

Master of Fine Arts Exhibition & Support Paper
Checklist (To be completed by the Supervisor)

Please complete the following checklist and submit it with the support paper and accompanying documentation to the Faculty of Graduate Studies and Research.

Student's Name:		
Degree and Area:		
	<i>YES</i>	<i>NO</i>
The student is currently registered		
The student has time remaining in the program (minimum current semester remaining)		
The student has completed all course requirements		
The <i>Supervisory Committee Release Form</i> has been signed by <i>all*</i> committee members and is attached		
The <i>Nomination Form for External Examiner</i> is attached (with email, phone#, complete address and CV for those not accredited by FGSR)		
The <i>Supervisory Committee Release Form</i> and the <i>Nomination Form for External Examiner and Chair</i> and have been signed by the Graduate Program Coordinator, Department Head or Dean or Designate (<i>these must be signed by the same person</i>)		
External examiner nominee has been contacted and is available		
Support Paper is formatted correctly according to FGSR guidelines		
Abstract length is maximum of two pages, double spaced, 350 words or less		
Acknowledgements are maximum 1 page		
Dedication – optional (1 page only)		
Support documentation must be included to send to External Examiner		

***If any member has not signed, an explanation must accompany the submission.**

Name of Department head or Designate:

Signature

Date Received in the FGSR: _____