

Dulaney-Browne Library

Thesis Submission

Frequently Asked Questions

Where can I find a copy of the thesis submission form?

The official copy of the form is on the Registrar's starnet site at <http://starnet.okcu.edu/admin/registrar/Miscellaneous%20Documents/Thesis%20Submission%20Form-rev2009.pdf>

What are the current prices?

Binding is \$8.00 per copy, (\$32.00 for the minimum 4 required copies). Extra pockets for CD/DVDs or programs are \$5.00 each per copy.

Where can I find the correct paper?

The guidelines require "white, letter-size, acid-free, 20-24 pound, 25-100 percent rag content paper." You should be able to find this with the resume paper or business and resume paper at office supply stores and copy shops. Rag content will generally be listed as 25%, 75%, or 100% cotton. Be sure to check for "acid free" as well.

What do I need to bring to the library?

You need to have a copy of the thesis submission form completed and signed by your academic and thesis advisors, at least 4 complete copies of your thesis (including the signature page signed by the members of your thesis committee), and at least \$32.00 to cover the cost of binding these 4 copies. Cash or checks only. The library does not have the capacity to accept credit cards.

Can I pay with a credit card?

No, the library does not have the capacity to accept credit cards. Payment must be with cash or a check.

Can I have extra copies bound?

Yes, extra copies can be bound for the same price as the required copies (\$8.00 each).

Can I have the extra copies shipped to me?

Yes, we currently charge \$5.00 shipping and handling for each thesis mailed to a U.S. address. If you would like to have extra copies mailed to an overseas address, please check with the library's administrative assistant in room 107 for the current mailing costs to that address.

When will the bound thesis be ready?

Theses are sent away to be bound once per month, so they are usually ready 5 to 10 weeks after they are submitted.

Does the binding need to be complete before my diploma will be issued?

No, you just need to turn in the signed thesis submission form to the registrar's office and complete all other requirements for the degree.

What if I only have 3 copies?

You must submit 4 copies. The library staff will not accept thesis copies until all of the requirements of the form are complete.

How do you handle additional materials (DVDs, programs, etc.)?

Copies for the library should be submitted with the copies to be bound. Copies for the department should be provided to your advisor.