From: Office of the Provost  
Sent: Tuesday, February 2, 2016 1:06 PM  
Subject: University Requirements for Doctoral Graduates

SETON HALL UNIVERSITY  
Office of the Provost and Executive Vice President

The University Libraries have put in place a process with the Registrar to insure that Dissertations are deposited in acceptable, final form in both our Electronic Theses and Dissertations (ETD) Repository, and with ProQuest Dissertations & Theses Global (the international Dissertation registry) before the degree goes on the transcript or the diploma is released. Previously, the authorization to have the degree appear on the student’s transcript has been communicated from the program director; even if the Dissertation was not deposited/registered, it appeared on the transcript and only the diploma was withheld. This has resulted in students who have graduated according to their transcript, but who have not fulfilled the degree requirements and submitted their ETD in final, approved form and registered it – a standard practice in higher education. Problems holding up the deposit/registering have ranged from a missing copyright page, to a missing committee signature sheet, not securing rights to reprint/publish images or documenting their public domain status, having no abstract, no consistent pagination or citation style, no consistent font, inconsistent margins, and converting the Word track-changes copy to PDF (not turning off track changes).

The University Libraries is now providing the Registrar a secure, real-time checklist of students who have submitted Dissertations and their progress through the process. The process must be fully completed before the student is cleared for the degree to appear on the transcript and the diploma released. That process is detailed here: http://library.shu.edu/Dissertations-services/Dissertations. This had strong support among the Deans and from the Provost. The Dissertation is a published work exposed to the world and reflects on Seton Hall’s quality. The benefits of this exposure are substantial: Seton Hall ETDs have been searched and downloaded well over a half a million times since 2011, and use is climbing.

Dr. John Buschman  
Dean of University Libraries