

Subject: FW: Changes related to Electronic Submission of Theses and Dissertations
Date: Tuesday, February 12, 2013 1:41:06 PM CT
From: Karen Nunley
To: PsyDept-L

To those whom this might concern:

From: Amy Sayward
Sent: Tuesday, February 12, 2013 1:37 PM
To: Wendy Beckman; Max Ervin; Scott Handy; John Wallin; Chrisila Pettey; Deborah W. Newman; Shelly L. Higdon; Mark W. Owens; Carol Boraiko; Kevin Donovan; Deborah Flanigan; Shirlene Rea; Richard Farley; Jenn Caputo; Joey Gray; Norman Weatherby; Don Belcher; Kathy Slager; Pippa Holloway; Rhonda Hoffman; Moses Tesi; Deborah Belcher; Angela Morrell; Jwa Kim; Robert Kalwinsky; Angela Barlow; Elizabeth Lamb; Gail Crips; James Hart; Elliot Altman; Felicia Miyakawa; Karen Nunley; Mary Ellen Fromuth; Dana Fuller; James Rust; Stephen Schmidt; Michael Hein; Angela Mertig
Cc: Peter Cunningham; Anita Hermes; Glenda Vandygrift; Melissa Lowrance; Rick Henegar; Karissa Garrison; Amber K. Bollinger; Janet Kelly
Subject: Changes related to Electronic Submission of Theses and Dissertations

Dear Colleagues:

Just in case you haven't been following the Graduate Council minutes closely, I wanted to alert you that our graduate students will now submit their theses and dissertations electronically (as opposed to the previous system of submitting paper copies). We ran a small sample through the system in the Fall 2012 semester, and one of these students commented "It took maybe 10 minutes from beginning to end, and everything went smoothly."

Here are the key changes related to this shift:

- Students will not have to pay binding fees to the Business Office with their Intent to Graduate form. Students will pay ProQuest (the company that handles the electronic thesis/dissertation submission) for any bound copies that they may wish to purchase.
- The Library will maintain electronic copies of all theses and dissertations that are available through the library website free of charge to all faculty and students (as opposed to maintaining bound copies in Special Collections). Faculty and departments will no longer automatically receive copies of bound theses/dissertations.
- The signature page will be submitted to the College of Graduate Studies with original signatures, but it will no longer be part of the thesis/dissertation.
- Students will also submit their signed publication agreement (attached) to the College of Graduate Studies, which is simply a variation on the previous publication agreement.
- The College of Graduate Studies will no longer require a signed "Thesis/Dissertation Checklist" as part of the thesis/dissertation submission process. Although we have attached an updated checklist for theses/dissertations as a helpful guide to graduate faculty and students.

Attached please find the revised "Intent to Graduate Form" (without the binding fee),

http://www.mtsu.edu/graduate/pdf/IntentToGraduate_201180.pdf

and the revised "Thesis and Dissertation Manual":

<http://www.mtsu.edu/graduate/pdf/ThesisDissertationManual.pdf>

If you have any questions or concerns, feel free to contact me. Brandi Williamson, the College of Graduate Studies thesis/dissertation consultant, will continue to assist students with questions or issues about their

thesis/dissertation, and she is now supported by ProQuest's 24/7 on-line and phone assistance.

I would appreciate it if you could dispose of any previous versions of these documents that you might have in your department, and feel free to forward this to all of your graduate faculty members and graduate students.

Sincerely,
Amy Sayward
Faculty Assistant to the Dean
College of Graduate Studies
Middle Tennessee State University