



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ACADEMIC SENATE POLICY

Policy on Thesis and Project Filing

Policy #: SP 11-11

Drafted By: Student Academic Policies and Procedures Committee 2011-2012: Stephen Clark, Chair; Beatrice de Oca, Tiina Itkonen, Nancy Mozingo, Nitika Parmar

Applicability: All CSU Channel Islands graduate students who complete a thesis or written project in partial fulfillment of degree requirements.

Purpose: The purpose of the proposed policy is to ensure that the library serves as a repository of theses and written projects completed at CSU Channel Islands.

Procedure: Theses should be provided electronically in a pdf file format, if possible. Other formats may be arranged with the library.

Policy:

Graduate students who complete a thesis or written project in partial completion of their degree requirements shall provide the library with the thesis or project, preferably in a cross-platform digital format such as a PDF file. The material submitted to the library shall include a signature page indicating approval of the thesis or project, the title of the thesis or project, the degree being granted and the name of the student. Submissions should be made to the library by the last day of the semester that the degree is awarded. Diplomas will be issued to students upon acknowledgement by the library to the Registrar that the required material (thesis or project, and signature page) has been received in the library.