



Faculty of Education Dissertation 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 dissertation. A grade of "P" should be entered for:

Course Number: _____

Dissertation Title : _____

Signatures:

Dissertation Supervisor:

Name Signature Date

Committee Members:

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Dean of Education:

Name Signature Date

The Dean of Education will confirm that the student has:

☐ submitted a complete PDF copy of their dissertation to the Library along with an Electronic Thesis/Dissertation Waiver Form and a Library and Archives Canada Non-Exclusive License as verified by the Library Archivist

The Dean of Education will copy the completed form to:

The Registrar and PhD Program Coordinator (to be placed in the student's file)

The Dean of Education will send an e-mail to:

The Library Archivist confirming the dissertation release

Policy & Procedures for the Presentation & Examination of Dissertations

Dissertation Release Form – Policy and Procedures

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

• **Convocation Deadlines:** Students intending to graduate at an upcoming convocation must successfully complete their dissertation 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.

• **Dissertation Continuation Fee:** following the first two years in the PhD Program students will automatically be registered in a dissertation continuation. The automatic dissertation continuation registration will occur on June 1 of each year and will continue until the dissertation has been successfully defended and the grade submitted by the Office of the Dean of Education (Dissertation Release Form) to the Registrar's Office.

1) Please refer to the Dissertation Defence Report Form if you have not done so.
2) The Supervisor will complete the <i>Dissertation Release Form</i> to submit a grade of "P" and forward it to the Dean of Education.
3) The student will submit a complete PDF version of the dissertation to the Library along with an Electronic Thesis/Dissertation 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 PhD in Educational Studies website. The student will also submit to the Library a signed copy of the National Library's Non-exclusive License to Reproduce Theses/Dissertations form.
5) After the Office of the Dean of Education receives confirmation that the library has accepted the student's electronic dissertation deposit, the completed form will be copied to the Registrar and PhD Program Co-ordinator (to be placed in the student's file). Students will be deemed to have successfully defended the dissertation when the Office of the Dean of Education 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 Dissertation Defence process is now complete.

Revised: November, 2025