REVIEW FLOWCHART

The SDSU document review process is as follows:

Fill out the SDSU Master's Thesis Submission Form.

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MP will create your record in our system and verify your enrollment in 799A/B.

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Contact MP by telephone to pay the $60 review fee.

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MP reviews the document.

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Thesis passes review?

No ←

MP will send you an email with instructions and a copy of the document with comments.

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Make the corrections to your document and email the updated file to thesis@aztecmail.com.
You may need to contact MP by telephone to pay any necessary review fees ($30).

Yes →

MP will send an email notifying you that the document has passed review and that university publishing fees are due.
Fees include:
- $75 processing fee
- Department required printed copies

Contact MP by telephone to pay the $45 processing fee and purchase printed copies.

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MP notifies the College of Graduate Studies that the publication requirements for graduation have been met upon receipt of payment.

The review and publication process is complete.

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Printed copies will be shipped to you or delivered to your department if applicable.