

INSTRUCTIONS FOR FINAL PROJECT E-PUBLICATION

Only electronic copies of the Graduate Final Project may be submitted to the Library. The electronic copy of the final project will be cataloged by Dayton Memorial Library, converted to PDF format and made available via the Internet. Students who would like to have their final project published on the WWW are required to submit all the required documents and permissions. Students may also order their own bound copy for personal use. See "Book Binding" attachment.

Checklist for Forms Required for Submission of Final Project for E-Publication:

- E-Publication Request Form – check or money order for correct amount attached.
- Certification of Authorship – must have student's original signature.
- Authorization to Publish Student Work on the WWW – must have student's original signature.
- Releaser Authorization to Publish Student Work on the WWW – must have original signature if you used proprietary material or information from an organization or individual.
- Professional Project Approval Form – must have faculty advisor's original signature or approved e-signature. Projects which have not been approved and graded cannot be published
- Any additional forms required by academic department.

Incomplete or unsigned required forms will be returned.

Requirements for Electronic Copy

- Must be in Microsoft® Word .DOC format or PDF format on CD-ROM or CD-RW. Submitting the work in PDF format will facilitate retention of specialized formatting.
- Include all signed electronic publication permission form(s) and Faculty Evaluation

Students may use a web service to convert to PDF format. Two suggested but not endorsed sites are: www.adobe.com, select "Create Adobe PDF Online" or www.mcqwebdevelopment.com, select "services".

Submission

1. MA, MNM, MScSIS, MSCIT, MSM Projects: Mail the electronic copy with the required forms to SPS Graduate Programs, ALC 403 L-16, 3333 Regis Blvd., Denver, CO 80221 or hand-carry to ALC 403, Lowell Campus. Mark all material with your name and Program.
2. Make checks payable to Regis University. Post "E-Thesis" and Degree Program on your check.
3. MED Approved Projects: Contact SPS Teacher Ed Program for specific MED requirements.

Regis University
School for Professional Studies Graduate Programs
Final Professional Project/Thesis

Print Student's Name _____

Telephone _____ Email _____

Date of Submission _____ Degree Program _____

Title of Submission _____

Advisor/Faculty Name _____

Certification of Authorship:

I hereby certify that I am the author of this document and that any assistance I received in its preparation is fully acknowledged and disclosed in the document. I have also cited all sources from which I obtained data, ideas or words that are copied directly or paraphrased in the document. Sources are properly credited according to accepted standards for professional publications. I also certify that this paper was prepared by me for the purpose of partial fulfillment of requirements for the _____ Degree Program.

Student Signature

Date

REGIS UNIVERSITY
School for Professional Studies
Graduate Programs Final Project/Thesis

Authorization to Publish Student Work

I, _____, the undersigned student,
Print student name
in the _____ Degree Program hereby authorize Regis University to publish through
Degree Program
a Regis University owned and maintained web server, the document described below (“Work”). I acknowledge and understand that the “Work” will be freely available to all users of the World Wide Web under the condition that it can only be used for legitimate, non-commercial academic research and study. I understand that this restriction on use will be contained in a header note on the Regis University web site but will not be otherwise policed or enforced. I understand and acknowledge that under the Family Educational Rights and Privacy Act I have no obligation to release the “Work” to any party for any purpose. I am authorizing the release of the “Work” as a voluntary act without any coercion or restraint. On behalf of myself, my heirs, personal representatives and beneficiaries, I do hereby release Regis University, its officers, employees and agents from any claims, causes, causes of action, law suits, claims for injury, defamation, or other damage to me or my family arising out of or resulting from good faith compliance with the provisions of this authorization. This authorization shall be valid and in force until rescinded in writing.

Print Title of Document(s) to be published:

Student Signature

Date

Check applicable statement:

The Work contains private or proprietary information of the following parties and their attached permission is required as well: _____

Name of Organization and/or Authorized Personnel

I certify that my Work does not contain private or proprietary information.

REGIS UNIVERSITY

SCHOOL FOR PROFESSIONAL STUDIES GRADUATE PROGRAMS FINAL PROJECT/THESIS

Releasor Authorization to Publish Student Work on the WWW

I, _____ the undersigned, _____
Print Name of Company/Organization Representative *Representative's Title*

on behalf of _____ (*Company/Organization Name*) ("Releasor") do hereby authorize Regis University to publish through a Regis University owned and maintained web server, the document described below ("Work") and acknowledges that the "Work" contains personal or proprietary information of the Releasor. Releasor further acknowledges and understands that the Work will be freely available to all users of the World Wide Web under the condition that it can only be used for legitimate, non-commercial academic research and study but that this restriction on use will be contained in a header note on the Regis University web site but will not otherwise be policed or enforced. This authorization shall be valid and in force until rescinded in writing.

Print Student Name: _____

Title(s) of document(s) to be published: _____

BY: _____ DATE: _____
Company/Organization Releasor Signature

Note: It is the student's responsibility to obtain the necessary release(s) prior to submitting the Final Project for publication. Please print your name and list all applicable documents.

Regis University
School for Professional Studies Graduate Programs

Final Professional Project/Thesis Approval Form

Advisor/Professional Project Faculty Approval Form

Student's Name: _____ Program _____
PLEASE PRINT

Professional Project Title: _____
PLEASE PRINT

Advisor Name _____
PLEASE PRINT

Project Faculty Name _____
PLEASE PRINT

Advisor/Faculty Declaration:

I have advised this student through the Professional Project Process and approve of the final document as acceptable to be submitted as fulfillment of partial completion of requirements for the _____ Degree Program.

Project Advisor Approval:

Original Signature

Date

Degree Chair Approval if required by the degree program:

The student has received project approval from Faculty and has followed due process in the completion of the project and subsequent documentation.

Original Degree Chair/Designee Signature

Date

Regis University

School for Professional Studies Graduate Programs

Final Project/Thesis

The following Disclaimer is for your information. You do not need to submit it with your project. It will be scanned into all student works that are available on the WWW.

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Final Project/Thesis Book Binding

SPS Graduate Students may order bound copies of their Final Project for their personal use. The following are two suggested bindery companies that are members of the Library Binding Institute:

The Heckman Bindery, Inc.
(Heckman offers a publication service for electronic submissions.)
1010 North Sycamore Street
P.O. Box 89
North Manchester, IN 46962
800-334-3628
www.heckmanbindery.com

Denver Bookbinding Co, Inc.
2715 17th. Street
Denver, CO 80211
303-455-5521
www.denverbook.com

Another source for bindery companies is the Library Binding Institute web site:
<http://www.lbibinders.org/home.htm>.

The above listings are intended as informational resources and are not an endorsement by Regis University. Regis University does not order bound copies of thesis/final projects for students.

The following are the customary program colors for the covers of the bound copy:

MA – Dark Blue (598)
MED – Mauve (630)
MNM – Teal (538)
MSCIT – Green (490)
MSM – Royal Blue (588)
MScSIS – Green (490)