



Instructions for Final Submission of a Thesis or Project

A. Master's Candidate's Responsibilities and Actions After Filing for Graduation and Prior to Submission of Thesis/Project:

1. **Formatting:** Ensure your thesis or project is formatted using **University Format and departmental style guidelines**.
2. **Final Progress Sheet:** Once your thesis or project defense date is scheduled, you may submit the **Request For Final Progress Sheet** form to the Office of Graduate Studies to be sent to your advisory committee's chair. The request form can be returned to: **graduatestudies@csuchico.edu**, and it will be forwarded to your Academic Evaluator in the Office of Graduate Studies.
3. **Thesis/Project Defense:** At your thesis or project defense, the advisory committee will sign the Final Progress Sheet confirming you have successfully completed the defense. Your committee chair will then submit the completed Final Progress Sheet to the Office of Graduate Studies; You now proceed with the following steps in submitting your thesis/project.

B. Master's Candidate's Responsibilities and Actions for Submission of Thesis/Project:

1. **Thesis/Project Final Verification Form:** Complete and sign the Master's Candidate's Agreement portion of the web form **(the form cannot be completed in MS Edge, use a different browser if you use MS Edge)**.
 - a. Fill in your name, semester of graduation, discipline/program, date, and thesis/project title.
 - b. **Check the Yes or No Box to Indicate Whether Graduate Coordinator Approval is Needed**
 - i. See the list below (Section E) to determine whether your graduate coordinator is required to sign the Thesis/Project Final Verification form.
 - c. Sign the document.
 - d. **Fill out the "Assign to next participants" window:** The web form is linked through Adobe Sign. Once you sign the document with your digital signature, you will be prompted to enter the email address of the committee chair and graduate coordinator (if applicable). Once completed, a message will show that you need to confirm your email from your email account. You will receive an email from Adobe Sign, click the confirm my email message. After you confirm your email, the verification form will be submitted to the committee chair (and graduate coordinator, if applicable) to complete and sign.
 - e. Once submitted, you will receive an email to confirm that the document has been sent for signature. After everyone has signed it, the document will be submitted to the Office of Graduate Studies through Adobe Sign. You will receive a confirmation email from Adobe Sign that the document has been filed. You can contact the Office of Graduate Studies if you do not receive the confirmation email.

2. **Submit the final thesis or project** (along with copyright permissions, if applicable) in PDF and MS Word document to Graduate Studies Research and Writing Coordinator at submission@csuchico.edu using the **Subject Line:** Final Thesis/Project, last and first name. Once received, the coordinator will email you confirmation that it has been received. The coordinator will review and obtain the Dean of Graduate Studies' approval and inform you by email. NOTE: If during the review process, minor/cosmetic revisions are needed, the Office of Graduate Studies will allow one final edit, and the thesis or project will be returned to you to make revisions. If revisions are required, you must re-sign and re-submit the Thesis/Project Final Verification Form to the committee's chair for signature (and graduate coordinator, if applicable).

NOTE: The thesis or project must follow all aspects of both the University format and the departmental style guide. Candidates for graduation will not be cleared if they are not in compliance and will be required to **reapply** for graduation for a subsequent semester.

C. Committee Chair's Responsibilities:

1. Schedule the thesis/project defense presentation.
2. Thoroughly review the final thesis or project.
3. Complete and sign the Final Progress Sheet and obtain signatures from all committee members in the correct order once the defense is completed and submit it to:
graduatestudies@csuchico.edu.
4. Complete and sign the Thesis/Project Final Verification Form. The form will be signed by the master's candidate, the committee chair, and the graduate coordinator (if applicable) and submitted through Adobe Sign. Once completed and signed, it will be emailed to the Office of Graduate Studies.

D. Committee Members' Responsibilities:

1. Thoroughly review the final thesis or project and sign the Final Progress Sheet (the committee's chair will submit the Final Progress Sheet to the committee members for signature at the time of the thesis or project defense).

E. List of Graduate Programs Requiring Graduate Coordinator's Thesis/Project Content Approval:

Below is the list of graduate programs that require the graduate coordinator to approve the thesis/project content and sign the Thesis/Project Final Verification form. Your program's graduate coordinator's email address is on the [Office of Graduate Studies Graduate Programs, Coordinators and Requirements](#) webpage.

Art, MA Program
Education, MA Program
Kinesiology, MA Program
Nutritional Science, MS Program
Political Science, MA Program
Public Administration, MPA
Social Science, MA Program
Social Work, MSW
Teaching International Languages, MA Program