

UNIVERSITY SENATE  
UNIVERSITY AT ALBANY  
STATE UNIVERSITY OF NEW YORK

Introduced by: Graduate Academic Council

Date: March 28, 2011

**PROPOSAL TO AMEND POLICIES PERTAINING TO THE SUBMITTAL OF A  
THESIS APPLICABLE TO MASTER'S DEGREE PROGRAM REQUIREMENTS**

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

1. That the University Senate approves a change within campus graduate policy to require that a master's thesis accepted by the faculty shall be *digitally* submitted to the Dean of Graduate Studies for final approval, publication and archiving.
2. That this amendment to require thesis submittal in digital format become effective as soon as submittal mechanisms are established and submittal guidelines revised by the Office of the Dean of Graduate Studies, in a flexible manner that accommodates students without hardship in the final stages of thesis preparation/submittal.
3. That this proposal be forwarded to the President for approval.

RATIONALE

The University amended policy and successfully implemented guidelines for digital submission of doctoral dissertations in 2009. At that time, costs to students for similar amendment to master's thesis submittal policy and guidelines would have been significant. Recent changes in the publication cost structure at UMI/Proquest now allow for expansion of the University's digital submission website to include master's theses with a cost reduction for students. The University Libraries supports this proposed transition for the submittal of master's theses to digital format.