

Thesis & Dissertation Optional Paper Submission Process
For Department of English Graduates Only
4/8/2020

This process allows for graduate students earning degrees from the UNLV Department of English to submit their final document on paper instead of doing the otherwise mandatory digital upload. Please contact the [Graduate RPC Team](#) at Grad.RPC@unlv.edu if you have any questions.

Information for Graduates:

1. Students must meet all of the Graduate College [graduation deadlines](#).
2. Students must submit all required Graduate College forms (including the Culminating Experience Results form which requires the student to attach a copy of the first page of their iThenticate Similarity Report).
3. The thesis/dissertation must follow all [Graduate College formatting guidelines](#).
4. The student will go through the normal T/D format review process. The Graduate College undertakes all its standard steps to review, approve and accept submission.
5. The Graduate College RPC team will reach out via email to students from English who apply for graduation to ask the student to indicate if they will be submitting their final document through the traditional, online methods or by paper. Students may change their submission format choice up until the posted ProQuest submission deadline for that semester.
6. After approval of format, the student submits one non-bound copy of their thesis/dissertation on non-acidic paper (20# rag bond non-acid) to the Graduate College.
 - a. The student must utilize an envelope or box to contain their work. If it won't fit in a single envelope, it must be submitted in a single, appropriately sized box.
 - b. The student shall include the submission form attached to the envelope or box. The form contains metadata that will be used to create records in the Libraries catalog and institutional repository. This will document that the thesis/dissertation is held in the Libraries. A copy of the submission form is available [here](#).
 - c. The graduating student may either bring the document directly to the Graduate College on the 2nd floor of the University Gateway Building or mail the document and submission form to the Graduate College. The address is: UNLV Graduate College, 4700 S. Maryland Parkway, Suite 200, Las Vegas, NV 89119. On receipt of the document, the Graduate College will email the student confirmation of receipt.

- d. This step must be done within one week of the posted ProQuest deadline for each semester. The degree cannot be conferred until the Graduate College has received the document and all other degree requirements have been met.
7. These print thesis/dissertations will be housed in Special Collections and Archives (SCA). Each thesis/dissertation will be “open on site” and can be requested for viewing by anyone. Viewing will happen in the SCA reading room spaces. Copying of these materials will not be allowed. This should be sufficient to address concerns about distribution/copying.
 - a. If the Grad College and Department of English feel additional embargoes are merited, students may request an embargo option of 7 years. The 7-year embargo will have access restricted to only representatives of the Graduate College, General Counsel, and the creator of the work.
 - b. Embargo documentation must be attached and sent with the thesis/dissertation. The embargo should also be noted on the inventory form.
8. Discoverability: These materials will be discoverable through the Libraries catalog and the Institutional Repository.
9. Special Temporary Submission Accommodation Options for Spring 2020
 - a. Option 1: Students can bring the document directly to the Graduate College on the 2nd floor of the University Gateway Building within two-weeks of campus reopening.
 - b. Option 2: Students can mail the document and submission form to the Graduate College but it must be received within two weeks of the reopening of campus. Address: UNLV Graduate College, 4700 S. Maryland Parkway, Suite 200, Las Vegas, NV 89119. On receipt of the document, the Graduate College will email the student confirmation of receipt.
 - c. Note: The degree cannot be conferred until the Graduate College has received the document.

Graduate College & Library Processes:

1. Graduate College will insert a “signature sheet” into the non-bound thesis/dissertation. These will be typed out by the Graduate College based on the approvals from the culminating experience results form - not wet signatures.
2. Once the Graduate College has received all hard-copy documents for a given term, the Graduate College should contact [Tammi Kim](#) in Special Collections to coordinate the delivery of materials. Graduate College will walk materials over to the Libraries.

3. Graduate College will include two copies of a cover sheet that provides an inventory of the thesis/dissertations delivered to the Library. The inventory should include author, title, degree, award date and if an embargo is requested. The Library will sign off on both copies of the cover sheet that they have received all t/d on the sheet. The Graduate College will keep one copy and the Library will keep the other. This sign off will happen when the Graduate College brings the materials to the Libraries.
4. Embargos: As these print thesis/dissertations will be housed in Special Collections and Archives (SCA), The Libraries recommends that these materials follow the standard access policies of materials in SCA. This will mean that each thesis/dissertation will be “open on site” and can be requested for viewing by anyone. Viewing will happen in the SCA reading room spaces. Copying of these materials will not be allowed. This should be sufficient to address concerns about distribution/copying.
 - a. If the Grad College and Department of English feel additional embargoes are merited, students may request an embargo option of 7 years. The 7-year embargo will have access restricted to only representatives of the Graduate College, General Counsel, and the creator of the work.
 - b. Embargo documentation must be attached and sent with the thesis/dissertation. The embargo should also be noted on the inventory form.
5. Discoverability: These materials will be discoverable through the Libraries catalog and the Institutional Repository. SCA will work with Discovery Services to facilitate the delivery of materials to Discovery Services for cataloging. Discovery Services will investigate repurposing the catalog metadata into the IR.