



PROCEDURE: Graduate students who have fulfilled all degree requirements and are ready to turn in a completed Thesis or Dissertation must:

- 1. TYPE ONLY to complete, sign and date this FORM and the UNIVERSITY MICROFILM FORM to turn in to University Library (step 5). Doctoral students also fill out HEW SURVEY FORM to turn in to Registrar.
2. Have appropriate TEACHING UNIT and DEAN of College or School examine final copy of Thesis/Dissertation and add their signatures to this Form.
3. Present this Form to OFFICE OF STUDENT ACCOUNTS together with required fee and obtain Cashier's Stamp on all copies. OSA retains yellow copy.
4. Report to REGISTRAR for signature certifying Clearance for Graduation and recording of exact title. Doctoral students turn in HEW Surveys.
5. Deliver Thesis/Dissertation with original title page, one xerox copy of title page, abstract, University Microfilm Form and this Form to the UNIVERSITY LIBRARY. Retain blue copy of this Form as a receipt.

Form with fields for MR./MS., Last Name, First, Middle, Student Identification No., Address, Home Telephone No., Office Telephone No., City, State, Zip Code, Degree, College/School, Major, E-mail Address.

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