

Recently, ProQuest Theses & Dissertations has changed to an online-only submission format for dissertations and theses. As part of this change, the NOBTS Libraries are in the process of setting up and making adjustments to our policies and procedures.

For students graduating in December:

- Students will no longer submit paper copies. **The library will not accept paper copies dropped off or mailed to the library.** Students must submit electronic copies through the ProQuest Electronic Theses & Dissertations website (<https://www.etdadmin.com>)
- Students will create an online account with ProQuest. Here they will fill out an electronic version of the paper ProQuest submission form. Students will need to have their final file and payment information on-hand. The ProQuest website will convert Word documents to PDF within the site.
- STUDENT FEES will be changing. For December ONLY, the Business Office will waive the microfilm and copyright fees (see copy of fee schedule below for more information). The students will pay only the bindery fee of \$120 as currently listed.
 - MICROFILMING FEE will be waived at the Business Office.
 - COPYRIGHT FEE will be waived at the Business Office and **paid by the student directly to ProQuest** through the ProQuest ETD portal.
- PERSONAL COPIES: Students may order printed copies of their work through the ProQuest ETD website as part of the submission process. These copies are printed double-sided ONLY and the students may choose between 2 sizes of either hardbound or paperback books. For hardbacks, titles will be stamped in gold on the spine as in previous years. There is no front cover stamping option. **These copies will be mailed directly to the students from ProQuest's printing department.** Pricing is available on the ETD website and included below.
- ALTERNATE BINDERY *OPTIONAL*: Students may order copies of their work directly through the bindery that the library uses, the HF Group. The HF Group Thesis On Demand portal will print single-sided and offers cover stamping as well as many more options than ProQuest. They accept only PDF files. **These copies will be mailed directly to the students from The HF Group.** (<https://www.thesisondemand.com/>)

For Spring Semester graduates, each of the above points apply with the following exception:

- STUDENT FEES: Recommendations have been made to change the Fee Schedule for Master's Theses and Doctoral Dissertations for MA, MMCM, PhD, EdD, and DMA. It is the library's recommendation that the only fee paid to the Business Office be for the Library and Archival copies of the work. This fee will increase to \$175 due to the cost of obtaining copies from ProQuest.
 - MICROFILMING FEE: due to the digital upload there is no longer a microfilming fee charged by ProQuest.
 - COPYRIGHT FEE will be paid by the student directly to ProQuest through the ProQuest ETD portal.

Please note: The left margin of all documents must be 1” due to ProQuest printing limitations (double-sided printing). Considerations must be made concerning the upper right pagination as well.

Current Catalog, pg. 190 "Graduation Fees"	Recommendation
Doctoral Dissertation/Project Report: Binding 120.00 Microfilming & Digitizing 70.00 Copyright Fee, Intellectual Documents (ProDoc & ReDoc) 75.00 Dissertation, Project mailing fee (Domestic) 75.00 Dissertation, Project mail fee (International) 225.00	Master's Thesis & Doctoral Dissertation (MA, DMA, MMCM, EdD, PhD) Library & Archival copies 175.00 NOTE: Personal copies acquired by the student are purchased directly from the online service ProQuest Electronic Theses & Dissertations. Project Report (ProDoc and DEdMin degrees) Binding 120.00 Microfilming & Digitizing 70.00 Project mailing fee (Domestic) 75.00 Project mail fee (International) 225.00

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