SURP STUDENT CHECKLIST
(Report/Thesis Option Students)

This checklist of SURP requirements must be completed by the student before SURP will submit Completion Form to Graduate School.

Name: _____

Supervisor:_____

1. All courses for degree requirements completed with passing grade ☐

2. Master's Report / Thesis Revisions Approved by supervisor ____ (approval initial) ☐

3. Submission of one (1) hard copy of passed Report* to GPPL Main Office for binding ONLY if you wish a bound copy for yourself ($20.00) ☐

4. Submission of pdf of Executive Summary to a.miller@queensu.ca ☐

5. Proof of submission of report on **QSpace** emailed to a.miller@queensu.ca ☐
(Large files (over 10MB) will upload faster from an on-campus wired connection, rather than wireless or remote connections. Students with large files should use the options to compress documents sizes with Adobe Acrobat Pro.)

6. All outstanding debts to SURP paid. ☐

7. Return of all materials signed out from SURP Report/Thesis Library ☐

8. Non-Queen's mailing and e-mail addresses submitted to GPPL Main Office ☐

9. Return of all SURP keys to receive your cash deposit back. ☐

10. Convocation Plans – Attending current convocation ☐
Attending next convocation ☐

11. The students with a GREB approval for their research should shut down their GREB file before they graduate by informing GREB through the TRAQ portal on the MyQueen'sU webpage accessible through the Queen's University homepage. You will need to use your Net ID and password to access TRAQ. When you get to your GREB file in TRAQ, click on the 'Events' button and fill out the associated GREB form to close the GREB account file for your report. If you expect to publish articles from your research, do not close your file until you have completed all publications.

12. Completed checklist submission to GPPL Main Office for student file. ☐

* ***Thesis copy submission*** *is to follow Graduate School's instructions.*

Updated: Sept 29, 2021