

# 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

- 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 ! SUPERVISORS your name goes first!**
- 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.**
- ***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 **! 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.
- 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

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