



Note: This document is best viewed as an electronic reference as it includes links to appropriate policies and web pages related to the content discussed. Links appear in [underlined blue](#) type.

## OVERVIEW

This checklist is a guide for students and their supervising faculty, and it outlines each party's responsibility as it relates to the completion of NURS 599 requirements.

## DEADLINES

The dates below are the program's recommended deadline for submission, which allows time for processing. [G+PS Deadline Dates.](#)

November 2020 Graduation	October 16, 2020
December 2020 Completion	January 8, 2021
May 2021 Graduation	April 9, 2021

All student and supervisor responsibilities should normally be completed by the above deadlines.  
For specific dates for the current academic session, please refer to the [UBC Vancouver Academic Calendar.](#)

## PART 1: STUDENT RESPONSIBILITIES

- Once you have received approval from your supervisor and committee members to schedule the oral defence, request a defense date following the [Thesis Oral Defence Procedure Guidelines](#)
- After you have successfully completed your defense, you will have to submit your **final, committee approved thesis** electronically as a single PDF file to cIRcle. Refer to the [Final Submission Instructions](#)
- Your program cannot be closed and you will not be eligible to graduate until the content and formatting of the thesis have been officially approved and you have received an official email confirming final approval of your thesis.
- Please do not change your registration, even if you're finishing out of cycle. G+PS will make the necessary adjustments, once your program has been closed.

## PART 2: SUPERVISOR RESPONSIBILITIES

- Submit the grade for the written component of the MSN Thesis (NURS 599) (a numerical value out of 85) **2 weeks** prior to the defense date to the [graduation@nursing.ubc.ca](mailto:graduation@nursing.ubc.ca) by email.  
*\*In the email please include: student full name, thesis title, and the assigned grade.*

## PART 3: ORAL DEFENCE CHAIR RESPONSIBILITIES

- Submit the grade for the oral component of the MSN Thesis (NURS 599) (a numerical value out of 15) **by the end of the defence day** to the [graduation@nursing.ubc.ca](mailto:graduation@nursing.ubc.ca) by email.  
*\*In the email please include: student full name, thesis title, and the assigned grade.*

## PART 4: POST DEFENCE

- The SSO will check the student's academic record and ensure that the student has completed all required credits of the MSN program, no courses have outstanding grades, and the student's NURS 599 Thesis has been submitted to cIRcle. Then a total grade (numerical value out of 100) is submitted for NURS 599.