

SSU Graduate Studies Filing Procedures and Thesis Review Process

PRIOR TO FILING

- The thesis or project must have been publicly defended and must include all changes required by your committee.
- Obtain committee members' signatures on the Thesis Signature Form. This page will be filed in the Graduate Studies office and the signatures will not be visible online. A title page is required in the thesis or project, but no signatures are included. (See the sample title page in the digital formatting guidelines.)

SUBMITTING THE THESIS OR PROJECT

- Save the thesis or project in PDF format and email to graduate.studies@sonoma.edu. Be sure to keep the original file in case corrections are needed.
- Email the Thesis Signature Form and Master's Thesis Submission Agreement to graduate.studies@sonoma.edu. Both forms can be downloaded from the Graduate Studies website:
<https://academicaffairs.sonoma.edu/student-success/graduate-programs/thesis-review>

GRADUATE STUDIES THESIS REVIEW PROCESS

The University's Thesis reviewer will be checking the following:

- All required preliminary pages are included and in this order:
 - title page, copyright, authorization for reproduction, abstract, acknowledgements (optional), and Table of Contents.
- Margins and page numbering comply with University guidelines.
- Formatting of parenthetical references and the reference list conform to the style guide for the discipline (APA, MLA, etc.)

AFTER GRADUATE STUDIES REVIEW:

- The Graduate Studies office will return your thesis or project by email, usually within two weeks of submission. You will also receive a Thesis Review form that will note any changes that may be required as well as the deadline to submit the final copy. Students will have three weeks to make corrections.
- Make any required changes to the original word processing file and save as a PDF.
- Email the final PDF file as an accessible document to graduate.studies@sonoma.edu.
- If this general timeline for submission is followed graduation and degree conferral will not be delayed in any way.