

**CHECKLIST #2: ELECTRONIC THESIS PACKAGE**  
For students to submit their final thesis to SGPS/google drive

Once a student's post defence thesis is approved by their committee, they **must** submit their work and forms formally to the School of Graduate Studies via a **google drive folder** (provided by the thesis coordinator) for **approval before they are 'complete'**. All forms are available to download on the [SGPS website](#) and documents should be saved in the following format: *StudentName\_FormName*. Students should consider this when aiming to meet a specific deadline/date of submission.

<input type="checkbox"/> <b>One (1) PDF copy</b> of the thesis (see above for how to name documents). Please ensure that the pdf file of the thesis/dissertation is not encrypted/password protected.
<input type="checkbox"/> Is your <b>thesis AODA Compliant</b> ? Review Ontario Tech's <a href="#">Guide to Accessible Documents</a> PDF for more information. For example, font style and size, use of colour, tables and charts etc.
<input type="checkbox"/> Title page matches thesis template (download <a href="#">template</a> )
<input type="checkbox"/> Month and Year on title page is the <b>same as the month the package was submitted to google drive</b>
<input type="checkbox"/> Second page of thesis is the <b>Thesis Examination Information page</b>
<input type="checkbox"/> Thesis includes ' <b>Statement of Contribution</b> ' and ' <b>Declaration</b> ' pages
<input type="checkbox"/> Preliminary pages use Roman Numerals (except title page)
<input type="checkbox"/> Table of Contents contains <b>ALL preliminary pages</b>
<input type="checkbox"/> <b>Final PDF Certificate of Approval of Oral Defence Form</b>
<input type="checkbox"/> <b>Theses Non-Exclusive License Form</b> (from Library and Archives Canada): For date of graduation, use the month and year your final thesis package was submitted to google drive.
<input type="checkbox"/> <b>Submission of Dissertation/Thesis/Master's Project or Major Paper Form</b> : Ensure that your abstract is no more than 150 words for a Master's and no more than 350 words for a PhD
<input type="checkbox"/> <b>Submission of ProQuest form (if applicable)</b>
<input type="checkbox"/> <b>Submitting Withhold Form</b> <input type="checkbox"/> <b>Not applicable</b> : 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. <b>NOTE: A THESIS CANNOT BE REMOVED FROM E-SCHOLAR ONCE UPLOADED.</b>
<input type="checkbox"/> 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. <b>Check the SGPS website for deadlines.</b>
<input type="checkbox"/> Visit the <a href="#">Library website</a> to purchase personal bound copies of your thesis.

**Review and completed Thesis Submission Checklist #2**

Name of Student

Signature

Date