

Graduate Thesis Requirements

Webster University
St. Louis, Missouri

Approved by the Graduate Council
January 26, 2005

Revised June 2006

(Publishing procedures amended Jan. 2007;
fees amended Jan. 2009)

INTRODUCTION

Completing a thesis or thesis project (the 6250 or 8000 course number) is a major undertaking for students and instructors alike. Graduate students electing this option will invest significant time and energy in preparing primary and secondary research that will add to the body of knowledge of their fields of study or they will produce a project of significant original material. Instructors and Administrators will review at several stages all applications for this academic choice in order to ensure that the students allowed to pursue this option have proven their ability to succeed in an academically challenging situation of this scope.

In the thesis or thesis project, students will learn to demonstrate a knowledge of primary and secondary research techniques, manuscript preparation following approved standards, and the ability to pose a research problem, hypothesis or major project that represents the culmination of their graduate studies.

Within Webster University, each School and College has particular applications of the 6250 specific to the disciplines of study for that academic unit. The following guidelines, however, form the basis of commonality for all 6250 theses or projects produced by graduate students of Webster University. For additional specific 6250 requirements or an explanation of a thesis project in the student's major, the local Director or Department Chair (if in St. Louis) should be consulted.

The student pursuing this option initially registers for a minimum of 3 credit hours, and subsequently maintains a minimum enrollment of 2-3 hours until the thesis is completed. A maximum of 6 credit hours may be applied towards the graduate degree, with appropriate approvals.

Credit for the thesis and thesis project is awarded in a non-letter grade format (Credit/No-credit.)

The thesis or thesis project option requires that before taking the 6250 course the student will have completed all the required courses (except the 6000 integrated studies course) in the declared major/emphasis.

A thesis or project may not be substituted for a core course with the exception of the 6000 integrated studies course. Students pursuing a dual major may substitute a thesis option for only one 6000 capstone course.

WEBSTER UNIVERSITY GRADUATE PROGRAMS

STEPS FOR THESIS COMPLETION AND SUBMISSION

1. A student wishing to pursue the thesis option obtains a **Thesis Declaration of Intent Form** from his/her local Campus Director or Department Chair (if a St. Louis student) before completing 21 semester hours. (See Forms section.) Students who have earned a C or F in their program are not eligible for the thesis option.
2. The student fills out and submits the **Thesis Declaration of Intent Form** to two instructors from the area/s of concentration/emphasis in which the thesis is to be done. The instructors must have taught the student in the Webster University graduate program. The faculty members verify: (A) that the student is capable of doing thesis work, and (B) that the thesis topic is appropriate for the area/s of concentration/emphasis. On the **Thesis Declaration of Intent Form**, the student also suggests two thesis committee members, one of whom is designated the thesis mentor and the other is considered a second reader. If the Director/Department Chair approves the **Thesis Declaration of Intent Form**, the form is returned to the thesis mentor to share with the student.
3. If the suggested thesis topic and thesis committee are approved, the student completes the **Thesis Proposal Form** (See Forms section) in consultation with his/her thesis committee. The proposal must include a title, clear statement of hypothesis, research problem or statement of purpose, a detailed outline of the thesis, the statement of anticipated outcomes and an annotated bibliography of works related to the thesis. When signed by both members of the thesis committee, the **Thesis Proposal Form** is forwarded to the Director /Department Chair. If approved, the form is forwarded to the Academic Dean or his/her designee. If approved, the form is returned to the mentor to share with the other thesis committee member and the student. The student can now register for the 6250 course for at least 3 hours credit and research can now be started.
4. The student obtains written permission from Webster University's Institutional Review Board before he/she collects any data on human subjects beyond the pilot study stage of the thesis (if needed). (See IRB section.)
5. The student obtains written permission to obtain access to data or subjects from the organization to be studied in the thesis (if needed).
6. The student follows the Webster University Thesis General Formatting Guidelines to write the thesis. (See Formatting section.)

