

## Thesis Exam Checklist for Graduate Thesis Supervisors

Student Name:	Graduate Thesis Supervisor Name:
Anticipated Graduation:	Anticipated Date of Thesis Exam:
<input type="checkbox"/> Student/Supervisor Agreement form completed and sent to GSO (after first meeting with student)	
<input type="checkbox"/> Appointment of Supervisory Committee form sent to GSO (before research)	
<input type="checkbox"/> Appointment of External Examiner form & CV sent to GPC Chair (12 weeks in advance of thesis exam)	
<input type="checkbox"/> Thesis sent to Supervisory Committee by student/Graduate Thesis Supervisor (10 weeks in advance of thesis exam)	
<input type="checkbox"/> Sent documents to GSO (6 weeks in advance in thesis exam): -Thesis Title and Appointment of Examiners form, -Thesis Examination Information Form -1 paper of the thesis -1 PDF copy of the thesis	
<b>Thesis Exam Date and Time:</b>	
<input type="checkbox"/> Advise student of thesis exam date, time, and location	
<input type="checkbox"/> Received email invitation to thesis exam from GSO (4 weeks in advance of thesis exam)	
<input type="checkbox"/> Sent documents to GSO (by final deadline): -2 paper copies of thesis & Thesis Final Report Form -1 PDF copy of thesis & WinnSpace submission form (via email)	