

Graduate Thesis Checklist

(This checklist is for personal use and not intended for submission to any department or personnel.)

- Choose thesis committee and complete *Thesis Chair and Thesis Committee Members Selection* form
Submit form to Graduate Director/Coordinator

- Thesis Prospectus Approval Form* signed by all thesis committee members
Submit form to the School of Graduate Studies

- Proper thesis formatting
Refer to the *Graduate Thesis Guide* and your department's specifications for formatting details

- Completed *Approval Form for Master's Thesis*
Submit form to the School of Graduate Studies
 - Part I:** Thesis topic approval
(Signed by Thesis Chair)

 - Part II:** Approval of written thesis
(Signed by Thesis Committee members)

 - Part III:** Oral Defense

 - Part IV:** Final Approval
(Signed by Thesis Chair and Graduate Director/Coordinator)

- Submit Thesis Committee approved thesis, as a pdf, to the School of Graduate Studies for Formatting Review
(If School of Graduate Studies finds errors in the thesis' format, corrections must be made and resubmitted for approval.)

- Obtain *Certification of Thesis Approval* from The School of Graduate Studies
(This form must be submitted to the Library for binding.)

- Print three thesis copies; on 8.5" x 11", for the binding
(Signature Pages must be included on all theses copies. One of the three copies belongs to the student.)

- Payment to Clayton State University Library for binding (Laker Card only)