

Final Clearance Process for Master's Thesis or Project

To review the deadline date for your intended semester of graduation, please consult the Graduate School's "Thesis/Dissertation Information" web page at:
<https://www.csustan.edu/grad/graduation-and-thesisprojectdissertation>.

- Format your thesis/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 <https://www.csustan.edu/grad/thesisdissertation-information>.
- Although you are submitting your thesis/project electronically, **an original signed copy of your thesis or project's Certification of Approval page and a signed copy of the "Approval Form for Master's Thesis or Project" must be submitted to the University Library's Circulation Desk, Library 2nd floor**. The *Approval Form for Master's Thesis or Project* form can be located at https://www.csustan.edu/sites/default/files/u2326/thesis_approval_form_-_rev_9-2018.pdf.
- You are now ready for the final step of the process: submission of your thesis/project electronically. Visit the University Library's "Submitting Your Master's Thesis or Project" web page at <http://library.csustan.edu/thesissubmission>.
- **Your electronic thesis/project must be submitted in PDF format**. The Certification of Approval page is to be unsigned, but includes the bordered text box that reads, "**Signed Certification of Approval Page is on file with the University Library.**"
- The University Library will review your electronic thesis/project and contact you if formatting errors are identified.
- Once the electronic thesis/project is certified to be in full conformity to University guidelines and accepted by the University Library, an official clearance email notification will be sent to you. The Library will also notify the Graduate School.
- Order personal copies, if desired. Copies can be purchased through: www.thesisondemand.com If you wish to follow library thesis binding colors, select cover color: 598 Navy Blue and lettering color: gold.

Revised 01/14/19

Graduate School

One University Circle | Turlock, CA 95382
A proud member of the 23-campus California State University system.

ENGAGING · EMPOWERING · TRANSFORMING