

CS MS PROJECT ELECTRONIC SUBMISSION PROCESS

All projects to be electronically submitted to [ScholarWorks](#). The process for final electronic project submission is below. For help with this process, please contact your advisor.

1. Submit your Permit to Schedule your Defense form (*generated after the folder check*) to the School of Graduate Studies and Research (SGSR).
2. Submit your project to your committee at least two weeks before your defense date unless otherwise required by your graduate program.
3. After successful defense, revise your project to include the changes that the committee requires for approval.
4. After successful processing of the Turnitin check, the advisor will conduct a formatting review. In case of rejection due to incorrect formatting, revise your project and resubmit it. In case of rejection due to an unacceptable level of non-originality based on the final Turnitin report, you will meet with your advisor and the CS Dept. graduate coordinator to review the content flagged by Turnitin. The CS Dept. graduate coordinator will then decide on the next course of action.
5. Submit one hard copy of your Degree Application to SGSR by the deadline date for the quarter you wish to graduate (deadlines are easily found on the SGSR website). *The application fee must be paid at this time.*
6. After the CS Dept. graduate coordinator approval, upload the final project to ScholarWorks on the Brooks Library website. Please contact the Brooks Library for help with this process if needed.
 - Create an account in ScholarWorks and upload the project and necessary documents.
 - Submit an embargo form to the library, if you checked it on your Electronic Project Submission Agreement form.
7. After your project is uploaded, print the verification form and deliver it to the CS Dept. graduate coordinator. **If the project is not submitted by the last day of the same quarter as the final examination, then the student is required to be registered for at least two credits the quarter the degree is conferred.**