TL62 – Theses

These records relate to submission of approved masters and doctoral theses for deposit in the UW Library.

Content & Scope
As part of the fulfilment of degree requirements for certain graduate programs, the University requires submission of the approved thesis for deposit with the UW Library. Some faculties, academic departments, and schools also require copies of the approved thesis. Circulation of some theses may be temporarily restricted where a student's rights may be jeopardized by publication.

The records include theses, approval notifications, thesis restriction forms, copies of Library and Archives Canada thesis non-exclusive license forms, and related correspondence.

Responsible Unit
Graduate Studies and Postdoctoral Affairs

Information Steward
Associate Vice-President, Graduate Studies & Postdoctoral Affairs

Privacy Classification
• Restricted: thesis submission records.
• Confidential: theses which have been granted a restriction on circulation or availability, for the duration of the restriction period.
• Public: theses released to the Library, following any restriction period.

Retention
Theses: retained permanently by the UW Library
Thesis submission records: 3 years after the release of the thesis to the UW Library
Note: a copy of each thesis is also deposited with Library and Archives Canada.

Disposition
Secure Destruction

Authority
University of Waterloo Graduate Calendar

Retention Rationale
Theses are a significant portion of the University's intellectual output and have ongoing historical value. The retention of thesis submission records is based on operational use.
Approval Date(s)

July 26, 2010