



The University of Tennessee Health Science Center College of Graduate Health Sciences College Policies

Document Name: Theses and Dissertations
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Purpose

This policy outlines the procedures for submitting a thesis, project, or dissertation (ET/D) for approval as partial completion of degree requirements.

Policy Details

Starting the ET/D Process. All students who are required to provide a thesis or dissertation (ET/D) as part of their graduation requirements must complete all online instructional materials; tutorials, document exercises, and lectures, described in the Blackboard course “Electronic Theses and Dissertations - Workshops, Lectures, and Tutorials.” Students should complete these instructional materials before beginning the preparation of their thesis or dissertation.

ET/D Media. All final approved ET/Ds must be saved in Portable Document Format (PDF) and be compliant with the archival quality PDF/A-1b specification. Any request for deviations from this specification must be submitted to the Assistant Dean for Academic Affairs for consideration. Additional approved multimedia files can be utilized according to the provisions in the current ET/D Guide. However, there must be an archival copy in PDF/A-1b format.

ET/D and Copyright. All authors of an ET/D should be aware of the current federal copyright laws, and it is recommended, although not required, that you register a copyright for your thesis/dissertation; project papers generally assign the copyright to the publisher. Refer to <http://www.copyright.gov/> or <http://library.uthsc.edu/reference/copyright> for general information. Authors of ET/Ds are provided with two options for copyright; do it yourself registration at the .gov site, or request that ProQuest LLC register a copyright for you. See the current ET/D Guide (1&2) and auxiliary information on the Blackboard Electronic Thesis and Dissertations - Workshops, Lectures, and Tutorials site for details. The University of Tennessee's policy concerning student copyrights is as follows:



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“A student must, as a condition of a degree award, grant royalty-free permission to the University to reproduce and publicly distribute, on a non-commercial basis, copies of the thesis or dissertation” (The University of Tennessee Board of Trustees 1984). This includes paper or electronic products.”

Even if an author does not "officially" register their copyright, authors are required to add a copyright notice and symbol to their ET/D. Details are provided in the current ET/D Guides and auxiliary information.

ET/D and Patent Review. If a student ET/D is involved in a patent review process, it is imperative that the student inform the Assistant Dean for Academic Affairs immediately. Documents undergoing patent review are sequestered until either the embargo period has ended or the student's advisor informs the Assistant Dean for Academic Affairs that the review process has been completed. If the review process progresses to a patent pending status or is rejected, the student's advisor must inform the Assistant Dean for Academic Affairs of this status change so that the dissemination status of the ET/D can be changed accordingly. Refer to the current CGHS ET/D Guides for additional details.

ET/D Standard Dissemination. Document security for displaying student theses or dissertations from the CGHS campus will mirror the current ProQuest LLC document security policies. Students may select world-wide accessibility once delivered to ProQuest LLC; students and advisors may elect an embargo of either 6 months, 1 year, or up to two years (maximum) if sufficient reason is provided to the Assistant Dean for Academic Affairs. An embargo means that the whole of the thesis or dissertation will not be available until the embargo period has expired. However, the title, the abstract and meta data for the manuscript will be made available on the UTHSC/CGHS ET/D Institutional Repository (<http://etd.uthsc.edu>) and the ProQuest LLC site immediately upon approval and delivery of the manuscript to ProQuest LLC. For work under patent review, authors must carefully consider the contents of their abstract so that proprietary or patentable information is not revealed. If changes to the embargo are needed after an embargo has been approved and submitted to ProQuest LLC, it is the responsibility of the student and/or the student's mentor to submit a request with justification to the CGHS Assistant Dean for Academic Affairs for approval. If approved, the Assistant Dean for Academic Affairs will change the meta data



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associated with the abstract on campus display, and reset the CGHS embargo "clock" for this ET/D. Once approved by the Assistant Dean for Academic Affairs, it is then the responsibility of the student and/or mentor to contact ProQuest LLC Dissertations Group (disspub@proquest.com; phone: 800-521-0600 x7020) to request a change in the embargo options.

Policy Scope

Applies to all degree-seeking students.

Related Policies

Degree Completion
Oral Defense

Definitions

ET/D. An electronic version of the thesis, project, or dissertation.

ProQuest LLC. A privately-held company that acts as an offsite digital archive of theses and dissertations. The College has an agreement with the company to archive student-produced theses and dissertations.

UTHSC/CGHS Institutional Repository for ET/Ds. The CGHS Institutional repository held in Digital Commons/BEPress; an open access publishing server.

Document History

Approved by Graduate Studies Council April 28, 2009.

Administratively revised February 1, 2016 to update information about ET/D guides and repository.