

Longwood University Faculty Senate
PROPOSAL/POLICY COVER SHEET

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal:

Graduate Council

TOPIC: General Thesis Information – Graduate Catalog, 2015-2016 Page 48

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal);

Several graduate programs either require a Master's Thesis or have a Thesis option as part of their program. The current catalog information needs to be updated to accommodate changes for digital submission and changes to the Library binding policies.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

Current General Thesis Listing in Graduate Catalog (Page 48 – 2015-2016)

THESIS

The writing of an acceptable thesis is mandatory for some programs and an option for others. Students should check the programs of study as outlined in this catalog to determine if the thesis is required. Students must enroll in a minimum of one (1) credit hour of thesis per semester until completion. Each program sets the required total hours of thesis with a grade of pass (P) for completion of the degree, but there is no limit to the number of credits a student may earn in this course while pursuing completion of the degree. All thesis courses are to be graded on a pass (P)/satisfactory progress (SP)/not pass (NP) option and will not be used in calculating the grade point average (GPA). A grade of incomplete (I) may not be assigned. Students must remain continuously enrolled in at least one credit hour until completion.

General Requirements (students should consult their advisors for departmental requirements for the thesis): the original copy of the thesis shall be on acid-free bond paper of 16 to 20 pound weight. Each page of the thesis shall have a margin of at least one and one-half inches on the left and at least one inch on the right. The top and bottom margins shall be at least one inch.

The thesis must be completed and in the hands of the examining committee no later than four weeks before the end of the semester in which it will be completed. Some departments require an earlier deadline. After the thesis has been accepted by the examining committee and after the candidate has passed his/her oral examination (thesis

defense), the candidate prepares an original and two photocopies or three computer original copies, pays any binding fee to the Library and submits them to his/her thesis director. One copy of an abstract of not more than 400 words must be submitted to the College of Graduate and Professional Studies.

Administrative procedures for culmination of the process are:

- a) the graduate student in conjunction with the Thesis Director schedules a date for the thesis defense;
- b) the graduate student submits an Oral Examination form a minimum of 30 days prior to the scheduled defense to the College of Graduate and Professional Studies; (form available at www.longwood.edu/gradautestudies/57232.htm)
- c) the thesis defense takes place;
- d) the thesis director submits written notification to the Registrar of the successful defense including the thesis title;
- e) the thesis director awards the final grade in Thesis Research;
- f) the graduate student delivers the thesis and required copies to the Library for binding;
- g) the Library submits written notification to the Registrar of the receipt of and any required payment for the binding of the thesis; and
- h) the graduate student submits the abstract to the College of Graduate and Professional Studies.

Proposed Changes to the General Thesis Listing:

THESIS

The writing of an acceptable thesis is mandatory for some programs and an option for others. Students should check the programs of study as outlined in this catalog to determine if the thesis is required. Students must enroll in a minimum of one (1) credit hour of thesis per semester until completion. Each program sets the required total hours of thesis with a grade of pass (P) for completion of the degree, but there is no limit to the number of credits a student may earn in this course while pursuing completion of the degree. All thesis courses are to be graded on a pass (P)/satisfactory progress (SP)/not pass (NP) option and will not be used in calculating the grade point average (GPA). A grade of incomplete (I) may not be assigned. Students must remain continuously enrolled in at least one credit hour until completion.

General Requirements (students should consult their advisors for departmental thesis requirements): Please format your document so that the Library can easily bind it for the archives: Each page of the thesis must have a margin of at least one and one-half inches on the left and at least one inch on the right of each page. The top and bottom margins must be at least one inch.

The thesis must be completed and in the hands of the examining committee no later than four weeks before the end of the semester in which it will be completed. Some departments require an earlier deadline. After the thesis has been accepted by the examining committee and after the candidate has passed his/her oral examination (thesis defense), the candidate will upload a digital copy of the approved thesis to the Digital Commons repository and provide an original copy of the signature page to the Greenwood Library. Your thesis will be made available electronically, and you do have the option for an embargo. The Library will pay for the printing and binding of the thesis that will be placed in the archives. The student will provide an abstract of the thesis of not more than 400 words to be filed in the College of Graduate and Professional Studies.

The completed thesis, when approved and defended, will carry the signatures of the members of the thesis committee.

Administrative procedures for culmination of the process are:

- a) the graduate student in conjunction with the Thesis Director schedules a date for the thesis defense;

- b) the graduate student submits an [Oral Examination form](#) (also available in the College of Graduate & Professional Studies) a minimum of 30 days prior to the scheduled defense to the College of Graduate and Professional Studies;
- c) the thesis defense takes place;
- d) the thesis director submits written notification to the [Registrar](#) of the successful defense, including the thesis title;
- e) the thesis director awards the final grade in Thesis Research;
- f) the graduate student delivers the signature page to the [Library](#) and uploads his/her thesis to the Digital Commons [http://digitalcommons.longwood.edu/cgi/ir_submit.cgi?context=etd];
- g) the [Library](#) submits written notification to the [Registrar](#) of the receipt of the thesis; and
- h) the graduate student submits the abstract to the College of Graduate and Professional Studies.

Personal Binding

If you would like to have a bound copy of your thesis, Printing Services (<http://www.longwood.edu/printingservices/>) and copy retail stores like Fedex Kinkos offer soft binding options, and library bindings are available from binderies. There are several binderies in Richmond and Lynchburg as well as online, all with varying options and price points, including for example:

- <http://www.blurb.com/>
- <http://www.fedex.com/us/office/binding-finishing-laminating.html>
- <http://www.printondemand-worldwide.com/>
- <http://thesisondemand.com/>

Greenwood Library takes no responsibility for the use of these services. Students who elect to have a personal copy made do so at their own discretion.

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

These updates reflect the changing standards for submission of academic theses and dissertations.

Date submitted to Senate Executive Committee for Consideration: March 31, 2016

Action(s) Taken: Refer to Senate Meeting on April 7, 2016

Date first read at Faculty Senate: April 7, 2016

Action(s) Taken: **Voice Vote**

Date final action taken by Faculty Senate: April 7, 2016

Final action(s) Taken: **Proposal passed**