Dissertation Checklist

All Dissertation information and forms can be found on our Forms page

	Students admitted to a Graduate Diploma, Master's degree program or Doctoral degree program must maintain **continuous registration**, including payment of applicable fees, in every fall, winter and summer term up to and including the term in which all requirements for their program of study are successfully completed. Familiarize yourself with the processes and links available to you on our Graduate Program in Education (GPE) Current Students Page.
	Await approval of your Dissertation Proposal (DP) and research from the Faculty of Graduate Studies (FGS) and if applicable the York University's Research Ethics Review Committee.
	Conduct your research under the supervision of your Supervisory Committee. Be sure to also consult FGS guidelines for the Preparation and Examination of Theses and Dissertations.
	Once your Supervisory Committee agrees that your Dissertation is ready for oral examination, you must submit a completed/signed ***Recommendation for Oral Examination*** form to gradprogram@edu.yorku.ca no less than **five weeks prior to the date of the exam** for GPE and FGS approval and ***must be registered as active for the term in which the oral exam is scheduled to take place***. Follow the Doctoral deadlines for graduation eligibility found on the FGS-Important Dates site.
	Students must provide copies of their Dissertation to each member of their Supervisory Committee. ***For the Internal & External Examiners***; either your Supervisor or the GPE Office can send the Dissertation to the examiners, if your Supervisor prefers the GPE Office to send the e-copy with a memo from the Graduate Program Director then let us know and submit an electronic copy of your Dissertation to gradprogram@edu.yorku.ca.
	Immediately following the Oral Exam, the Supervisor submits the completed/signed **Oral Examination Report** form to gradprogram@edu.yorku.ca for GPE and FGS approval.
	If you are required to make some revisions. You work out these revisions in consultation with your Supervisor. See the FGS regulations on this (will receive from FGS prior to oral exam/defence). Once revisions are complete your Supervisor will need to submit the completed/signed **Revisions Approved Memo** to gradprogram@edu.yorku.ca for GPE and FGS approval.
	Submit an **electronic** copy of your Dissertation through the ETD portal (FGS will contact student). Check the FGS guidelines for formatting the final version of your Dissertation**.**
	Apply to graduate online, see important convocation/graduation info and links in our newsletter.

Further detailed Dissertation info can be found on the FGS-Doctoral Dissertation site.

Progress Reports

Students will file a ***Report on Progress*** once or twice a year (sent by email from the GPE Office) to be approved by their supervisor and the GPD. Continuing students must be registered as active in the term in order to complete their progress report.