



# OFFICE of GRADUATE & POSTDOCTORAL STUDIES

## Thesis Submission Control Sheet

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Student ID: \_\_\_\_\_ Degree Program: \_\_\_\_\_  
 Department/School: \_\_\_\_\_

I hereby certify that I have followed the guidelines for thesis preparation provided by the Office of Graduate Studies, have checked the thesis and that the copy:

- is complete;
- is free of pagination errors (pages are in order, no pages are missing, all pages are numbered sequentially, according to the guidelines);
- does not contain any copyrighted material that has not been authorized by the copyright holder
- I understand that accommodation will not be made for missed errors or omissions once approved by the Office of Graduate Studies
- I understand that any errors or omissions which may be subsequently discovered during the harvesting process for the National Library of Canada are my own responsibility, and that I may be contacted directly to rectify any such errors.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### THESIS SUBMISSION PROCEDURES:

Upon submission of your thesis using the online process your thesis will be checked and approved within 1 to 3 business days. Please ensure that you have submitted all required forms, paid the late graduation fee (if applicable) and have settled any outstanding university accounts. You will be notified by email when your electronic submission has been approved. You have two options if you wish to have your thesis bound.

### Thesis Binding:

1. You may submit your thesis as a PDF online through [PageforPage](#). Follow the instructions, upload your files, choose the desired options for your thesis, make your payment and then wait for your bound thesis to be delivered.
2. Retain a copy of the approval email to submit to M&T Printing Group with any PDF or required paper copies for binding. Thesis binding and copying may be done by [contacting](#) M&T Printing Group to receive instructions on submission, binding and delivery. Payment for printing and binding copies is made through M&T Printing Group.

Please note that you are responsible for ensuring that your department receives a copy of your thesis, either bound or electronically, if it is required.

### OFFICE OF GRADUATE STUDIES USE ONLY

Date Thesis Submitted Online: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**Protection of Privacy:** We are committed to protecting your privacy. Personal information is collected under the authority of the University of Guelph Act and pursuant to the *Freedom of Information and Protection of Privacy Act (FIPPA)*. If you have questions about the use and disclosure of your personal information, call the [Office of Graduate Studies](#) at (519) 824-4120 ext. 56833. You can also find more information about access to information and protection of privacy at the University of Guelph from the [University Secretariat](#).