Thesis and Dissertation Submission Changes

Print copies:
- In addition to the digitized thesis or dissertation, the student must provide the Office of Research and Graduate Studies with two (2) cotton originals for binding. Additional copies for binding must be submitted to the Office of Research and Graduate Studies and can be on plain Xerox paper. Receipts from the Controller’s Office verifying payment for binding of print copies must be presented at this time to staff in the Office of Research and Graduate Studies. The purpose of the cotton copies is to ensure that libraries not subscribing to ProQuest have access to the scholarly work through interlibrary loan.

- Print copies should be made on 20 pound, 25% cotton paper.

- A maximum of eleven (11) copies may be bound through the University binding process. For additional copies the student will have to work directly with a bindery.

Intellectual Property Considerations:
- All theses and dissertations will be submitted to ProQuest as a prerequisite for completing the requirements for the graduate degree.

- Individuals wishing to restrict access to the intellectual property in the thesis or dissertation must work directly with ProQuest to ensure that the work is not published or sold through the ProQuest database. The restricted access can be requested indefinitely with ProQuest. Examples of intellectual property for which initial restricted access might be requested are “creative works” such as poetry, short stories, or theses or dissertations to be published as books.

- At the request of the student, the library will restrict loaning of the work (thesis or dissertation) for a period of two (2) years.