Steps for Thesis Completion

7. The student prints and reviews the appropriate Proquest Information and Learning Publishing Agreement at one of the following URLs:

[Masters Thesis Publishing Agreement.form.pdf *](#)

[Dissertation Publishing Agreement.form.pdf *](#)

8. The student consults with his/her thesis mentor (or Director/Department Chair) concerning graduation petition deadlines. The student is expected to satisfy all graduation requirements and processes (such as meeting petition for graduation deadlines, etc.) Students should expect that the editing and approval processes preceding the final thesis acceptance/non-acceptance may take considerable time and subsequently could have an impact on the actual graduation date for the student who has included a thesis in his/her chosen graduate program. The time for thesis committee review and the student's editing work with the committee will NOT be shortened to meet a particular desired graduation date. Therefore the student should consult with his/her committee members early in the thesis process to develop a mutually agreeable timeline to allow ample time to meet the desired graduation date.
9. As the student works with the thesis committee members, the thesis research paper/project is considered a draft in process. When the committee accepts the thesis, the student prepares a final draft.
10. The student submits three unbound print originals of the final draft of the thesis to the thesis committee mentor; the unsigned **Thesis Approval Form** (see Forms section); the completed Proquest Agreement Form (see Step 7), and the **Submission Checklist** (see Forms section)
11. If the final draft is approved, the **Thesis Approval Form** is signed by the two thesis committee members, the Director/Department Chair and the Academic Dean. A thesis is either approved or not approved; the grade is Credit/No Credit. The Academic Dean's office will return a copy *only* of the signed Approval form to the Director/Department Chair to share with the thesis committee and the student. The three copies of the thesis, the Thesis Approval Form, the Proquest agreement form, and the Submission Checklist with any additional copies/payments as outlined in the Checklist are forwarded by the Dean's office to:

Via U.S. Mail:

Webster University Library
Acquisitions Department
470 E. Lockwood Ave.
St. Louis, MO 63119-3194

Via UPS or other Delivery

Webster University Library
Acquisitions Department
101 Edgar Road
St. Louis, MO 63119

12. **Publishing.** The library will submit one copy of the thesis to be published by Proquest in its digital database called [Dissertations & Theses @Webster University](#). The thesis will then be available in digital format to Webster University and to users beyond Webster University for research purposes. Proquest scans and converts print copies to digital format (PDF) with any accompanying media (including video, film, photography, audio, etc.) and indexes them in Dissertation Abstracts International. Upon request, Proquest provides copies to individuals or institutions for a fee. A royalty of 10% is paid to the author if sales exceed \$100 per year.
13. **Binding:** The library will cover the costs of binding two copies of the thesis to catalog and add to the library's collection. One copy will remain non-circulating and the other copy will be available for circulation or interlibrary loan for educational purposes.
14. **Optional department copies:** Departments may request bound copies of theses by sending extra copies of the theses to the Library Acquisitions Department (address above) with the account number to be charged.
15. **Optional student copies:** Two options are available to students who wish to receive bound copies of a thesis.
 - a) Students may submit up to 4 complete copies of a thesis to be bound by the Acquisitions Department library and returned to the student for a fee. See Submission Checklist in forms section.
 - b) Students may order bound copies from Proquest by completing the Author Discount Offer on the back of the publishing agreement form. No extra copies are needed for this option. See [Submission Checklist](#) in forms section.

CHECKLIST FOR DIRECTORS/ DEPARTMENT CHAIRS

1. Did you approve and sign the Thesis Declaration of Intent Form?
2. Did you approve and sign the Thesis Proposal Form?
3. Did you forward the Thesis Proposal Form to the Dean or the Dean's designee for review?
4. Did you communicate the outcome of the Dean/Dean designee review of the Thesis Proposal to the thesis mentor who will share the outcome with the student?
5. Did you receive three unbound original copies of the thesis from the mentor?
6. Did the thesis meet departmental and university guidelines for quality and formatting?
7. If so, did you approve and sign the Thesis Approval Form (i.e. signature page.)
8. Did you forward the three unbound original copies along with the Thesis Approval form to the Dean/Dean's designee for signature and forwarding to library?

