

## Deadlines for Graduate Forms

Program	Form	Date/directions
All Graduates	<a href="#">Program Approval Form</a>	Due to <b>Office of Graduate Administration</b> before the end of the first semester
MSc/PhD	<a href="#">Supervisory Committee Approval</a>	Due to <b>Office of Graduate Administration</b> before the end of the first semester – not required for course-based students
MSc/PhD	<a href="#">Progress Report</a>	Due to <b>Office of Graduate Administration</b> by June 30 <sup>th</sup> each year  *if results are “Unsatisfactory or (first, or second) Needs Improvement, a Continuance Review may be initiated for the student, meaning further forms and attention are initiated/required by the Graduate Office
All	<a href="#">Western Deans Agreement</a>	Due to <b>Office of Graduate Administration</b> no later than 7 weeks prior to the start of the course.
MSc	<a href="#">Request for Masters Defence</a>	Submit to <b>Office of Graduate Administration</b> 6 weeks prior to the first date selected. Ensure student is registered and has applied to graduate.
PhD	<a href="#">Request for PhD Defence</a>	Submit to <b>Office of Graduate Administration</b> 8 weeks prior to the first date selected. Ensure student is registered and has applied to graduate.
PhD	<a href="#">Declaration of Readiness</a>	Submit this departmental form to AA alongside Request for PhD defence. Each committee member must complete one of these forms.
MSc and PhD	Result of Oral Examination form	The Chair of the Committee will complete the Result of Oral Examination form, including approval signatures from all committee members. Form is then submitted to the Graduate Office, who create an official letter of Candidacy (for student) and obtain Dean signature on both docs before processing
MA DISM	Graduate Capstone Grading form	DISM coordinator will complete the form and send it to the AA for processing. The completed form is sent directly to <a href="mailto:Grading@unbc.ca">Grading@unbc.ca</a> , cc the Graduate Office. Students must be registered for the Capstone course.
MA DISM	Grade change form	DISM coordinator will complete the form and send to the AA for processing. Completed form is sent directly to <a href="mailto:Grading@unbc.ca">Grading@unbc.ca</a> , cc the Graduate Office. Student must be registered in course.