



Master of Science Program

Thesis Submission Instructions

When the major professor and thesis committee members are satisfied that the thesis is acceptable for submission, the following steps occur:

1. The student submits an electronic copy of the finalized thesis document in text form (i.e. word processed format). The student sends it electronically to the major professor. This step occurs after the oral presentation, and incorporates any changes or corrections required as a result of the oral presentation. The major professor gives the thesis one final check in electronic form to insure that everything is acceptable--text, format, page numbers, margins--everything.
2. When the final electronic submission is approved by the major professor, it is forwarded to the MS Coordinator by the major professor with a brief note indicating that it is the final copy ready for library submission.
3. The student prints a hard copy of the "committee signature page." The major professor, and all other committee members, sign the hard copy of the committee signature page. That page—in print form with original signatures—is submitted to the MS Coordinator. (The form may be submitted by either the major professor or the student.)
4. The student prints and signs the "Non-Exclusive Right to Publish" form; informally known as the "Library Permissions" form. A copy of that form is attached at the end of these instructions. This form is to be submitted by the student in hard copy to the MS Coordinator.
5. The student prints and completes the "Thesis Electronic Submission" form. A copy is attached at the end of these instructions. This form needs to be submitted by the student in hard copy to the MS Coordinator.
6. It is the responsibility of the major professor, as “instructor of record” for the thesis, to notify the Registrar’s Office of the appropriate grade change.
7. It is the student’s responsibility to insure that the Application for Graduation has been properly filed according to the timeline established by the Registrar’s Office.

When all of the item required in steps 1 through 5 above have been received, the following steps happen "behind the scenes:"

The thesis document submitted in electronic form is converted to PDF format. The paper copy of the committee signature page is scanned and converted to PDF. The "permissions page" and "submission" page are also scanned and saved as PDF files. The documents are then merged into one final PDF document. It is that final PDF document that is submitted to the library. We will also keep a copy in our department files.

If either the major professor or the student desires a copy of the final PDF document, please notify the MS Coordinator.

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Author _____ Date _____
(signature)



Theses Electronic Submission
Label Information

PLEASE TYPE OR PRINT NEATLY!

Department: College of Education

Date: _____

Author: _____

Thesis Title: _____

Text Format: PDF