

**CHECKLIST #2: ELECTRONIC THESIS PACKAGE**  
For Students and Graduate Program Staff

Once a student's post defence thesis is approved by their committee, they **must** submit their work and the forms outlined below to the School of Graduate Studies (SGPS) via a **google drive folder** (provided by the thesis coordinator) **for approval** before their final thesis course can be registered.

All forms are available to download on the [SGPS website](#) and should be saved in the following format: *StudentName\_FormName*. Students should consider this when aiming to meet the thesis package deadline.

<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 <a href="#">Ontario Tech's 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 (see <a href="#">SGPS website for 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> - can be obtained from Graduate Program Staff or Supervisor
<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 Doctoral thesis
<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"/> Visit the Library website to purchase personal bound copies of your thesis.

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

Name of Student

Signature

Date