

## Contact Information Sheet

### Disc Requirements and Fees

#### Masters Students

Electronic Submissions:

- All students – one disc submitted that contains your thesis as one .pdf file, that uses your ID#.sbu as the file name (example: 111222333.sbu).
- Fee: \$20

#### Doctoral Students

Electronic Submissions:

- All students – one disc submitted that contains three .pdf files. Each file uses your ID# and then an extension for the file name:
  - .sbu version (example: 111222333.sbu) - this is your entire dissertation
  - .pro version (example: 111222333.pro) – this is your entire dissertation
  - .abs version (example: 111222333.abs) – this is only your title page and abstract, with your advisor’s name typed under the year on the abstract. Make sure there is no page number on the title page, and the page number of the abstract starts with iii.
- Fee without copyright or open access: \$85
- Fee with copyright but no open access: \$140
- Fee with open access but no copyright: \$180
- Fee with copyright and open access: \$245

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#### Breakdown of Fees

- \$65.00 for microfilming (doctoral students only)
- \$55.00 for copyrighting (optional for doctoral students only)
- \$95.00 for open access publishing (optional for doctoral students only)
- \$20.00 for processing and handling

#### Payment Procedure

Effective November 1, 2007, students will no longer pay their dissertation fee at the Graduate School. When you submit your dissertation to the Graduate School, you will be given a sheet that indicates the fee that will be billed to your account within 1-2 weeks after your submission date. You should pay the fee through your SOLAR account once it is billed to you.

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### Contact Information

Name \_\_\_\_\_ Department \_\_\_\_\_

ID Number \_\_\_\_\_ Degree \_\_\_\_\_ Degree Date \_\_\_\_\_

Address (and effective date, if any) \_\_\_\_\_

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Phone number \_\_\_\_\_ Email \_\_\_\_\_