

Student Name:

CHECKLIST #2: THESIS PACKAGE
For Students and Graduate Program Staff
(Submitted to the Program Office for Library Submission)

- One (1) paper copy** of the thesis/dissertation for the library
- Certificate of Approval of Oral Defence – Master’s Thesis Form OR**
- Certificate of Approval of Oral Defence – PhD Dissertation Form**

Provide a copy of the appropriate form with the paper copy of the thesis. (The original copy of the Certificate of Approval is retained by the School of Graduate and Postdoctoral Studies).

- Theses Non-Exclusive License Form** (from Library and Archives Canada)
Provide one original form (signed by student).

- Submission of Dissertation/Thesis/Master’s Project or Major Paper Form**
The abstract must not be more than 150 words (Master) or 350 words (PhD)

- Submission of ProQuest form (if applicable)**

- In Google Drive add 3 pdf files:**

- 1) Thesis/dissertation – with **Thesis Examination Information** page (page 2)
- 2) Certificate of Approval Form (with all signatures, and if applicable, supervisor signature indicating revisions are complete)
- 3) Submission of Dissertation/Thesis/Master’s Project or Major Paper Form

NOTE: Please ensure that the pdf file of the thesis/dissertation is not encrypted/password protected. Encrypted files will not be accepted by Library and Archives Canada or the ProQuest dissertation database and therefore your work cannot be made available to other scholars.

If, for some reason, copies of your thesis cannot be published and go into circulation at the library, you must complete and submit one copy of Request for Permission to Withhold a Dissertation/Thesis from Publication with your package.

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If you are submitting your complete and final thesis package prior to the specified tuition refund deadline for the given term, include a completed Tuition Refund Form. Check website for deadlines.

Reviewed Thesis Submission Checklist #2

Name of Student

Signature

Date

Name of Graduate Program Staff

Signature

Date