

# Thesis / Dissertation Submission Form

***Each thesis or dissertation, to be accepted by the Graduate School, must be accompanied by this form, signed by both the student and the faculty advisor/director/chair.***

Name: \_\_\_\_\_ "N" Number: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ College: \_\_\_\_\_

Faculty Advisor/Director/Chair: \_\_\_\_\_

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## Submission Checklist

- At least two copies of the final, error-free, publishable thesis or dissertation, printed on 20-24 pound, acid-free, white paper
- At least two copies of the signature page, bearing every signature except the Graduate Dean's, printed on 20-24 pound, acid-free, white paper, following the style found in the *UNF Library Guide to Thesis Preparation*
- A PDF version of the thesis or dissertation, preferably on disk
- A copy of the completed *Thesis Binding Invoice* form (found on the Grad School web site)
- A receipt for payment of binding fees (\$10 per copy; paid to the Cashier's Office)
- For Dissertations:*** A completed UMI Abstract Publication form (on the Grad School web site)
- For Dissertations:*** A check for \$65, made out to "UMI/ProQuest Information and Learning"

***For greater detail see the Grad School's web site on "Thesis and Dissertation Policies."***

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## Intellectual Property Procedure

It is important – to protect the student's rights, faculty rights (when appropriate), and the university's rights – to withhold from immediate publication any thesis or dissertation where the content contains intellectual property with the potential to lead to patents. In such cases, the student and/or faculty advisor should check the box below. This will (1) cause the Grad School to withhold the thesis/dissertation from publication (i.e. submission to the library) for 90 calendar days, and (2) initiate an exploration of potential patentable content by the Office of Research and Sponsored Programs.

- My thesis/dissertation MAY contain patentable content.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate School document receipt date: \_\_\_\_\_