Thesis and Project Guidelines

What you need to know before you begin the Graduate Studies Submission Process

Steps in Writing a Thesis

- Select your committee
  - The chair of the faculty committee should be from the department or program approving the thesis.
  - Committee members should be full-time CSUDH faculty members or Emeritus faculty,
  - Exceptions may be granted by the Graduate Dean in consultation with the Graduate Council.

- Meet with thesis or project advisor to discuss the topic and the selection of faculty committee members.
- Obtain thesis or project proposal approval from committee chair
- Establish a timeline with faculty committee chair and follow it carefully to insure meeting committee and university deadlines.

Formatting Your Thesis/ Project

There is a **NEW** *Thesis and Project Guide* available online. It is best to consult this guide before drafting to avoid having to go back and fix errors.

The new guide is available at:
http://www4.csudh.edu/Assets/CSUDH-Sites/Graduate-Studies/docs/Thesis/THESIS%20AND%20PROJECT%20GUIDE%202016.pdf

A Thesis/Project Template is available for students at:
http://www4.csudh.edu/gsr/graduate-studies/thesis/templates/index

Three Steps to Success

In the past year, the Graduate Studies and Research Submission and Review procedure has changed. CSUDH has transitioned to a completely digital, online review process. Below you can find a step by step guide for submitting your thesis/project to Graduate Studies and Research for final approval.

1. Register your intent to Submit a Thesis/Project with GSR
2. Secure committee approval **on or before** the submission deadline
3. Submit your faculty-approved manuscript to Blackboard for GSR review

1. Register Your Intent to Submit a Thesis/Project with GSR

Step 1: Beginning Spring 2016, students must register their intent to submit a thesis or project with the Office of Graduate Studies and Research. To do so, they must fill out and submit the Intent to Submit Thesis/Project Formby the stated deadline. You can find the form on our website at : http://www4.csudh.edu/gsr/graduate-studies/thesis/forms/index

Intent to Submit Form Deadline

September 10	Fall Graduation
February 10	Spring Graduation
May 20	Summer Graduation

2. Securing Faculty Approval

Step 2: The Graduate Studies and Research review process cannot begin until all committee members have approved the thesis/project.

To the student: Plan ahead and secure committee approval prior to the submission deadline (the date you need to upload your work to Blackboard).. You are responsible for ensuring your chair and committee members have sent approval, per the instructions below.

To the chair and committee: To approve your student's dissertation or thesis, you must agree to the "Final Submission Approval" statement. I must receive your electronic approval on or before the deadline.

<u>If you do not agree with any of the language in the "Final Submission Approval" statement, do not submit the statement to GSR.</u>

Options for Committee Approval

Committee members can verify their approval in two ways:

1. Your committee members need to email their approval to thesis@csudh.edu from their DH email Approval emails should include the following statement:

I certify that the thesis/project of the following student meets the required standards of scholarship of the university and the student's graduate degree program and is ready to be reviewed. In approving this thesis/project, I agree that the student named above has incorporated into the document all additions and/or corrections required by this committee, that the document has been proofread and edited, and that it follows a documentation style appropriate to the student's discipline.

2. You may collect wet signatures in black ink on the Approval page and submit the document to GSR. A template for this page can be found at: http://www4.csudh.edu/gsr/graduate-studies/thesis/templates/index

3. Upload Thesis/Project for Review

Step 3: Once Graduate Studies and Research has received your registration information and approval from your committee, you will be notified by email that a personal review folio has been created for you in Blackboard.

The review folio will not be opened until faculty approval has been received

Manuscript must be uploaded by the Submission Deadline

Detailed instructions on how to upload to BB can be found at:
http://www4.csudh.edu/Assets/CSUDH-Sites/Graduate-Studies/docs/Thesis/Graduate%20Studies%20Thesis%20Revision%20Procedure.pdf

Submission Deadline

Submission Deadline- Distance Learning Students

October 10th	Fall Graduation
March 10th	Spring Graduation
June 10th	Summer Graduation

Submission Deadline- On-campus Students

November 1st	Fall Graduation
April 1st	Spring Graduation
June 10th	Summer Graduation

GSR Review Process

The Thesis Reviewer will read and annotate your thesis/project and make notes for necessary revisions.

Once you have reviewed your thesis annotations:
- Complete all necessary revisions that have been marked by the Thesis Reviewer and upload a new PDF to your folio
- If you have any questions about the notes, make an appointment to discuss them with the Thesis and Project Reviewer

Students may complete AS MANY REVISIONS as time permits before the Publication deadline

ScholarWorks Publication

Beginning Spring 2016, California State University, Dominguez Hills will no longer bind student theses/projects in the University Library. In its effort to enhance access to knowledge and information, CSUDH will require graduate students, who have a departmentally approved thesis/project, to submit their work electronically on ScholarWorks.

What is ScholarWorks?

ScholarWorks is a digital archive designed to capture, preserve, and make available research, creative works, and the administrative output of California State University, Dominguez Hills. It provides permanent digital storage and access to the depth and breadth of the University's intellectual assets. CSUDH ScholarWorks is part of a broader CSU initiative, CSU ScholarWorks. The Chancellor's Office maintains the infrastructure to run SSU ScholarWorks, using the open source DSpace institutional repository software developed at MIT.

ScholarWorks Publication cont'd.

Why ScholarWorks?

CSUDH ScholarWorks permanently preserves student work in a central location. The system creates permanent URIs for all items using the Handle system. The ScholarWorks metadata standard allows items in the ScholarWorks collections to be "harvested" by other databases and included in multi-institutional searches, which means that work submitted to is available for discovery on any major search engine. Not only does ScholarWorks allow CSUDH to decrease its carbon footprint by eliminating a paper trail, it allows students to open-access publish their work for FREE.