

CHEKLIST #2: THESIS PACKAGE
For Students and Graduate Program Staff

NOTE: SGPS must approve package before student is 'complete'. Students should consider this when aiming to meet a specific deadline/date of submission.

- One (1) unbound paper copy** of the thesis/dissertation
 - Title page matches thesis template (see SGPS website for most recent version)
 - Second page of thesis is the Thesis Examination Information page
 - Thesis includes 'Statement of Contribution' and 'Declaration' 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 (hand signed by student).

- Submission of Dissertation/Thesis/Master’s Project or Major Paper Form**
 - The abstract is no more than 150 words for a Master’s and no more than 350 words for a PhD
 - Provide one original form (hand signed by student).

- Submission of ProQuest form (if applicable)**

- In Google Drive add pdf files:**
 - 1) Thesis/dissertation PDF
 - 2) Certificate of Approval Form (with all necessary signatures)
 - 3) Submission of Dissertation/Thesis Form and abstract with appropriate word count
 - 4) Theses Non-Exclusive License and any other applicable forms (ex: Checklist #2, ProQuest)

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.

- Submitting Withhold Form** **Not applicable**

If you are submitting your complete and final thesis package prior to the specified tuition refund deadline for the given term, complete [online Tuition Refund Form](#). Check [website for deadlines](#),

For **personal thesis binding**, see [SGPS website](#) OR contact Graduate Thesis Coordinator for more information.

Reviewed Thesis Submission Checklist #2

Name of Student

Signature

Date

Name of Graduate Program Staff/Other

Signature

Date