

Thesis / Dissertation Binding Request Form (rev. 8/2023)

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The University requires students to provide the Library with one (1) print copy of all Master's theses and Doctoral dissertations. The Library covers the cost of binding the official archival copy for the Library. The copy must include a sign-off page with the original signatures of the student's thesis/dissertation committee to be considered an official copy. (Digital signatures are accepted.)

Students should *contact their program director* to see if they are required to submit a copy to their program. This copy may be submitted for binding at an additional cost (see **Additional Copies** below).

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- The left page margin should be 1.5 inches to accommodate binding;
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- Pages should be single-sided;
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- Your name and the name of the thesis/dissertation should be written on any physical supplementary material submitted (such as thumb drives containing video, audio, website files).

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Thesis/dissertation has signature page	
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