1. The thesis student will obtain final approval of the thesis, including approval of its formal preparation in accordance with all instructions in the Master's Thesis handbook for the student's program and from his or her thesis chair or committee (when applicable). The student will save the original manuscript in a Portable Document Format (PDF) file.

2. After completing all remaining corrections/editing required by the Thesis chair/committee members, the student will print two (2) copies of the Approval/Signature page from the PDF file and obtain signatures from the thesis chair and other members of the thesis committee. Submit the two signed copies of the Approval/Signature page to the Graduate Records Office.

3. If required by the department and/or thesis committee members; or for the candidates own personal copy, the candidate is responsible for having the copies of the thesis printed and bound in University of San Diego colors (Columbia-blue and white with gold lettering). The candidate must make sure that the Approval Page on all bound copies are signed by members of the thesis committee. The Graduate Records Office can provide the name of the bindery USD works with. It is the candidate's responsibility to contact the bindery and deliver the bound copies to their respective department or committee members.

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5. The submission of all the above constitutes completion of the student's responsibilities regarding the thesis. The student will not receive the diploma and the degree will not be posted on the candidates transcripts until all of these items have been completed.
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