

CSU Channel Islands
Master's Thesis Submission Procedure
MS Mathematics and MS Computer Science

1. Once a thesis has been completed and successfully defended, it is the student's responsibility to gather all required components and submit them via email to the Director of their Master's program. All components shall be submitted electronically as .PDF documents.

Required Components:

I. Title Page

II. Copyright Page - To immediately follow the title page.

III. Signature Page – This page will remain blank. The signatures will be obtained by the Extended University office.

IV. Distribution License – This form may be found on the Broome Library website: <http://library.csuci.edu/services/documents/distributionlicense.pdf>

V. Body of Thesis

Examples of components I-III may be found on the Broome Library website: <http://library.csuci.edu/services/thesiscoverpages.pdf>

2. The Program Director will then review all components, and upon approval, will email them to Student Coordinator and cc the student.
3. Student Coordinator will send the signature page through Adobe Sign for all parties to electronically sign. This includes the Thesis Advisor, Thesis Committee members, and Dean of Extended University.
4. Student Coordinator will upload final thesis to DropBox for Dean to review before signing.
5. Student Coordinator will save the completed signature page as a .PDF and submit all required components to ScholarWorks: scholarworks@csuci.edu cc'ing the program director, thesis advisor and student.
6. In order to verify completion of degree requirements and thesis defense, Student Coordinator will submit a copy of the completed signature page to the Registrar's Office including SID #.
7. The library places the thesis into CI's Institutional Repository. The thesis will be accessible in a section designated as Masters Theses and subdivided by program area.
8. The thesis will be cataloged in the library's Quicksilver Catalog and will be accessible by author, title, subject, and program area. Google and Google Scholar will index the thesis.
9. The library provides continued online access to the thesis and will migrate file formats in the future, as appropriate.