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Electronic Thesis and Dissertation (ETD) Policy

Indiana State University

College of Graduate and Professional Studies

One of the primary goals of Electronic Theses and Dissertations is timely and increased access to these documents. Beginning with May 2010 graduation, the final copy of any thesis or dissertation submitted in partial fulfillment of the requirements for a graduate degree at Indiana State University must be submitted electronically in PDF format. The College of Graduate and Professional Studies will not accept paper submissions after January 1, 2010. Students graduating before May 2010 may submit their final thesis or dissertation in PDF format if they so choose. The Certificate of Approval, or signature page, must be submitted on paper and must contain original signatures. That page will be scanned and merged with the PDF document.

One of the advantages of ETDs is the ability to embed files and hyperlinks into a PDF document. Embedded files, whenever possible, must use standard file formats such as .bmp, .jpg, .gif, or .tif for graphics, .mpeg for video, and .wav or .mp3 for audio. Exceptions to standard file formats must be approved by the College of Graduate and Professional Studies. Embedding files and using hyperlinks are not required. In the interest of preserving the integrity of theses and dissertations, the student in consultation with their advisor must ensure the stability and availability of critical data.

After final approval by the student's committee, the home college notifies the College of Graduate and Professional Studies (CGPS) that the student is ready to proceed to publication. CGPS staff will contact the student with instructions for uploading the work into ProQuest. The student should upload an unchanged PDF copy of the dissertation that their committee approved. Following submission to ProQuest, CGPS staff will review the thesis/dissertation to ensure formatting standards. Any format revisions will be requested through a ProQuest message; the student will make the revisions and then upload the document into ProQuest again. When the thesis or dissertation contains multiple files, those must all be submitted together. The College of Graduate and Professional Studies, in collaboration with the ISU Office of Information Technology and Cunningham Memorial Library will be responsible to create and maintain a system for the electronic submission and storage of electronic theses and dissertations. Indiana State University will maintain membership in the Network of Digital Libraries of Theses and Dissertations (NDLTD) as well as continue to send copies of theses and dissertations to ProQuest. Indiana State University will provide sufficient server space and technical support to collect, catalog, archive, and host ETDs in order to ensure their continued availability on the Internet, and will provide technical support to facilitate the ETD process from document submission to document hosting.

Some theses or dissertations may contain material destined for a publication or patent which requires that the material cannot be made immediately available on the Internet. There will be two types of access for ETDs: Open and Closed.

- Open access theses and dissertations will be made available on the Internet after final approval and technical review.
- Closed access theses and dissertations will not have the thesis or dissertation available. This status is available only for one (1) year with a onetime extension of one (1) year. At the end of the approved period the thesis or dissertation becomes open access.

Students must request closed access in writing and must provide documentation of patent application or acceptance for publication as a rationale for not making their theses and dissertations immediately available. Requests for the additional year are required to be filed by Dec. 1 prior to the scheduled release. The start of closed access will be the beginning of the academic year following graduation. Specifically, theses and dissertations submitted in May 2010 would start counting the one (1) year of closed access at the beginning of Fall semester 2010. Exceptions to access can be made at the discretion of the Dean of the College of Graduate and Professional Studies.

Electronic Thesis and Dissertation Committee

Will Barratt, ELAF/SOGS Chair
Shelley Arvin, CML
Matt Brennan, English
Timothy Demchak, Athletic Training
Ed Kinley, OIT
Liz O'Laughlin, Psychology
George Maughan, Technology
Cinda May, CML
Susan Powers, CIMT/COE
Virgil Sheets, Psychology
George Stachokas, CML

Passed Graduate Council, November 14, 2008
Passed Executive Council, December 9, 2008
Passed Faculty Senate, January 22, 2009