The Wallace Center at RIT

Submission of Master's Theses That Are in Non-Print Format

The work of graduate students in some RIT departments results in the final product of a Master's thesis in a multi-media or non-print format, rather than a text. If your thesis falls into this category, you are still required to submit a copy of your work to the RIT Archive, UMI/ProQuest and the RIT Digital Media Library. For an overview of the thesis submission requirements, please read the information posted at http://library.rit.edu/thesis-dissertation-services.

1. Information to be provided with your thesis:
    - **Title page** with the title, author's name, type of degree, name of department and college, and date approved (month, day, year.)
    - **Signature page** signed and dated by the Department Chair and/or your Graduate Advisor, and the printed names and signatures of all thesis committee members. The Chair's and/or Advisor's name should also be printed out. **Please note that your thesis/dissertation will not be accepted without a signature page.**
    - **Abstract,** summarizing the entire thesis and its arguments for readers, approximately 300 words. **Please note that your thesis/dissertation will not be accepted without an abstract.**
    - **A brief paper** describing the work and any technical equipment requirements that are needed to view it. The paper will ensure that description of your work will exist when/if the technology used to view the original becomes obsolete, the website no longer exists, and/or there is no equipment available to view the work.

2. Hard copy of your thesis, format dependent upon its original medium. Some formats are:
    - DVD
    - Sound recording (CD)
    - CD-ROM or DVD-ROM

3. Bring the thesis copy and documentation to the Thesis/Dissertation Binding staff:

Diane Grabowski
Office: A-500, The Wallace Center
Telephone: (585) 475-2554
E-mail: diane.grabowski@rit.edu

Tracey Melville
Office: A-500, The Wallace Center
Telephone: (585) 475-6013
E-mail: tracey.melville@rit.edu

Hours:
Monday 2pm-4pm *or by appointment*
Tuesday-Thursday 9am-12pm, 2pm-4pm *or by appointment*
Friday *by appointment* only

These staff members will receive and submit your thesis to the RIT Archive.

4. Submit your thesis to ProQuest/UMI.

   You can submit your work to ProQuest/UMI yourself. Follow the directions for submission and at http://www.umi.com/assets/downloads/products/UMI_SupplementaryMaterialsGuide.pdf for addressing media files.

   If you have any questions concerning the ProQuest/UMI submission process, please contact:

   Jennifer Roeszies
   A500 The Wallace Center
   (585) 475-2560
   Email: jennifer.roeszies@rit.edu

5. Once your thesis has been submitted to ProQuest/UMI, staff of The Wallace Center will submit your work to the RIT Digital Media Library for you.

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