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**SUBJECT:** Thesis Submission Guidelines

- I. Purpose:** To archive the intellectual production of SUU graduate students.
- II. Thesis submission requirements** SUU policy 6.51, section IV B 5).
  - A. Student will submit an electronic copy of the thesis to the library.
  - B. The title and signature pages should be formatted as shown in the examples on page 2 of this policy and when submitted must include signatures.
  - C. Student will complete the form "Permission to Include Thesis or Selected Project in SUU Institutional Repository" located on the library web page, scan and send to library@suu.edu.
- III. Library cataloging responsibilities:**
  - A. The electronic copy will be converted to PDF format and will be placed on a Library server. A MARC record will be created for the SUU Catalog and for OCLC, which contains a link in the 856 tag.
  - B. The graduate theses will all be placed in the SUU Scholar Archive call number, regardless of discipline. They will follow the pattern for electronic books, such as netLibrary and Oxford Reference Online.

Call number: SUU Scholar Archive    Material: eBook    Location: eBooks-Click on URL



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**SAMPLE SIGNATURE PAGE**

We certify that we have read this thesis and that, in our opinion, it is satisfactory in scope and quality as a thesis for the degree of Master of Business Administration.

Thesis Committee

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Lisa Marie Assante, PhD, Chair

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Sophitmanee Sukalakamala, PhD

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Hsing Ivan Wen, PhD