



## MASc/PhD PROGRAM COMPLETION CHECKLIST

*To avoid delay of graduation, once you have successfully defended your thesis and it has been approved by your supervisor/s and uploaded to the UofT ProQuest submission site, complete the tasks on this list.*

Check once completed	TASK
	Email mse.grad@utoronto.ca to tell her exactly which day you have uploaded thesis to UofT ProQuest submission site
	Email electronic copy of your thesis to mse.grad@utoronto.ca
	Return keys/fobs ( <i>property of UofT</i> ) to Jessica (cash deposit will be returned to you)
	Tidy/clear out personal workspace

<b>STUDENT SIGNATURE</b>	
<b>SUPERVISOR SIGNATURE</b>	

**DATE:** \_\_\_\_\_ *SUBMIT COMPLETED & SIGNED CHECKLIST TO mse.grad@utoronto.ca*

***FINALLY – if need be, this task may be completed after this form has been signed by you and your supervisor***

	Have submitted one hardbound copy of thesis to the department for departmental library
	Will submit hardbound copy by this date _____