

August 3, 2012

PROFESSOR KIM BARRETT, Dean
Office of Graduate Studies

MR. BRIAN SCHOTTLAENDER, University Librarian
University Libraries

SUBJECT: Changes to Policies Regarding Dissertation and Thesis Submission

At its June 18, 2012 meeting, the Graduate Council approved two changes to current procedures for manuscript submission requirements (for both dissertations and theses). The changes are intended to streamline processes while remaining consistent with the University's mission to provide access to future scholars and researchers. Specifically, the Graduate Council approved:

1. A requirement that all manuscripts be submitted in digital format, effective Fall Quarter 2012. Students will no longer have the option to submit their work in paper form. The Council's decision is based on the fact that more than 90% of manuscripts are currently being submitted digitally and graduate student work in digital form is made available not only to the UC community but also to scholars worldwide.
2. A revision to the process for students and faculty who request an extension to the initial embargo on a manuscript's publication in order to withhold a dissertation or thesis from the public for a period of time. Effective Fall Quarter 2012, it is the responsibility of the student's committee chair to contact the Office of Graduate Studies should the embargo need to be extended. The Office of Graduate Studies will no longer notify departments when an embargo is scheduled to expire. Students should contact their committee chairs and faculty advisors to ensure that any needed extension is processed on time.

The Council approved revisions to the *Preparation and Submission Manual for Doctoral Dissertations and Master's Theses* (also known as the "Bluebook") and the Dissertation and Thesis Release Form to reflect these changes. Please make these revised materials available to departments and graduate programs on OGS's website prior to the Fall Quarter 2012 effective date.

Sincerely,



Athina Markou, Chair
Graduate Council

cc: M. Allen
D. Hamann
G. Masters
J. Sobel

DISSERTATION AND THESIS RELEASE FORM

NAME: _____

PID: _____

PROGRAM: _____

DEGREE QTR & YR _____

IMMEDIATE RELEASE

- I authorize the Office of Graduate Studies to release my dissertation or thesis to the UC California Digital Library and ProQuest/UMI in order for my work to be available to the public electronically through the library catalog as soon as is feasible after my dissertation/thesis has been filed.

EMBARGO OF ONE OR TWO YEARS

I wish my dissertation or thesis to be withheld following the date of submission, after which time the full manuscript will be released to the UC California Digital Library and ProQuest UMI and made available to the public electronically through the campus library catalog.

- One year
- Two years

Faculty Responsibility: *It is the responsibility of the student's committee chair to contact the Office of Graduate Studies should the embargo need to be extended. Please submit a request specifying the reason for the additional time needed and how long the embargo should continue. The exception must also be endorsed by the department chair/program director. Submissions may be sent as an e-mail request to Dean of Graduate Studies c/o Director of Graduate Academic Affairs.*

Committee Chair's Signature

Date

In addition to my approval of the copyright agreement with Proquest/UMI, I hereby grant a nonexclusive, worldwide, royalty-free copyright license to The Regents of the University of California ("University") to reproduce, distribute, and display my dissertation/thesis at the University of California, San Diego ("the Work"), including: (i) the right to distribute the Work in whole or in part in all forms of media, now known or hereafter created, including display on the internet and through databases containing other works; and (ii) to electronically store, archive, copy and or convert the Work for preservation purposes. The Regents will credit me as the author of the Work.

I represent and warrant that the Work: (a) is my original work and that I have full power to enter into this agreement; (b) does not infringe the copyright, intellectual property rights, or privacy rights of another; (c) contains no material which is obscene, libelous, or defamatory; and (d) I have not made, and will not hereafter make, any contract or commitment contrary to the terms of this Agreement or in derogation of the license granted to the University hereunder.

I release and forever discharge the University and its officers, agents, and employees from any and all claims and demands arising out of or in connection with the use, display, and distribution of the Work.

I understand that if my dissertation/thesis has been embargoed, I should contact my faculty advisor in the event that an extension is needed.

I declare to have read the above, fully understand its meaning and effect, and freely and voluntarily agree to be bound by it.

Student Signature: _____

Date