CHECKLIST FOR THESIS MENTORS

The Thesis Mentor's responsibilities are both academic and administrative.

THESIS DECLARATION OF INTENT FORM:

1. Has the student completed 21 graduate credits with a grade of "B" or better?
2. Has the student completed the Thesis Declaration of Intent Form?
3. Is your name on the form as the Thesis Mentor?
4. Is the student capable of doing thesis work?
5. Is the thesis topic appropriate to the student's area of graduate study?
6. Did you attach a current copy of the student's Degree Audit?
7. Did you send the completed form to the appropriate Director/Department Chair for his/her review?
8. When the form was returned to you, did you share the outcome of the Director/Department Chair review with the student?

THESIS PROPOSAL FORM

1. Does the proposal have a title and a clear statement of hypothesis, research problem, or the statement of purpose for a thesis project?
2. Does the proposal have a detailed outline of the thesis/project, a statement of anticipated outcomes and an annotated bibliography of the works related to the thesis?
3. Does the research involve human subjects? If so, did you instruct the student to obtain written permission of the Webster University Institutional Review Board (see www.webster.edu/irb)?
4. Does the thesis project involve use of university equipment and did you verify that the appropriate department approved use of the equipment?
5. Did you and the second reader approve and sign the Thesis Proposal Form?
6. Did you forward the completed form to the Director/Chair for his/her review? (If approved, the Director/Chair then forwards to the Dean/Dean designee for review.)
7. When the Thesis Proposal Form was returned to you from the Office of the Dean, did you share the outcome of the review with the student?
8. Did you work with the student to develop deadlines for submission of drafts in progress of the thesis/project that could make it possible for the student to graduate in his/her desired term? Did you inform the student that committee review and student editing would NOT be rushed to meet a desired graduation? Graduation will not be possible until the final draft of the thesis/project is approved by the thesis committee members, the Director/Department Chair and the Dean.
9. Did you explain to the student that it is his/her responsibility to print and review the Proquest Publishing Agreement? (See step 7 on page 3 above.)

10. Did you inform the student that it is his/her responsibility to complete all graduation requirements and processes (meet petition deadlines, etc.)?

THESIS/THESIS PROJECT APPROVAL FORM

1. Is the thesis of sufficient capstone course, graduate program quality?
2. Is the thesis an adequate length?
3. Does the thesis project meet the statement of purpose and quality expectations expressed in the Thesis Proposal Form?
4. Does the student use complete and proper citations throughout?
5. Does the thesis have a thorough and appropriate literature review?
6. Does the thesis meet the formatting guidelines?
7. If you and the second reader were satisfied with the answers to the above questions, did the student submit to you three unbound original copies of the thesis (or appropriate media if a thesis project)?
8. Did you and the second reader sign the Thesis Approval Form (i.e. the signature page contained in the thesis itself?)
9. Did you forward the three unbound original copies and the signed Thesis Approval Form to the Director/Chair for his/her signature? (If approved, he/she will forward to the Dean/Dean designee for review.)
10. Did you share the outcome of the reviews with the student when the Thesis Approval Form was returned to you from the Dean's office?

Webster University

Thesis General Formatting Guidelines

Elements and Arrangement of Contents:

- Title Page (see sample)
- Signature Page (see sample)
- Acknowledgements page (optional)
- Abstract (see sample)
- Contents or Table of Contents (see sample)
- List of Illustrations (if applicable)
- List of Tables and or List of Figures (if applicable)
- Body of Thesis (text)
- References
- Appendix or Appendices (if applicable)

Abstract: The abstract should contain a brief introduction of background or importance of the topic. It should also include a brief discussion of the methods and procedures in gathering data with a condensed summary of the findings and conclude with a summary of the conclusions reached in the study.

