

Graduate Thesis/Dissertation Preparation and Approval Policies

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- Revised: Spring 2019
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- Approved by: Graduate Council, SGS Dean, Provost
- Executive Sponsor: Provost
- Responsible Office: School of Graduate Studies

Policy Statement

Formatting Regulations

The School of Graduate Studies, guided by the Graduate Council, establishes the format regulations for theses and dissertations (T/Ds) at UMKC. Degree candidates must adhere to the formatting regulations outlined in the “University of Missouri-Kansas City Guide to Formatting Theses and Dissertations” which is available on the SGS website. Academic programs must have bibliographic reference format approved by, and on file with, the School of Graduate Studies. Any variances from the standards outlined in the “University of Missouri-Kansas City Guide to Formatting Theses and Dissertations” and discipline-approved bibliographic reference styles must be requested in writing and approved in advance by the Dean of the School of Graduate Studies. The Dean’s approval must be included as an appendix to the T/D.

Supervisory Committee Review and Approval of T/Ds

Approval of the T/D begins with the degree candidate's supervisory committee. The candidate's supervisory committee shall ensure that the scholarly content and style of the T/D is in keeping with recognized standards of the chosen discipline(s). The T/D supervisory committee chair has the option of asking committee members to complete a Master's Pre-Oral Defense form or Doctoral Dissertation Pre-Oral Defense form to ensure the committee members feel the work is complete and ready for final defense by the candidate.

School of Graduate Studies Review and Certification of Acceptance of T/Ds

The deadline for submitting the T/D to the School of Graduate Studies for certification of acceptance is included in the calendar section of the UMKC course schedule each term. Generally, it is approximately six weeks before the end of the fall or spring semesters and four weeks before the end of the summer session. Prior to the published deadline for the term in which the degree candidates expect to graduate, they must present the following to the School of Graduate Studies office:

- Electronic copy of the T/D emailed to sgs@
- The signed Preliminary Approval of T/D by Supervisory Committee form, if required by the supervisory committee chair.

T/Ds normally will not be accepted for review for graduation during the current term unless they are received in the School of Graduate Studies by the published deadline.

All T/D must be reviewed by the SGS Thesis/Dissertation Formatting Specialist for conformity to the campus formatting standards and by the School of Graduate Studies Dean for quality of content. Candidates are required to make all necessary formatting corrections and resubmit the T/D to the

School of Graduate Studies by the semester deadline.

After the T/D defense, the candidate must submit a corrected final draft electronically to sgs@. This draft should be accompanied by the Master's Thesis Final Evaluation forms or Doctoral Dissertation Final Evaluation forms completed by each committee member. The School of Graduate Studies Dean will review the thesis or dissertation for certification of acceptance. If the T/D has significant formatting problems, it will be returned to the candidate without further review or certification. The candidate will be required to make all necessary formatting corrections and resubmit the T/D to the School of Graduate Studies. If this happens, the candidate's graduation may be delayed. Enrollment in an additional term of continuous-graduate enrollment may be required.

Preliminary approval forms, Master's Thesis Preliminary and Final evaluation forms and Doctoral Dissertation Preliminary and Final evaluation forms are available from the School of Graduate Studies office and via the SGS website.

The School of Graduate Studies will hold the certificate of acceptance until all appropriate revisions are made and rechecked by the formatting specialist. Upon final approval, SGS will provide the candidate with the certificate of acceptance and instructions for submitting the final copy to ProQuest.

Deposit of T/Ds with the Library Upon submission to ProQuest, the T/D is transmitted to the University of Missouri system institutional repository, MOspace, where the document is made available via the world wide web. ProQuest will handle the copyrighting process for theses and dissertations, if desired by the candidate. Students will pay an archival copy fee when they upload the document, plus an additional fee if they choose to have ProQuest handle the copyright registration. **Submission to ProQuest must be accomplished no later than the Friday immediately preceding the first day of classes for the**

next term.

Reason for Policy

This policy was developed to support student academic success and to provide consistent, quality delivery of academic programs and services

Who Should Read this Policy?

Instructions, Procedures and Related Information

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Exclusions

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Appendices

Graduate Thesis / Dissertation Embargo Policy

- Keywords: Thesis, Dissertation, Embargo, Delay, Publication, MOSpace, ProQuest
- Policy Number: KC-ACA-3752
- Originally Issued: January 2012
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- Approved by: Graduate Council, SGS Dean, Provost
- Executive Sponsor: Provost
- Responsible Office: School of Graduate Studies

Policy Statement

The School of Graduate Studies requires that all theses and dissertations be made publicly available upon degree conferral. The School of Graduate Studies will consider requests for delay in public access to a dissertation for up to one year if:

1. The student (which may include partnerships with advisor/collaborators) is applying for a patent on research contained in the dissertation, and does not wish to make the contents public until the patent application has been filed.
2. Patentable rights in the work or other issues in which disclosure may be detrimental to the rights or interests of the author.
3. The need to prevent disclosure of any sponsor information about persons, institutions, technologies, and proprietary information that has restricted time frames.
4. The interest of an academic or commercial press in acquiring the rights to publish a dissertation or thesis as a book or composition.
5. Content that is likely to be or has already been submitted to a peer-reviewed journal.

For instances in which the full text of thesis or dissertation will be embargoed, the title and abstract will be made available after degree conferral.

Requests must be initiated by the student, and require the approval of the committee chair/co-chair, committee, and unit dean prior to review and approval by the Dean of the School of Graduate Studies. When appropriate, and with proper

documentation, extensions of up to one year can be requested.

Reason for Policy

Who Should Read this Policy?

All faculty; Academic advisors; School of Graduate Studies personnel. All program unit personnel. All graduate students.

Instructions, Procedures and Related Information

Contacts

UMKC School of Graduate Studies:

UMKC Office of the Provost:

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