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. <u>All components shall be submitted electronically as .PDF documents.</u>

   <u>**Required Components:**</u>

   I. **Title Page**

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

   III. **Signature Page –** This page must be signed by the Thesis Advisor, Thesis Committee members, and Dean of Extended University, Dr. Osman Özturgut. The student is responsible to gather the signatures of their Thesis Advisor and Thesis Committee. Dr. Özturgut's signature is not required in order to submit this component to the Program Director.

   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 Extended University Records & Advising Specialist, Brianne Keighley.

3. Upon receipt from the Program Director, Brianne will obtain Dr. Özturgut's signature, in order to complete the signature page.

4. Brianne will save completed signature page as a .PDF and submit all required components to the Broome Library: thesis.submission@csuci.edu.

5. In order to verify completion of degree requirements and thesis defense, Brianne will submit a copy of the completed signature page, along with the signed program workup, to Records & Registration.

6. 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.

7. 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.

8. The library provides continued online access to the thesis and will migrate file formats in the future, as appropriate.