

Graduate Studies Thesis Review and Clearance Process

1. One copy of the Thesis (or Investigative Project) is submitted to Graduate Studies by the deadline listed in the Schedule of Classes and on the Graduate Studies web site—<http://www.sonoma.edu/aa/gs> . (Click on “Forms and Deadlines.”)
 - The copy submitted for review may be on regular printer paper. The Thesis Reviewer prefers that they be submitted loose leaf in a manila envelope, file folder, etc.
 - All committee members’ signatures must appear on the title page. (A photocopy is fine.)
 - Normally, the Completion of Requirements form (GSO2), with all signatures, accompanies the thesis or project.
2. Theses and projects are normally reviewed in the order in which they are submitted. Students may request expedited review at the time the thesis is submitted.
3. The Thesis Reviewer will be checking the following:
 - All required preliminary pages are included and in this order: title page, copyright, authorization for reproduction, abstract (signed by chair), 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.)
 - The Reviewer will read 20-30 pages carefully, scanning for errors in grammar, usage, punctuation, etc. If extensive corrections are needed, the student may be required to make changes and submit a corrected copy for second review (rare, but it happens). In extreme cases, the Reviewer may *strongly encourage* the student to seek the assistance of an editor. A list of editors is available from the Graduate Studies office.
4. The Thesis Reviewer will contact students to let them know the thesis has been reviewed and is ready to be returned. Students may opt to pick up the thesis or have it mailed to them if they have difficulty retrieving it during business hours. A list of corrections will be included as will instructions for producing the two final copies for binding and submission to the library.
5. In most cases, students will have at least three weeks to produce the final copies. One of the final copies may be on regular paper. The second (archived) copy must be on paper with a minimum 25% cotton content. In the final copies, all required signatures must appear on the title page, authorization, and abstract. Photocopies are fine.
6. After grades have been posted, the Thesis Reviewer prints transcripts to verify that there are no problems on the transcript (missing grades, Incompletes, etc.), that the information on the GSO2 is accurate, and that all degree requirements have been met. He will then sign the GSO2 and forward it to the appropriate graduation evaluator in A&R. There are three graduation evaluators, each of whom handles part of the alphabet: Matt Flores (A-Go), Phyllis Tajii (Gp-Oc), and Cody Santarelli (Od-Z).

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7. The graduation evaluators will do a final check of the transcript and GSO2. If something is amiss, they will work with Graduate Studies to get the problem resolved. The evaluators post the degree to the transcript and will mail the diploma to the student. This process may extend as long as a month or so, but the diploma and transcript will show an award date of May, August or December. Students needing more timely verification that degree requirements have been met should contact the Graduate Studies office for a verification letter.

Rev. 2/5/09 dh