

MEd Thesis Procedural Checklist

	No later than the 2nd term of full-time study or 4th term for part-time study submit a Supervisor & Supervisory Committee Approval Form to the Graduate Program in Education Office.
	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
	Begin working with your Supervisor on your Thesis Proposal. Be sure to consult guidelines of the Graduate Program in Education about Thesis Proposals as well as <i>Faculty of Graduate Studies Guidelines for the Preparation and Examination of Theses and Dissertations</i> .
	In discussions with your Supervisor, agree upon the membership of your <i>Supervisory Committee</i> and submit the <i>Supervisory Committee</i> form to the GPE.
	Once your Supervisory Committee has approved your Thesis Proposal , each committee member must sign the FGS Form TD1: Thesis Research Proposal Submission form and the student submits copies of the proposal with all the required forms to the Grad Program Office.
	If your thesis involves human participants, complete and submit Forms TD2, TD3 (and TD4 if appropriate) – see the FGS website re: Research Involving Human Participants and any forms required from local school boards or agencies.
	Await approval from the York University's Human Participants Review Sub-Committee and from local school boards and agencies as applicable before beginning your research.
	Submit the thesis proposal to the Graduate Program Director and FGS Dean for approval no later than three months prior to the oral exam .
	Conduct your research while under the supervision of your Supervisory Committee.
	Once your Supervisory Committee decides that your Thesis is ready to go to an oral examination, you and your Supervisor must submit the Recommendation for Oral Examination form to the Graduate Program in Education Office. Your Supervisor will recommend to the Graduate Program Director an outside member for your exam. Paperwork for scheduling the exam must be completed no later than four weeks prior to the exam .
	You must provide each of the members of your Examination Committee with copies of your Thesis well in advance and no later than three weeks prior to the exam.
	You meet with the Examination Committee at the time requested on the Recommendation for Oral Examination, to defend your Thesis. The Examining Committee files a report about your exam with the Faculty of Graduate Studies.
	Depending upon the results of your exam, you may be required to make some revisions. You work out these revisions in consultation with your Supervisor and possibly other members of the Examining Committee (depending on exam results -- see Faculty of Graduate Studies regulations).
	Check the Faculty of Graduate Studies guidelines for formatting the final version of your thesis (http://gradstudies.yorku.ca/current-students/thesis-dissertation/etd/). Theses which do not adhere to these specifications will not be accepted by the Faculty of the Graduate Studies Thesis Coordinator.
	If you are required to make revisions, you must have your supervisor and Chair sign Revisions to Thesis Form and submit it along with the electronic copy of the Thesis to the Faculty of Graduate Studies.
	Apply to graduate by going to www.yorku.ca/mygraduation .

[A copy of all Thesis forms can be found here](#)