

School of Graduate Studies

Non-Thesis Clear to Graduate Form

Updated February 2022

Submit via Service Request R0003 for Graduate Students - Non-Thesis Masters Graduation Form



Student Information

Student Number:

First Name:

Last Name:

Academic Program Code (e.g., GENME):

Academic Plan Code (e.g., MANENGMEME):

Courses and Milestones

Effective Date that all Courses were completed (e.g., 2022/12/31):

Are there any missing Grades or Milestones?

Yes

No

If yes, please include the details below and list each missing requirement:

Missing Grade(s) (e.g., 2229, SEP 727 and 772):

Name of Milestone(s) (e.g., PROJ):

Formal Description(s) (e.g., Scholarly Paper):

Effective Date for Completion of Milestone(s):

Department Sign-off

Additional Comments (if needed):

Signature of Supervisor (if applicable):

Date of Supervisor signature (e.g., 2022/12/05):

Signature of Department Approver:

Date of Department Approver signature (e.g., 2022/12/20):

Notes:

1. Please run the Academic Advisement Report for the student before submitting this form. If the academic requirements on the Advisement Report do not match the requirements in the [Graduate Calendar](#), please email [SGS Records](#). You are not required to attach the Advisement Report to the Service Request but appreciate using the form fields above to note any additional details to support the Clear to Graduate request.
2. The latest Effective Date noted on the form will be used as the Clear to Graduate date. Students are expected to pay tuition until that date.
3. If the student's Academic Plan needs to be corrected, please include the correct plan in the box above.
4. This form can be used for Non-Thesis Master's and Graduate Diplomas (GDIP).