

TRADITIONAL DISSERTATION SUBMISSION REQUIREMENTS

Please bring the following items to the University Graduate School, Kirkwood Hall 111:

1. One (1) unbound dissertation printed on 8-1/2" x 11, 100% cotton, watermarked, at least 20 lb. paper. This **MUST** be in a box approximately 9 inches by 11-1/2 inches in size.
2. Two (2) bound dissertations. (The University Graduate School must receive the bound copies before your degree will be awarded.)

One copy for the library (printed on the same paper as your unbound dissertation).

One copy for your department (only if required by your department; **please check with your department to see if they require a bound dissertation and if yes, please ask if they have paper type requirements for their bound copy of your dissertation**).

The following programs do not require a bound copy: School of Business, School of Education, School of Journalism, and the Department of Chemistry.

3. **Acceptance page** (signed - mandatory). Please see: <http://www.indiana.edu/~grdschl/thesisGuide.php#D/> . Place this page in your unbound dissertation (follows the Title page).

NOTE: Because the original signed copy of the Acceptance Page must be placed in your unbound dissertation, it must be on the cotton paper, but you may use photocopies of this document for any other bound volumes.

4. **Abstract** (signed - mandatory). Please see: <http://www.indiana.edu/~grdschl/thesisGuide.php#G> . (This document is retained at the University Graduate School.)
5. ***Open Access vs. Traditional Publishing Option Form** (completed and signed) and a personal check or money order made payable to: **ProQuest Information & Learning** in the amount of \$95.00. (Submit only if you chose the Open Access Publishing option.)
6. ***Dissertation Agreement Form** (microfilming and copyrighting contract). Please attach an extra Title page and abstract with your research chair's name included (not signed).
7. ***Copyright Registration Form** (completed and signed). (Submit only if you plan to copyright your dissertation).
8. **Fee receipt** from the Office of the Bursar for microfilming (\$60 - mandatory) and copyrighting (\$65 - only if you plan to copyright your dissertation). Effective September 1, 2008, the microfilming fee will increase to \$65.
9. **Survey of Earned Doctorates** (completed).
10. **University Graduate School's Exit Survey** (completed and signed). This survey is available at the University Graduate School.

(please see next page)

11. **Ph.D. Application for Advanced Degree.** Download from:
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The Ph.D. degree will be awarded when the unbound dissertation has been accepted by the University Graduate School, all of the above required items have been submitted to the University Graduate School, and the Rs on your transcript have been removed (if applicable).

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1. Open Access vs. Traditional Publishing Resources, page 3 (pdf page 9)

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2. Dissertation Submission Form, page 4 (pdf page 10)

3. Copyright Registration Form, page 5 (pdf page 11)

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