

Instructions for Uploading Your Senior Thesis or Dissertation to Scholarship@Claremont

Before getting started consult your College registrar's webpage for most up to date policies/processes.

Before you begin the upload process, review the following information

When you upload your thesis, you will click through an agreement form that gives the library permission to provide access to your thesis/dissertation. You will be asked to choose whether to provide worldwide open access to your thesis or to limit access to your thesis to The Claremont Colleges IP range. Restricting access to only The Claremont Colleges IP range will prevent everyone, including you, from accessing your thesis on computers outside The Claremont Colleges.

Sometimes it may be appropriate to delay access to your thesis by means of an embargo. Embargoes are useful for scholarly works pending publication, pending patents, or containing particularly sensitive data. If you wish to embargo your thesis, first discuss this option with your reader.

Consult the Scholarly Communications Librarian if you have questions about this process. Submit the completed embargo form per your college's policy to your Registrar's Office or to the Scholarship@Claremont.edu email at the time you submit your thesis.

Before submitting do be sure to do the following:

- You may need to get **copyright permissions** before uploading.
- First, do a **Fair Use analysis** for all copyrighted and proprietary materials that you use in your thesis/dissertation (images, video, graphs/charts, interviews, etc.) not your own.
- If your work is a result of on-going faculty research, get the professor's permission before uploading.
- Make sure no content should be private (e.g. interviewee's identifying information, proprietary research).

To make the upload process quick and smooth, have the following easily at hand as you fill out the form:

- Title
- Abstract or description (separate from the article body)
- Keywords (topic or subject terms) for your thesis/dissertation
- Final version (not a draft) of your thesis/dissertation. If you create your own PDF file, [please embed all fonts](#).

Step by Step Instructions

Go to: <http://scholarship.claremont.edu> and click "My Account"



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- Author FAQ
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You will need to create an account to complete your request. It's fast and free.

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Institutional Affiliation **Not on list? Please enter name in full.**

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Fill out all the fields and use your permanent email address (not your college email). This way you will receive monthly download reports.

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Your new account information was just emailed to Athena_McKenna@cmc.edu Click on the link in the email message to activate your account and continue with your activity.

Having trouble? Please email us or call us at (510)665-1200. Our support hours are from 8:30 am to 5:30 pm Pacific Time.

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- Claremont Colleges Library
- Claremont Colleges Digital Library
- Contact Us

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- Author FAQ
- Faculty Submission
- Theses and Dissertation Submission
- Policies and Guidelines

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Click on "Theses and Dissertation Submission"

Submit Your Thesis or Dissertation

Please choose your institution and follow the instructions below to submit your thesis or dissertation:

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- Pitzer College
- Pomona College
- Scripps College

- 1) Click the link for your college
- 2) Click "UPLOAD" Under your college

Scripps College

- **UPLOAD** your Scripps College Senior Thesis.
- **UPLOAD** your Scripps College Senior Theses Images.

Review the terms of the Submission Agreement for *Senior Thesis*. You are agreeing that the content is yours or that you have given attribution or permission to include content that is under someone else's copyright. You also agree to give the digital library permission to provide access over the internet and to preserve the digital file for you. Click the check box at the bottom to Continue.

Submission Agreement for *Scripps Senior Theses*

By submitting my thesis, I grant to the Claremont Colleges Library on behalf of my college, Claremont Colleges the non-exclusive right to distribute my submitted thesis ("the Work") over the Internet and make it accessible in Scholarship @ Claremont, the institutional repository of the Claremont Colleges.

I warrant as follows:

1. that I hold copyright to the thesis I am submitting and have the full power and authority to make this agreement;
2. that the thesis does not infringe any copyright, nor violate any proprietary rights, nor contain any libelous matter, nor invade the privacy of any person or third party;
3. that if this thesis contains data or information resulting from working on faculty unpublished research, I have discussed with the faculty the option to embargo or exempt from upload. If the faculty member is requesting one of these options, I have provided the appropriate form (found on the registrar's website) that they have signed, and I have submitted the signed form to my institution's registrar.

I understand that, by default, the thesis will be restricted to current Claremont Colleges' faculty, students and staff but I have the option to choose "open access" (available to anyone with an internet connection).

If I choose the default restricted access, at a future date, I can contact the Scholarship@Claremont staff and ask to change the access restriction and allow unrestricted open access. I can not further restrict the thesis once the open access option is chosen.

I understand that once my thesis is deposited in the repository, it may not be removed unless if there is a charge of copyright infringement, plagiarism, or other academic dishonesty.

NOTE: It is suggested that you print this page for your records.

For more information see <http://libguides.libraries.claremont.edu/claremontthesisdissertations>

Please direct questions to email: scholarship@cuc.claremont.edu

Please check this if you agree to the above terms.



Fill out the entire form and upload your file.

Required fields are indicated by a red flag. Remember, the more information you include, the more helpful it will be to your readers.

Just about any format is accepted, but the preferred formats are: .pdf, .mov, .tiff, or .jpg

Contact scholarship@services.claremont.edu for help if your file is very large.

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For any questions about the upload process,
Use the Contact Us link or email
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- Author FAQ
- Faculty Submission
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- Policies and Guidelines

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About Scholarship@Claremont

Scholarship@Claremont offers an open access platform offering worldwide access to the scholarly output from Pomona College, Claremont Graduate University, Scripps College, Claremont McKenna College, Harvey Mudd College, Pitzer College, Keck Graduate Institute, and the Claremont Colleges Library. The intention is to bring together the Claremont Colleges scholarship into one location to maximize visibility, influence, and benefit for the individual as well as the school.

Congratulations!