



CALIFORNIA STATE UNIVERSITY, STANISLAUS

GRADUATE SCHOOL

Final Clearance Process for Theses and Projects

Note: The timelines indicated on this form are approximate. To review the exact due dates for your intended semester of graduation please consult www.csustan.edu/graduate_school/Pages/Deadlines

Tasks	Term of Graduation			
	Fall	Winter	Spring	Summer
<ul style="list-style-type: none"> ▶ Consult the <i>Thesis Preparation Guidelines</i> to insure proper preparation of the title and approval pages (www.csustan.edu/graduate_school/Pages/Applications-Publications-Forms). ▶ Before the final defense of the thesis, prepare an approval page on 100% cotton paper for each copy that will be bound. Two bound copies are required for deposit in the University Library. In addition, some programs require a bound copy. Students should also prepare an approval page for each personal copy they wish to have bound. Be sure to check the most recent university catalog to insure that the committee member's correct title is typed under each member's signature line on the approval page. If you are in doubt, contact the professor for clarification. ▶ Schedule the defense and take the bindery ready copies of the approval page to your defense. If the defense is successful, obtain the needed approval signatures on each approval page at the defense. 				
<ul style="list-style-type: none"> ▶ Deliver a copy of the formatted thesis, including a copy of the signed approval page, to the Library (2nd floor Circulation Desk). No thesis will be received without a copy of the signed approval page. Your thesis will be sent to a reader for a formatting check. The formatting check will include: spelling, grammar, adherence to the <i>Thesis Preparation Guidelines</i> and consistency with the appropriate style manual throughout the document. 	By Mid-November	By First Week in January	By Mid-May	By Mid-June
<ul style="list-style-type: none"> ▶ Pick up the checked copy of your thesis with the formatter's recommendations, which will be available at the Library Circulation Desk within two weeks of submission. 	Within 2 weeks of submission	Within 2 weeks of submission	Within 2 weeks of submission	Within 2 weeks of submission
<ul style="list-style-type: none"> ▶ Review the formatter's recommendations and make appropriate corrections. If there are concerns related to the recommendations, consult your thesis committee chair for guidance. Your thesis committee chair is the final authority on the appropriateness of the recommendations and the corrections that must be made. ▶ Print a copy of the <i>Bindery Clearance Form</i> from the Web at www.csustan.edu/graduate_school/Pages/Applications-Publications-Forms. Your thesis chair will sign this form when he or she is satisfied that your thesis is ready for binding. ▶ Prepare the final copies for binding (a minimum of two bound copies are required for retention in the Library; additional copies may be submitted for binding). All final copies must be on 100% cotton paper and be ready to bind. Copies may be individually packaged or packaged together with a brightly colored piece of stiff paper between each copy. ▶ Visit the Cashier's Office and pay the necessary fees. The cashier will issue a receipt and mark your <i>Bindery Clearance Form</i> to indicate that fees have been paid. 				
<ul style="list-style-type: none"> ▶ Deliver the completed <i>Bindery Clearance Form</i> and bindery ready copies to the Library Circulation Desk. It is the student's responsibility to insure that all copies include a title page and an approval page with original signatures and that the pages are in the correct order. Any rebinding required because of out of order pages will be at the student's expense. A minimum of two acceptable copies are required for graduation. 	By First Week of December	By First Week in February	By End of May	By Mid-July
Celebrate!	ASAP	ASAP	ASAP	ASAP
You will be notified when your personal copies are returned from the bindery and ready to pick up at the Library Circulation Desk. (Personal copies must be picked up within six months.) Congratulations!	6-8 weeks after the submission deadline.	6-8 weeks after the submission deadline.	6-8 weeks after the submission deadline.	6-8 weeks after the submission deadline.

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