

GRADUATE COLLEGE
ScholarWorks Authorization for a Selected Graduate Project

Guidelines:

Purpose: This ScholarWorks authorization form is the official document by which a graduate program communicates its desire to have a selected project permanently archived in ScholarWorks and where a graduate student (a) provides necessary certifications for the final version of his or her graduate project, and (b) grants the university a non-exclusive right to archive the project and make it publicly accessible via ScholarWorks.

Scope: A completed ScholarWorks authorization form is required before any graduate project and related files can be uploaded into ScholarWorks. A student who completes and submits this form to the Library is doing so because their completed and fully approved project has been identified by the faculty of the student's graduate program as being especially appropriate for access by the public through ScholarWorks. Submission of a graduate project to ScholarWorks is not a graduation requirement, and the student may decline the recommendation of the program faculty to submit his or her graduate project to ScholarWorks without consequence.

Procedure: Graduate students whose projects have been selected for archiving by their graduate program and who wish to follow through on this recommendation will need to complete and return this form to the ScholarWorks coordinator (Albertsons Library – Room 217) before any documents are uploaded to the ScholarWorks site.

Questions: Students with questions about the ScholarWorks uploading process should contact the ScholarWorks coordinator (Michelle Armstrong, Email: michellearmstrong1@boisestate.edu, Phone: 208-426-2580).

Student Information:

Student Name (First, Middle, Last)	Student ID Number
Email	Daytime Phone
Graduate Program	
Date of Submission	

Project Information:

Title of Graduate Project
Advisor
Advisor's Department
Date of Project Approval by Graduate Program

Descriptive Information:

Subject Category: Please choose a subject category that best describes your graduate project. Your choice must be from the ScholarWorks list at the following URL: http://scholarworks.boisestate.edu/sw_pubs/6/. You will notice that ScholarWorks subject categories are given in a hierarchical format with three levels for most disciplines. Express your subject category in the space below by starting with the highest level, and then listing the second level, and then the third level; use colons(:) as separators. If it is not possible to refine your subject category to the third level, either because a third level is not listed for your discipline or you simply do not feel that a third level is warranted, you should stop at the second level.

Keywords: The keywords you enter below will help visitors find pertinent results when they search ScholarWorks. Up to 6 keywords separated by commas can be listed. These keywords should be terms not already used in the title or abstract.

Related Files: If more than 5 related files, contact the ScholarWorks coordinator (michellearmstrong1@boisestate.edu) to determine the best way to upload and present the project.

Certifications:

Final Version: I certify that the version of my graduate project that I am submitting for uploading into ScholarWorks is the same as the version that received final approval from my graduate program.

Copyright: I certify that I am the sole proprietor of all rights in and to my graduate project and that it contains no material from other copyrighted or unpublished works unless it is used with the written consent of the copyright owner.

Permanent Archival: I understand that I am submitting my graduate project to ScholarWorks for archival purposes and unlimited access by the public. I also understand that I cannot withdraw my project from ScholarWorks without the approval of the Graduate College.

Student _____ Date _____
Signature Print name

Graduate Program Approval:

I certify that the graduate project described above has been selected by the graduate program for permanent archival in ScholarWorks. In the judgment of the program faculty, this project possesses enduring value and will be of sufficient interest outside the program that it should be archived and made publicly accessible.

Graduate Program Coordinator _____ Date _____
Signature Print name