

Name: _____

Thesis/Project Clearance Checklist

**Master's of Social Work Department
(Spring 2008)**

_____ Receive Chair's approval to submit thesis to Graduate Reader.

NOTE: Final date to submit thesis/project for Graduate Reader review for spring semester graduation is May 8, 2008.

_____ Complete "Information for Thesis or Project Review" form.
http://web.csustan.edu/Grad/thesis_project.html

_____ Chair must sign "Information for Thesis or Project Review" form.

_____ Submit form and formatted Thesis/Project to the Library (2nd floor Circulation Desk).

_____ Pick up reviewed Thesis/Project from the Library when notified it is ready (this takes approximately 2 weeks).

_____ Meet with Chair to determine necessary changes/corrections.
(Retain marked up copy from Graduate Reader as you will have to turn this back in later when you submit your final thesis/project.)

_____ Make necessary changes, and get Chair's final approval.

_____ Print the final copies for binding (a minimum of 2 bound copies are required for retention in the Library; additional copies may be submitted at the same time for you to keep).
(See "Final Clearance Process for Theses and Projects" instruction form for requirements about paper and packaging requirements. http://web.csustan.edu/Grad/thesis_project.html)

_____ Complete "Approval Form for Master's Thesis and Project Binding" form.
http://web.csustan.edu/Grad/thesis_project.html

_____ Get Chair's and Committee Member's **original** signatures on all signature pages for all copies.

_____ Get Chair's signature on "Approval Form for Master's Thesis and Project Binding" form.

_____ Take signed Binding form and all bindery ready thesis/project copies to the Cashier's Office and pay necessary fees.
Cashier's Office will issue a receipt and mark your Bindery Clearance Form to indicate fees have been paid.

_____ Take bindery ready thesis/project copies and all original signature pages, Cashier payment receipt, Cashier marked Bindery Clearance form, **and originally marked up Graduate Reader review copy of thesis/project** to the Library Circulation Desk.

_____ Bring one copy of the Cashier payment receipt and this completed checklist to the **Social Work Department** and submit to Department Secretary.

NOTE: You will NOT be cleared for Graduation until all steps, including providing a copy of your payment receipt to the Social Work Department, have been completed.

_____ **CELEBRATE!!!!**

Student Signature: _____

Date: _____