

Library Services
Office of the Dean


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MEMORANDUM

TO: Robert Augustine, Dean of Graduate School

FROM: Allen Lanham, Dean of Library Services 

RE: **THESIS MAINTENANCE AND REPRODUCTION CERTIFICATE**

DATE: February 21, 2011

The attached *Thesis Maintenance and Reproduction Certificate* has been drafted by our Subcommittee on Digital Resources to update the version that had been previously in use. This revision allows the graduate student the option to petition for a specific time period to elapse before their thesis is shared with others, a useful change for those proceeding to publish.

Please share this revised version with the Council on Graduate Studies and let me know if there are any changes they would like us to incorporate.

pm

Enc: Thesis Maintenance and Reproduction Certificate

THESIS MAINTENANCE AND REPRODUCTION CERTIFICATE

TO: Graduate Degree Candidates (who have written formal theses)

SUBJECT: Permission to Reproduce Theses

An important part of Booth Library at Eastern Illinois University's ongoing mission is to preserve and provide access to works of scholarship. In order to further this goal, Booth Library makes all theses produced at Eastern Illinois University available for personal study, research, and other not-for-profit educational purposes. Under 17 U.S.C § 108, the library may reproduce and distribute a copy without infringing on copyright; however, professional courtesy dictates that permission be requested from the author before doing so.

By signing this form:

- You confirm your authorship of the thesis.
- You retain the copyright and intellectual property rights associated with the original research, creative activity, and intellectual or artistic content of the thesis.
- You certify your compliance with federal copyright law (Title 17 of the U.S. Code) and your right to authorize reproduction and distribution of all copyrighted material included in the thesis.
- You grant Booth Library the non-exclusive, perpetual right to make copies of your thesis freely and publicly available without restriction, by means of any current or successive technology, including but not limited to photocopying, microform, digitization, or Internet.
- You acknowledge that by depositing your thesis with Booth Library, your work is available for viewing by the public and may be borrowed through the library's circulation and interlibrary loan departments or accessed electronically.
- You waive the confidentiality provisions of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) with respect to the contents of the thesis and with respect to information concerning your authorship of the thesis, including your name and status as a student at Eastern Illinois University.

PLEASE CHECK THE BOX NEXT TO ONE OF THE FOLLOWING STATEMENTS AND SIGN BELOW:

☐ I have read and agree with the above statements, and hereby give my permission to allow Booth Library to reproduce and distribute my thesis as indicated above.

☐ I respectfully petition that Booth Library **NOT** allow my thesis to be reproduced or distributed BECAUSE

Signature: _____

Printed Name: _____

Date: _____

This form must be submitted in duplicate.



TO: Council on Graduate Studies

FROM: Robert M. Augustine, Dean

RE: Thesis Maintenance and Reproduction

DATE: October 3, 2011

Prior Notice

Dr. Rob Miller, University Counsel, reviewed the issue of not reproducing or delaying the reproduction of the thesis by Booth Library as proposed in the Thesis Maintenance and Reproduction Certificate form presented to the Council on Graduate Studies in CGS 11-22. Dr. Miller determined that the Graduate School's *Thesis Manual* provides a graduate candidate with the following prior notice before a thesis is initiated (page 2, paragraph 2): *A thesis is a required component of some master's and specialist's degree options.* In addition, in the Completing the Thesis—Graduate School Requirements section of the *Thesis Manual* (page 6) states that the deposit of the thesis and its abstract at Booth Library is a required component of completion of the thesis. Booth Library has an obligation to make its scholarly holdings available to the public in appropriate venues for scholars including in print formats and in related technologies. Because of the prior notice that a thesis is a requirement for a degree, a student has the right of refusal before completing the thesis and can gain permission to pursue another option to earn a degree. After accepting the thesis option, the student accepts the obligation to deposit the thesis with the library in order to earn the degree. The library has the right to distribute it.

Consequences

Mr. Miller explained that since completion of the thesis is a requirement for the degree and deposit with the library is a requirement for completion of the thesis option, the degree cannot be conferred until the thesis is deposited. A student may request a delay in depositing the thesis in order to resolve any issues of conflict related to other publications. During the delay, the degree is not conferred. Dean Lanham also explained that libraries are well experienced in managing these issues and typically work with the publisher to accommodate any conflict.

Recommendations

1. Modify the Thesis Manual to better highlight the prior notice that choosing a thesis option means you are agreeing to deposit the thesis with the library. See the attached proposed changes to the Thesis Manual.
2. Modify the Library's Thesis Maintenance and Reproduction Certificate to reflect that prior notice. See the attached proposed changes to the original Thesis Maintenance and Reproduction Certificate.

Addendum to CGS Agenda Item 11-22

Introduction

Advancing scholarship through original research and creative activity are hallmarks of graduate education at Eastern Illinois University. Research and creative activity are reflected in requirements for graduate theses, research courses, independent study programs, and related research activities with graduate faculty members who mentor graduate candidates through the process of scholarly inquiry and expression in their academic disciplines. The master's and specialist's thesis are designed to promote and support graduate research.

