

Instructions for Final Submission of a Thesis or Project

Office of Graduate Studies
California State University, Chico
Chico, California 95929-0875

- Committee chair or student submits the [Chair's Verification Sheet to submission@csuchico.edu](#) The student will be responsible for generating the signed [Approval Page](#), and once all the signatures are obtained by the committee, it will be emailed automatically back to the student and also to [submission@csuchico.edu](#). This should be sent to the committee at the time of the defense. If revisions are requested, the student should generate the Approval page once more to ensure the specific changes were made.
- Student submits PDF of Master's Candidate's Agreement form to [submission@csuchico.edu](#)
- Student submits PDF of Thesis/Project with e-signed Approval page (save as T/P, Last Name, First Name) to [submission@csuchico.edu](#).

Final Clearance by Office of Graduate Studies

- Thesis/Project received for final approval will not be accepted if any of these documents are missing: E-signed Approval Page, Chair's Verification Sheet, and Master's Candidate's Agreement Form.
- All theses/projects must follow the specific guidelines established by the Office of Graduate Studies as posted on our website.
- The Office of Graduate Studies will allow one final edit of each Thesis/Project if the revisions are cosmetic and not content related
- Thesis/Project not in compliance with all aspects of both the University format and departmental style guide requirements will not be cleared until all requested changes are made. Note: Candidates for graduation will not be cleared if not in compliance and will be required to reapply for graduation for a subsequent semester.
- In normal times, the Office of Graduate Studies will not allow for any extensions to the submission deadline. However, if you are struggling because of the pandemic, a one-week extension will be considered.

Master's Candidate's Agreement

Office of Graduate Studies
California State University,
Chico, Chico, California
95929-0875

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. The final submission of a master's thesis or project to the Office of Graduate Studies must be accompanied by this completed and signed agreement.

Part A: Copyright

I hereby certify that, if appropriate, I have obtained signed letters of permission or email correspondence from the owners of any copyrighted material reproduced in my master's thesis or project. I understand that a copy of each signed copyright release must be provided to the Office of Graduate Studies at the time the final version of my master's thesis or project is submitted for approval. Each copyright release grants me permission to **reprint** the borrowed materials **and** acknowledges that the material will be made accessible via ScholarWorks.

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/project, in Scholarworks. I retain all ownership rights to the copyright of the thesis/project 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 PDF is an identical version of my master's thesis or project which was approved and signed by my graduate advisory committee and submitted at the time of my defense, unless revisions were requested and subsequently approved by the committee. I understand that any alterations or changes to the content made not requested and approved by the graduate advisory committee 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