



Simon Fraser University

SCHEDULING OF MASTER'S DEGREE COMPLETION

This form should be used instead of the Approval of Examining Committee for a Master's Student form for a student completing a Master's degree, either:

- A. through coursework and a final examination, as described in Graduate Regulation 1.7.2c, or
B. through coursework and a project that is not subject to an oral defence (e.g., Executive M.B.A., M.R.M.), as permitted under Graduate Regulation 1.10.6.

Its purpose is to inform the Office of the Graduate Studies of the impending completion of the program and to permit initiation of administrative processes associated with degree completion. When the final examination is passed, the Recommendation for Award of Degree form should be completed and processed in the same manner as for a thesis-based degree.

Type all information

Student Name: M \_\_\_\_\_. \_\_\_\_\_ Number \_\_\_\_\_
given name(s) surname

Department \_\_\_\_\_ Master's Program \_\_\_\_\_
(E.G., M.A., E.M.B.A.)

Area of Research \_\_\_\_\_

Complete either Part A or B:

A. If final examination, specify date of examination \_\_\_\_\_

OR

B. If project, provide title of project \_\_\_\_\_

\_\_\_\_\_
\_\_\_\_\_

Senior Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Signature by senior supervisor confirms that either:

or

[ ] research received necessary approvals under policies R20.01 (human subjects) and R20.03 (animals), and approvals are attached as an appendix

[ ] no such approvals were required.

Graduate Program Committee \_\_\_\_\_ Date \_\_\_\_\_

After departmental approval, send to the Director - Graduate Records in the Office of the Dean of Graduate Studies, to arrive at least three weeks prior to the examination or submission of project.

## **EXCERPTS FROM THE GRADUATE REGULATIONS**

### **1.7.2c Residence Requirement for the Master's Degree**

Master's candidates must complete the University minimum requirement in [one of] the following way:

c) successfully complete a minimum of 30 credit hours of graduate course work and pass a final examination

### **1.10.6 Examination of Projects Submitted in Partial Fulfillment of Degree Requirements**

For degrees designated 'professional degrees' by senate (presently executive MBA, day MBA, MEd, MPM, MRM, MEng, MPub) the project will be examined in ways designated by the appropriate faculty graduate studies committee and the dean of graduate studies.

Examination of projects for all other graduate programs shall be as for the examination of theses with the following exceptions: when the project is either live, taped or filmed, only one presentation is required for examination, and only one recording is required for deposition in the library. The one copy deposited in the library shall be the property of the University. The student shall have the right to copy the original, and the right to borrow it for external showing at the discretion of the librarian.