



## Graduating Student Checklist

### Information Concerning the Completion of Program Requirements, Eligibility to Graduate, and Attending Convocation Ceremonies

#### Information for all students

1. The online application to graduate will be found under the “Academic Profile” channel in your PAWS account
2. Deadlines to apply are: **March 31** for Spring Convocation  
**August 31** for Fall Convocation
3. Applications to graduate after the deadlines may not be accepted. If you expect to complete all requirements in time for convocation, but have not done so by the deadlines stated above, ensure that you apply to graduate. Deadlines for eligibility may be referenced in the Academic [Calendar](#) and are described as “Last day for Master's and Ph.D. students to submit approved thesis to ETD site.”
4. Submitting an application to graduate is necessary to receive a degree parchment. The application steps **must** be completed even if you do not attend the ceremony.
  - You must submit an application to graduate to the specific convocation ceremony at which you receive your degree. Ceremonies occur in June and November.
  - Applications to graduate will have a status of ‘Pending’ until the degree is awarded. Information about your eligibility to graduate may be sought from your department’s graduate program administrator.
  - Information about receiving a degree parchment can be found here: <https://students.usask.ca/academics/graduation.php#Parchments>
5. Letters of completion/ To Whom It May Concern letters are not automatically generated and issued upon completion of requirements. In order to receive a letter of completion, you must submit a request for one through the [CGPS Service Desk](#). This letter will only be issued following confirmation of satisfaction of all required degree components.

#### **Please note that:**

- For students completing thesis/ dissertation-based programs, these letters may only be issued following approval of your ETD and receipt of all required signed defence forms from your academic unit
- For students completing project and course-based programs, these letters may only be issued once your academic provides a recommendation to award the degree, and CGPS is able to confirm that you are eligible to graduate
- These requests are handled in the order received and will be balanced against competing priorities. Please allow ample time for processing of your request.

- Degree parchments are issued by the Registrar's office and not the College of Graduate and Postdoctoral Studies. Questions concerning Convocation and degree parchments should be directed to [convocation@usask.ca](mailto:convocation@usask.ca).
  - Information relating to ordering Usask transcripts can be found here: <https://students.usask.ca/academics/grades.php#Transcripts>. Your Usask transcript must be ordered through [PAWS](#). Questions specific to transcripts can be directed to [mycreds@usask.ca](mailto:mycreds@usask.ca).
  - Deadlines to meet eligibility for Fall and Spring Convocation may be referenced on the Academic Calendar: <https://students.usask.ca/academic-calendar/>.
- \*Course-based and Project students:** Check with your department's graduate program administrator to ensure that you have completed all requirements.

### **Information for Thesis/Dissertation students:**

1. Students in thesis and dissertation-based programs must be registered in the term during which their defence takes place, and must maintain this registration until all degree requirements are complete. The dates noted on defence documents signed by your academic unit may be a factor in determining the end date of your program and whether registration in a term will be required.
2. Once you have successfully defended your thesis/dissertation, there are several forms that your Supervisor, committee members, and Graduate Chair must complete, sign, and submit to the CGPS. Please communicate with your supervisor or graduate program administrator to ensure that these forms have been submitted.
3. Supervisors or departments may require bound copies of your thesis/dissertation. Please check with your home department for clarification about whether this may be required.

**Note: CGPS requires bound copies *only* for MFA Writing students**

4. **If degree requirements have been met prior to the term's add/ drop deadline, please drop registration before the add/ drop deadline.** For students in thesis/ dissertation programs, completion of degree requirements customarily is understood to mean the date of ETD upload. Please ensure you keep informed of term add/ drop deadlines. You may check with your academic unit to ensure all elements relating to degree completion have been completed.

**Withdrawing registration after the add/ drop deadline will result in the assessment of tuition and student fees for the term.**

5. **Do not withdraw from the current term if program completion requirements are met after the add/drop deadline. You will be required to submit late enrolment requests to re-establish registration.**

For graduate students, the Spring and Summer terms are treated as a single term. The add/drop deadline for the Spring/Summer term generally aligns with the Spring term deadline for undergraduate programs. Please check the USask academic calendar to verify these dates.

