

**Instructions**

**Do not hand write - Must be typed**

This form must be sent to the Office of Graduate Studies along with your thesis. A Thesis Committee Approval Form must also be included in addition to any supplementary materials indicated below. Your thesis should be attached as a separate PDF document. All attachments should be sent in one email to Graduate Studies. The SJSU Master's Thesis and Doctoral Dissertation Guidelines, including detailed thesis submission instructions, and the email address to which your thesis submission should be sent are available on the Graduate Studies website ([www.sjsu.edu/gup/gradstudies/thesis/index.html](http://www.sjsu.edu/gup/gradstudies/thesis/index.html)).

Reading the thesis guidelines is mandatory. Please check the box below to acknowledge that you have read the SJSU thesis guidelines and that Graduate Studies does not serve as an editor.

**I have thoroughly read through the entirety of the thesis guidelines. Student signature** \_\_\_\_\_

**Student Information**

Last Name	First Name, M.I.
Student ID	Previous Name, if any
Email Address	Daytime Phone

**Thesis Information**

Thesis Chair Name	Thesis Chair Email Address
Department	Semesters & Years Enrolled in Thesis 299
Title of Thesis	

**Style Manual Used and Additional Documents Needed**

You must select one of the following seven options and, where directed, include a link to the style guide used.

- |          |   |
|----------|---|
| APA      | Department guidelines or other specialized guidelines<br>Link to department guidelines<br>(Do not include the SJSU thesis guidelines) |
| Chicago  | Journal format/Journal title  |
| MLA      | Both of the following links must be provided if a journal format was used:<br><br>Link to the instructions for authors                |
| Turabian |   |
| IEEE     | Link to a sample article  |

Please verify that you have attached all the required documents by checking the boxes that apply to you.

- IRB Human Subject research approval letter
- IACUC Animal Care and Use research approval letter
- Permission(s) to reproduce copyrighted material in your thesis

**FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE**

Approved for publication	Not approved - resubmit next semester	Date GAPE notified _____
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Signatures from all committee members must be present when your thesis is submitted to the Office of Graduate Studies for review. Graduate Studies will accept either electronic or hand-written signatures as long as all signatures appear together on the same form. This form must be included with the Thesis Information Packet. The SJSU Master's Thesis and Doctoral Dissertation Guidelines, including detailed thesis submission instructions, are available on the Graduate Studies website ([www.sjsu.edu/gup/gradstudies/thesis/index.html](http://www.sjsu.edu/gup/gradstudies/thesis/index.html)).

University policy S14-10 requires that a minimum of three individuals serve on a student's thesis committee. The majority of the committee members must be SJSU tenured or tenure-track faculty. The chair of the thesis committee must be a full time, tenured or tenure-track SJSU faculty member. Faculty participating in the Faculty Early Retirement Program (FERP) are considered active faculty members and, as such, can function as the thesis chair. Emeritus SJSU professors may serve in any capacity as long as they have permission from the college dean. Non-faculty members must be recognized experts in the subject matter of the thesis. If the thesis committee includes an off-campus member, please specify the affiliation (e.g., Mr. Marvin King, M.A., CEO of ABC Corporation) in the department field and include a resume or curriculum vitae (CV) as an attachment. If there are more than four committee members, please fill out an additional form.

**Student Information**

Student's Full Name

Student ID #

Email Address

Phone Number

**Thesis Information**

The Undersigned Thesis Committee Approves the Thesis Entitled

Submitted to the Department or School of

**Thesis Committee Signatures**

Thesis Chair (print) \_\_\_\_\_ Department \_\_\_\_\_

Thesis Chair (signature) \_\_\_\_\_ Date \_\_\_\_\_

Second Reader (print) \_\_\_\_\_ Department \_\_\_\_\_

Second Reader (signature) \_\_\_\_\_ Date \_\_\_\_\_

Third Reader (print) \_\_\_\_\_ Department \_\_\_\_\_

Third Reader (signature) \_\_\_\_\_ Date \_\_\_\_\_

Fourth Reader (print) \_\_\_\_\_ Department \_\_\_\_\_

Fourth Reader (signature) \_\_\_\_\_ Date \_\_\_\_\_

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Please make sure to select one of the listed access options for your thesis, and sign and date this form either with a digital signature or a hand written signature. Note that if you choose to embargo your thesis, you may do so in 6-month increments not to exceed 60 months (five years).

**Thesis Information**

Student's Full Name \_\_\_\_\_

Expected Graduation Date \_\_\_\_\_

Thesis Title \_\_\_\_\_

**Access Options**

With the exception of the embargo period and types specified below, by signing and submitting this agreement, I grant San Jose State University (SJSU) the non-exclusive license to archive and make accessible my thesis in whole or in part in all forms of media now or hereafter known for educational, research, and scientific nonprofit uses during the full term of copyright. I retain all other ownership rights to the copyright including the right to use in future works (such as articles or books) all or part of my thesis. I represent that the submission is my original work, and that I have the right to grant rights contained in this license. I also represent that my submission does not, to the best of my knowledge, infringe on anyone's copyright and that I have obtained written permission from the owner(s) of any third party copyrighted matter included in the thesis. I certify that the digital version that I have submitted is the same as that approved by my thesis advisory committee and the Office of Graduate Studies.

My thesis will be placed in San Jose State University's institutional repository, with the following status (you must choose from one of the four options below):

Release the thesis immediately for access worldwide.

Release the thesis immediately for San Jose State University access only.

Embargo (delayed release) the thesis for patent and/or proprietary purposes and release the thesis for access worldwide upon expiration of the embargo after the embargo period of (select one). Please confirm

Embargo (delayed release) the thesis for patent and/or proprietary purposes and release the thesis for SJSU access only upon expiration of the embargo after the embargo period of (select one). Please confirm

**Student Signature**

I will clearly be identified by name as the author of the submitted work in the institutional repository. SJSU will not make any alteration other than as allowed by this license to my submission.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

You may sign this form with a digital signature or a hand-written signature.