

Thesis Submission/Degree Completion Guidelines and Checklist

The [School of Graduate Studies Information for Program Completion/Thesis Submission](#) provides detailed information regarding degree completion requirements, thesis production and submission, and graduation and convocation. *In most cases, you have completed your degree requirements once you have submitted your correctly formatted thesis to the ProQuest Thesis Submission site, containing all corrections as agreed upon by your final oral examination committee or supervisor.*

Thesis completion/submission in eight easy steps!

This has been adapted from the SGS [Electronic Thesis & Dissertation Submission Checklist](#) to be more specific for Law graduate students, but please ensure you meet both the Law requirements and the SGS requirements.

- ☐ Make any corrections or modifications to the thesis as required by your supervisor or final oral examination committee.
- ☐ Ensure that you have obtained confirmation from your supervisor/committee that you have successfully completed all required edits. Have this confirmation emailed to Whitney Ambeault, the Graduate Program Coordinator, so she knows to submit your degree recommendation to SGS!
- ☐ Download and fill out the [Library and Archives Canada Form](#) for submission to SGS. If applicable, submit a hard copy of the [Restrict Thesis Release Form](#) as well (for those that have a reason to postpone public access of their thesis)
- ☐ Follow the [Formatting Guide](#) to ensure that your thesis is properly formatted (otherwise it will not be accepted by SGS when you submit your electronic version).
- ☐ Submit your thesis as a PDF document using the proper file naming convention (see below) to the [U of T UMI Thesis Submission](#) site (ProQuest).
 - *lastname_firstname_middleinitial(s)_graduationyearmonth_degreedesignator_thesis.pdf*
(e.g., *Smith_Lorie_L_201411_LLM_thesis.pdf*)
- ☐ Receive notification of your submission from SGS, who will send you an email once they have checked the thesis formatting.
- ☐ Once your thesis has been accepted by SGS, submit 2 bound copies of your thesis to the Graduate Program Office (Whitney Ambeault). ProQuest offers a binding service when you upload your electronic copy, but the [U of T Binding Service](#) is cheaper and faster.
 - Masters Students – Request 2 cerlox bound copies with a plastic cover sheet (you can have this done at whatever copy centre you wish to use)
 - Doctoral Students – Request 2 buckram bound copies
- ☐ Keep your contact information up-to-date in ROSI; the Office of Convocation will communicate with you through your U of T email address. Even if you can't attend convocation, this is the office you will need to be in touch with to have your degree picked up or mailed out.