



SACRAMENTO
STATE

Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

Thesis / Project Format and Information Workshop

Presented by:
The Office of Graduate Studies

A decorative graphic consisting of two parallel, wavy lines of small, light-colored dots that curve across the bottom of the page.



Table of Contents

- I. Introduction
 - a. Handouts
 - b. Steps to Graduation

- II. Manuscript Preparation
 - a. Signature and Approval Pages
 - b. Forms and Style
 - c. Paper and Fonts
 - d. Text and Margins
 - e. Pagination
 - f. Illustrative Materials
 - g. Order
 - h. Examples



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Table of Contents (cont)

- III. Exceptions
- III. Submission Documents
- IV. Deadlines
- V. Scholarworks
- VI. Commencement
- VII. Workshop Certificate

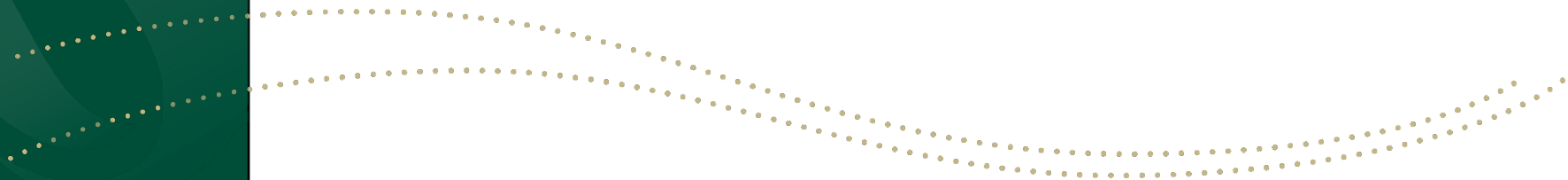


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INTRODUCTION





Steps for Graduation

- GWAR
- Advancement to Candidacy
 - Petition for Exception
 - Course Currency
- Enroll in Culminating Experience
- Continuous Enrollment
<http://www.csus.edu/gradstudies/currentstudents/continuousenrollment.html>
- Application for Graduation (Submit Semester of Graduation)
- Move Graduation Date Change

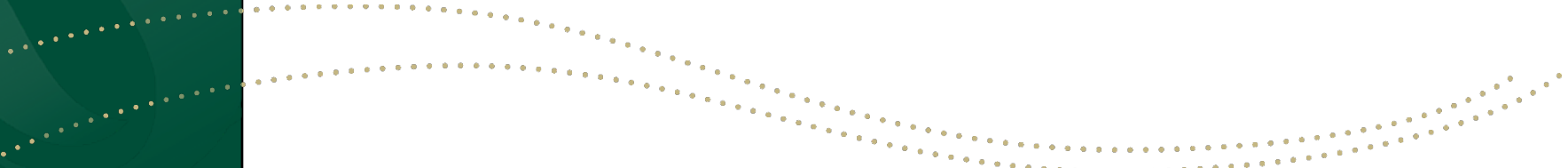


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MANUSCRIPT PREPARATION





Form and Style

(When formatting your manuscript, follow the templates posted on the Graduate Studies website)

- For the preliminary pages preceding Chapter 1, adhere to the University's formatting rules that govern ALL theses, projects and dissertations
 - **Reference the templates posted on the Graduate Studies website**
 - <http://www.csus.edu/gradstudies/CurrentStudents/Thesis-Project-Dissertation/Templates-and-Guides.html>
- **No Bold Print** (on pages preceding Chapter 1)
- Beginning with Chapter 1 to the end of your manuscript, check with your department for specific form and style (e.g. APA, MLA, etc.)



Signature and Approval Pages

- Theses require two (2) signatures
 - Committee Chair and Second Reader (Graduate Coordinator or Department Chair signs on the Approval Page with **original** signatures)
- Projects require one (1) signature
 - Committee Chair (Graduate Coordinator or Department Chair signs on the Approval Page with **original** signatures)
- Readers outside of the university must be approved by your department and the Office of Graduate Studies prior to the writing of your thesis, project or dissertation. Submission of the reader's curriculum vitae must accompany the request.
- Signature blocks must be placed on a page with other text.



