

Final Submission/Post-Exam

Post-Exam

Thesis Corrections

If the examination panel finds an otherwise acceptable thesis to have an unacceptable number of errors in spelling, grammar, usage, or typing, the panel may award Honors contingent upon correction. Thesis Advisors should receive from the examining panel a list of needed corrections and relay those to the candidate. Advisors are also responsible for determining the acceptability of the corrected thesis.

Once the Thesis Advisor verifies that the appropriate corrections have been made, the advisor must sign the Thesis Correction Form and give it to the Honors student. The student must both submit the form to Academic Services, 7 Lane Hall, and upload a corrected copy of the thesis and a final version of the thesis abstract to SCARAB no later than the date listed on the Honors Timeline Checklist. [Guide to Uploading FINAL version to SCARAB](#) on the Honors website has directions for uploading the final copy of the thesis.

(http://www.bates.edu/honors/files/2016/09/SCARABUploadingFinalCopy_REVISED.pdf)

Thesis Access and Embargo

Only the advisor and the examination panel will have access to the first submission of the senior thesis on SCARAB. Consequently, when initially submitting thesis the candidates need to select “Open Access” as the level of access for the time being.

If the award of Honors is granted, however, the advisor and student must talk about and decide the accessibility of the thesis and set an appropriate embargo period for the thesis, if one is required. To ensure that this is done, the advisor and student must complete and sign the Thesis Access and Embargo Form and the advisor must return it to Academic Services, 7 Lane Hall, no later than 3 p.m. on the date listed on the Honors Timeline Checklist . Any thesis granted the award of Honors without an accompanying Thesis Access and Embargo Form will be substituted as an “Archival Access” only file (See “Access” below). Candidates submitting corrected theses or theses from which copyrighted material has been removed will also need to designate the level of access and the period of embargo in SCARAB when they upload their final copy no later than 3 p.m. on the day listed on the Honors Timeline Checklist.

Access

Honors students and their advisors may choose from a number of access options depending on particular circumstances.

- Selecting “Open Access” grants permission to Bates College to distribute the thesis for scholarly and research use to the general public on the internet through SCARAB. If the final version of a thesis complies with fair use in accordance with United States copyright law, the student and advisor may select “Open Access.”

- Selecting “Restricted Access: Campus/Bates Community Only Access” grants thesis access through SCARAB only to the on-campus Bates community via either the secure Bates computer network or a SCARAB login using an active Bates username and password. If the thesis includes copyrighted materials NOT in accordance with the fair use provision of the United States copyright code, the student and advisor must select this designation. When “Restricted Access: Campus/Bates Community Only Access” is selected, those outside the Bates community who would like a copy of a thesis must request it from the Honors candidate or faculty advisor.
- Selecting “Restricted Access: Embargoed [Open Access After Expiration of Embargo]” ensures the thesis is to be made inaccessible to all for a specified length of time (i.e. embargoed) and then made available to all after that embargo period. The embargo can be set for 1, 5, 10, or 15 year periods, after which the thesis will become “Open Access.”
- Selecting “Restricted Access: Embargoed [Bates Community After Expiration of Embargo]” ensures the thesis is to be made inaccessible to all for a specified length of time (i.e. embargoed) and then made available only to the Bates Campus community after that embargo period. The embargo can be set for 1, 5, 10, or 15 year periods, after which the thesis will become “Restricted Access: Campus/Bates Community Only Access.”
- Selecting “Restricted: Archival Copy [No Access]” allows the Honors thesis and associated metadata to be uploaded to SCARAB, but the thesis will be unavailable for viewing or downloading by anyone. A thesis containing sensitive or restricted personally identifiable data is an example of a thesis that could fall in this category.

In some cases the material that is in excess of fair use is easily identifiable and can be removed (for example documents or images included for the reference of the Honors panel). Provided that the student, with the guidance of the advisor, removes the material that is in excess of fair use, the candidate and advisor may select “Open Access.” This revised final version of the thesis must be uploaded to SCARAB along with a final abstract before the thesis may be marked for access to the public but no later than the date listed on the Honors Timeline Checklist.

To make this decision, it is important that student and advisor discuss and understand fair use provisions of the United States copyright code. For information about fair use, copyright, and intellectual property, see [copyright guidelines](http://libguides.bates.edu/c.php?g=384369&p=3728620). (<http://libguides.bates.edu/c.php?g=384369&p=3728620>)

Embargo

Honors students and their advisors may also assign a period of embargo that prevents all access to the thesis for a period of time. This is common if the student and advisor are planning to publish the findings elsewhere, for instance. Periods of embargo may be 1, 5, 10 or 15 years. If none of the choices are acceptable periods of embargo, select “Restricted: Archival Copy [No Access].” Once a period of embargo is chosen, it cannot be changed. During the period of embargo, those outside the Bates community requesting a copy of the thesis will be referred to faculty advisor or department/program.

Once a student is ready to upload the final version of a thesis to SCARAB, a final approval is required by both the student and advisor to indicate to choose the date to indicate both when the thesis will be available for viewing and the audience to be provided access. The student will receive an email to an online form to select the access level and any embargo date. This goes to the advisor automatically for final approval once the student submits. Failure to complete this form will set the thesis as "Restricted: Archival Copy [No Access]." The online form must be submitted by both the student and advisor before commencement in order for the thesis to be available in SCARAB. For more guidance about access and embargo, please email the chair of the Honors Committee.