ELECTRONIC THESIS AND PROJECT SUBMISSION CHECKLIST

Are you planning on graduating this semester? You will need to submit your master's thesis or project to the library. Use this checklist and follow the instructions here https://biblio.csusm.edu/content/e-thesis-project-and-dissertation-submission-guide to make sure you don't miss a step. **This process can take several days. Please plan accordingly.**

Contact Carmen Mitchell if you have any questions or problems: cmitchell@csusm.edu or by phone: 760-750-8358.

Before you submit your thesis or project:

☐ Apply to graduate (within MyCSUSM Student Center. Instructions: https://www.csusm.edu/enroll/graduation/applytograduate.html)

☐ Review the E-Thesis, Project, and Dissertation Submission Guide: https://biblio.csusm.edu/content/e-thesis-project-and-dissertation-submission-guide#tab-1-2

☐ Schedule your thesis defense, if applicable.

☐ Download the required forms for your thesis or project: https://biblio.csusm.edu/content/e-thesis-project-and-dissertation-submission-guide#tab-1-1

☐ Review the ADA Compliance tutorials: https://biblio.csusm.edu/content/e-thesis-project-and-dissertation-submission-guide#tab-1-3

    ☐ OR send in the draft of your Thesis or Project to thesisada@csusm.edu by **July 20th** and we will make your file ADA compliant for you.

☐ Make note of the submission deadline – Summer 2020 deadline is August 6th at NOON!

When you are ready to submit your thesis or project:

☐ Have your Departmental Signature Page and your E-Thesis Certification Forms signed.

☐ Make a final, ADA-compliant PDF of your FINAL thesis or project.
    ☐ Checked ADA compliance of the PDF on_____date.
    ☐ Merge your Departmental Signature Page into your final PDF file, then save the pdf following this convention: "LastnameFirstname_Semester2020.pdf"
        For example: MitchellCarmen_Summer2020.pdf
    ☐ If you are submitting a multi-media file, or additional files, you MUST contact Carmen Mitchell prior to submission.

☐ Pay the $25 Thesis/Project Fee online.

☐ Submit your completed thesis or project via the Thesis/Project Upload

☐ Please initial here once all of the steps have been completed:_____

When this checklist is completed, save it along with your E-Thesis Certification Form and one receipt from fee payment. Email these items to Carmen Mitchell at cmitchell@csusm.edu and cc thesisada@csusm.edu.