

SUBMITTING YOUR THESIS – ANSWERS TO YOUR QUESTIONS . . .

Q: WHAT KIND OF PAPER IS REQUIRED FOR THE FINAL COPIES?

Use only 8 ½ x 11 inch white paper that is at least 25% cotton fiber content and at least 20 lb. weight. This kind of paper often is called *bond* paper. The UConn Co-op stocks several brands. The same brand and weight of paper should be used throughout a single copy of the thesis. Note that photocopiers sometimes jam if paper exceeding the above specifications is used.

Q: HOW SHOULD I PRINT MY FINAL COPIES?

Final copies of a thesis to be submitted to the Graduate School may be printed with a high-quality laser printer or may be photocopied. Printing for final copies must be clear, clean, and dark – *no* shadows or stray marks. Inkjet printing is not acceptable because it is water soluble.

Q: WHAT DO I NEED TO KNOW IF MY THESIS INCLUDES PHOTOGRAPHS OR COLOR PRINTING?

Computer-scanned photographs usually produce the best results. Photocopied photographs (whether black & white or color) are quite acceptable if clarity and definition are adequate for your needs and if the paper used meets the specifications noted above.

The use of color is permitted, however, it is important to remember that colors will photocopy only as shades of gray. This means, for example, that color-coded charts and graphs may be indecipherable when photocopied.

Q: HOW MANY FINAL COPIES OF THE THESIS DO I HAVE TO SUBMIT TO THE GRADUATE SCHOOL?

The Graduate School requires submission of **TWO** identical copies of your thesis, which must be printed on the proper paper and which must meet all specifications.

Q: WHAT SHOULD I TAKE WITH ME TO MY DEFENSE?

In addition to the materials that you will need for your presentation, you should be certain to have with you at least **TWO** final copies of your Approval Page (on the proper paper) and **TWO** Final Examination report forms from the Graduate School. If you wish to include Approval Pages bearing original signatures in *personal* final copies of your thesis, take additional copies of the Approval Page with you. Give the copies of the Approval Page and the two Final Examination report forms to your Major Advisor before the Defense begins. Two signed Approval Pages and at least one signed Final Examination report form must be submitted to the Graduate School (the other is for your Major Advisor).

Q: WHAT FORMS DO I HAVE TO COMPLETE?

Application for Degree – Please access this web page http://www.grad.uconn.edu/degree_completion.html and follow the directions you find there to apply for your degree using the PeopleSoft system.

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Q: ARE THERE ANY REQUIRED FEES?

No. There are no required fees that have to be paid when filing the two final copies of the master's thesis.

Q: HOW CAN I HAVE PERSONAL COPIES OF MY THESIS BOUND?

The Preservation Department of the Homer Babbidge Library can arrange to have personal copies of your dissertation bound for you by a private company. Information concerning this service and the order form can be accessed at this URL: <http://www.lib.uconn.edu/print/services/preservation/thesis.html> .

NOTE: In addition to the above, master's candidates in the fields of Biomedical Engineering, Chemical Engineering, Civil Engineering, Computer Science and Engineering, Electrical Engineering, Environmental Engineering, Materials Science, Mechanical Engineering, Metallurgy and Materials Engineering, and Polymer Science must file a completed School of Engineering & Institute of Materials Science CLEARANCE NOTICE with the Graduate School (<http://www.grad.uconn.edu/pdf/engclear.pdf>). This confirms that you have turned in all keys, disposed of hazardous materials properly, removed personal materials from laboratories, etc.