



**Office of Graduate Studies
Thesis Release Form
(see Policy on reverse)**

This is to confirm that the student below

Student Name: _____ Student ID: _____

Degree Program: _____

has successfully completed all requirements for their thesis. A grade of "P" should be entered for:

Course Number: _____

Thesis Title : _____

Signatures:

Thesis Supervisor:

Name Signature Date

Committee Members: (when applicable)

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Dean of Graduate Studies:

Name Signature Date

The Dean of Graduate Studies will confirm that the student has:
submitted a complete PDF copy of their thesis to the Library along with an Electronic Thesis Waiver Form
and a Library and Archives Canada Non-Exclusive License as verified by the Library Archivist

The Dean of Graduate Studies will copy the completed form to:
The Registrar - Graduate Program Coordinator (to be placed in the student's file)

The Dean of Graduate Studies will send an e-mail to:
The Library Archivist confirming the thesis release

Policy & Procedures for the Presentation & Examination of Theses

Thesis Release Form – Policy and Procedures

All theses will be subject to an oral defence by the student.

• **Convocation Deadlines:** Students intending to graduate at an upcoming convocation must successfully complete their thesis defence and have their grade submitted by the last day to register for a course in the Fall or Summer semesters. Students should refer to the Academic Course Add/Drop Dates published in the Graduate Calendar and available online for the current academic dates.

• **Thesis Continuation Fee:** Students for whom a thesis grade has not been submitted by the Office of Graduate Studies following the end date of their initial thesis registration will be automatically registered in a thesis continuation for the following semester. The automatic thesis continuation registration will occur on the last day to register for a course for that semester and will continue for each consecutive semester until the thesis has been successfully defended and the grade submitted (Thesis Release Form) to the Registrar's Office.

1) Please refer to the Thesis Defence Report Form if you have not done so.
2) The Supervisor will complete the <i>Thesis Release Form</i> to submit a grade of "P" and forward it to the Dean of Graduate Studies.
3) The student will submit a complete PDF version of the thesis to the Library along with an Electronic Thesis Waiver Form. Detailed instructions are available on the Library website http://www.msvu.ca/en/home/library/universityarchives/ethesisdeposit.aspx
4) or from the link on the Graduate Studies website. The student will also submit to the Library a signed copy of the National Library's Non-exclusive License to Reproduce Theses form.
5) After the Office of Graduate Studies receives confirmation that the library has accepted the student's electronic thesis deposit, the completed form will be copied to the Registrar and Graduate Program Coordinator (to be placed in the student's file). Students will be deemed to have successfully defended the thesis when the Office of Graduate Studies submits the grade to the Registrar's Office.
6) Individual programs/departments will determine the number of copies (electronic, hard copy and/or bound) that the student must submit to the department and the date by which they must be submitted.
7) The Thesis Defence process is now complete.

Revised: March 2018