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New Process

Starting in Spring 2018, graduate theses, projects, and dissertations will be produced in online format only (ScholarWorks).

Although the campus is moving to an online format for the submission of theses, projects, and dissertations, the university's format guidelines still apply.



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Paper and Fonts

- Plain white paper
- 8½ x 11
- Font: Times New Roman
- Acceptable point sizes: 10, 11 or 12 (choose one and be consistent)
- Different typefaces within the content of the thesis/project /dissertations may be used only to show differences in captions and special text (e.g., italics)
- Printed on laser or ink jet printers



Text and Margins

- All text must be printed on **single-sided** paper
- Text must be double spaced except when using quotes – follow dept. style
- Right and bottom margins: One inch (1) from edge of paper
- Left and top margin : One and one-half inch (1.5) from edge of paper
- Every printer is different, **adjust all** margins (even when using OGS templates) according to your computer/printer and **double check** your printed thesis/project/dissertation with a **ruler**.



Pagination

- Preliminary pages preceding Chapter 1 are **lowercase Roman numerals**
 - Centered 1 inch from the bottom of the page
 - Title page is unnumbered on your manuscript but is implied to be “i”
 - Start printing roman numerals on Approval Page or Copyright page (if being used) with “ii”
 - Remaining pages until you reach Chapter 1 will follow in consecutive order using lowercase Roman numerals



Pagination (cont)

- Beginning with Chapter 1 through the end of your manuscript use **Arabic** numbers (1, 2, 3 etc.)
 - Position numbers in upper right hand corner
 - One (1) inch from the top
 - One (1) inch in from right edge of paper
 - First line of **text**, position (**1.5 inches from top of page**)
 - Applies to materials in appendices and bibliography
 - Chapters, appendices, bibliography/references/works cited begin on new pages
 - Double space titles with multiple lines



Illustrative Materials

- Tables and Figures
 - Color may be used, but needs labeling to meet ATI Requirements
 - Tables and figures must not extend beyond the university's margin requirement.
 - Caption titles should match the titles on the List of Tables and List of Figures page
 - Smaller point size may be used inside tables and figures
- Graphs
 - Follow tables and figures rules



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Illustrative Materials (cont)

- Video's
 - CD-rom, DVD
- Computer Software



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Order

- Title Page
- Copyright Page (optional)
- Approval Page
- Format Approval Page
- Abstract (double space text)
- Preface, Dedication and/or Acknowledgements (optional) (double space text)
- Table of Contents
- Tables, Figures, Illustrations, Software Specifications (separately listed if included)
- Text (Chapters)
- Appendices (if included)
- Bibliography/References and /or Works Cited



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Title Page

[Thesis Title Page]
[THE FIRST LINE OF YOUR TITLE GOES HERE]

[THE SECOND LINE OF YOUR TITLE GOES HERE] *if needed*
[Type title in ALL CAPS]
[Double space the title if multiple lines]
[Use 10-12 Point Font]
[Font Times New Roman]

A Thesis *[upper and lower case]*

Presented to the faculty of the Department of *[department name]*
California State University, Sacramento

Submitted in partial satisfaction of *[single space]*
the requirements for the degree of *[single space]*

MASTER OF **[ARTS OR SCIENCE IF APPLICABLE]**

in

Your Major *[upper and lower case]*

(Your Concentration, if approved) *[upper and lower case]*

by

Jonathon James Doe

SPRING *[all caps]*
2017 *[single space]*



Thesis/Project Approval Page

[Thesis Approval Page]

[THE FIRST LINE OF YOUR TITLE GOES HERE]

[THE SECOND LINE OF YOUR TITLE GOES HERE] *if needed*

A Thesis

by

Jonathon James Doe

Approved by:

_____, Committee Chair
[Type Name Beneath Signature]

_____, Second Reader
[Type Name Beneath Signature]

Date

[Optional Third Reader may be an expert in the field - not faculty. List after Second Reader]

[Project Approval Page]

[THE FIRST LINE OF YOUR TITLE GOES HERE]

[THE SECOND LINE OF YOUR TITLE GOES HERE] *if needed*

A Project

by

Jonathon James Doe

Approved by:

_____, Committee Chair
[Type Name Beneath Signature]

Date

[Optional Second Reader. List after Committee Chair]



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Thesis/Project Format Approval Page

[Thesis Format Approval Page]

Student: Jonathon James Doe

I certify that this student has met the requirements for format contained in the University format manual, and that this thesis is suitable for shelving in the Library and credit is to be awarded for the thesis.

