

Theses and Dissertations

All theses and dissertations are submitted in electronic format (TRACE) to the Thesis/Dissertation Consultant in the Graduate School for examination. The consultant will review the material and assure that it is appropriately presented, free of technical errors in format, and reflects credit upon graduate education at the University of Tennessee, Knoxville. If the thesis or dissertation is not accepted, the student must make corrections and resubmit the material.

The student, major professor and committee share responsibility for the accuracy and professionalism of the final product of the student's research. [All theses and dissertations must be scanned with university-approved plagiarism detection software prior to thesis or dissertation defense. Major professors must confirm, at the time the thesis or dissertation is submitted to the Graduate School, that documents have been analyzed using the university-approved plagiarism detection software. Additional information on this process can be found in *The Guide to the Preparation of Theses and Dissertations* \(<http://web.utk.edu/~thesis/Guide.shtml>\).](#) The student should confer with the Thesis/Dissertation Consultant regarding problems and questions in advance of preparing the final copy. *The Guide to the Preparation of Theses and Dissertations* (<http://web.utk.edu/~thesis/Guide.shtml>) provides the correct format for theses or dissertations. Workshops are held periodically throughout the academic year. The date for each workshop is announced on the Graduate School website (<http://web.utk.edu/~thesis/Guide.shtml>).

An electronic copy of the thesis/dissertation (prepared according to the regulations in the most recent *Guide to the Preparation of Theses and Dissertations*, must be submitted to TRACE and accepted by the Graduate School on behalf of the Graduate Council. Each thesis/dissertation must be accompanied by one original approval sheet (not a photocopy). The approval sheet must have the original signatures of all members of the masters or doctoral committee. The approval sheet reflects the final format for submission. The approval sheet certifies to The Graduate School that the committee members have examined the final copy and found that its form and content demonstrate scholarly excellence.

The dissertation represents the culmination of an original major research project completed by the student. The organization, method of presentation, and subject matter of the dissertation are important in conveying to others the results of such research.

Doctoral students should be registered for the number of dissertation credit hours representing the fraction of effort devoted to this phase of the candidate's program.

The Doctoral Dissertation Agreement Form, Survey of Earned Doctorates, and Abstract form are also submitted when the final copy and approval sheet are submitted. Students should check with the department head concerning additional required copies of the dissertation.

Foreign Language

The thesis/dissertation normally should be written in English. Under exceptional circumstances, another language may be used if prior approval is obtained from the Dean of the Graduate School. A request to write in a language other than English should be submitted to the Dean of the Graduate School by the student's thesis committee, with endorsement by the department head and dean of the college, prior to Admission to Candidacy for the degree sought. The request should include a proposal and justification for the exception. In all cases, one thesis/dissertation abstract must be written in English.

Classified Research

A basic principle in graduate education is that theses and dissertations produced by graduate students will be published and made available to other researchers in the field. When a graduate student is involved in classified or proprietary research, and such research is intended to lead toward a thesis or dissertation, prior approval should be secured from the department head and dean, and from the Dean of the Graduate School. Should the research become

This is the current wording in the Graduate Catalog with the exception of the wording in red.

classified in the course of a project, these same persons should be notified immediately so that proper procedures can be assured. Failure to comply with these requirements may lead to rejection of a thesis or dissertation manuscript.

Dissemination of Theses and Dissertations

After conferral of the graduate degree, the final approved thesis/dissertation is available for downloading in the University Libraries' TRACE, a University of Tennessee digital archive. A student must, as a condition of a degree award, grant royalty-free permission to the university to reproduce and publicly distribute, including by electronic and digital technologies now known or developed in the future, on a non-commercial basis, copies of the thesis or dissertation. Copies approved for final submission will be catalogued and placed on Trace (<http://trace.tennessee.edu/utk-grad/>).

Thesis and Dissertation Embargo Option

Students with significant concerns related to sensitive or classified information, patents, and potential publishers' restrictions may request a 12-month embargo after the conferral of their degree to delay public release of the thesis or dissertation. The request must be approved by the student's major advisor and submitted to the thesis/dissertation coordinator in the Graduate School no later than the thesis/dissertation submission deadline, using the Embargo Request form. On the Embargo Request form the student must indicate the reason for the embargo, and all requests must be approved by the Dean of the Graduate School. Upon special request, this embargo may be extended for two additional 12-month periods. The maximum embargo period is 36 months following the conferral of the graduate degree. Those students wishing to embargo their ETDs for longer than 12 months must submit an additional request at least two weeks before the end of the embargo period.