

**GRADUATE COLLEGE**  
**Access Agreement for a Thesis or Dissertation**

**1. Purpose and Instructions:**

**Purpose:** The Access Agreement for a Thesis or Dissertation (AATD) is the official document by which a graduate student (a) provides necessary certifications for the final version of his or her thesis or dissertation, and (b) grants the university a non-exclusive right to archive the thesis or dissertation and make it publicly accessible under specified conditions.

**Scope:** A fully executed AATD is a requirement for all graduate students who produce a thesis or dissertation as part of their degree program. The AATD requirement is not considered satisfied and a student cannot be cleared for graduation, until the Coordinator of Theses and Dissertations in the Graduate College has reviewed and approved the AATD.

**Procedure:** The AATD is executed after the student has passed the final oral examination (defense) and the thesis or dissertation has received final reading approval from the Chair of the Supervisory Committee. The student is responsible for:

- a) Completing sections 2, 3, 4, and 5
- b) Requesting the signature of the Chair of the Supervisory Committee in section 6
- c) Submitting the AATD with original signatures to the Graduate College.

On-campus students should submit their AATD to the Graduate College in Riverfront Hall, Room 307 (8AM–5PM, M-F except holidays).

Off-campus students should mail their AATD to the Coordinator of Theses and Dissertations, Graduate College, Boise State University, 1910 University Drive, Boise, ID 83725-1110. The Graduate College will not accept an AATD that is incomplete or does not have original signatures.

**Distribution:** Copies of the fully executed AATD will be distributed by the Graduate College to the student and to the Chair of the Supervisory Committee. The original AATD is kept by the Graduate College.

**Questions:** Students with questions should contact the Coordinator of Theses and Dissertations (Wayne Cochrane, Email [waynecochrane@boisestate.edu](mailto:waynecochrane@boisestate.edu), Voice 208-426-3604).

**2. Student Information:**

Student Name (First, Middle, Last)		Date
Student ID Number	Email	Daytime Phone
Graduate Program		
Catalog Year	Anticipated Completion Date:	

**3. Thesis or dissertation Information:**

Check One Only:    Thesis    Dissertation

Date of Defense:

Chair of Supervisory Committee:

Title of Thesis or Dissertation:

#### 4. Student Certifications and Access Choice:

**Certifications:** I certify that the version of my thesis or dissertation that I am submitting for review and approval by the Graduate College is the same as the version that received final reading approval from the Chair of the Supervisory Committee or his/her designee as indicated by the signature on the Final Reading Approval form.  
I certify that I am the sole proprietor of all rights in and to my thesis or dissertation and I have full power and authority to grant the rights described herein.  
I certify that, if appropriate, I have obtained and attached a written permission statement from the owner(s) of each copyrighted work reproduced in my thesis or dissertation, and each permission statement allows access as specified below.

**Access Choice:** I hereby grant to Boise State University and its agents the non-exclusive license to archive and make accessible my thesis or dissertation in whole or in part, in all forms of media, now or hereafter known, subject to the conditions specified below. I retain all ownership rights to the copyright of my thesis or dissertation. I also retain the right to use all or part of my thesis or dissertation in future works (such as articles or books).

Choose one of the following three options for access:

1. Release my entire thesis or dissertation immediately for worldwide access.
2. Release my entire thesis or dissertation immediately for access only by Boise State University students and employees or persons using Boise State University facilities including interlibrary loan.
3. Release my entire thesis or dissertation for worldwide access but only after a period not to exceed two years measured from the date that my thesis or dissertation is signed by the Dean of the Graduate College on the Final Reading Approval form; this two-year embargo also applies to any paper copies of my thesis or dissertation deposited in the library.

Student \_\_\_\_\_ Date \_\_\_\_\_  
Signature Print name

#### 5. Metadata:

##### A. Subject Category

Please choose a subject category that best describes your thesis or dissertation. Your choice must be from the ScholarWorks list at the following URL: [http://scholarworks.boisestate.edu/sw\\_pubs/6/](http://scholarworks.boisestate.edu/sw_pubs/6/). Click on the "Link to Full Text" button to see the document containing the complete list of disciplines. You will notice that the 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.  
Example (3 levels): Arts and Humanities:English Language and Literature:Literature in English, British Isles  
Example (2 levels): Education:Bilingual, Multilingual, and Multicultural Education

Subject Category \_\_\_\_\_

##### B. Keywords

A keyword is a significant or memorable word or term in the title or abstract of a thesis or dissertation that helps convey the topic. Please list up to four keywords that you feel best describe your thesis or dissertation.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

#### 6. Review and Approval:

##### A. Review by Chair of Supervisory Committee

I have reviewed this agreement and find it appropriate for the thesis and dissertation specified above.

Chair of Supervisory Committee \_\_\_\_\_ Date \_\_\_\_\_  
Signature Print name

##### B. Review and Approval by the Graduate College

I have reviewed this agreement and approve it on behalf of the Graduate College.

Coordinator of Theses and Dissertations \_\_\_\_\_ Date \_\_\_\_\_  
Signature Print name