

Checklist: PCOM Biomedical Sciences Thesis Submission

To be complete, your final submitted thesis must include all these items:

_____ 1. One copy of this completed checklist itself.

Print Format

_____ 2. One completed copy of the [Thesis Binding Form](http://www.pcom.edu/library/docs/Biomed_Thesis_Binding_Form.pdf)
http://www.pcom.edu/library/docs/Biomed_Thesis_Binding_Form.pdf.

_____ 3. One signed two-part [Permissions Form](http://www.pcom.edu/Library/docs/Permissions_Form_Biomed.pdf) with signatures in dark blue or black ink.
http://www.pcom.edu/Library/docs/Permissions_Form_Biomed.pdf

- Part One grants the College permission to copy print and digital versions of the thesis for preservation purposes and to catalog and circulate the print version.
- Part Two grants the College permission to provide Internet access to the digital version. **Both the Student Author and Faculty Advisor** must sign and indicate what level of access is permitted (abstract only or abstract and full text).

_____ 4. One signed Signatory Page (see "Signatory Page" in Thesis Requirements Section 5 and samples in Appendix B). This page must be complete and accurate. Paper and print must match the complete copy of the thesis.

_____ 5. **Two** complete copies of the thesis, including the front matter and any appendices; pages must be numbered.

Electronic Version

_____ 6. One complete digital copy of the printed thesis, including the front matter and any appendices; pages must be numbered.

- in Word and/or PDF Format
- on Disk, Thumb drive, or submitted as e-mail attachment to Faculty Advisor with a copy to Library@PCOM.edu
- filename in the form: Last Name First Name Year (e.g., Smith Cathy 2010)
- multiple files: Last Name First Name Year file# of total (e.g., Smith Cathy 2010 file1of3)

_____ 7. One completed but unsigned digital copy of the Signatory Page. Committee member names are listed, but signatures are not included for privacy considerations.

Student Name _____

Student e-mail _____

Thesis Title _____

Date _____