**Do not drop registration for the Summer half of the term if completion of degree requirements extends beyond the Spring term add/ drop deadline. You will be required to submit late enrolment requests to re-establish registration.**

6. If you are eligible to receive pro-rated tuition rebate, a Graduate Programs Advisor will initiate this process on your behalf *only* once confirmation that all degree requirements have been satisfied, and the final ETD (electronic thesis/ dissertation) corrections have been approved by CGPS. Once a refund is processed, it may be credited to your student account. In order to receive all money refunded, please fill out the 'Request for Refund Form' found here:

<https://students.usask.ca/money/tuition-fees/refunds.php>

**Please note that the tuition rebate policy applies only to students in thesis-based programs.**

### **Notes on Thesis Formatting for Thesis/Dissertation Students**

1. All Master's thesis and PhD students are required to submit their theses/dissertations to the Electronic Thesis and Dissertation (ETD) site.
2. Final revised and approved version of the thesis or dissertation must be uploaded to the ETD Site at <https://etd.usask.ca/>.
3. Thesis and Dissertation titles should be entered in title case (most words capitalized), NOT in all capital letters.
4. **Before uploading your thesis to the ETD site, please ensure that the thesis/dissertation will meet CGPS thesis formatting requirements.** Information regarding the ETD formatting and style may be found here:

<https://cgps.usask.ca/onboarding/thesis-roadmap/drafting.php>

5. Students are also required to upload a completed and signed version of [GPS 404 – Final Thesis Confirmation Form](#) along with their thesis on the ETD site.

**Please note that:**

- The Learning Commons in the Main Library has resources to assist you with converting to PDF
- The ETD site can be accessed from anywhere in the world, and will accommodate large file sizes
- **The date of ETD upload will be considered as the date of completion of program requirements, provided documentation attesting to completion of your program, issued by the department, is not dated any later**

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- The 'Submission of Electronic Thesis item in your DegreeWorks record will be updated upon approval of the ETD
6. A Graduate Programs Advisor will review the formatting of your thesis and may then advise you about any required changes. Students in project-based programs may submit their projects to the ETD site, but are not required to do so by CGPS for completion of degree requirements. If you submit your project to the ETD site, you must follow the formatting rules for theses.
  7. **A first review of your ETD submission may take up to 7 - 10 working days.** Please note that this may take longer during peak periods. Please bear this in mind when completing your program and for any deadlines which may require proof of your degree completion. **Your eligibility for tuition rebate will not be affected by the length of time between ETD upload and approval.**
  8. Supervisors and academic units have the option to delay publication of a thesis/dissertation for copyright or other reasons. Students will have options to assign an embargo period during the ETD upload process. Any request to modify these restrictions must be submitted before the allowed access time has expired. If further information is required please submit a question to:

<https://jira.usask.ca/servicedesk/customer/portal/7>

### **General notes for all students:**

1. Please verify with the graduate administrator in your academic unit that documents are complete for graduation. You may also verify this information on your DegreeWorks record. Owing to the volume of documents and competing priorities, please allow a reasonable length of time for processing. Information on your DegreeWorks record updates overnight, and may not appear immediately
2. Your home department will be responsible for submitting and approving final grades for 996, 994 (Research), 992 (Project), 995 (Exhibition), and 990 (seminar), registrations.
3. If you are a current recipient of a graduate scholarship from CGPS, you must notify the CGPS Director of Awards & Scholarships when you will complete your degree. Notification should be sent to: [gradstudies.awards@usask.ca](mailto:gradstudies.awards@usask.ca).

**Note: Students are financially responsible for reimbursing the University for any payment(s) given in error.**

### **About the Convocation Ceremony**

1. Information about Convocation ceremonies is available here: <https://students.usask.ca/academics/graduation.php>.

This site will have information about tickets, ceremonies, where to meet, photos, etc. It is adjusted for the next series of ceremonies approximately one month after the conclusion of the current cycle.

2. Announcements regarding graduation will be made available through your PAWS email account.
3. To be able to order tickets online for the ceremony, you **must** have a current mailing address on your PAWS account. To add or verify your mailing address, go to [paws.usask.ca](https://paws.usask.ca), click on address, click on “My Mailing Address”, and ensure that the most current address is listed and topmost. The address at the top is where your degree parchment 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.

4. **Purses, handbags, etc. should not be brought into the backstage area. There are no facilities available to store valuable articles.** Please leave any items with a family member or elsewhere.
5. Information about the ceremony itself will be provided by the Convocation staff of Teaching, Learning and Student Experience. Notification about the ceremony will be made available approximately two weeks after the deadline to apply to graduate. This information will include: how to order tickets, how to order your gown for the ceremony, and other important considerations.
6. Questions concerning Convocation should be directed to [convocation@usask.ca](mailto:convocation@usask.ca)
7. Questions to CGPS can be directed to: <https://jira.usask.ca/servicedesk/customer/portal/7>

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**Information about a student cannot be released to a third party without the student’s authorization**