Literature Review: A literature review should be included at the beginning of the thesis text and include a survey of scholarly articles, books and other sources (e.g. dissertations, conference proceedings) relevant to the particular issue, area of research, or theory, providing a description, summary, and critical evaluation of each work. The purpose of the literature review is to offer an overview of significant literature published on the topic and to provide a foundation for the research in your thesis.

References: All of the works cited in the thesis should be included in the references section at the end of the thesis. Follow the style guide appropriate to your program. (See following paragraph).

Style Guides: Different citation styles are appropriate to different academic disciplines. Students should consult the style manual or style sheet approved by their department/program. Approved style manuals may include the *Chicago Manual of Style*, the *MLA Style Manual*, the *Publication Manual of the American Psychological Association*, and *A Manual for Writers of Term Papers, Theses, and Dissertations*. These manuals provide answers to questions about quotations, footnotes, and other details. Writers should follow the approved style manual consistently.

Font/Spacing/Size: The manuscript and the abstract must be double-spaced except for footnotes or long quotations (as defined by the style guide). Fonts such as Times Roman, Bookman, New Century Schoolbook, and Courier are acceptable and available on most word processors. The same type must be used throughout the body of the text. The font size must be 10 point or larger and footnotes must be two sizes smaller than the text but no smaller than eight (8) points.

Margins: The dissertation/thesis must have a margin of 1.5 inches on the left side of the page - the binding side. The other three (3) sides of the page, top, right side and bottom, must have a one (1) inch margin. This requirement applies to all portions of text (including footnotes/endnotes), as well as to pages containing charts, graphs, tables, photographs, etc. and appendices.

When landscaping page orientation for a chart or table, etc. the binding side must maintain the 1.5 inch margin. (For landscape, the orientation would be at the top of the page.)

Pages should be planned to maintain the required margins. If charts, graphs, or illustrative materials are too large to fit within the required margins, photo reduction may be used. No letter or symbol should be less than 2 mm in size.

Pagination: For the introductory pages, the numbering begins with ii, the title page counts as 'i', but the number does not appear. For the body of the thesis including text, illustrations, appendices, and bibliography, use Arabic numerals (1, 2, 3, etc.). The numbering begins with one (1) and runs consecutively to the end of the manuscript. Do not use suffixes to the Arabic numerals, such as 12a.

If the description of an illustration or table is too long to be placed on the same page, it should be placed on the previous page and numbered accordingly. Pages containing charts, graphs, tables, or photographs must be numbered consecutively with the text.

Use only one side of each page. Place front sides up. No facing pages are permitted in theses, either in the text or in charts, photographs, or other non-text contents. With the exception of the title page, each page in the manuscript, including all blank pages must include a number. Each page must be numbered within the margins as follows:

- Title Page: unnumbered
- Signature Page: ii
- Acknowledgements page: iii (optional)
- Abstract: iv (or iii if no acknowledgments page)
- Contents or Table of Contents: v
- List of Illustrations (if applicable): vii
- List of Tables and or List of Figures (if applicable): viii

- Body of Thesis (text): begin with unnumbered page 1 (number all following pages using Arabic numerals)
- References: follow the sequential page number of the text
- Appendix or Appendices (if applicable): follow the sequential page numbering of the text

Charts, Graphs, Tables, Illustrations, and Photographs: All charts, graphs, photographs, and tables must conform to the margins, font, size, and pagination rules as stated. If color images of photographs are deemed necessary, there are two options. Color prints may be submitted, or color laser print or laser copies of the photographs are also acceptable.

Special Addenda (disks, film, magnetic media, etc.): Non-print addenda such as software, media, visual or sound performances must be included on a standard digital media format: CD-ROM, CD or DVD.