_____, Graduate Coordinator
[Type Name Beneath Signature] OR Department Chair Date

Department of [Name of your Department]

[Project Format Approval Page]

Student: Jonathon James Doe

I certify that this student has met the requirements for format contained in the University format manual, and that this project is suitable for shelving in the Library and credit is to be awarded for the Project.

_____, Graduate Coordinator
[Type Name Beneath Signature] or Department Chair Date

Department of [Name of your Department]



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Thesis/Project Abstract Page

[Thesis Abstract Form]

[Every thesis or project must have an abstract. Abstracts for some creative works such as in art or creative writing may vary somewhat, check with your Dept. Advisor.]

Abstract

of

[THE FIRST LINE OF YOUR TITLE GOES HERE]

[THE SECOND LINE OF YOUR TITLE GOES HERE] *if needed*

by

Jonathon James Doe

[Headings are optional or according to department style.]

Statement of Problem

Sources of Data

Conclusions Reached

_____, Committee Chair

[Type Name Beneath Signature]

Date



Table of Contents

- Title appears in “ALL CAPS”
- List elements of project/thesis
- Double spaced
- Page numbers aligned down the page
- Do not add Abstract to Table of Contents

[This Table of Contents covers many possible headings. Pages xi thru ix are optional. Use only the headings that apply to your thesis/project.] [Do not add Abstract to Table of Contents]

TABLE OF CONTENTS		Page
Preface		#
Dedication.....		#
Acknowledgments		#
List of Tables		#
List of Figures.....		#
Illustrations		#
Software Specifications		#
Chapter		
1. INTRODUCTION <i>[in all CAPS]</i>		#
Statement of Collaboration		#
Purpose		#
Problem.....		#
2. BACKGROUND OF THE STUDY.....		#
Review of Research		#
Agency Setting		#
3. ANALYSIS OF THE DATA		#
4. FINDINGS AND INTERPRETATIONS.....		#
Appendix A. <i>[title]</i>		#
Appendix B. <i>[title]</i>		#
Bibliography/References/Work Cited <i>[according to your department's writing style]</i>		#

vii



List of Tables

LIST OF TABLES		
Tables		Page
1.	[title]	#
2.	[title]	#
3.	[title]	#
4.	[title]	#



List of Figures

LIST OF FIGURES		
Figures		Page
1.	[title]	#
2.	[title]	#
3.	[title]	#
4.	[title]	#



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Chapters

1

Guidelines for Chapter Pages

Please note margins specifications for entire manuscript:

Left side and Top 1.5"

Right side and Bottom 1"

Arabic numbers 1" down from Top and 1" in from the Right side.

Format specifications: chapters, appendices, bibliography/references/works cited according to your departments' writing style. (Exception: font and point size)

Font: Times New Roman

Point size: 10, 11 or 12; choose a point size and be consistent through entire manuscript
(Exception: tables and figures)

Begin each chapter, appendices and references on a new page



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Accessibility

Accessible Technology Initiative

The California State University (CSU) system launched a system-wide Accessible Technology Initiative (ATI) in order to develop the work plan, guidance, and resources to assist campuses in carrying out the accessible technology provisions of CSU Executive Order 926 (EO):

"It is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff, and the general public regardless of disability."



