

CEE MASc Thesis Submission Checklist

PRE-PLANNING	
<i>5-6 WEEKS PRIOR TO YOUR DESIRED GRADUATION MINIMUM</i>	
	Review your degree requirements to ensure all courses and milestones are completed. Please reach out to civegrad@uwaterloo.ca for assistance.
	Apply to graduate through Quest . This must be done in the term you plan to become "degree complete".
	Consult with your supervisor(s) to determine the second reader for your MASc thesis committee.
	Contact the department MASc coordinator via civegrad@uwaterloo.ca to find a third reader for your MASc thesis committee.
	Communicate with your committee members to determine the time/date/location of your defense, whether in-person, online, or hybrid.
	Book a room if your defense will be held in-person or hybrid. Please reach out to cee.assist@uwaterloo.ca for assistance. Create the calendar invite and send to all committee members. If online or hybrid, please provide your committee members with a link to join virtually.
MASc THESIS SUBMISSION PROCESS	
	Advise your department MASc coordinator when ready to begin at civegrad@uwaterloo.ca 4 – 5 weeks in advance of your defense date.
	You will be sent an email containing a link and a unique access code. You can use this to submit your thesis title. Your supervisor(s) will then be emailed with their own link and access code to submit the committee members for approval. You do not need to share your link/code.
	You will be sent an email containing a new link and unique access code to upload your thesis. You must indicate whether the thesis is restricted.
	Committee members will be asked to confirm receipt of the thesis. Once all committee members have confirmed, you will receive an email to notify you that your thesis is officially on display for the 15-business day period.
	You will be sent an email containing a new link and unique access code to enter the date/time/location of your defense within the electronic system.
	After the defense, your committee members will come to a unified decision. If your approval is conditional, you will be provided with the changes that you must make before your thesis can be approved. If minor corrections are to be made, an email will be sent to your supervisor to electronically confirm once revisions have been implemented.
	You will be sent a new link and access code to confirm the final title of your thesis within the electronic system. Your title must be an exact match to what you will upload to UW Space, including all punctuation/spelling/spacing, or else your upload will not be accepted.
FINAL STEPS	
	Upload your thesis to UW Space when prompted by the Engineering Graduate Studies Office (EGSO) via email.
	Plan to return your office keys as per the instructions from cee.assist@uwaterloo.ca and clean out your office space.
	Celebrate! Your status in Quest will be updated to "degree complete" once your application to graduate has been approved. You did it!

For more information, please contact your Academic Services Coordinator at civegrad@uwaterloo.ca.

