



## Instructions for Final Submission of a Thesis or Project

### Master's Candidate's Responsibilities and Actions:

- Ensure your thesis or project is formatted using **University Format and departmental style guidelines**.
- 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](mailto:graduatestudies@csuchico.edu)** and it will be forwarded to your Academic Evaluator in the Office of Graduate Studies.
- Defend your thesis or project to the advisory committee (your committee's chair will submit the completed Final Progress Sheet to the Office of Graduate Studies after you have successfully defended your thesis or project).
- Sign the Master's Candidate's Agreement portion of the online **Master's Candidate and Committee Chair Thesis/Project Final Verification Form**. Once signed, it will be submitted through the online website link to the committee's chair to complete and sign. The online link is through Adobe Sign, and you will enter your committee chair's email address. Once submitted, you will receive an email to confirm the document has been sent to your committee's chair. Once the committee's chair signs the document, the Office of Graduate Studies will receive the document through Adobe Sign.
- Submit the final thesis or project (along with copyright permissions, if applicable) in PDF format to Graduate Studies Research and Writing Coordinator at **[submission@csuchico.edu](mailto: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 Master's Student and Committee Chair Thesis/Project Final Verification Form to the committee's chair for signature.

### Committee Chair's Responsibilities:

- Thoroughly review final thesis or project.
- Complete and sign the Final Progress Sheet and obtain signatures from all committee members in the correct order and submit to: **[graduatestudies@csuchico.edu](mailto:graduatestudies@csuchico.edu)**.
- Complete and sign the Master's Candidate and Committee Chair Thesis/Project Final Verification Form. (The form will be signed by the master's candidate and submitted through Adobe Sign. Once completed and signed, it will be emailed to the Office of Graduate Studies).

**Committee Members' Responsibilities:**

- Thoroughly review final thesis or project and sign 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).

**Office of Graduate Studies Requirements:**

- Thesis or project received for final approval will not be accepted if Final Progress Sheet and Thesis/Project Final Verification Form are not submitted.
- Thesis or project must follow the specific guidelines established by the Office of Graduate Studies as posted on the website.
- Thesis or project follows all aspects of both the University format and the departmental style guide.  
**NOTE:** 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.