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Accessibility

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PROFESSIONAL DEVELOPMENT
FOR ACCESSIBLE TECHNOLOGY
IN THE CSU



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[Libraries](#)
[Captioning](#)
[STEM](#)
[eTextbooks](#)
[Return to Docs & MM](#)

Microsoft Products accessibility

Microsoft Excel Accessibility Resources

- [Accessible \(508\) Excel Presentations](#) by US Department of Health and Human Services
- [Authoring Techniques for Accessible Office: Excel 2010](#)
- [Creating Accessible Excel Workbooks](#) (article)
- [Converting text to speech in Excel](#) (article)
- [Find and fix accessibility issues in a workbook](#) (video)

Microsoft PowerPoint Accessibility Resources

- [WebAIM PowerPoint Accessibility](#)
- [Creating Accessible Microsoft PowerPoint 2011 Presentations \(Mac\)](#)
- [Creating Accessible Microsoft PowerPoint 2013 Presentations \(Windows\)](#)
- [Creating Accessible Microsoft PowerPoint 2007/2010 Presentations](#)
- [Third-party tools for accessibility evaluation and conversion into accessible formats.](#)
- [Accessibility How To documents for Microsoft Power Point](#) by Karlen Communications

Microsoft Word

- [WebAIM's Microsoft Word Tutorial](#)
- [CSU Standards and Techniques For Creating Accessible Word 2010 Documents 1.0 \(PDF\)](#)
- [Creating Accessible Microsoft Word 2011 Documents \(Mac\)](#)
- [Creating Accessible Microsoft Word 2013 Documents \(Windows\)](#)
- AT1- recommended [Word 2010 video tutorials](#) provide 32 brief tutorial videos in 10 categories that demonstrate the techniques described in the training documents.

http://teachingcommons.cdl.edu/access/docs_multi/MicrosoftProducts.shtml

Instructions for creating accessible documents (Mac and Windows).





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Accessibility

http://teachingcommons.cdl.edu/access/docs_multi/pdfaccess.shtml

Instructions for
creating accessible
PDFs (check your
version).

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FOR ACCESSIBLE TECHNOLOGY
IN THE CSU

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Search

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Adobe PDF

- [WebAIM's PDF Accessibility: Converting Documents to PDF](#)
- [Creating Accessible PDF Documents in Adobe Acrobat X](#)
- [Creating Accessible PDF Documents in Adobe Acrobat XI](#)
- [PDF Conversion in Microsoft Word 2007/2010 Documents](#)
- [Adobe Help Create and verify PDF Accessibility \(Acrobat Pro DC\)](#)
- [W3C PDF Techniques for WCAG 2.0](#)
- [Resources From CSU Campuses and Other Organizations](#) CSU campuses have created an abundance of training materials that are provided here as a resources and can be used at your on discretion.



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EXCEPTIONS





Exceptions

- Special Majors
 - Dean of Graduate Studies signs on the Format Approval Page
- Collaborative projects
 - There are only two authors on a collaborative project
 - Margins and pagination are the same, however additional information and signatures are required
- Appendices
 - Handbooks, Manuals, Workbooks, Lessons & Worksheets
 - May have separate Table of Contents
 - May use larger font and point size
 - Margins **must** follow university requirements



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APPOINTMENTS

&

SUBMISSION

OF DOCUMENTS





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Schedule an Appointment

In our efforts to decrease the thesis/project/dissertation submission waiting period during submission week(s), the Office of Graduate Studies (OGS) has implemented a new web-based scheduler for students to sign up for thesis/project/dissertation submission appointments.

<http://www.csus.edu/gradstudies/forms/appointment-scheduling-instructions.pdf>



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Schedule an Appointment (cont.)

During the scheduled thesis/project/dissertation submission weeks, Graduate Studies will offer two (2) types of appointments “limited” and “regular”.



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Limited Appointments

Degree Services staff will be available to **review** theses/projects/dissertations on designated dates at specific. *(see link below)*

<http://www.csus.edu/gradstudies/currentstudents/thesis-project-dissertation/submission-and-deadlines.html>



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Regular Appointments

Degree Services staff will be available to **review** theses/projects/dissertations on designated dates from 9:00am – 6:00pm Monday through Thursday and 9:00am – 3:00pm on Friday. *(see link below)*

<http://www.csus.edu/gradstudies/currentstudents/thesis-project-dissertation/submission-and-deadlines.html>

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Schedule an Appointment (cont.)

