

Graduation Check list - CHEM 898**Item TO DO for CHEM 898:** **DONE****Thesis preparation**

- Incorporate advisor's revisions
- Incorporate committee member revisions
- When a draft is ready, print out hard copy for Dept. review
- Finalize Thesis Intro Pages (*Thesis pages i-v*)
- Have document "proofed" at Grad Studies (make appt.)
- Purchase acid-free paper
- Print final copies of document on acid-free paper (for SFSU)

Oral defense of thesis

- Thesis Defense date finalized with thesis committee
- Notify Dept office of Defense date and time
- Send e-mail to Dept students/faculty of upcoming Defense
- Hard copy of Thesis -Available in Dept Office (one week prior)

Signatures and documents

- Thesis Title pages signed-good paper (Committee)
- Report of Completion form signed (Committee, Grad Coordinator)
- Grade Change form C898 RP->CR (Mentor, Dept. Chair)
- Title Change for Culminating Experience form, if needed (Mentor)
- Receipt of Master's Thesis or Written Creative Work form

Submitting documents to Grad Studies/SFSU

- Determine thesis submission deadline at SFSU Grad Studies
- Submit SFSU Application for Award Degree/Graduation
- Submit high quality paper copy of thesis to Grad Studies (by deadline)
- Submit signed Report of Completion form to Grad Studies (by deadline)
- Submit Receipt of Master's Thesis form (Grad Studies)
- Submit 897/898 Grade Change as needed (Registrar)

Graduation Check list - CHEM 895**Item TO DO for CHEM 895:** **DONE****Manuscript preparation**

- Incorporate advisor's revisions
- Incorporate committee member revisions
- When a draft is ready, print out hard copy for Dept. review

Oral defense of MS Research/Manuscript

- Thesis/Manuscript Defense date finalized with thesis committee
- Notify Dept office of Defense date and time
- Send e-mail to Dept students/faculty of upcoming Defense
- Hard copy of Manuscript -Available in Dept Office (one week prior)

Signatures and documents

- Report of Completion* form signed (Committee, Grad Coordinator)
- Grade Change* form C895 RP->CR (Mentor, Dept. Chair)
- Title Change for Culminating Experience* form, as needed (Mentor)

Submitting documents to Grad Studies/SFSU

- Determine MS Research Project submission deadline at SFSU Grad Studies
- Submit *SFSU Application for Award Degree/Graduation*
- Append abstract of MS Research Project to *Report of Completion*
- Submit signed *Report of Completion* (Grad Studies) (by deadline)
- Submit 897/895 Grade Change as needed (Registrar)