

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, [Confirm your selected readers with the Judy.](#)

Start the Process

If you plan to have a closed Oral Defence submit a [Confidential Information Thesis Non-Disclosure Agreements](#) for each member of the committee, **THIS MUST BE DONE PRIOR TO COPIES OF THE THESIS BEING DISPENSED**

Distribute electronic copies of your thesis and either have the readers e-sign your form or e-mail confirmation that they have received your thesis.

Send the following items to and [Judy](#).

1. The [Master's Thesis Submission form](#) with signatures and/or confirmation of thesis receipt for each committee member in a single PDF file
2. A separate pdf of the thesis you will put on display

EGSO will put your thesis on display electronically for a period of 15 business days (not including holidays).

EGSO will send you a **“Department Approval of master’s Thesis Form”** that will require your committee signatures once they accept your thesis. **Please bring this form with you to your oral examination**

[Register](#) your oral examination.

Complete the Oral Exam - The oral exam can happen at any time during the 3 week display period or after, if you have committee approval. Guidelines for the oral exam can be found [here](#).

Final Steps

Revise your thesis in line with reader feedback and submit to your supervisor(s) for final approval.

Your supervisor(s) will sign off (electronically or via email confirmation) on your final thesis near the bottom of the Department Approval of master’s Thesis form. If your thesis title has changed, update the form in the space provided before your supervisor(s) sign off.

Return the Department Approval of master’s Thesis form to [Judy](#), and she will process it and send it to the EGSO.

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)

Once EGSO has received the form they will issue a *master’s Thesis Acceptance* (usually within three days) which will be sent to your UW e-mail.

Once you have received the *Thesis Acceptance Notice* from the EGSO, you can [upload your final thesis](#) to UWSpace (not before).

Check your email regularly to make sure there are no formatting revisions needed, and for the acceptance email.

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

 Celebrate! 