1. When OGS makes the appointments available, students will sign up for **one (1) appointment** (students must create an account using their SacLink email address).
2. Once a student signs up for an appointment, the student will receive a confirmation email of the appointment (date and time). All appointments are held in the OGS Main Office (Riverfront 215).



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Schedule an Appointment (cont.)

3. Students submitting a collaborative project will schedule **only one (1) appointment** for both authors.
4. Student cannot register for another appointment slot until s/he cancels the initial appointment.



Schedule an Appointment (cont.)

5. A reminder email of the appointment will be sent to the student 24 hours prior to their appointment.

Students will print their draft on plain white paper and bring to the Office of Graduate Studies for **review** during their scheduled appointment time.



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APPOINTMENT DAY





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Appointment Day

1. Students should arrive 15 minutes prior to their appointment to check-in.
2. Bring one (1) **unbound** copy of thesis/project printed on plain white paper. (Please check with department regarding signature requirements prior to your **review** appointment with OGS.)



Appointment Day (cont.)

3. Upon **review** of thesis/project format (by OGS), if the evaluator finds that format correction(s) are needed, students will be advised to make the necessary corrections and return for final submission.



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Fall 2018 Appointments

Registration for Limited Appointments Opens: October 29, 2018 at 9:00am and closes November 2, 2018 at 3:00pm

Limited Appointments Begin: November 5 – 16, 2018

Registration for Regular Appointments Opens: November 12, 2018 at 9:00am and closes November 30, 2018 at 3:00pm

Regular Appointments Begin: November 26, 2018 – November 30, 2018

Monday, November 26 thru Thursday, April 29, 9:00am - 6:00pm
Friday, November 30, 2018 9:00am – 3:00pm

theses/projects/dissertations title and signature pages must be submitted to the Office of Graduate Studies before 3:00pm on November 30, 2018 Riverfront Center: Room 215



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Spring 2019 Appointments

Registration for Limited Appointments Opens: March 25, 2019 at 9:00am and closes March 29, 2019 at 3:00pm

Limited Appointments Begin: April 2 – 12, 2019

Registration for Regular Appointments Opens: April 8, 2019 at 9:00am and closes May 3, 2019 at 3:00pm

Regular Appointments Begin: April 22, 2019 – May 3, 2019

Monday, April 22 thru Thursday, April 25, 9:00am - 6:00pm

Friday, April 26, 2019 9:00am – 3:00pm

Monday, April 29 thru Thursday, May 2, 9:00am - 6:00pm

Friday, May 3, 2019 9:00am – 3:00pm

theses/projects/dissertations title and signature pages must be submitted to the Office of Graduate Studies before 3:00pm on May 3, 2019 Riverfront Center: Room 215



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Disclaimer:

- **Ample appointment slots have been allocated to accommodate all graduating students. However, students are encouraged to sign up for appointments early in the submission cycle. Failure to sign up for an appointment, and/or show up to an appointment may delay a students' degree completion timeline.**
- **Students should be advised that if they cancel an appointment once the submission period begins, OGS cannot guarantee another appointment will be available, and thus, students may have to move their graduation date and submit during the next submission cycle.**

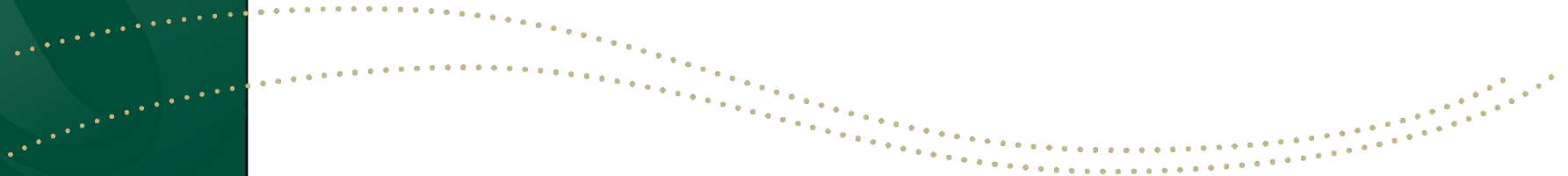


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FINAL SUBMISSION





Final Submission

- **Submit one (1) of the following on plain white paper:**
 - **Title Page**
 - **Abstract** (with original signatures)
 - **All signature pages** (with original signatures)

NOTE: For collaborative project submit two **(2)**: One with original signatures and one Xerox copy

- **Submit 1 paid Culminating Experience Processing fee form.**

NOTE: For collaborative projects submit **(2)** copies, but pay **one** fee.