Copyright: Theses are automatically copyrighted by the author but students should add a copyright notice to their thesis title page in order to further protect theses from being copied and distributed (in paper or electronically) by someone other than Webster University or University Microfilms International (see section below).

Copyright waiver: Students must grant royalty-free permission to Webster University to reproduce and publicly distribute the copies of the thesis for educational purposes. This allows the university to check out and/or interlibrary loan a copy of the thesis to other students, faculty and researchers. This waiver is only for Webster University and no other party. All other parties must comply with copyright law. The student must place the following statement on the thesis title page. *The author hereby grants to Webster University permission to reproduce and distribute publicly paper and electronic copies of this thesis document in whole or in part for educational purposes.*

A copyright notice consists of:

- The symbol “c” with a circle around it and/or the word “copyright”
- Year of publication
- Name of the copyright owner
- All rights reserved
- *The author hereby grants to Webster University permission to reproduce and distribute publicly paper and electronic copies of this thesis document in whole or in part for educational purposes.*
- Place the copyright notice on the title page

Formatting Guidelines

Copyright registration with the Library of Congress is not necessary, but is available if desired for a fee through the Proquest submission (see below).

If you use any copyrighted material that is reprinted in your theses or included in an appendix, you must obtain permission letters from the publishers. This does not apply to material that is cited within your thesis of material that complies with fair use.

Paper: All copies of U.S. theses should be laser-printed on 20 lb acid-free white paper measuring 8.5 x 11. This paper is either standard or can be requested at most copy services, e.g. Kinko's, at no extra charge. Overseas theses should be laser-printed on the standard A4 paper size.

SEE NEXT PAGES FOR SAMPLE PAGES AND FORMATTING CHECKLIST

Sample Title page

[TITLE OF THE THESIS/THESIS PROJECT]

by
[student name]

A thesis submitted to the [School or College] of Webster University in partial fulfillment of the requirements for the Degree of [degree]

[month, year]

St. Louis, Missouri

© Copyright by
[student name]
ALL RIGHTS RESERVED
(2004)

The author hereby grants to Webster University permission to reproduce and distribute publicly paper and electronic copies of this thesis document in whole or in part for educational purposes.

Sample Signature page

WEBSTER UNIVERSITY

THESIS APPROVAL

THE TITLE OF THE THESIS

by
[student name]

APPROVED:

Committee Chair/Mentor

Approval Date

Committee Member (Second Reader)

Approval Date

Site Director/Department Chair

Approval Date

Academic Dean

Approval Date

Sample Abstract Page

ABSTRACT

[THE TITLE OF THE THESIS]

by
[student name]

[Text of abstract begins here, double-spaced, limit to 350 words]

TABLE OF CONTENTS

List of Tables (if applicable) v

Chapter I. Introduction 1

Chapter II. [Title of Chapter]..... 8

Chapter III [Title of Chapter; if long enough for two lines, use single
space here]..... 18

Chapter IV [Title of Chapter] 28

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.

. (etc.)

References 113

Appendices (if applicable)..... 120

Formatting Checklist:

- Do all the pages in your thesis conform to the font, spacing, margin, and paper requirements? Do your page numbers, headers, charts, graphs, and appendices follow the guidelines?
- Does your thesis abstract adhere to the maximum word length?
- Are all charts, graphs, and other special illustrative materials legible?
- Are all the pages in your thesis numbered consecutively?
- If you have colored charts, graphs, or photographs, have you made color sets for all three copies of your thesis?
- If you have non-print addenda, have you submitted three copies on standard digital media, CD-ROM, CD, or DVD?
- If applicable, do you have permission letters for copyrighted materials that are reprinted in your thesis? A copy of those letters must accompany your thesis.

The Institutional Review Board

Conducting research is a scholarly activity which is valued by Webster University. Faculty members have a responsibility to make students aware of ethical concerns in research. Those who engage in research or supervise research projects must ensure that subject participation is voluntary and that the benefits for participation outweigh the risks.

