

GS-13 FORM INSTRUCTIONS

The GS-13 form is the approval page for all theses and some project reports* submitted to the Graduate Resource Center. Thesis/project committee members must all sign off on the GS-13 form to notify the Graduate Resource Center Coordinator that they have approved a student's thesis or project report. Committee members should not sign off on this form until the student has incorporated all required feedback into their thesis drafts. Without this form, the Graduate Resource Center cannot verify that a thesis/project report has been approved by the supervising faculty and the student will not be eligible to graduate. Electronically signed GS-13 forms will not be accepted from students.

To complete the form, graduate students should:

- a) Select their degree from the first dropdown menu of the form
- b) Type in their Name, CIN, Department, [Degree Program](#), and Thesis/Project title in the respective form fields
- c) Type in the names of their committee members, beginning with the Committee Chair and ending with the Department Chair
- d) Send the form to their first committee member for signature (not the Committee Chair).

- e) After the first committee member has signed, students should FORWARD the email in which they received the signed form to the next committee member. Repeat until all committee members have signed the form. The last member to receive the form should be the Committee Chair.
 - a) After signing, the Committee Chair will forward the form with all committee members' signatures to the Department Chair for signature.
 - b) Once the Committee Chair receives the signed form from the Department Chair, the Committee Chair will forward the chain of emails and the completed and finalized GS-13 form to GRC@calstatela.edu.

*Students completing a project report in the College of Business and Economics, College of Engineering, Computer Science, and Technology, School of Criminalistics and Criminal Justice, and the Department of Sociology (portfolio option only) do not need to submit a GS-13 form to the Graduate Resource Center.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

GS-13

**APPROVAL PAGE FOR GRADUATE THESIS,
PROJECT REPORT, OR DISSERTATION**

SUBMITTED IN PARTIAL FULFILLMENT
OF THE REQUIREMENTS FOR THE DEGREE OF

AT CALIFORNIA STATE UNIVERSITY, LOS ANGELES
BY

Candidate Last Name, First and Middle Names CIN#

Department Degree Program (e.g., Psychology, M.A.)

TITLE:

Signature

Signature

Signature

Date