

# PhD Degree Complete Checklist

<b>Pre-Planning (2 Terms Before Planned Graduation)</b>	
Review your program guidelines and ensure all courses and milestones have been completed. (Please reach out to Judy Caron if you are not sure where to find those!)	<input type="checkbox"/>
Meet with your supervisor to discuss who your external examiner will be and get a copy of the External Examiner's CV	<input type="checkbox"/>
Poll your committee to find an acceptable time/date for the defense, and decide on the format (hybrid, in-person, etc.).	<input type="checkbox"/>
If committee members change, submit a <a href="#">PhD Committee member replacement form</a> .	<input type="checkbox"/>
<b>Start the Process (At Least 7 Weeks Prior to Defense)</b>	
Submit the following to your Graduate Coordinator at least 7 weeks prior to your defense. All forms can be found here. <a href="#">FORMS</a>	<input type="checkbox"/>
<ol style="list-style-type: none"> <li>1. A completed Nomination of the PhD Thesis Examining Committee form</li> <li>2. A copy of the External Examiner's CV</li> <li>3. A separate pdf of the thesis you will put on display</li> </ol>	<input type="checkbox"/>
<b>If you plan to have a closed defense</b> submit a <a href="#">Confidential Information Thesis Non-Disclosure Agreements</a> for each member of the committee include the External Examiner, <b>THIS MUST BE DONE PRIOR TO COPIES OF THE THESIS BEING DISPENSED</b>	<input type="checkbox"/>
Wait for approval. (up to 7 business days.)	<input type="checkbox"/>
Once approved, you will receive a communication from EGSO with instructions and a copy of your thesis receipt. Upon receiving this, please <a href="#">register your PhD Defense</a> with the Department.	<input type="checkbox"/>
Send a copy of your thesis to each of your readers and have them sign (either electronically or via e-mail confirmation.) <b>*DO NOT send a copy to the External Examiner.</b> The EGSO will look after this step.	<input type="checkbox"/>
Once all readers have confirmed receipt, combine the Thesis Receipt and each committee members confirmation into a single pdf file and send back to the Faculty Administrative Coordinator @ <a href="mailto:eng.phd@uwaterloo.ca">eng.phd@uwaterloo.ca</a> - PhD	<input type="checkbox"/>
EGSO will put your thesis on display electronically, for a minimum of 25 business days, not including holidays, before you defend your thesis.	<input type="checkbox"/>
Defend your thesis.	<input type="checkbox"/>
<b>Final Steps (Takes about 1 to 4 months)</b>	
Make revisions and corrections to your thesis. Category 1 – 1 month to make revisions and degree complete OR Category 2 – 4 months to make revisions and degree complete	<input type="checkbox"/>
<b>Get revisions approved by your supervisor(s)</b>	<input type="checkbox"/>
Apply to graduate through Quest. <b>This must be done in the term you plan to degree complete in</b>  (ie, if you defend Aug 25 <sup>th</sup> -spring term and revisions are not complete until Sept.4 <sup>th</sup> , apply to graduate in <b>September -fall term</b> )	<input type="checkbox"/>
Have <b>ALL</b> supervisor(s) e-mail the <a href="#">Faculty Administrative Coordinator-PhD</a> to confirm that your thesis is ready for final submission.	<input type="checkbox"/>
Upon receiving your Faculty Thesis Acceptance Notice, upload your thesis.	<input type="checkbox"/>

Once your thesis has been accepted by UW Space, you will be notified via e-mail and the Graduate Coordinator will officially degree complete you.

After all other points have been completed, fill out the [Department Sign-Off Sheet](#)

Celebrate!