

STEPS TO SUBMIT THE PROPOSAL TO YOUR MENTOR:

When you get to the checklist page click '**Save and Continue**'

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CHECKLIST

It is your responsibility to ensure your proposed program satisfies the following requirements (the following links will open in a new browser window):

- [Faculty of Science requirements](#)
- [IntSci requirements](#)

☒ I have checked that I meet all of the Faculty of Science requirements and the IntSci requirement: obtain my degree.

It is also your responsibility to ensure:

- You will satisfy all pre- and co-requisites for the courses in your contract.

☒ I have checked that I will have all necessary pre- and co-requisites for the courses in my contract.

You should also check that (to the best of your knowledge) the courses listed in your contract will be available in the terms you selected and that they will fit into your timetable.

SAVE

REVERT

SAVE AND CONTINUE

After clicking **Save and Continue** you will get this page:

PLEASE NOTE: Before officially submitting your IntSci Degree Proposal for sign-off, below, please make sure that you've consulted your mentor regarding your vision statement, curriculum rationale and course selection.

SUBMIT FOR SIGN-OFF

In submitting your IntSci Degree Proposal, you are confirming that all the information therein is accurate and complete.

Click on 'Submit For Sign-off'

Once you click Submit for sign off your mentor receives this email:

"Your student, **NAME OF STUDENT** has submitted their IntSci Degree Proposal for sign-off. Please log in at **LINK TO PROPOSAL** to review it. After review, please either sign off on the proposal, or send it back to the student if further changes are required.

When your mentor logs into your degree proposal the mentor will see this:

INTSCI DEGREE PROPOSAL: MARY AN



Status: Submitted for sign-off (pending review)

SUBMIT FOR REVIEW

SEND BACK TO STUDENT

Year Standing	3rd Year
Start date in IntSci	February, 2021
Total credits completed to date	120

Your mentor can either send the proposal back to you for edits or submit it for review.