



College of Graduate Studies and Research  
Graduating Student Checklist

**Completion of the following checklist is required in order for you to graduate:**

- **ALL** students: online application to graduate can be found under the Academic profile channel in your PAWS account.
- All thesis and dissertation students: **submit the final revised and approved version of the thesis or dissertation to the ETD Site** <http://etd.usask.ca/>
- **all students who plan to attend the Convocation Ceremony: order ceremony tickets and a graduation gown (once email from the Convocation office comes through your PAWS email account telling you that the window is open for ordering)**

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“How to Submit an ETD” information site: [http://www.usask.ca/cgsr/for\\_students/etd.php](http://www.usask.ca/cgsr/for_students/etd.php)

“Where to submit” site – <http://etd.usask.ca/>

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**Important Information for Graduating Students**

**1. Complete the Online Application to Graduate:**

Deadlines: **March 31** for Spring Convocation / **August 31** for Fall Convocation

Thesis and Dissertation titles can also be entered on this application. A Graduate Programs Advisor will send a list of titles to the appropriate unit to check for accuracy.

Please note, an application to graduate is necessary to receive a degree parchment.

**2. Submit all required documentation indicating program completion to CGSR**

Deadlines: **April 12** for Spring Convocation / **September 19** for Fall Convocation

***Thesis/Dissertation Students:*** Once you have successfully defended your thesis or dissertation, there are several forms that your supervisor, committee members, and graduate chair must complete and sign and submit to the Graduate Programs Advisor in CGSR, C180 Administration Building.

***\*Course-based and Project students:*** Check with your department to ensure that you have completed all requirements.

### Some general notes:

- Course registration **must** be maintained until all requirements for graduation are complete. You must be registered in the term in which you defend and until all requirements have been met, including the submission of all required documents.
- Ensure that you are within the allowed timeline for completion of your degree. This timeline begins with the first class credited towards the degree. Extensions to complete requirements may be granted; contact your academic unit to apply for an extension or to inquire about your time in program status. If you are on extension at the time of your defence, CGSR will register you in the thesis course for the following term until you have finished all requirements. You will be responsible for tuition and student fees.
- If you are a current recipient of a graduate scholarship from CGSR, you must notify the Director of Awards when you will complete your degree. **Students are financially responsible for reimbursing the University for any payments given in error.**
- Information about the graduation list will be available approximately three to four weeks before the ceremony – once CGSR has the chance to enter all information and do all the checks for all graduate students.
- If you defend in Term 1 and complete **all program requirements** and submit all forms by the registration Term 2 deadline, you will not need to register in Term 2. If you have any outstanding requirements, you will need to register in Term 2.
- You can check if your documents are complete for graduation with your graduate secretary/administrative assistant located in your department.
- If you are eligible to receive tuition refund, a Graduate Programs Advisor will initiate this process on your behalf. Refunds will be credited to the student account. In order to receive all money refunded, please fill out the refund request form: [http://www.usask.ca/fsd/resources/forms/refund\\_request.pdf](http://www.usask.ca/fsd/resources/forms/refund_request.pdf) and provide this to Student Accounts in room E40 of the Administration Building.
- If you require written confirmation that you have completed your degree before you receive your parchment, send an email to [susan.prpich@usask.ca](mailto:susan.prpich@usask.ca) with the request, including the type of letter needed and a mailing address. Please note, this cannot be issued if holds for outstanding tuition are present. **Please allow ample time for processing of your request.**

### 3. Submit the final approved version of your Thesis/Dissertation/Project to the ETD Site:

Deadline: **April 12** for Spring Convocation / **September 19** for Fall Convocation

All Master's Thesis and Ph.D. students are now required to submit their theses and dissertations to the Electronic Thesis and Dissertation Site. Project students are now able to submit their projects to the ETD site as well. Please see the site at <http://etd.usask.ca/> for detailed information about this process. Please name the document in the following format:

**LastName, FirstName\_Degree\_thesis\_Month\_Year**

### Notes about the ETD:

- Supervisors and academic units may still require bound copies – please check with your home department. **CGSR does not require bound copies.**
- Supervisors and academic units have the option to delay publication of a thesis/dissertation for copyright or other reasons. Students will have options to limit access to their ETD. Any request to modify these restrictions **must** be submitted before the allowed access time has expired. Contact 966-1987 if further explanation is required.
- Graduate student projects are not required to be uploaded, but are allowed.