The purpose of the IRB research review procedure is:

- To protect the subjects involved in research against foreseeable injury
- To protect the University, its faculty, staff, and students who conduct research from foreseeable liability
- To meet Federal regulations regarding University research

THE IRB PROCESS

1. Determine whether you need to file an IRB form

STUDENT RESEARCHERS

All student-initiated research projects utilizing human subjects that are conducted outside the classroom **require** IRB review. In addition, all Webster University students must have a faculty mentor (not a committee) who will oversee the execution of the research project.

It is expected that students engaged in the following research endeavors will submit an IRB application:

- All master's and doctoral projects utilizing human subjects.
- Research Methods classes that require students to collect data outside the classroom.
- Any Individualized Learning Experiences involving human subject research.

The aforementioned projects are typically designed to teach students about the mechanics of research. The Institutional Review process is an integral part of scientific research. Special rules may apply for research conducted on Military bases.

Faculty members are responsible for ensuring that students under their direction turn in complete applications. This typically involves several meetings between the faculty member and the student. What is submitted to the IRB should be a polished finished product - complete with signatures and any scripts, forms, and applications to be utilized in data collection.

Please contact the [IRB Chair](#) if you have any questions or are the least bit unsure whether to submit a project for review.

Advisor Information

Faculty members are responsible for ensuring that students under their direction turn in complete applications. This typically involves several meetings between the faculty member and the student. What is submitted to the IRB should be a polished finished product - complete with signatures and any scripts, forms, and applications to be utilized in data collection. Incomplete or poorly prepared proposals will be returned unreviewed.

Categories of Research

Following submission, the application is reviewed by the IRB Chair/Expediter based on the IRB guidelines. The Chair/Expediter then determines whether the IRB application is complete and appropriate for review. Proposals must be submitted using the most current forms. Proposals submitted on outdated forms will be returned unreviewed. Incomplete or poorly prepared proposals will be returned unreviewed. The most current forms may be found at www.webster.edu/irb. A reviewed application is assigned to one of the following categories:

- Level I – No risk to human subjects
- Level II – Minimal risk to human subjects
- Level III – Possible risk to human subjects, a sensitive topic is being researched, or subjects include special populations (including children under 8, mentally handicapped, or legally incompetent)

For complete details regarding IRB procedures and downloadable forms go to www.webster.edu/irb.

When completed, return forms to the thesis mentor.

THESIS OR THESIS PROJECT

Completing a thesis or thesis project (the 6250 or 8000 course number) is a major undertaking for students and instructors alike. Graduate students electing this option will invest significant time and energy in preparing primary and secondary research that will add to the body of knowledge of their fields of study or they will produce a project of significant original material.

In the thesis or thesis project, students will learn to demonstrate a knowledge of primary and secondary research techniques, manuscript preparation following approved standards, and the ability to pose a research problem, hypothesis or major project that represents the culmination of their graduate studies.

Within Webster University, each School and College has particular applications of the 6250 or 8000 specific to the disciplines of study for that academic unit. For specific 6250 or 8000 requirements or an explanation of a thesis project in the student's major, the local Director or Department Chair (if in St. Louis) should be consulted.

The student pursuing this option initially registers for a minimum of 3 credit hours, and subsequently maintains a minimum enrollment of 2-3 hours until the thesis is completed. A maximum of 6 credit hours may be applied towards the graduate degree, with appropriate approvals. Credit for the thesis and thesis project is awarded in a non-letter grade format (Credit/No-credit.)

The thesis or thesis project option requires that before taking the 6250 or 8000 course the student will have completed all the required courses (except the 6000 integrated studies course) in the declared major/emphasis. A thesis or project may not be substituted for a core course with the exception of the 6000 integrated studies course.

