



# Humboldt State University

---

## Thesis & Project Submission Process

### ✓ Step 1

#### Advancement to Candidacy

You can find the form Application for Advancement to Candidacy and Graduation with all other graduate forms here <http://www2.humboldt.edu/forms/node/356> .

### ✓ Step 2

#### Intent to Submit

Indicate that you intend to graduate by filling out the Intent to Submit form as soon as you decide that this current semester is the semester you want to submit your final thesis/project and graduate. You can find the form here [LINK].

### ✓ Step 3

#### Formatting Workshop

Attend one of our thesis and project formatting workshops to get on the right track when writing your manuscript. Schedule of workshops can be found here <http://www2.humboldt.edu/gradprograms/current-students>.

### ✓ Step 4

#### Courtesy Format Review

The Graduate Studies Office will conduct courtesy format reviews prior to your official thesis submission. Check the Graduate Studies website for the cutoff date to request a courtesy review this semester, <http://www2.humboldt.edu/gradprograms/current-students> .

### ✓ Step 5

#### Committee & Coordinator Approval on BePress

Submit your thesis/project to BePress. Your committee members and program coordinator will be notified that your work is awaiting their approval. PLAN AHEAD so that all of them will have time to approve your work before the approval deadline. More information about BePress submission and approval is available here [LINK].

### ✓ Step 6

#### Official Format Review on BePress

Once your work has been approved by all of your committee and your graduate coordinator, the Graduate Studies Office will conduct a formal format review. Your work will either be accepted as is, or you will be instructed to make revisions and resubmit for another format review.