



## 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 the Graduate School's thesis/project website at [http://web.csustan.edu/Grad/thesis\\_project.html](http://web.csustan.edu/Grad/thesis_project.html).

Tasks	Timelines
<ul style="list-style-type: none"> <li>▶ Format your thesis or project according to the University's <i>Thesis/Project Preparation Guidelines</i>. The <i>Guidelines</i>, as well as MS Word templates, are available for your reference and use on the Graduate School thesis/project website at <a href="http://web.csustan.edu/Grad/thesis_project.html">http://web.csustan.edu/Grad/thesis_project.html</a>.</li> <li>▶ You will need an approval page on 100% cotton paper, signed by each of the members of your committee in black or blue ink, for each copy of your thesis or project that will be bound. Be sure to check the most recent university catalog to insure that the correct title is typed under each signature line on the approval page. If you are in doubt, contact the committee members for clarification. <b>A minimum of two bound copies are required for deposit in the University Library.</b> In addition, some departments require an additional bound copy. Students should also prepare an approval page with original signatures for each personal copy they wish to have bound.</li> <li>▶ Once you have successfully defended your thesis or project, obtain the required signatures on the approval pages that will be bound in each copy of your thesis or project, as indicated in the <i>Guidelines</i>.</li> </ul>	ASAP
<ul style="list-style-type: none"> <li>▶ Prior to binding, deliver a review copy of your completed, formatted, and approved thesis or project to the Library (2<sup>nd</sup> floor Circulation Desk) for format checking. Complete the <i>Thesis Review Information form</i> (available on the thesis/project website at <a href="http://web.csustan.edu/Grad/thesis_project.html">http://web.csustan.edu/Grad/thesis_project.html</a>), obtain the signature of the committee chair, and submit the form with your review copy. <b>Review copies will not be accepted without a signed Thesis Review Information form.</b></li> <li>▶ Your thesis will be sent to a reader for a formatting check. The reader will check spelling, grammar, adherence to the <i>Thesis Preparation Guidelines</i>, and consistency with the appropriate style manual throughout the document.</li> </ul>	<i>Fall:</i> Mid-November <i>Winter:</i> First week in January <i>Spring:</i> Mid-May <i>Summer:</i> Mid-June
<ul style="list-style-type: none"> <li>▶ Pick up the checked copy of your thesis with the reader's recommendations, which will be available at the Library Circulation Desk within two weeks of submission. <b>Please note: the marked up review copy must be returned to the Library with your final bindery-ready copies (see below).</b></li> </ul>	Within 2 weeks of submission
<ul style="list-style-type: none"> <li>▶ Review the reader'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.</li> <li>▶ Print a copy of the <i>Bindery Clearance Form</i> from the thesis/project website at <a href="http://web.csustan.edu/Grad/thesis_project.html">http://web.csustan.edu/Grad/thesis_project.html</a>. Your thesis committee chair will sign this form when he or she is satisfied that your thesis or project is ready for binding.</li> <li>▶ 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 laser printed on 100% cotton paper and ready to bind with a signed approval page inserted in each copy as prescribed in the <i>Thesis Preparation Guidelines</i>. Copies may be individually packaged or packaged together with a brightly colored piece of stiff paper between each copy.</li> <li>▶ 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.</li> </ul>	ASAP
<ul style="list-style-type: none"> <li>▶ Deliver the completed <i>Bindery Clearance Form</i>, your bindery ready copies with signed approval pages, and the original marked up reader review copy to the Library Circulation Desk. It is your responsibility to insure that all bindery-ready copies include a title page and an approval page with original signatures and that the pages are in the correct order. Bindery ready copies will be reviewed prior to binding; any needed corrections may delay the process. Any rebinding required because of out of order or missing pages, or failing to adhere to the <i>Guidelines</i>, will be at the student's expense. <b>A minimum of two acceptable library copies are required for graduation.</b></li> </ul>	<i>Fall:</i> First week in December <i>Winter:</i> First week in February <i>Spring:</i> End of May <i>Summer:</i> Mid-July
<b>Celebrate!</b>	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.) <b>Congratulations!</b>	6-8 weeks after the submission deadline.

Rev. 1/27/09

ONE UNIVERSITY CIRCLE • TURLOCK, CALIFORNIA 95382 • WWW.CSUSTAN.EDU • PHONE (209) 667-3129 • FAX (209) 664-7025

THE CALIFORNIA STATE UNIVERSITY • Bakersfield • Channel Islands • Chico • Dominguez Hills • Fresno • Fullerton • East Bay • Humboldt • Long Beach • Los Angeles  
 Maritime Academy • Monterey Bay • Northridge • Pomona • Sacramento • San Bernardino • San Diego • San Francisco • San Jose • San Luis Obispo • San Marcos • Sonoma • Stanislaus