

Master of Applied Data Science (MADS) Program Degree Completion Steps

Department of Electrical and Computer Engineering

MADS PROGRAM COMPLETION

- MADS students must have completed, or must be in the process of completing, all course work requirements (including co-op work term).
- If you plan on completing, you must notify the Graduate Secretary at the start of the term in which you plan to complete.

STEPS FOR THE STUDENT:

1. **Connect with your Supervisor:** You must inform your Supervisor of the term in which you plan to complete your program (madsdir@uvic.ca).
2. **Connect with the Graduate Secretary:** You must connect with the Graduate Secretary to go over the program completion steps (ecegsec3@uvic.ca).
3. **Connect with the Co-op Coordinator (If you are on a co-op work term):** You must connect with the Co-op Coordinator David Woodward (davidwoodward@uvic.ca).
4. **Apply to graduate:** Complete the application to graduate online through your [Online Tools](#). Please note, a credit card is required. [Click here](#) for more information on graduation requirements and deadlines.

Application to graduate dates and deadlines to avoid late fee:

Final Term Registration	Application for Graduation Deadline	Convocation Ceremony
Fall (September – December)	15 November	Spring (June)
Winter (January – April)	15 February	Spring (June)
Summer (May – August)	15 July	Fall (November)

5. **Register to attend convocation (optional):**
 - a. If you will be attending the Convocation Ceremony, registration is required.
 - b. Click [here](#) for registration information.
6. **Apply for a Degree Completion Letter (optional):**
 - a. A Degree Completion Letter confirms that your program requirements have been met.
 - b. Graduate Admissions and Records will issue the letter once your degree completion paperwork has been processed. [Click here](#) for further details.
7. **Return Keys:** Coordinate with your Graduate Secretary in regards to returning any keys you may have signed out with our department.
8. **Email Address:** Provide the Graduate Secretary with a forwarding email address. Students will not retain access to their UVic email addresses upon completing their program.

CONGRATULATIONS, you are done!

