

Master's Thesis (898) Checklist

- Submit **ATC and Culminating Experience Proposal***, semester prior to enrolling in 898.
 - **ATC:** Attach unofficial transcripts and proof of WEP. Get advisor's signature; bring to BH 156 for Chair's signature. Once Chair signs the Dept. will forward to the CGSC for review, signature, and submission to the University Graduate Studies office.
 - **Proposal for Culminating Experience:** Get 2 Tenure/Tenure Track Faculty advisor's signatures and bring to BH 156 for the Chair's signature. Once the Chair signs the Dept. will forward to the CGSC for review, signature, and submission to the University Graduate Studies office.
 - * **Determine if Human or Animal Research Approval is required:** review criteria at, <http://research.sfsu.edu/protocol/>, and if required submit protocol documents for Institutional Review Board (IRB) Approval.

- Register for Culminating Experience course****, upon approval from Graduate Studies: Prior to enrolling in your Culminating Experience, check your Student Center to verify your approval status.
 - If you do not complete the thesis by the end of the semester of registration, you will receive a grade of "RP" (Report in Progress)*. Do not register for the course again.
 - * Once thesis is complete, submit a petition for grade change form to faculty, changing grade from "RP" to "CR". After faculty signature, bring to Dept. for Chair's signature.
 - ** **Continuous Enrollment Requirement:** If you do not complete your thesis and earn your degree within 2 semesters (the semester of enrollment and one "grace semester") you must maintain continuous enrollment through CEL by registering for EDUC 499 online, <http://www.cel.sfsu.edu/>

- Visit the Graduate Studies Thesis Webpage for format check process, guidelines, and editable template, <http://grad.sfsu.edu/content/current-students/thesis>

- First Format Check*** - Bring preliminary pages to Graduate Studies (ADM 254)
 - Download and use the Thesis/Dissertation/Written Creative Work writable template, <http://grad.sfsu.edu/content/current-students/thesis-dissertation-word-template>, and formatting checklist, <http://grad.sfsu.edu/sites/sites7.sfsu.edu.grad/files/assets/forms/thesis-dissertation-checklist.pdf>
 - Print and bring preliminary pages (title page, copyright page, certification of approval page, abstract or annotation page, acknowledgment page, table of contents page, or list of tables, figures or appendices) and first ten pages of work and any pages with charts, graphs, tables and special fonts or font sizes to Graduate Studies in ADM 254 for first format check.
 - **Obtain Thesis Receipt* and get faculty committee chair signatures on the form.** Bring the form back with you to Graduate Studies for the Final Format Check in ADM 254.
 - * **The Thesis Receipt will only be obtained at the First format check if an evaluator determines you are ready for a final format check. If major revisions are needed you need to return for a second format check before your Thesis receipt is issued.**
 - FALL grad deadline: 3rd Friday in November; SPRING grad deadline: 3rd Friday in April

- Check current semester thesis format check hours on Graduate Studies website, <http://grad.sfsu.edu/content/student-deadlines>

Second Format Check (IF NECESSARY)- Make all corrections listed on Preliminary Revision form

- Reprint corrected or reformatted preliminary pages and return to Graduate Studies for the Thesis Receipt (given only if an evaluator determines you are ready for a Final format check)
- Obtain committee chair signatures and bring back with you to Graduate Studies for the Final Format Check

Obtain faculty signatures for, "Certification of Approval" and Abstract pages*- After approval by Graduate Studies, print your work on white laser print or copy paper, and get your faculty committee signatures. **Please note all signatures must be original.**

*** If your committee has changed you will need to submit a "Petition for Committee Revision" form, <http://grad.sfsu.edu/sites/sites7.sfsu.edu/grad/files/assets/forms/petition-for-committee-revision.pdf>**

Final Format Check - Once you have all committee chair signatures, bring your unbound thesis to ADM 254 to have your Thesis receipt signed by a Graduate Studies evaluator.

- All final format checks are due the last Friday of finals week for each semester

Pay the binding fee at the Bursars office on the first floor of the Administration Building or in the Student Services Building. Be sure to keep your receipt as proof of payment!

Take your unbound thesis, thesis receipt, and proof of payment to the Digital Scholarship Center (Library Room 80).

IMPORTANT: Keep your copy of the thesis receipt until you have officially graduated, have received all additional thesis copies requested, and have received your diploma.