

IGOV 598 CHECK LIST

Student Name:

Student #:

- Students made an appointment with the Graduate Advisor to select and approve the nature of their project, supervision and the community in which they wish to work.
- Students arranged a meeting with the Committee supervisor and community representative to discuss the community research project.
- Committee Membership Form has been completed and sent to Graduate Records
- Community Governance Project Agreement has been signed and put in student file
- The Student has informed the Committee Supervisor that he/she is prepared to defend the Report in an oral examination.
- The student has completed an application to graduate - **Note the application deadlines – Dec. 1st for June Graduation & July 1 for November Graduation. WILL NOT GRADUATE IF THE STUDENT DOESN'T APPLY.**
- Report finalized and approved by Committee supervisor
- Committee supervisor has selected with consultation with the student, an additional member (Chair) of the Faculty of Graduate Studies to sit on the examining committee.
- The committee & student has arranged a date and time for the 598 oral defense.
- Information has been relayed to the Program Graduate Secretary, so that the appropriate letters can be sent out.
- A copy of the Report (3 hole punched) has been delivered to the Program Graduate Secretary and the committee **two-weeks** before the scheduled oral exam. Student's sole responsibility. **Must not be emailed.**
- The Program Graduate Secretary has sent a "*notification of non-thesis defense*" to the Faculty of Graduate Studies.

Comment: This form must be completed and forwarded to the Office of the Dean of Graduate Studies at least **10 working days BEFORE** the anticipated date of the oral examination. **If there are extenuating circumstances that may result in your being unable to meet this deadline, please contact Jodi Lewis at the Office of Graduate Studies at 721-7970.**

- The Program Graduate Secretary booked a room for the Oral Examination.
- The Program Graduate secretary has sent a memo to the examining committee confirming the date, time and location of the oral examination and will also send the *“Notes for the Examining Panel”*.
- The Program Graduate Secretary has posted a *“Notice of 598 Oral Examination”* both internally and externally.
- The student has completed a Statement of Confidentiality form if the student has arranged with the community to keep the Report confidential.
- The Program Graduate Secretary has prepared a *Title Page*, the *Letter of Recommendation for Graduation* and a *PADRE Report* and provided it to the committee supervisor prior to the 598 Oral Exam.
- Student has completed the IGOV 598 Oral Exam
- The committee has signed the above documents at the oral defence, except for the Supervisor.
- The student has submitted the Final version of the Project with corrections and/or additions made within the **seven days of the 598 oral exam**.
- The student has provided an electronic version of the project.
- The supervisor has signed the Title Page, Letter of Recommendation for Graduation & Padre.
- The Padre and the Letter of Recommendation for Graduation has been forwarded to the Faculty of Graduate Studies.
- All documents has been copied and filed in the students folder.
- The Graduate secretary has placed it in a red folder and placed it in the IGOV library.
- COMPLETED**