

# DISSERTATION CHECK-IN FORM

Name \_\_\_\_\_ Date \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Local Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

Email \_\_\_\_\_

Department \_\_\_\_\_ Graduation Month/Year \_\_\_\_\_

Committee Chairperson \_\_\_\_\_

If Applicable:

Word Processor's Name \_\_\_\_\_ and Phone # \_\_\_\_\_

## Submit the following items:

\_\_\_\_\_ One complete photocopy, on 20 lb. bond (standard quality) or heavier paper in **loose-leaf format**, of your correctly formatted manuscript—**do not staple, bind, hole-punch, or use binder clips**. Do not submit any original copies—The Graduate College will not be responsible for original materials. Check your pagination. *If you are submitting your manuscript electronically, the electronic version replaces this paper manuscript. The materials listed below should be submitted separately with a copy of this check-in form.*

\_\_\_\_\_ *Where applicable*, manuscript contains—in the appendices—copies of all required protocol clearance letters from University boards, committees, and compliance officers charged with protection of regulated research subjects (humans, animals, genetic material/biohazards, radioactive material, etc.). The Graduate College will not approve a dissertation that does not comply with this requirement. *If you are submitting your manuscript electronically, you will need to submit paper copies of your clearance letters instead of including them in the manuscript.*

\_\_\_\_\_ One additional title page and abstract.

\_\_\_\_\_ Three signed, **original** (not photocopied) approval forms with **original signatures** of your committee.

\_\_\_\_\_ One photocopy of the signed approval form.

\_\_\_\_\_ Completed and signed UMI agreement form. Please email [jennifer.holm@wmich.edu](mailto:jennifer.holm@wmich.edu) for the UMI Agreement form information.

\_\_\_\_\_ One photocopy of both sides of the UMI agreement form.

\_\_\_\_\_ \$70 microfilming fee, check or money order payable to Western Michigan University (this includes the Traditional Publishing fee for UMI).

Copyright: You have the option of filing the copyright for your dissertation through UMI (a division of ProQuest Information and Learning). If you wish to register your copyright, please do the following:

\_\_\_\_\_ Submit a \$65 cashier's check or money order (ProQuest will not accept personal checks), payable to PQIL.

**Please allow up to 3 weeks for initial review of your dissertation. Any questions regarding this form should be addressed to the Coordinator of Dissertations in the Graduate College, (269) 387-8271.**