

# Committee Approval of Thesis Reading Copy and Request for Defense



The student must submit this request, along with the reading copy, through [ProQuest](https://www.etdadmin.com/main/home?siteid=752) at least 10 business days before the defense (<https://www.etdadmin.com/main/home?siteid=752>). To be eligible for the defense you must be admitted to candidacy, in good academic standing, and currently enrolled in at least 2 hours of 5980.

**Student Name:**

ID:

Program:

Thesis Title:

Dear Dean Pereira:

As members of the Master's Thesis Committee for \_\_\_\_\_ we have received and read the reading copy of the student's thesis. **We confirm that no further research is required for the degree. The thesis is complete, and the student has made all necessary major changes in the thesis.** The committee has determined that the thesis demonstrates the student's ability to conduct original research and makes a significant contribution to the discipline.

Therefore, the committee accepts the reading copy. We agree to conduct the defense on:

Date:

Time:

Location:

Additional revisions may be requested in the course of the defense. We will review the student's revised thesis. When the final copy of the thesis has our full approval, we will indicate our approval by signing the thesis signature page.

Chair/

Co-Chair    Committee Member Names

Signatures

Date

Chair: You must also sign p. 4

## Graduate Program Agreement:

Graduate Program Director or Department Chair Name

Signature

Date

## Student Checklist

Your defense may be delayed if you do not meet the deadlines and requirements for the MS thesis defense. Policies governing the defense are located in the Graduate College Bulletin.

### I. **Ensure that you are eligible for the defense and ready for graduation**

#### **I have been admitted to candidacy by the OUHSC Graduate College**

The Admission to Candidacy request is available with the Forms and Guidelines for Current Students on the Graduate College website (<https://graduate.ouhsc.edu>).

#### **I have applied for graduation**

The Application for Graduation is available through Student Self-Service ([www.gohsc.ouhsc.edu](http://www.gohsc.ouhsc.edu)). The online application is due October 1 for fall, March 1 for spring, and July 1 for summer. After these dates, you will need to apply through the Office of Admissions and Records. If you have applied for graduation in a previous semester, you must submit a new application in the semester of your defense.

#### **I am enrolled for at least 2 hours of 5980 and in good academic standing**

#### **I have reviewed the thesis formatting guidelines**

These are posted with the Forms and Guidelines for Current Students on the Graduate College website (<https://graduate.ouhsc.edu>). We also recommend reviewing published examples from your graduate program. See <https://library.ouhsc.edu/c.php?g=1101149&p=8030051> and contact the Robert M. Bird Library for assistance with searching.

#### **I have e-mailed the Graduate College ([gradcollege@ouhsc.edu](mailto:gradcollege@ouhsc.edu); [rebecka-bourn@ouhsc.edu](mailto:rebecka-bourn@ouhsc.edu)) a copy of my CITI completion certificate for the CITI Biomedical Responsible Conduct of Research, Basic Course.**

Please note that this is separate from the training for Biomedical Research Investigators. To find the required Biomedical RCR course, once logged into citiprogram.org, go to "my courses" on the top menu bar, then "view courses" for OUHSC, and click "Add a Course" under Learner Tools for OUHSC. The page that comes up should have an option for the Biomedical RCR course.

### II. **Submit your Defense Request**

#### **Create a ProQuest account**

ProQuest is an international repository of theses and dissertations where your final thesis will be published. To create an account, visit <https://www.etdadmin.com/main/home?siteId=752>.

#### **Complete pages 1, 4, and 5 in this file. Upload required documents**

In ProQuest, follow the steps along the left menu bar and enter the requested information. Upload your reading copy under the "PDF" tab; this is where you will upload the revised thesis after the defense. Upload this completed Defense Request and other documents under the "Administrative documents" tab.

#### **Optional printed copies**

Printed copies can be ordered for personal use, but this is not required. Printed copies from ProQuest cost approximately \$30-60 each. If you print the thesis on your own, the Bird Library offers binding in the traditional leatherette hard cover for approximately \$12 per copy (3<sup>rd</sup> Floor Service Desk; 405-271-2285, opt.1 or x48751).

#### **Submit your reading copy and defense request**

The Graduate College will not see your submission until you complete the "Submit" section at the bottom of the left menu bar in ProQuest. You should receive an e-mail confirming your submission. If you do not receive an e-mail confirmation, or you do not hear from the Graduate College within 3 business days, please contact us to make sure your submission was received ([gradcollege@ouhsc.edu](mailto:gradcollege@ouhsc.edu); [rebecka-bourn@ouhsc.edu](mailto:rebecka-bourn@ouhsc.edu)).

## Use of published material in a thesis

The thesis will be published so that other scholars can build on your work. Students, if you choose to include previously published materials in your thesis, it is your responsibility to obtain permission from the original publisher and provide proper attribution. Mentors, it is your responsibility to guide and train the student in responsible authorship and publication.

The Bird Library Reference desk and [Turnitin](#) are available to help you use published materials appropriately. Here are a few suggestions to help you get started:

**A. Permission and attribution should be considered for all previously published materials...** even if you are an author of the paper... even if you found the figure on a public website... even if the material was in an open-access journal...

**B. Make sure the original source of the material is correctly cited, whether the material is copyrighted or not.** Often, the journal, book or web site will give an example of how they want the works to be referenced. e.g., "Reprinted from Smith et al, J. Biol. Chem. 288:1200-1230 (2015)"

**C. Determine the copyright status of previously published materials.**

Check the journal or publisher's website for copyright details. Some copyrights explicitly allow the material to be re-used for academic, open access, and/or non-commercial purposes, with appropriate citation. Material in the public domain is not copyrighted, for example if the copyright is waived or expired.

If you are the author, check the copyright agreement. Authors may hold the copyright with full rights to reuse the material. Even if authors do not retain the copyright, they may have rights to reprint the material in certain cases without seeking permission.

**D. Obtain permission to use published materials for which you do not hold the copyright.**

In general, you must seek permission for using published figures or long quotes. Short quotations may be used without special permission. Most journals have a link to request permissions on their home page or on the page where the article is published. If there is no "permissions" link on the website, then email a request to the publisher, for example:

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I am a graduate student at the University of Oklahoma Health Sciences Center and am requesting permission to use the following material in my thesis. The thesis will be published electronically through ProQuest. I wish to include the following:

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**E. Acknowledge the material as indicated in the permission letter.** This is typically something like "Reprinted from Smith et al, J. Biol. Chem. 288:1200-1230 (2015) with permission".

**F. Save permissions and upload them to ProQuest with your thesis**

## Agreement to the proper use of published material

I have read Graduate College statement on the use of published material in a thesis, and I am aware of my responsibilities. I certify that any previously published material in this dissertation/thesis is correctly attributed and that

(a) permission has been obtained for the use of all copyrighted material, and the permission documentation is uploaded to Proquest

or

(b) the published material is not copyrighted.

Signed:

Student Name

Student Signature

Date

Committee Chair Name

Committee Chair Signature

Date



*The University of Oklahoma®*

## TALENT RELEASE

PERFORMER (Student's Name): \_\_\_\_\_

ADDRESS (Campus or Permanent): \_\_\_\_\_

CLIENT (Department): OUHSC Graduate College

JOB NAME: *Photography for departmental publications including but not limited to the department's Web site, promotional brochures, newsletters, postcards, etc.*

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SIGNATURE: \_\_\_\_\_

STUDENT ID NO.: \_\_\_\_\_ DATE: \_\_\_\_\_