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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.

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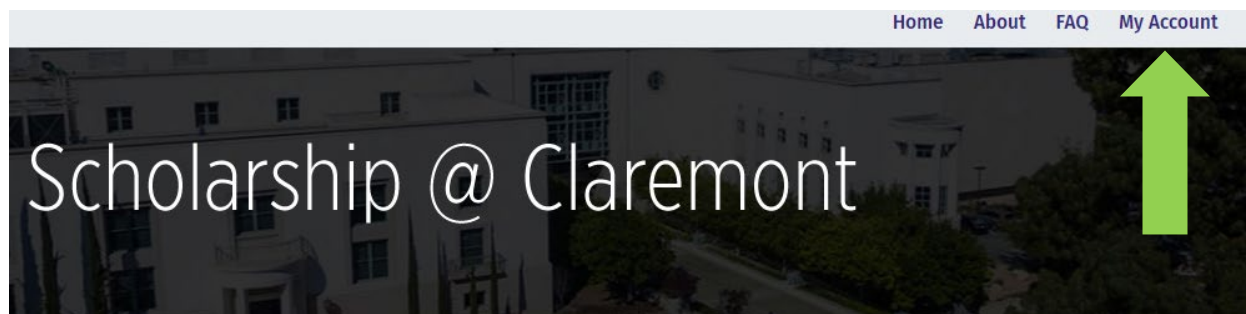
- You may need to get **copyright permissions** before uploading.
- First, do a **Fair Use analysis** for all copyrighted and proprietary materials that you use in your thesis/dissertation (images, video, graphs/charts, interviews, etc.) not your own.
- If your work is a result of on-going faculty research, 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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☐ Must contain an uppercase letter.

☐ Must contain a number.

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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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Thank you for your interest in creating a free account at Claremont University Consortium. Academics, researchers, and site administrators use their Claremont University Consortium accounts to access a wide range of services, publications, institutional repositories, and research portals.

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1. Click the link for your college
2. Click "**UPLOAD**" under your college

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

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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**.

SCRIPPS SENIOR THESES

Submission Agreement

Before submitting, please read all relevant policies and/or submission guidelines.

The submission process consists of the following steps:

1. Read and accept the Submission Agreement below
2. Provide information about yourself including an email that you will regularly check for requests and reader reports
3. Upload your pdf or Word document

Before you begin, please be sure you have the following items:

- The submission's title
- The abstract (up to 250 words)
- A list of keywords (5 maximum)
- Your thesis file and any related data you would like to include

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

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