

<p><u>STEP 1:</u> Departmental Submission</p>	<ul style="list-style-type: none">➤ <u>Departmental submission</u>: 7 days prior to GPS Submission.<ul style="list-style-type: none">• Please take note of GPS Submission Deadlines.➤ Send a PDF copy of your thesis AND the Nomination of Examiners and Thesis Submission form (See: Masters form, Doctoral form) to ecpinfo.education@mcgill.ca.➤ Once the Chair has reviewed the thesis and signed the Nomination of Examiners form, the Administrative Office will inform you accordingly via email. Your signed <i>Nomination of Examiners form</i> can be picked up or sent to you via email. Then proceed to step 2.
<p><u>STEP 2:</u> Initial e-thesis submission to GPS</p>	<ul style="list-style-type: none">➤ See GPS submission steps and subsequent GPS examination procedures.➤ Please ensure you copy ecpinfo.education@mcgill.ca when submitting your thesis to GPS.
<p><u>STEP 3:</u> Final e-thesis submission to GPS</p>	<p><u>Final e-thesis submission</u> to GPS</p>



FAQs:

1. What is the difference between initial and final e-thesis submission?

[Initial e-thesis submission](#) refers to the submission **you will make to GPS** that will go out for formal examination. [Final e-thesis submission](#) refers to the copy you will be required to submit after your thesis has undergone GPS examination (and defence for Doctoral students)

2. What do the GPS Submission Dates of August 15th, December 15th and April 15th mean?

Submission of your [initial e-thesis](#) to GPS on the above deadline dates determines your registration status in subsequent terms. [Final e-thesis submission](#) by the above dates determines when you will [graduate](#). For example:

Initial Submission by	Registration Status:
August 15th	Thesis Evaluation (Fall Semester) ¹
December 15th	Thesis Evaluation (Winter Semester)
April 15th	Thesis Evaluation (Summer Semester)
Final Submission by	Graduation
August 15th	October Graduation (November Convocation)
December 15th	February Graduation (June convocation)
April 15th	May Graduation (June convocation)

3. What does “Thesis Evaluation” status mean for me?

Thesis Evaluation means you will be billed lower associated fees. Please consult the [Student accounts website](#).

****Important note: Students are [not permitted](#) to attain thesis evaluation status if registered in any courses.***

4. Do I have to submit my thesis on the GPS Deadlines of December 15th, April 15th or August 15th?

What happens if I miss these dates?

Your thesis can be submitted at any time of the year—instead of gravitating towards deadlines, students are encouraged to submit their thesis when it is ready for examination. However, please take note of **Q2** above. Initial submission by the above mentioned dates means lower fees in subsequent terms.

¹ **NOTE: THESIS EVALUATION STATUS MAY NOT APPLY TO STUDENTS WHO REQUIRE REINSTATEMENT. CONTACT THE ECP ADMINISTRATIVE OFFICE FOR MORE DETAILS IF REQUIRED**



5. Can I still graduate if I submit my initial e-thesis after the GPS initial e-thesis deadlines?

Yes, you can, provided your final e-thesis is submitted by the [GPS final submission deadline](#). ***It is your final submission date that will signal inclusion on the graduation list.***

6. Am I considered a full time student while in thesis evaluation?

Yes, please refer to the [McGill e-calendar](#) for details. Note that if you are in **Thesis Evaluation**, you are not permitted to register for any courses.

7. I am ready to submit my thesis but I have surpassed the “Time Limitation” for my degree. What should I do?

In addition to beginning “Step One” in the chart on page one, you will be required to fill out a [Readmission request](#). **Please see GPS Policy and Procedures on Readmission [here](#).**

8. I am a Doctoral Student and I must have my Oral Defence by a specific date. What should I do to ensure all goes according to plan?

Please take note of the [Examination Procedures](#) as laid out by GPS for an approximation of the thesis examination timeline. It is important to note that submission of your thesis by a certain date cannot carry a guarantee of when you will have your Oral Defence.

9. When do I apply to graduate?

Thesis students do not apply for graduation. GPS does this for them on their behalf when the thesis is submitted.

10. I still have more questions regarding the Thesis Examination Process. Whom should I contact?

GPS has a wealth of information on their website at <http://www.mcgill.ca/gps/thesis>.

However if you are still unclear, please contact us as follows:

- *If you are a **Counselling Psychology** student, please email: counsellingpsych.education@mcgill.ca*
- *If you are a **School/Applied Child Psychology** student, please email: schoolpsych.education@mcgill.ca*
- *If you are a **Human Development, Health Professions Education, or Learning Sciences** student, please email: edpsych.education@mcgill.ca*