

August 3, 2012

PROFESSOR KIM BARRETT, Dean
Office of Graduate Studies

MR. BRIAN SCHOTTLAENDER, University Librarian
University Libraries

SUBJECT: Changes to Policies Regarding Dissertation and Thesis Submission

At its June 18, 2012 meeting, the Graduate Council approved two changes to current procedures for manuscript submission requirements (for both dissertations and theses). The changes are intended to streamline processes while remaining consistent with the University's mission to provide access to future scholars and researchers. Specifically, the Graduate Council approved:

1. A requirement that all manuscripts be submitted in digital format, effective Fall Quarter 2012. Students will no longer have the option to submit their work in paper form. The Council's decision is based on the fact that more than 90% of manuscripts are currently being submitted digitally and graduate student work in digital form is made available not only to the UC community but also to scholars worldwide.
2. A revision to the process for students and faculty who request an extension to the initial embargo on a manuscript's publication in order to withhold a dissertation or thesis from the public for a period of time. Effective Fall Quarter 2012, it is the responsibility of the student's committee chair to contact the Office of Graduate Studies should the embargo need to be extended. The Office of Graduate Studies will no longer notify departments when an embargo is scheduled to expire. Students should contact their committee chairs and faculty advisors to ensure that any needed extension is processed on time.

The Council approved revisions to the *Preparation and Submission Manual for Doctoral Dissertations and Master's Theses* (also known as the "Bluebook") and the Dissertation and Thesis Release Form to reflect these changes. Please make these revised materials available to departments and graduate programs on OGS's website prior to the Fall Quarter 2012 effective date.

Sincerely,



Athina Markou, Chair
Graduate Council

cc: M. Allen
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G. Masters
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