This checklist assists thesis students in completing all thesis requirements. Questions may be directed to the Graduate Studies Coordinator at [GradStudies@twu.ca](mailto:GradStudies@twu.ca).

1. Sign the **Thesis Evaluation & Agreement (TEA)**, as provided to you by the Graduate Studies Coordinator, and return to the coordinator for further circulation.
2. Complete all thesis revisions required by your examination committee.
3. When making revisions, note the following publication requirements:

* Use the approved **Title Page Template**, located on the [Forms & Procedures](https://www.twu.ca/school-graduate-studies/current-students/forms-procedures) webpage.
* Remove any header and pagination from the title page.
* 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.
* Embed the font.
* Enable a PDF security setting.

1. Submit the revised thesis to your thesis supervisor (and any other examination committee members as identified on the TEA) for final approval. Once final, you must complete the **Final Thesis Completion (FTC)** form ([Forms & Procedures](https://www.twu.ca/school-graduate-studies/current-students/forms-procedures) webpage), obtain the signatures required by the TEA, and submit the FTC to the Graduate Studies Coordinator at [GradStudies@twu.ca](mailto:GradStudies@twu.ca). Thesis requirements will remain incomplete until the Graduate Studies Coordinator receives the signed FTC.
2. With the FTC, submit the final thesis.pdf to the Graduate Studies Coordinator for review of formatting compliance. The coordinator will advise of any further required revisions. The coordinator will not be uploading your thesis into TWUSpace (TWU’s library repository).
3. Create an ARCA account by contacting Librarian [Qinqin.Zhang@twu.ca](mailto:Qinqin.Zhang@twu.ca). Librarian Zhang will help you create an ARCA student account and will provide you with instructions for uploading a pdf version of your final thesis. NOTE:

* Abstracts must be limited to a maximum of 150 words.
* Manuscripts with errors will be published, as is.

1. You will receive an email notification when your uploaded thesis is published.
2. After your thesis is published, the Graduate Studies Coordinator will submit a Notice of Thesis Completion (containing your grade) to the Office of the Registrar. You and your supervisor will be copied on this email.
3. To help TWU continue to improve thesis supervision practices, please consider submitting a **Student Experience Questionnaire**. Your questionnaire is confidential and anonymous. 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 in person, 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 ready for your graduation file to be audited.