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From: gsstusrv@u.washington.edu

#### Thesis and dissertation procedural changes

In the Graduate School's continued efforts to better serve the graduate community, we want to communicate our latest progress in streamlining processes and update you on a new development. Specifically, we will make thesis and dissertation submission easier.

In the past, the Graduate School managed the quality of appearance for theses and dissertations. This role included setting formatting standards within our Style and Policy Manual for Theses and Dissertations, reviewing the documents, and the ever popular measuring of margins. After much consideration, we believe that students' faculty committees should determine appearance. Since the faculty are responsible for approving the content of the document, we believe they are also the most qualified to approve its appearance. There is no additional documentation needed, the faculty will continue to only sign the signature page. Effective immediately, the Graduate School will only check the following 5 pages for accuracy at both the preliminary review and with the final submission of the documents.

- Copyright page (not required for theses; optional for dissertations)
- Title page
- Signature page
- Quote slip
- Abstract

We will continue to provide the Style and Policy Manual for Theses and Dissertations, but only as a set of guidelines instead of requirements.

[http://www.grad.washington.edu/stsv/stylman/policy\\_style2008revision.pdf](http://www.grad.washington.edu/stsv/stylman/policy_style2008revision.pdf)

This new process was determined, in part, with the knowledge that the Graduate School is pursuing electronic submission of theses and dissertations. We are partnering with UW Libraries and ProQuest, a company that works with universities to establish electronic theses and dissertations (ETDs) and currently microfilms our students' dissertations, and plan to pilot the program with 3 departments during Spring and Summer 2009 quarters. Full implementation across campus is targeted for release Autumn 2009.

We are in the process of changing our web materials to reflect these changes, but ask that you forward this information to your students. If you have any questions regarding these issues, please contact me at [jcarlson@u.washington.edu](mailto:jcarlson@u.washington.edu) or call at 543-8720.

The Graduate School's mission is to define and support excellence in graduate education, and the research and scholarly activities associated with it. Our hope is meet our mission in a manner that is supportive of our students, faculty, and staff, and prevent needlessly hindering progress.

As always, we appreciate your support and look forward to better serving your needs.

Thank you,  
Julia Carlson  
Director, Graduate Education Services  
The Graduate School