- **Submit 2 copies of thesis/project/dissertation receipt form.**

NOTE: For collaborative project submit **(4)** copies



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Final Submission (cont.)

- **Submit Workshop Certificate**
- **No Appointment is needed for Final Submission**

Forms Required at Final Submission:

http://www.csus.edu/gradstudies/forms/workshop_certificate.pdf

http://www.csus.edu/gradstudies/forms/thesis_project_forms/culminatingexperienceprocessingfeereceipt.pdf

http://www.csus.edu/gradstudies/forms/thesis_project_forms/thesisprojectdissert_receipt_form.pdf

<http://www.csus.edu/gradstudies/forms/index.html>



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SCHOLARWORKS





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ScholarWorks

- ScholarWorks is a digital service that collects, reserves, and distributes digital material. Repositories are important tools for preserving an organization's legacy; they facilitate digital preservation and scholarly communication.
<http://scholarworks.csus.edu>



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Submitting to ScholarWorks

- Upload the PDF version of your manuscript only **after** Graduate Studies has accepted:
 - Title page
 - Abstract page(s) – **original signatures**
 - All signature pages(s) – **original signatures**
 - Paid Culminating Experience Processing fee form
 - Thesis/Project/Dissertation receipt form
 - Workshop certificate



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Submitting to ScholarWorks

- **PDF** is the only version that will be uploaded and needs to be ATI compliant.

Note: If the (PDF) version is not upload into ScholarWorks, a **hold** (degree posting) will be placed on the student's record, thus causing a delay in awarding the student's degree.



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COMMENCEMENT





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Commencement

Caps and Gowns

- Caps and Gowns are available at Associate Student Inc. (ASI) business office third (3rd) floor Sequoia Hall, Room 311 . Purchase cap and gown early to ensure proper size. Call (916) 278-7916 to confirm hours of operations.

<http://www.asi.csus.edu/services/student-shop/products/>



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Commencement (cont.)

Guest Tickets

- There is a ticket requirement for guests to attend Commencement ceremonies. Tickets are free of charge, unique to each college ceremony, and only valid at the Commencement ceremony listed on the ticket.
- For Spring Commencement ceremonies, graduates will claim their guest tickets. Please visit Commencement office website for ticket go live date.
- **Please note:** Graduates do not need tickets for themselves. Children under age 3 who will sit on a guardian's lap during the ceremony do not require a ticket.

Extra Tickets

- If extra tickets are available after the first offer, a second offer will open. However, if all tickets for your ceremony are claimed in the initial release period, your college may not have extras. You may exchange tickets only with peers who are participating in the same ceremony. Please note that tickets may not be sold or traded for anything of monetary value.

<http://csus.edu/commencement/tickets/>



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Commencement (cont.)

Live-Streaming

- The University will live-stream each ceremony so family and friends can view their graduate's recognition from anywhere.
- Visit csus.edu/commencement to access the feed.

Additional information is available on the Commencement Office website

<http://www.csus.edu/commencement/>



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DEGREE POSTING





Degree Posting Timeline

- Posting of degrees begins after the official last day of the semester (date grades are due) and completed **within** 10-12 weeks
- 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 degree posting time period

<http://www.csus.edu/gradstudies/currentstudents/degreeposting.html>



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Certificate of Workshop Completion

- Please complete, print and sign the certificate. The certificate needs to be turned in with your thesis/project/dissertation.
- By printing and signing the certificate you are acknowledging that you are aware of the required thesis formatting.

http://www.csus.edu/gradstudies/forms/workshop_Certificate.pdf



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THANK YOU