THESIS DECLARATION OF INTENT FORM
(Course 6250 or 8000)

Student Name _____
Webster University Student Number _____
Student Contact Information: Daytime phone number: _____
E-mail address: _____
Address: _____

Graduate Degree/Area of Emphasis Sought: _____
Coursework Taken: Please attach a copy of the student's current Webster University Degree Audit.
Proposed Thesis Topic/Thesis Project Description:

Statement of support to proceed:
"I have taught this student in the graduate program of Webster University and verify that in my judgment,
1) this student is capable of doing satisfactory thesis work, and
2) this thesis topic is appropriate for the student's area of concentration/emphasis.

Faculty member signature Date

Faculty member signature Date

Proposed Thesis Committee

Thesis Mentor and Committee Chair: _____
Contact information: e-mail address _____
Daytime phone number _____
Thesis Committee Member (Second Reader) _____
Contact information: e-mail address _____
Daytime phone number _____

Approval of request to proceed and of proposed faculty on Thesis Committee

Director/Department Chair Date

Return this form to the Mentor who will share the results with the student.

THESIS/THESIS PROJECT PROPOSAL FORM
(Course 6250 or 8000)

Student name _____ Student I.D. Number _____
Student Contact Information: Daytime phone number _____
E-mail address _____
Address _____

Graduate Degree/Area of Emphasis Sought _____

Title of Thesis/Thesis Project _____

Please attach to this form your description of your thesis/thesis project. Include the following information:

- Part 1: Statement of hypothesis, research problem or statement of purpose for a thesis project
- Part 2: Detailed outline of thesis/thesis project
- Part 3: Statement of anticipated outcomes
- Part 4: Any proposed use of human subjects
- Part 5: Any potential use of university equipment
- Part 6: A bibliography of works related to the study or project.

Approvals:

Thesis Chair/Mentor _____ Date _____

Committee Member/Second Reader _____ Date _____

Director/Chair _____ Date _____

Dean/Dean designee _____ Date _____

Comments, if any:

SUBMISSION CHECKLIST FORM (please include completed form with your submission)

Student Name _____
Webster University Student Number _____
Daytime phone number: _____
E-mail address: _____

Have you completed and included the Proquest Publishing Agreement Form with your three unbound copies (see step 7 on page 3 above)?

Have you included the publishing fee of \$55.00 for master's and \$65.00 for doctoral theses? For U.S. students, this should be in the form of a check made out to Proquest Information and Learning Company. For overseas students, payment should be made to your campus.

If you have requested the optional copyright registration, have you included the payment as outlined in the Publishing Agreement Form? For U.S. students, this should be in the form of a check made out to Proquest Information and Learning Company. For overseas students, payment should be made to your campus. *(Note: Your thesis is automatically copyrighted and registration is not necessary. DO NOT sign this section unless you include the extra payment of \$65.00 in addition to the publishing fee above.)*

If you wish to have up to 4 copies of your thesis bound by the library and returned to you, have you included the additional copies of your thesis and the payment (\$12.00 per copy plus shipping and handling, which is \$10.00 total for U.S. students and \$50.00 total for overseas students)? For U.S. students, this should be in the form of a check made out to Webster University. For overseas students, payment should be made to your campus.

Please include the address to which you wish to have your copies sent:

If you wish to have author copies from Proquest, have you included the additional payment as outlined in the Publisher Agreement Form? For U.S. students, this should be in the form of a check made out to Proquest Information and Learning Company or you may use the credit card option on the form. *Note: the credit card option may be used only for the author copies, not the copyright fee or the library copy fees.* For overseas students, payment should be made to your campus.

Note: Fees subject to change.

Include this form with your complete submission to your campus or department, which will forward to the library:

Via U.S. Mail:
Webster University
Emerson Library
Acquisitions Department
470 E. Lockwood Ave.
St. Louis, MO 63119-3194

Via UPS or other Delivery
Webster University
Emerson Library
Acquisitions Department
101 Edgar Road
St. Louis, MO 63119