ACADEMIC POLICY COMMITTEE
THURSDAY, FEBRUARY 23, 2006, 2:00 P.M.
4th FLOOR CONFERENCE ROOM, ANDY HOLT TOWER

Present: Matthew Murray (Chair), David Anderson, Benjamin Bates, Ralph Brockett, Michael Keene, Stefanie Ohnesorg, Mary Papke, Kay Reed, Belle Upadhyaya. Members of the Electronic Thesis/Dissertation (ETD) Steering Committee present were: JoAnne Deeken, Alan Hollis, and Linda Painter.

The committee discussed the following recommendation that had been forwarded to the Graduate Council and then returned to APC :

Changes in Policy on Thesis/Dissertation Abstracts and Titles.

- Thesis and dissertation abstracts should not exceed 350 words.
- Scientific or mathematical symbols will not be allowed in the title or abstract of theses or dissertations.

Members of the ETD Steering Committee explained that the recommendation was based on requirements for library cataloging of theses and dissertations, which provides for universal dissemination of these documents in electronic searches. Abstracts are required as part of a thesis or dissertation by the Graduate School. The University Libraries catalog the documents, using the abstract. Cataloging must be processed in a uniform electronic format. Currently, that format does not recognize most technical symbols.

The committee approved the following recommendation concerning submission of theses and dissertations to the Graduate Council:

Students must submit an abstract for purposes of cataloging. Any symbol used in the title or abstract must conform to Arial MS Unicode. This abstract should not exceed 350 words. Students have the option of also submitting an additional abstract that may use any symbol system and be of any length.

EFFECTIVE DATE: Fall 2006 with publication in the *Guide for the Preparation of Theses and Dissertations*.

The meeting adjourned at 3:40 p.m.