A thesis is a required component of some master's and specialist's degrees or options. The thesis is a scholarly contribution to knowledge in the candidate's selected area of study. Thesis research is conducted by degree candidates in consultation with a thesis committee and under the direct supervision of the thesis director who must be a Regular Member of the Graduate Faculty. The committee oversees and guides the research to ensure that the completed scholarship meets the standards for original research of Eastern Illinois University and the academic discipline.

The purpose of the Manual for the Master's and Specialist's Thesis is to provide graduate candidates with clear and concise guidelines to facilitate student success and to assist students in achieving a high quality thesis. Candidates are advised that graduate programs may establish additional guidelines for completing a thesis and should consult the Coordinator of Graduate Study regarding these requirements. Program contact information is available in the *Graduate Catalog* and on the Graduate School web site at <http://www.eiu.edu/~graduate/>. A checklist of the steps required for completion of the thesis can be found on page 9 of this manual.

Approvals *Prior to Initiating the Thesis Research*

~~Three approvals are required~~ ***Prior to*** initiating master's or specialist's thesis research, the following approvals are required. These include approval of the thesis committee, approval of the proposal, and approval of the institutional compliance committees.

- **Approval to Maintain and Reproduce the Thesis:** As noted in the Introduction section, the thesis is a requirement for degree completion in some graduate degree programs and completion of the requirements for the degree in a thesis option also requires that you deposit the completed and approved thesis with Booth Library. The Library holds responsibility for maintaining the scholarly works produced by the institution and to distribute those works to others. The Library will make the thesis available to other scholars via print and technology methods. The Thesis Manual serves as your notification prior to completing the thesis, that by choosing a thesis option in a graduate program you are also agreeing to deposit the thesis and to allow distribution of the thesis according to the distribution procedures established by the Library in order to earn the degree. If the thesis option is selected, but the thesis is not deposited with the Library, the degree will not be conferred.
- **Approval of the Thesis Committee.** <http://www.eiu.edu/~graduate/faculty/facultylist.php>: This web site provides a current member list of graduate faculty. Thesis committees are typically composed of three members of the graduate faculty including the thesis director who serves as chair. The number of committee members may vary. Degree candidates enrolled in degree programs or options which require a thesis should identify a prospective member of the graduate faculty who will serve as the thesis director. The candidate, in consultation with the director, should identify other qualified members of the graduate faculty who will serve on the candidate's thesis committee. The candidate should identify the thesis topic, question, or area of study to verify that the members of the committee have expertise appropriate to the topic. Regular and Adjunct Members of the Graduate Faculty may serve as committee members. The thesis director and committee are approved by the program's administrative processes ***prior to*** initiating the thesis research.

- **Approval of the Proposal.** Following consultation and input from the thesis committee, the candidate should develop a research proposal that should include enough information for committee members and other interested members of the University community to carefully examine the merits and quality of the project to insure that it meets the department's standards for rigor. Typically the proposal will include, but not be limited to, an introduction of the problem or question, a literature review which provides a summary of the current status of the problem, a method of study, and a proposed time line for the project. The proposal is typically reviewed in a formal presentation. The proposal should be circulated to committee members at least 2 weeks prior to the presentation or the review deadline; this requirement may be waived by committee members. The proposal should be approved by the committee according to the program's administrative processes **prior to** initiating the thesis research.
- **Approval of the Institutional Review Board (IRB) and Animal Care and Use Committee (IACUC).** Institutional policies require that all research conducted by faculty, staff, and students that involves human or animal subjects must be approved by the appropriate University compliance committee. Research involving living human subjects or data collected from living human subjects must be reviewed and approved by the Institutional Review Board (IRB). Research involving the use of living animals must be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC). It is the joint responsibility of the faculty sponsor and the candidate conducting thesis research involving human or animal subjects to obtain compliance committee approval **prior to** initiating the research. A letter from the compliance committee documenting the approval should be included in the thesis appendix. Contact the Graduate Coordinator or the Compliance Coordinator in the Office of Research and Sponsored Programs for information regarding protocol review forms and the protocol review process. Instructions, forms, and information are also available at the web site for the Office of Research and Sponsored Programs at www.eiu.edu/~grants/

Addendum to CGS Agenda Item 11-22

THESIS MAINTENANCE AND REPRODUCTION CERTIFICATE

TO:

SUBJECT:

Introduction

An important part of...

Regulations Governing Thesis Maintenance and Reproduction

Your signature below means that you are in compliance with the following regulations governing the maintenance and reproduction of your thesis by Booth Library at Eastern Illinois University.

- You confirm your authorship of the thesis.
- You retain the copyright and intellectual property rights...
- You certify your compliance with federal copyright law....
- You grant Booth Library the non-exclusive, perpetual right...
- You acknowledge that by depositing your thesis with booth Library...
- You waive the confidentiality provisions...

Petition to Delay

I respectfully petition that Booth Library delay maintenance and reproduction of my thesis until the date specified and for the reasons specified below. I understand that my degree will not be conferred until the thesis is available for maintenance and reproduction.

Date:

Reasons:

Signature:

Printed Name:

Date: