

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
 - Title page matches thesis template
 - Second page of thesis is the 'Thesis Examination Information' page
 - Thesis includes 'Statement of Contribution' page
 - Preliminary pages use Roman Numerals (except title page)
- Certificate of Approval of Oral Defence – Master’s Thesis Form OR PhD Dissertation Form**
 - Original COA and 1 copy included 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 is no more than 150 words (Master's) 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 (as 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 and abstract

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.

NOTE: A THESIS CANNOT BE REMOVED FROM E-SCHOLAR ONCE UPLOADED

If you submit your post-defence package prior to the specified tuition refund deadline for the given term, include a completed Tuition Refund Form. Check [website](#) for eligibility and deadlines.

Reviewed Thesis Submission Checklist #2

Name of Student	Signature	Date
Name of Graduate Program Staff	Signature	Date