



# Office of Graduate Studies

## Degree/Certificate Posting Timeline

### Thesis/Project/Dissertation Final Approval

When a student submits his/her final and approved Thesis/Project/Dissertation to the Office of Graduate Studies, it is reviewed for general formatting and consistency. If any mistakes are found, the student will be given time to make corrections even if it is submitted on the deadline day. During high volume submission periods waiting periods for review time may be extended. Check the Office of Graduate Studies website for thesis project/dissertation submissions dates and times. Please note there are periods of time when degree evaluators are unavailable for thesis/project/dissertation submission.

Thesis/Project/Dissertation approval will be communicated to the student via the **My Sac State** account. Credit will be posted after the *official last day* of the semester. The **official last day of the semester** final day for faculty grade submission can be found in the university catalog or website.

### Degree Posting (8 - 10 weeks)

Posting of degrees begins on the **official last day** of the semester and is completed within 8 – 10 weeks.

During this time, Degree Evaluators will be checking each student's **Advancement to Candidacy** file to ensure that all of the courses approved by the department were completed.

### Note

- Any changes to the Advancement require a completed **Petition for Exception** with department approval. The form may be found at: [www.csus.edu/gradstudies/forms](http://www.csus.edu/gradstudies/forms)
- Students who have not yet completed an **Application for Graduation** and paid the necessary fees are required to do so before their degrees can be posted to their transcripts.
- Students must be a currently enrolled and matriculated student during the term in which they wish to graduate.

### Ordering Official Transcripts

Once the degree has been posted, official transcripts can be ordered from the Registrar's office. The official transcript is considered the legal document stating that all degree requirements have been met. To order transcripts, please call (916) 278-5507 or print out a request form from the following website:

[www.webapps1.csus.edu/admr/content/record/transcript](http://www.webapps1.csus.edu/admr/content/record/transcript)

**What is a 'RP'?** A "grade" of RP (Report in Progress) is assigned to your culminating experience or dissertation coursework at the end of the semester and is changed to "CR" (Credit) during the 8 – 10 week degree posting period described above.

**Tip:** It is recommended that students ordering official transcripts during the degree posting period request that transcripts **not be mailed** until the degree has posted.

### Diplomas (4 – 6 months)

Diplomas, considered the ceremonial document, are mailed to students approximately 4 – 6 months after the official last day of the semester (see above).

### Thesis/Project/Dissertation to Library Shelf (1 year)

Theses/Projects/Dissertations are sent for binding and microfilming and will be shelved in the library within 1 year. Students wishing to have a personal Thesis/Project/Dissertation copy bound may want to make arrangements with a local bindery.