

MASc Degree Complete Checklist

Pre-Planning (About 1 Month Prior to Desired Graduation)	
<ul style="list-style-type: none"> • 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!) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Consult with your supervisor(s) to determine the two additional readers for your thesis. 	<input type="checkbox"/>
The Process	
<ul style="list-style-type: none"> • Student to advise Judy when ready to begin process. • Student will be provided with a link containing a unique code that will need to be used to submit your thesis title. • Supervisor's will then be notified to submit the committee/readers for approval electronically. ! Please put yourself first on the list ! 	<input type="checkbox"/>
<ul style="list-style-type: none"> • You will then receive an e-mail authorizing you to upload your thesis. • <i>At this time, you must indicate whether the thesis is restricted or not.</i> 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 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. • <i>You are welcome to defend at any time during the display period if this meets with supervisor/committee approval</i> 	
<ul style="list-style-type: none"> • The decision needs to be a unified decision from the committee. • The Supervisor is to be listed ! first ! on the system and will receive the initial decision e-mail. The e-mail 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 e-mail will be sent to the supervisor to electronically confirm once revisions have been made. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Student will receive an e-mail and be asked to confirm their final thesis title. • (This must be exact., including punctuation/spelling/spacing). If titles are not an exact match, thesis will not be accepted for upload. 	
Final Steps	
<ul style="list-style-type: none"> • 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) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Once you have received an e-mail confirming that your Master's Thesis Milestone has been achieved, you can upload your final thesis to UWSpace (not before). 	<input type="checkbox"/>
<ul style="list-style-type: none"> • After all other points have been completed, please fill out the Department sign-off sheet 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 🎉🎉 Celebrate! 🎉🎉 	<input type="checkbox"/>