

Thesis Submission Form

Requirements for Graduate Students

Graduate students are required to submit both an electronic and unbound paper copy of their final, approved thesis to the University Library for archiving, using this Thesis Submission Form. The paper thesis will be bound and placed in the University Archives. The electronic thesis will be placed in the CSU-Pueblo Digital Repository.

Additional bound print copies may be required by the student's department or program. Please review with your advisor.

Submission procedures

Students should carefully review their thesis for errors, as they will be processed "as received." Students should prepare:

- An electronic copy of the thesis (PDF or PDF/A format required)
- Printed, unbound copies of the thesis (one copy for the library, plus additional copies for the student's department/advisor/personal use)
- A check for binding services, made payable to **Houchen Bindery** (\$11.00 per copy)
- Completed Thesis Submission Form

Deliver materials in person or electronically to:

Felicia Martinez-Goodwin, LARC 326-A

felicia.martinez@csupueblo.edu

Files may be submitted on USB, CD, or by email.

Student Information:

Date: _____ Term of Graduation: _____

Name: _____ PID Number: _____

Department: _____ Degree: _____

Email: _____ Phone: _____

Thesis Information:

Title: _____

Keywords: _____

See handout on selecting keywords.

ETD Deposit Agreement Instructions

Please read this entire agreement. It includes important information about what you agree to by submitting your thesis.

The form below contains a deposit agreement for a completed thesis. It will collect the information necessary to include your document (thesis) in the CSU-Pueblo Digital Repository.

Electronic Thesis (ETD) Deposit Agreement:

I hereby grant to The Board of Governors of the Colorado State University System acting by and through Colorado State University-Pueblo the non-exclusive, perpetual, royalty-free license to archive and make accessible, via the level of electronic distribution selected below, my thesis entitled: (the "Work"). This agreement does not represent a transfer of copyright in the Work to Colorado State University-Pueblo. I represent and warrant to Colorado State University-Pueblo that the Work is my original work, or that I am authorized by the copyright holder to submit the Work to the repository. I also represent that the Work does not, to the best of my knowledge, infringe or violate any rights of others. I further represent and warrant that I have obtained all necessary rights to permit Colorado State University-Pueblo to reproduce and distribute the Work as specified below, and that any third-party owned content is clearly identified and acknowledged within the Work.

I agree to provide to the CSU-Pueblo Digital Repository a copy of my thesis in electronic format. The University Library has provided me with information about the CSU-Pueblo Digital Repository.

Print your name: _____

Your signature: _____

Date: _____

Levels of Electronic Distribution (Restriction Agreement):

An **embargo** is a period where the ETD is hidden from readers. CSU-Pueblo authors have the option of a one-year embargo (Options 2 and 3).

____ Option 1. Provide unrestricted worldwide access to the ETD immediately.

____ Option 2. Restrict access to the ETD to Colorado State University –Pueblo community only for a period of 1 year, unrestricted access thereafter.

____ Option 3. Withhold access to the ETD for a period of 1 year, unrestricted access thereafter.

If you choose either option 2 or 3, you must also provide a short written explanation from your advisor on your behalf on why the embargo is necessary.