

Steps to Submitting your Thesis For Students Registered in 893 or 898 Courses

To graduate in the semester you finish your Thesis you must complete all of the following steps by the "Submission of Thesis Deadline" printed in the Schedule of Classes*. Be sure to give yourself enough time to finalize all corrections and obtain the required signatures.

1. **OBTAIN** Thesis Guidelines from the internet,** or purchase the guidelines at Rapid Copy (located in JPL Library/\$2.00).
2. **PRINT** preliminary pages of your thesis on plain white paper (See *Thesis Guidelines*).
3. **BRING** preliminary pages AND a sample of the body AND any pages with charts, graphs, tables and special fonts or font sizes to the Graduate Studies ADM-254 for first **FORMAT CHECK**. You may bring your entire thesis if you want a more thorough review.
4. **MAKE** all corrections suggested by the Thesis Reviewer.
5. **REPRINT** the Preliminary Pages that you have corrected and/or reformatted.
6. **BRING** corrected manuscript for a final format check to the Thesis Reviewer.
7. **MAKE A MASTER COPY** on approved Thesis on high quality white paper (paper available at Rapid Copy Center in the Library).
8. **GET** Certification of Approval and Abstract pages signed off by up your Thesis Committee. (These are pages you create using the *Thesis Guidelines*.)
9. **RETURN** signed Thesis to the Graduate Studies ADM 254 in order to
10. **RECEIVE** signed Thesis Receipt from Thesis Reviewer then
11. **TAKE** the Signed Thesis Receipt with the Master copy or copies of your Thesis to Rapid Copy to pay binding fees. A copy of the Thesis Receipt will be forwarded to the Graduate Studies to authorize graduation.

* <http://www.sfsu.edu/deptpage/acal4.htm>

** <http://www.sfsu.edu/~gradstdy/forms/thesis-guideline.pdf>