



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 Sullivan (cash deposit will be returned to you)
	Tidy/clear out personal workspace

STUDENT SIGNATURE	
SUPERVISOR SIGNATURE	

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 _____