

**Intent to Submit Thesis/Project**

**Student Contact Information:**

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Graduation Date: \_\_\_\_\_  Thesis  Project  
 Semester/Term Year

Have you previously submitted an Intent to Submit Thesis/Project Form?  Yes  No

MyCSUDH Username: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

E-mail Address (preferred): \_\_\_\_\_

*If there is a change in the thesis/project committee (2nd or 3rd readers) or in the capstone type (thesis/project) after this form has been submitted, the change must immediately be reported to the thesis/project Committee Chair. If there is a change in the thesis/project Committee Chair after this form has been submitted, the change must immediately be reported to the Program Coordinator. Subsequently, the Office of Graduate Studies & Research must be notified in writing by emailing [thesis@csudh.edu](mailto:thesis@csudh.edu).*

I, \_\_\_\_\_, certify that I have read, understand, and will abide by the aforementioned statement.  
 (Print Name)

\_\_\_\_\_  
 Student Signature Date

**Committee Information:**

Department: \_\_\_\_\_

_____ Committee Chair (Print)	_____ Signature	_____ CSUDH Email
_____ Committee Member (Print)	_____ CSUDH Email	
_____ Committee Member (Print)	_____ CSUDH Email	

Program Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Before submitting your Intent to Submit a Thesis/Project form, please ensure the following criteria have been met or your thesis will not be accepted for review:

- Student is currently enrolled at the University (Student Services screen in PeopleSoft)
- Student has applied for graduation
- Student is within 7-year time limit (outdated coursework has been validated)
- Student has met Graduate Writing Assessment Requirement (GWAR)

*Note:* This form must be submitted to the Graduate Studies and Research office in I & I 3100 by the Intent to Submit a Thesis/Project form deadline, which can be found online at <https://www.csudh.edu/gsr/graduate-studies/current-students/thesis/deadlines/> and in the Thesis & Project Guide. The form may be hand delivered or mailed to the Office of Graduate Studies and Research in I & I 3100, or emailed to [thesis@csudh.edu](mailto:thesis@csudh.edu). **Intent to Submit forms received after the posted deadline will not be accepted.**