Final Clearance Process for Master's Thesis or Project (Print Submission)

To review the deadline date for your intended semester of graduation, please consult the Graduate School’s “Thesis/Dissertation Information” web page at http://www.csustan.edu/Grad/thesis_project.html.

- Format your thesis or project according to the University’s Master's Thesis/Project and Doctoral Dissertation Preparation Guidelines. The Preparation Guidelines, as well as MS Word templates, are available for your reference and use on the Graduate School website at http://www.csustan.edu/Grad/thesis_project.html.

- If a reader or editor is hired to review your document, assess the 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. Hire of a reader/editor is optional.

- Once you have successfully defended your thesis or project, obtain the required signatures on the Certification of Approval page that will be in each copy of your bound thesis or project. For the two thesis/project copies required for retention in the University Library, you will need original Certification of Approval pages on 100% cotton paper, signed by each of the members of your committee in black or dark ink. (Be sure to check the most recent University catalog to insure that the correct title is typed under each signature line on the Certification of Approval page. If you are in doubt, contact the committee members for clarification.)

- Print a copy of the Approval Form for Master’s Thesis and Project (Print Submission) from the Graduate School’s “Thesis/Dissertation Information” web page at http://www.csustan.edu/Grad/thesis_project.html. Your thesis committee chair will sign this form when satisfied that your thesis or project is ready for binding.

- Print/prepare the final thesis/project copies for binding. The two copies for the University Library must be laser printed on 100% cotton paper and ready to bind with a signed Certification of Approval page inserted in each copy. The two Library copies are required for graduation. Personal copies may be ordered in addition to the two copies required for the Library; however, there are no requirements for the type of paper used for personal copies. Also, some departments require additional bound copies for internal collection; so consult your department.

- Take your signed copy of the Approval Form for Master’s Thesis and Project (Print Submission) to the University Cashier’s office and pay the necessary fees. The cashier will issue a receipt and mark your approval form to indicate that the fees have been paid.

- Deliver the completed Approval Form for Master’s Thesis and Project Binding, the cashier’s receipt of payment, and the bindery-ready copies to the Library Circulation Desk. It is your responsibility to insure that the copies are in order and ready for binding. Bindery-ready copies will be briefly reviewed prior to binding, but any needed corrections may delay the process. Any re-binding required because of out-of-order or missing pages, or because of failure to adhere to the Preparation Guidelines, will be at the student’s expense.

- You will be notified when your personal copies (if submitted) are returned from the bindery and ready for pick-up at the Library Circulation Desk. Personal copies must be collected within six months.

Revised 1/26/2015