

## 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: [http://www.csustan.edu/Grad/thesis\\_project.html](http://www.csustan.edu/Grad/thesis_project.html).

- 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 [http://www.csustan.edu/Grad/thesis\\_project.html](http://www.csustan.edu/Grad/thesis_project.html).
- If a reader or editor is hired to review your thesis/project, assess the recommendations and make appropriate corrections. If there are concerns related to the recommendations, consult your thesis/project committee chair for guidance. Your thesis/project committee chair is the final authority on the appropriateness of the recommendations. **Hire of a reader/editor is optional.**
- Although you are submitting your thesis/project electronically, **an original signed copy of your thesis or project's Certification of Approval page must be submitted to the University Library in print format.** (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.) Once you have successfully defended your thesis/project, **obtain the required signatures on this original Certification of Approval page.**
- Print a copy of the **Approval Form for Master's Thesis or Project** from the Graduate School website at [http://www.csustan.edu/Grad/thesis\\_project.html](http://www.csustan.edu/Grad/thesis_project.html). Your committee chair will sign this form when he or she is satisfied that your thesis/project is ready for submission.
- **Deliver this signed approval form and the original signed Certification of Approval page to the Library Circulation Desk.** The Library staff who accepts your submission will sign the approval form and provide you with a photocopy as a receipt.
- 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 explanation banner "**Signed Certification of Approval Page is on file with the University Library.**"
- The University Library will review the electronic thesis/project which you submit 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, by completing the **Request for Binding Personal Copy(s) of Thesis** (second page of the *Approval Form for Master's Thesis or Project*). Submit the binding request form, cashier's receipt of payment, and the appropriate number of copies of your thesis/project to the Library Circulation Desk. You will be notified via email when personal copies are bound and ready for pick-up. Personal copies must be collected within six months.

Revised 10/20/16

---

### Graduate School

One University Circle | Turlock, CA 95382

A proud member of the 23-campus California State University system.

ENGAGING · EMPOWERING · TRANSFORMING