

INSTRUCTIONS FOR FINAL SUBMISSION
OF A MASTER'S THESIS OR PROJECT
TO THE GRADUTE SCHOOL

To assist with the timely processing of your thesis or project, please pay particular attention to the following information on the attached thesis/project submission form:

1. Please provide your **STUDENT ID number** (*NOT your Social Security number*) in the space provided at the top of the submission form. If you do not know your STUDENT ID number, you can find it by logging in to your CSU, Chico portal account on Chico's home page at www.csuchico.edu.
2. Candidates will be notified via e-mail or phone when their master's thesis/project is ready to pick up from the Graduate School.
3. Contact information must be provided for the individual responsible for picking up the thesis or project if it is to be someone other than the author. It is standard practice for the Graduate School to release documents to the candidate's formatter unless we are advised otherwise.

All master's degree candidates completing a master's thesis or project under 699 units will be required to submit:

- **One** printed copy of the thesis or project.
- **Two** original approval pages signed by all committee members, as well as the Graduate Coordinator if required by your department. (For a list of departments requiring the Graduate Coordinator's signature, see Appendix A of *A Guide to Graduate Studies: Policies, Procedures, and Format* on the Graduate School's website.) One copy of the approval page will be retained by the Graduate School and one copy will be returned to the candidate with the approved thesis or project.
- **A fully completed and signed *Electronic Thesis/Project CD Submission Form and Agreement*** must accompany the final submission of each master's thesis or project. **The candidate's signature on the "Master's Candidate's Agreement" must be original (e.g. no photocopies, faxed, or proxy signatures will be accepted).**
- **A completed and signed Thesis/Project Verification Sheet: Research Authorizations** with all applicable copyright releases and Human Subjects in Research paperwork attached.
- **One** CD containing an identical PDF of the final approved thesis/project.
 - **Each CD must be labeled** with the candidate's name, the department honoring the degree, the semester and year of graduation (e.g. spring, fall, or summer) and the exact title of the thesis or project as it appears on the written component. No other information may appear on the CD.
 - All CD labeling must be done either by **laser-printing directly to the CD** or a **disk-safe label must be used. DO NOT hand print information directly on to the CD.**
 - The CD will be retained by the Graduate School and will be forwarded to the University Library for use as the archival record for each master's thesis or master's project after the degree has been granted.

**California State University Chico
Printed Master's Theses & Project and
Electronic Thesis/Project CD Submission Form and Agreement**

Note to Candidate: The information on this form will be used to upload the PDF copy of your master's thesis or project to the Chico Digital Repository on the World Wide Web. Please complete this submission form and sign the release agreement on the second page.

Candidate's name: _____

Permanent Mailing Address: _____
_____ **Street**

_____ **City** _____ **State** _____ **Zip Code**

Email address: _____

Home Phone: _____ **Cell Phone:** _____

Chico State Student ID Number: _____

Formatter (state "self" if you formatted your own): _____

Person picking up document _____ **Phone/e-mail** _____

Semester and Year of Graduation: **Fall** _____ **Spring** _____ **Summer** _____

Master's Degree Program: _____

Program Option: _____

Degree (Please circle one): **MA** **MS** **MFA** **MPA** **MBA** **MSW**

Thesis or Project title (Please neatly print title exactly as it appears on the signed approval page):

Component (Circle One): **Thesis** **Project** **Non-print Media Project** **Art Exhibit**

Graduate Advisory Committee (Please print clearly):

Committee Chair's name: _____

Committee Member's name: _____

Committee Member's name: _____

Committee Member's name: _____

Graduate Coordinator's name: _____

Master's Candidate's Agreement:

All master's candidates must certify that they are in compliance with Parts A, B, and C of the Master's Candidate's Agreement as explained below. Master's theses and projects will not be accepted by the Graduate School without the candidate's signature at the bottom of this agreement.

Part A: Copyright

I hereby certify that, if appropriate, I have obtained signed letters of permission from the owners of any copyrighted material reproduced in my master's thesis or project. A copy of each signed copyright release has been attached to the Thesis/Project Research Verification Sheet which will accompany my thesis/project submission to the Graduate School. Each copyright release grants me permission to **reprint** the borrowed materials **and** acknowledges that the material will be made accessible on World Wide Web via Chico's Digital Repository on CSU, Chico's website.

Part B: Access Right

As the copyright holder to this master's thesis or master's project, I hereby grant to California State University, Chico and its agents a non-exclusive license to archive, make accessible, and display, this master's thesis or project in whole or in part in all forms of media, now or hereafter known, including the display of the thesis in the Chico Digital Repository on the World Wide Web. I retain all ownership rights to the copyright of the thesis and also retain the right to use all or part of this master's thesis or project in future works (such as articles or books). **As the copyright holder I accept these terms.**

Part C: Certification

I certify that the PDF version of the thesis contained on the submitted CD is an identical version of my master's thesis or project which was approved and signed by my graduate advisory committee and submitted to the Graduate School. I understand that any alterations or changes to the content after my graduate advisory committee's signed approval will result in the postponement of my master's degree clearance and the possible application of sanctions in accordance with the University's procedures for violation of *Academic Honesty*.

Signed: _____
Signature of Master's Candidate (date)

Print Name: _____
Student ID Number

DO NOT WRITE BELOW THE LINE: Graduate School Use Only

Content/Format Issues _____ Human Subjects Clearance on File: _____
Number of pages _____ Research Verification Sheet Returned: _____
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Uploaded to D Scholar _____ Turnitin Report Results: _____

Notes:

