This checklist assists thesis students in completing all administrative requirements for completion of all thesis requirements.

Questions may be directed to the Graduate Studies Coordinator ([FGS@twu.ca](mailto:FGS@twu.ca)).

1. Complete all thesis revisions required by your Examination Committee.
2. When making revisions, note the following publication requirements:

* Use the approved *Title Page Template*.
* Embed your font.
* Enable a PDF security setting.
* Ensure correct pagination.
* Remove all blank pages, hanging titles, and widow lines.
* Ensure your manuscript conforms to the writing/citation style of your discipline (*i.e. MLA, APA, Chicago*).
* Remove all personal contact information and signatures.

1. Submit the revised thesis to your examination committee for final approval. Once final, you and your examination committee must complete and sign the ***Final Thesis Completion*** form, and submit the form to the Graduate Studies Coordinator. Thesis requirements will remain incomplete until the Graduate Studies Coordinator receives this form.
2. Create an ARCA account, as per the [ARCA Student Submission Instructions](https://www.twu.ca/sites/default/files/arca_instruction-studentsubmitter-final.pdf). When you create an ARCA account, the library will provide you with instructions for uploading a pdf version of your final thesis. In addition, please note the following:

* A 150-word abstract must be submitted into “Thesis Details.”
* Manuscripts with errors in formatting will be published, as is.

1. You will receive an email notification when your uploaded thesis is approved and posted.
2. After your thesis is posted, the Graduate Studies Coordinator will submit your grade to the Office of the Registrar.
3. To help TWU continue to improve thesis supervision practices, please consider submitting the *Student Experience Questionnaire* to ORGS. Your questionnaire is confidential and anonymous, while your answers are used to assist the Office of Graduate Studies in improving student experience. Your input is highly valuable. If you would prefer to discuss your experience, please contact the Graduate Studies Coordinator directly.
4. After you have met all of your program degree requirements, you must submit a [*Degree Completion Verification*](https://www.twu.ca/academics/office-registrar/forms) form to the Office of the Registrar, to let them know that you are finished and that it is time for your graduation file to be audited.