MEMORANDUM
May 12, 2004

TO:                        Dr. Patricia Wentz  
                           President, Faculty Senate 

FROM:                      Carl Backman  
                           Interim Director, Graduate Studies 

SUBJECT: Request for Review and Action by Faculty Senate—Proposed 
         Policy on Electronic Submission of Theses and Dissertations 

Pursuant to the request of the Executive Committee of the Faculty Senate at its 
March 5, 2004, meeting, please find attached a proposed policy requiring 
candidates for whom submission of a thesis or dissertation is a requirement for 
completion of a graduate degree at the University of West Florida to submit the 
approved thesis or dissertation in electronic format.

The proposed policy was developed subsequent to discussion with members of 
the ad hoc Electronic Theses and Dissertations Committee and additional 
discussions with faculty and administrative representatives from the Colleges of 
Arts & Sciences and the College of Professional Studies through which most of 
the theses and dissertations are submitted. Additionally, conversations have 
been held with representatives of the Library to ensure that the University has the 
technical capacity to receive and post theses and dissertations electronically. 
With respect to the latter concern two students who completed dissertations in 
previous semesters were invited to provide electronic copies of their dissertations 
in Word format which were then converted to PDF format, entered into the 
Library’s electronic collection, and made available through the online catalog 
system.
Please note that although the effective date of the proposed policy is Fall Semester 2004, the actual submission of theses and dissertations in electronic format will not occur until sometime later because of the definition of the candidates for whom the requirement would apply. This will give us additional time to revise the current Thesis and Dissertation Guide and to work with the Library on refining the technical requirements of the electronic submission.

Please also note that, although the basic submission will be in electronic format, the Library has asked that one paper copy also be submitted for the University's archives. Candidates will continue to have the option of submitting additional paper copies of the approved thesis/dissertation for binding at the candidate's expense.

Attachment

cc: Wesley Little
    Jane Halonen
    Ed Ranelli
    Janet Pilcher
Proposed Policy

Electronic Submission of Theses and Dissertations

Effective Fall Semester 2004, final approved theses and dissertations submitted in partial fulfillment of requirements for master's, specialist, and doctoral degrees are to be submitted to the UWF Library in electronic format along with one paper copy for binding for inclusion in the University archives. Specifications for electronic and paper copy submissions are detailed in the revised UWF Thesis and Dissertation Guide.

Definition of effective date by type of degree program:

(a) For master's degree theses—the requirement pertains to candidates admitted to the relevant master's degree program in the Fall Semester 2004 or later.

(b) For specialist's degree theses—the requirement pertains to candidates admitted to the relevant specialist's degree program in the Fall Semester 2004 or later.

(c) For doctoral degree dissertations—the requirement pertains to candidates completing their preliminary examinations Fall Semester 2004 or later.

Candidates not subject to the requirement have the option of submitting the requisite number of paper copies as detailed in previous editions of the UWF Thesis and Dissertation Guide or submitting an electronic copy and one paper copy (for binding and archival purposes) as detailed in the revised edition of the UWF Thesis and Dissertation Guide.

Submitted by Klaus Meyer-Arendt, Interim Director of Graduate Studies (x 2792), and Carl Backman, Associate Vice President for Academic Affairs (x 2502).

May 12, 2004