

MEMORANDUM

To: Deans, Chairpersons, Graduate Study Committee Chairs, Graduate Advisors, Graduate Assembly Chair, Members of the Graduate Assembly, President of the Graduate Student Senate

From: Philip Cohen, Dean, Joe Jackson, Associate Dean, Graduate School

Date: May 25, 2005

RE: Electronic Thesis and Dissertation Submission and Review

The Graduate School and Library are pleased to announce that students completing theses or dissertations in Summer 2005 and after may elect to submit them to the Graduate School electronically. As of June 13, 2005 students may choose to use the new electronic submission process or submit paper versions of their theses and dissertations for review and archiving as they have done in the past. The first Graduate School Thesis and Dissertation Workshop that will provide guidance on this new process as well as the current paper-driven process will be conducted during the week of June 13, 2005 and will be presented on a regular basis thereafter. We would appreciate it you would inform your students of this new option.

Based on our research, we expect the electronic submission process will be efficient, user-friendly, and well-received. If our expectations are borne out, we will review the process with the Graduate Assembly with an eye toward determining whether electronic submission should remain optional or become mandatory for all students.

The current paper-driven process is inefficient and costly to students and the University. Our electronic submission process will enable students to submit their work via a secure website 24-and receive emailed feedback from the Graduate School. They will no longer have to travel to the Graduate School or wait in line to drop off paper copies of their theses or dissertations or to obtain feedback on formatting. When the final version of the thesis or dissertation is approved, students will not have to submit three final copies of their work on expensive high-quality paper. The Graduate School will deliver the documents electronically to UMI and the Central Library.

The convenience of electronic submission and emailed feedback and the savings in time and the cost of paper and other supplies will clearly benefit our students. Electronic submission will also allow the Library to waive the \$22.50 mandatory binding fee that students submitting paper text must continue to pay. The University will also benefit from savings accruing from reduced labor, packaging, shipping and storage costs. The electronic process will not affect the review and evaluation processes conducted by thesis or dissertation committees.

We have elected to use services provided by ProQuest/UMI to enable electronic transmission of theses and dissertations. We chose ProQuest/UMI for the following reasons:

- 1) There will be no new costs to the University and no new demands on University resources for technology or technological support because these resources are provided by ProQuest/UMI under an existing contractual agreement with the Central Library.
- 2) ProQuest/UMI provides the functionality we require and has packaged it in a secure, user-friendly customized web page for our students.
- 3) ProQuest/UMI backs up submission on multiple servers to minimize risk of data loss.
- 3) Other universities using ProQuest/UMI's services are extremely satisfied with their quality, reliability, security, and user support.

A detailed comparison of the current paper-driven and proposed electronic thesis and dissertation processes and a summary of other information and issues that will be relevant to future discussion on electronic submission and archiving of theses and dissertations are contained in the attachment to this email.