

Memorandum

To Forensic Science M.S. Students
Forensic Science Graduate Group

Christopher J. Hopkins, Director

From : **Forensic Science Graduate Program**

Date: July 2, 2013
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Subject: **Procedures for Submitting Your M.S. Thesis**

The UC Davis Graduate Division has very strict procedures and requirements for submitting your Master's thesis. If you fail to abide by these requirements, your graduation will be delayed until the next period (usually ~3 months). Please pay attention to the deadline posted by Graduate Studies.

Some highlights of the requirements are:

- Thesis will be submitted to Graduate Studies as a single electronic PDF file
- Thesis must follow all formatting guidelines
- Original title page with signatures
- Library release form for duplication
- Required meeting with the designated graduate liaison

All these requirements are listed under the Graduate Studies Web Site at:

<http://gradstudies.ucdavis.edu/students/filing.html>

A summary check list can be found at:

<http://gradstudies.ucdavis.edu/students/chklistmas.pdf>

You will need to contact the Graduate Studies coordinator, Amelia Brown, to arrange an appointment time to meet and go over your thesis. She can be reached at (530) 752-1473 or by email at amebrown@ucdavis.edu.

Please review the rules on the web site in order to avoid any last minute disappointments. Please do not wait until the last minute to complete your tasks; there are many other graduates who will be utilizing the same coordinator.



Christopher J. Hopkins