

# THESIS 299 SUBMISSION AND REVIEW PROCEDURES

## Final Draft Review

The final draft of the thesis you are submitting to the Graduate Division must be (1) typed in approved format, (2) edited and proofread, and (3) signed by all committee members. See *Requirements for Final Thesis Drafts* on the reverse side of this sheet and the *Guidelines for Thesis Preparation* (available from the Thesis Office Web site) for specific requirements. **Thesis drafts that have not been proofread or are in need of editing will be returned to the student for reworking. This could prevent completion of the degree on the expected date.**

For guaranteed reading of your thesis in order to meet Fall 2009 graduation criteria, your final draft must have been submitted to the Graduate Office on or before

---

**October 26, 2009.**

---

Theses submitted by this deadline are assured of review and processing in time for clearing the thesis portion of your degree clearance, barring any major difficulties. Normally, drafts are reviewed in the order received (see the Thesis Registration book at the front counter). Theses are reviewed and needed corrections are noted on the thesis itself as well as on a Thesis Checklist form accompanying the returned draft.

- **Please note that a digital (CD, flash, or email attachment) copy of your thesis must be submitted along with your printed draft.**

## Publication Copy Review

Each student will be notified of his or her personal deadline for submitting the revised publication copy. Usually, this date is set for **two weeks from the date when the final draft is returned** to the student, and is noted on the top right-hand corner of the Thesis Checklist form that accompanies the returned final draft copy. **Publication copies must be laser printed** and will need final signatures of all committee members on the official laser-printed approval page. Be sure to arrange for these signatures before the last moment!

After approval by the Thesis Consultant, you will receive a "Thesis Fees" form and a "Golden Ticket." We highly recommend having copies made at the Print and Copy Center in the Kennel Bookstore. The binding and other processing fees are paid at the university cashier windows in Joyal. Bring the imprinted Thesis Fees form to the Graduate Office for final thesis clearance. The deadline for this final payment is **December 18, 2009.**

---

**Please feel free to call the Thesis Consultant's office if you need help on formatting or procedural questions. We have many different resources available to assist you in the completion of this part of your degree requirements.**

---

Charles Radke,  
Thesis Consultant  
cradke@csufresno.edu

Steve Nasse  
Assistant  
stephenn@csufresno.edu

278-2418 or 278-2448  
[www.csufresno.edu/gradstudies/thesis](http://www.csufresno.edu/gradstudies/thesis)