



Office of Graduate Studies

6000 J Street, River Front Center – 206, Sacramento, CA 95819-6112

Graduation (Commencement) Thesis, Project & Dissertation Submission Document Deadline Checklist

■ Submission of Application* for Graduation:

Spring: February 1

Summer: February 1

Fall: October 1

* Applications can be found at <http://www.csus.edu/gradstudies/Forms.htm>

Submit your application for graduation by the applicable deadline (see dates above).

If you plan to participate in commencement ceremonies, visit <http://www.csus.edu/commence> for more information.

■ Changes in Advancement to Candidacy

If you have made changes to the courses listed on your *Advancement To Candidacy*, please complete a *Petition for Exception* with the appropriate signatures to avoid delays with the posting of your degree. You may find the form at www.csus.edu/gradstudies/forms/PET_EXCP.PDF

■ Contact Academic Department for Departmental Review Deadlines

Contact department Academic Advisor or Graduate Coordinator for review due dates **prior to the second week** of the semester.

■ Office of Graduate Studies Thesis/Project/Dissertation Submission Dates

***Important Dates:** Final approved Thesis/Project/Dissertation to Office of Graduate Studies (**before 3:00 p.m.**):

Fall 2009:	Dec. 4, 2009	Spring 2010:	May 7, 2010	Spring 2011:	May 6, 2011
		Fall 2010:	Dec. 3, 2010	Fall 2011:	Dec. 2, 2011

To expedite graduation checkout, please bring all of the following completed items to the Office of Graduate Studies (River Front Center – Rm. 206):

- ONE** approved copy of the Thesis/Project/Dissertation on **20-24 lbs** (50 – 100 percent cotton) **white** paper
- A **SINGLE** blank cotton sheet is needed for **both** front and back of the Thesis / Project
- ONE** extra copy of signature pages (format approval, approval page and abstract) on regular paper
- THREE** copies of a **Thesis/Project/Dissertation Receipt** form - Available from the Office of Graduate Studies website: <http://www.csus.edu/gradstudies/forms/thesproj.pdf>
- ONE paid Microfilming and Binding Receipt** - Available from the Office of Graduate Studies website: <http://www.csus.edu/gradstudies/forms/microbin.pdf>
- Proof of attendance from the Office of Graduate Studies **Thesis/Project/Dissertation Workshop**

Other helpful links:

Guide for Thesis/Project Cover Pages:

www.csus.edu/gradstudies/forms/sample_pages.PDF

Office of Graduate Studies Forms Website:

www.csus.edu/gradstudies/forms.htm