

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
UNIVERSITY LIBRARY**

**PROCEDURE TO OBTAIN FINAL THESIS OR PROJECT LIBRARY APPROVAL**

During this process, you will obtain signatures from a Library reviewer, approving the formatting of your document.

Please note that if the reviewer rejects your submission, the process will be voided, and a new submission will be required. It is essential that you talk to a library reviewer before starting this submission process.

Before starting, you need the following:

- A project/thesis electronic document approved by your committee.

**INSTRUCTIONS**

1. Click on the following link to start the submission process:
  - [Electronic Submission form](#)
  
2. Complete your name and CPP email address


**Student**

**Your Name: \***

**Your Email: \***

3. You will see the following message, check your email, and enter the access code that was emailed to you. Click "Validate" to continue.

**Please enter the access code to view the document**

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An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

Access Code

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5. Please make sure you complete this form before attaching your paper.



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
GRADUATE LIBRARY SUBMISSION FORM**

SUBMISSION TYPE  Thesis  Project

Submitted: Term  Year

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**LIBRARY FORMAT REVIEWER APPROVAL**

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Library Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Upload Submission Attachment:



6. Click on Upload Project Attachment and upload your document. You can upload PDF or Word files.

Upload Project Attachment:



7. Review your submission and click the "Finish" button.

**FINISH**