

STEPS TO GRADUATION: Checklist & Forms

- Meet with your Graduate Faculty Advisor (Graduate Committee Chair):**
 - Determine culminating experience: Thesis, Project or Exam
 - Develop research objectives
 - Identify members of your Graduate Committee

- Submit all required forms to the CAFES Graduate Coordinator (11-211):**
 - Graduate Committee Membership Form - 1st quarter in the Program
 - Working Formal Study Plan - 1st quarter in the Program
 - Advancement to Candidacy - one quarter prior to commencement
 - Final Formal Study Plan - first three weeks prior to commencement
 - Request for Evaluation Form - first three weeks prior to commencement

- Submit full-length DRAFT Thesis to all Graduate Committee Members**
 - Obtain feedback from all committee members
 - Discuss any thesis content concerns with your Graduate Committee Chair
 - The thesis should be accepted by your committee prior to the defense, except for editorial and/or organizational changes

- Schedule the Thesis Defense Oral Presentation**
 - Obtain your Graduate Committee Chair's approval to arrange thesis defense
 - Verify all committee members' availability to schedule oral presentation date & time
 - Reserve the audio-visual equipment required for your presentation
 - Contact the CAFES Graduate Program Assistant or your Graduate Committee Chair to schedule a location

- Review General Instructions for Master's Theses/Project Reports**
 - Review Graduate Education [Master's Thesis and Project Formatting Guidelines](#)
 - Contact thesis editor, grad@calpoly.edu or (805) 756-2328) for formatting assistance
 - Pay digital archiving fee at Cashier's window in Administration Building (01)

- The day of your Thesis Defense**
 - Obtain signatures from all committee members on the Master's Thesis / Project / Exam Approval Form
 - Submit completed form to CAFES Graduate Coordinator for signature (11-211)

NOTE: You must be enrolled in the quarter you plan to graduate; refer to the Continuous Enrollment Requirement.