will be provided with a link containing a **unique code** that will need to be used to submit your thesis title.
- Supervisors will then be notified to submit the committee/readers for approval electronically.

You will then receive an e-mail authorizing you to upload your thesis.

At this time, you must indicate whether the thesis is restricted or not.

- At this point committee members will be asked to confirm receipt of thesis electronically.
- After all committee members have acknowledged receipt, you will receive an e-mail to notify you that your thesis is now officially on display for the 15-business day display period. (not including holidays). You will receive a link to advise the time/date/place of your oral examination. **Please complete it.**
- ***You are welcome to defend at any time during the display period if this meets with supervisor/committee approval***

- The decision needs to be a unified decision from the committee.
- The Supervisor is to be listed on the system and will receive the initial decision e-mail. The email is then sent to all subsequent committee members to confirm the decision.
- Each committee member will receive an e-mail which includes a unique code so that they can register the decision to confirm that the thesis has been completed to their satisfaction and is ready for acceptance.
- If minor corrections are to be made, an email will be sent to the supervisor to electronically confirm once revisions have been made.

Students will receive an e-mail and be asked to confirm their final thesis title.

(This must be exact, including punctuation, spelling, and spacing). If titles are not an exact match, thesis will not be accepted for upload.

Final Steps

Apply to graduate through [Quest](#). **This must be done in the term you plan to degree complete in.**

(ie, if you defend Aug 25th spring term and revisions are not complete until
Sept.4th, apply to graduate in September -fall term)

You will receive an instruction email and be authorized to upload your thesis.

After all other points have been completed, please fill out the [Department sign-off sheet](#)

Celebrate!