

**University of Georgia Graduate School
Electronic Thesis and Dissertation (ETD) Submission Approval**

**Please refer to the Graduate School's website for an expanded discussion of these topics.
<http://www.grad.uga.edu/academics/thesis.html>**

Copyright:

Every thesis and dissertation is required to have a copyright page and an abstract that includes key words. These key words will be used in the cataloguing and Web search operations.

Students who utilize the manuscript style of a thesis or dissertation **must** procure copyright release from the publisher of the book or journal for it to be included within their document. The Graduate School cannot put the document on the Web without prior copyright release of these or other materials contained within the document.

The Office of Vice President of Research, provides information concerning the copyright issue. To view this information, students should refer to the Graduate School Website.

Release Options:

The abstract and the body of the thesis/dissertation will be accessible from any University of Georgia computer location.

Students admitted prior to Fall Semester 2001 in consultation with the major professor, may elect: (1) Never to release the body of their thesis/dissertation to the Web; or

(2) To release the body of the document to the Web as soon as it has been catalogued by the Library. This will permit Web access to the document from any Web location; or (3) To release the body of the document to the Web after a period of **FIVE** years.

[**Students admitted or re-admitted Fall Semester 2001 and thereafter** should refer to the Graduate School Website for the [Policies and Procedures for Electronic Theses and Dissertations](#) document that discusses their options.]

In the rare instance when a thesis or dissertation contains potentially patentable material, the student may request, with the approval of the major professor, a one year hold of the document (both abstract and the body of the document). The thesis/dissertation will be held by the Graduate School for that period of time. With such a hold, the Graduate School will **not** notify the Library or any other organization of its existence. In essence, no one will know about this document until its release date. One of the two release options cited in Items 1 and 2 above must be selected as the release date following the year hold.

Every student has the right to petition the Graduate School for a longer hold on Web presentation. Such a petition will require a letter from the major professor (or Department Head in the absence of the major professor) supporting the student's request. Such a petition will be reviewed by the Administrative Committee of the Graduate Council.

Dissertation Abstracts: (Doctoral Students Only)

The traditional dissemination of doctoral dissertation research has been through the publication of the abstract in Bell and Howell's (UMI) *Dissertation Abstracts* and the submission of the entire dissertation to University Microfilms for microfilming and distribution. The electronic submission and availability of the dissertation via the Web now makes the dissertation easier to access. The student should discuss the option of submitting the dissertation or the abstract to *Dissertation Abstracts* with their major professor. Please refer to the Bell and Howell web site: <http://www.proquest.com/hp/Support/Dservices/prepare/packets.htm> for additional information, agreement forms, and fee requirements.

Electronic Thesis and Dissertation (ETD) Submission Approval Form
Submit to Graduate School with your ETD Defense Form.
Make sure all signatures are provided.

[Please Type]

Student Name: _____
(Last) (First) (Middle Initial)

ID Number: _____

Document Type: (check one) Master's Thesis _____ Doctoral Dissertation _____

Document Title: _____

Release Options:

Check one of the following options:

- _____ 1. Never to release the body of their thesis/dissertation to the Web (only for students who matriculated prior to Fall Semester 2001: students admitted or readmitted Fall 2001 or later
- _____ 2. Release the body of the document to the Web as soon as it has been catalogued by the Library. This will permit Web access to the document from any Web location.
- _____ 3. Release the body of the document to the Web after a period of **FIVE** years.

I understand that the entire thesis/dissertation will be accessible from UGA computer locations.

Student Agreement: _____
(Student signature) (Date)

Major Professor Approval: _____
(Major Professor signature) (Date)

(Type Major Professor's Name)

Dissertation Abstracts: (Doctoral Students Only)

The traditional dissemination of doctoral dissertation research has been through the publication of the abstract in Bell and Howell's (UMI) *Dissertation Abstracts* and the submission of the entire dissertation to University Microfilms for microfilming and distribution. The electronic submission and availability of the dissertation via the Web now makes the dissertation easier to access. The student should discuss the option of submitting the dissertation or the abstract to *Dissertation Abstracts* with their major professor. Please refer to the Bell and Howell web site: <http://www.proquest.com/hp/Support/Dservices/prepare/packets.htm> for additional information, agreement forms, and fee requirements.