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**All Thesis submissions must submit a full report**

Your thesis or project abstract will be included in Cal Poly Pomona's institutional repository Bronco ScholarWorks, which means your work will be more visible and available on the web. Below is a checklist of the steps you will need to take in order to submit your thesis or project abstract to Bronco ScholarWorks.

**Submitting your Thesis:**

- **Have your committee members sign off on your paper using the Adobe Sign process in addition to having the Format Review Team confirm the formatting of your thesis.**
  - There is only one Adobe Sign procedure, and it requires you to obtain signatures from your committee members. This must be completed prior to submitting to Bronco Scholarworks. In addition to this, you must also have formatting approval from the Format Review Team. You should receive an email confirmation from their office once you have successfully finished this step.
- **Save or Export your document as a PDF.**
  - Please title your file name with the following naming convention: FirstnameLastname\_ThesisORProjectYear. (Ex: JohnSmith\_Project2023)
- **Submit your Thesis to Bronco ScholarWorks using the [Submission Form](#).**
  - Please note: **DO NOT DOWNLOAD** your paper from Adobe Sign. You will upload a copy of your paper that has NOT gone through the Adobe Sign process. Upload your paper to our submission form like it is the first time you are uploading it for signatures. Please view the infographic below for a visual representation.



### **Submitting your Project Abstract:**

- **Submit your Project Abstract** to Bronco ScholarWorks using the [Submission Form](#).
  - If submitting a Project Abstract, please attach a copy of your abstract to the submission form.
  - Please note: only students whose committee has approved of their project can submit. Submitting a project abstract without having committee approval could delay the signing of the Report of Culminating Experience and delay issuance of graduation and degree.

If you have any issues during the electronic submission process, please contact the Bronco ScholarWorks Team at [broncoscholar@cpp.edu](mailto:broncoscholar@cpp.edu)