### Notes on Thesis Formatting

- **NO CONVOCATION DATE IS TO BE INCLUDED ON THE TITLE PAGE.** The only date is in your copyright line. An example would be: “**Copyright Jonny Smith, December, 2007 All Rights Reserved**” where the month indicated is the month of defence.
- Use Roman Numerals for the preface pages of your thesis. Roman numeral “i” is to be placed on the Permission to Use page and continues through to the end of list of tables. Arabic numerals then begin on Chapter 1, page 1 and throughout the rest of your thesis. **Do not include the title page in the numbering!**
- Landscape Pages need to be numbered the same way as the rest of your thesis. If your table is too wide for portrait pages and you must switch to landscape position, the page number must be in the same position as the other portrait pages (middle bottom of the page) in the rest of the thesis. **An easy fix** for this is to suppress the page number for that page; insert a text box with no borders in the position (middle bottom). Then insert the page in this box and change the text direction.
- The CGSR Electronic Thesis site ([http://www.usask.ca/cgsr/for\\_students/thesis.php](http://www.usask.ca/cgsr/for_students/thesis.php)) has Microsoft templates for formatting theses. Please feel free to download the zip files for use in your thesis preparations. Check with your unit as well as they may have already taken the template and adjusted it to suit your unit’s specific needs or styles.
- The Learning Commons in the Main Library has computers with Adobe and other programs and are able to assist you in converting to Adobe PDF.
- Submit directly to the ETD site where the Convocation Officer can check the formatting of your thesis. The Officer can then advise you about any needed changes. This site can be accessed from anywhere in the world and will accept just about any size file that may be attached.

#### 4. About the Convocation Ceremony

- Information about the ceremony is available at <http://students.usask.ca/current/academics/convocation/>
- This site will have information about tickets, ceremonies, where to meet, photos, etc. It is adjusted for the next ceremony approximately a month after current ceremonies.
- Announcements will also come through your PAWS email account regarding graduation.
- In order to order tickets online for the ceremony – you **must** have a **current address on your PAWS account**. Go to [paws.usask.ca](http://paws.usask.ca), click on address, click on “**My Mailing Address**”, and ensure that the most current address is listed and “move to top”. The address at the top is where your degree diploma will be mailed if you do not attend the graduation ceremony. It is the student’s responsibility to ensure this information is accurate and complete. This address change should be done at the time of submitting your application to graduate online.
- The Ph.D. gowns are black with green silk lining and bright gold trim. Please keep this in mind when choosing your attire for the ceremony.
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- All other degrees have black robes with hoods of different colours which represent the graduate's discipline. Details about the gowns can be found at <http://students.usask.ca/current/academics/convocation/gowns.php>. Appropriate dress wear should be worn as well, as the black robes have no sleeves.
- **Purses, handbags, etc are NOT allowed in the backstage area.** There are NO facilities available to store valuable articles so please leave any items with a family member or in your vehicle.
- Information about the ceremony itself will be supplied by the Convocation Area of Student Enrollment Services Division. This comes out in a notice about the ceremony about 2 weeks after the deadline to apply to graduate. This information will list how to order tickets, information about how to order your gown for the ceremony, and basically anything to do with the ceremony.

**Contact Information: [susan.prpich@usask.ca](mailto:susan.prpich@usask.ca)  
Graduate Programs Officer @ 966-5761, C180 Administration Building**

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***Students who wish to arrange for others to submit their post-defence paper work need to complete an authorization form:***

***<http://www.students.usask.ca/forms/infoauthorization.pdf>***

***No information about a student can be released to a third party without the student’s authorization.***