

Master's Thesis Submission Procedures for the University Library

1. Student uses style manual designated by the student's program to complete thesis.
2. Student fills out and prints out the cover sheets (title page, copyright page, signature page, and Distribution License) for the thesis that will be available from library's web site. The three cover sheets are to be added to the beginning of the thesis and the signed Distribution License is to be kept separate.
3. The student submits master's thesis to advisor (committee) in print and/or electronic format depending on program area preference. If the thesis is in electronic format it may be submitted as a .PDF file, zipped word file or on a CD or DVD in a Jewell Case.
4. After receiving advisor (committee) feedback, student reviews feedback with advisor, makes changes, and schedules defense, if appropriate.
5. Advisor (committee) approves master's thesis and the signature page is signed off. A copy of the thesis is deposited with the student's program, if appropriate.
6. The advisor submits an email attachment with the digital thesis or a CD/DVD of the defended master's thesis along with the physical signed signature page, the signed Distribution License, along with three to five key words to describe the thesis to Kristen LaBonte, Digital Resources Librarian in Bell Tower 1361.
7. Library scans the title page and converts it and the thesis into a .PDF file if it is not done so already.
8. Library places the thesis in two separate sections in the Institutional Repository. The thesis will be accessible in a section designated as Master Theses and subdivided by program area. The thesis will also be included in major program area subdivided by Master Theses.
9. The thesis will be cataloged in the Library Catalog, QuickSilver, and will be accessible by author, title, subject, and program area.
10. Student has the option to have the library bind a printed copy for a fee.
11. The library will provide continued online access to the thesis and will migrate file formats in the future, as appropriate.