**Thesis Submission Requirements**

-Copies must be high quality and made on a photocopier. It is recommended that you take your dissertation/thesis to a business that provides professional copy services.

-A blank sheet of paper is required at the front and back of all copies.

-Only 1 library copy needs original signatures; all other copies can be photocopies of that page.

**The library Director’s Office will accept completed thesis/dissertations with payments between 8 a.m. and 4 p.m. Monday – Friday.**

Following is the number of copies you are required to submit:

|  |  |  |  |
| --- | --- | --- | --- |
| **Qty.** |  | **Type of Paper** | **Cost** |
| **Whole Copies** |
| 2 | Library | Bond\* | $30 |
| 1 | Department/Thesis Chair | Any  | $15 |
| ? | Personal | Any | $15 |
| **Extras** |
| 1 | Copy of Abstract | Bond\* | No charge |
|  | Microfilm charge |  | $15 |
|  | Tax |  | 8.25% |
|  | Postage (if you would like your personal copies mailed to you) |  | $ 6 each |

\*bond paper should be at least 20lb weight, acid free, with watermark

-You, or your representative should bring the following to the Library Director’s Office, Room 207, at the time of submission.

**All copies (with all required signatures)**

**Route Sheet (with Chair and Dean’s signatures) and payment.**

If any of these are missing, the Library Director will not sign off on your route sheet.

-Then, just take the route sheet to Graduate Studies and then to the Registrar.

-Your copies will not be sent to the bindery until after graduation. Shipments go out every month and there is a one month turnaround time once it is sent. You will either be called to pick up your personal copies once they are returned, or they will be sent in the mail to you. The library will deliver the copies to your department.