



Office of Graduate Studies

6000 J Street, River Front Center, Rm 215, Sacramento, CA 95819-6112

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

☐ Deadlines to Submit Application for Graduation:

Spring: February 1

Summer: February 1

Fall: October 1

Graduation application can be found at:

www.csus.edu/gradstudies/forms/graduation_diploma_forms/graduation_application.pdf

If you plan to participate in commencement ceremonies, visit www.csus.edu/commencement 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. The form is available at www.csus.edu/gradstudies/forms/candidacy_formspetitions/petition_for_exception.pdf

☐ Academic Department for Departmental Review Deadlines

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

☐ IMPORTANT - Office of Graduate Studies Thesis/Project/Dissertation Submission Dates*

The final approved Thesis/Project/Dissertation is due to the Office of Graduate Studies (**before 3:00 p.m.**) by:

Fall 2018: November 30, 2018

Spring 2019: May 3, 2019

Summer 2019: TBD

****Submissions will be accepted by appointment ONLY***

To expedite graduation checkout, please bring all of the following completed items to your appointment at the Office of Graduate Studies (River Front Center – Rm. 215):

- ☐ **ONE** (1) approved copy of the Thesis/Project/Dissertation on plain white paper (initial appointment only)
- ☐ **Electronic** version of the Thesis/Project/Dissertation that matches paper copy exactly
- ☐ **ONE** (1) extra copy of title and all additional signature pages (format approval, approval page and abstract) with original signature(s) on plain white paper
- ☐ **TWO** (2) copies of a **Thesis/Project/Dissertation Receipt** form - Available from the Office of Graduate Studies website
- ☐ **ONE (1) paid** Culminating Experience Processing Fee form – Available from the Office of Graduate Studies website
- ☐ Proof of attendance from the Office of Graduate Studies **Thesis/Project/Dissertation Workshop**

<https://www.csus.edu/gradstudies/forms/#Thesis>