

New Electronic Master's Thesis/Project Requirement

Information Sheet

Over the course of the spring semester, the Graduate School began uploading an electronic copy of every approved master's thesis and master's project to D Scholar, the centralized database developed by the Chancellor's office. This pilot test proved to be very successful and we are now ready to transition from the old binding and microfilming processes to all electronic theses/projects.

Beginning this summer 2009, master's candidates completing a master's thesis or project under 699 units will no longer be required to pay for the binding and microfilming of their culminating activity. Each candidate will be required to submit one printed copy of their thesis/project with all committee signatures in place, **AND** a CD containing an identical PDF of the final approved thesis/project.

All thesis/project will continue to follow the University format as well as the departmental style guide requirements. Once reviewed and approved by the Graduate Dean, the printed copy of the thesis will be returned to the student. The CD containing the PDF will be retained by the Graduate School and a copy of the approved culminating activity will be uploaded to the CSU, Chico Digital Repository upon the final completion of the candidate's degree.

To facilitate this process, a thesis/project submission form has been developed which requires the signature of each master's candidate. A completed submission form will accompany each thesis or project submitted to the Graduate School. **Master's candidates MUST sign the back of the form granting CSU, Chico permission to upload their final approved document to the Institutional Repository.** The form may be downloaded from the Graduate School's website:

[http://www.csuchico.edu/giis/gs/policy/pdf/Thesis Project_submission.pdf](http://www.csuchico.edu/giis/gs/policy/pdf/Thesis_Project_submission.pdf)

The Graduate School will not accept a thesis or project without a completed and signed submission form. **Proxy signatures by anyone other than the master's candidate will not be accepted.**