

Buswell Library
Master's Thesis Form

Last update: November 2013
library.admin@wheaton.edu

For assistance completing this form, please contact us at (630) 752-5964 or library.admin@wheaton.edu.

Your full name: _____

Academic department: _____

Full thesis title: _____

Signature of Acting Dean of the Graduate School Nicholas Perrin: _____

Fees:

Required. TREN microfiche fee \$ _____

Enter \$25.00 if thesis is 391 or fewer pages

Enter \$35.00 if thesis is more than 391 pages

(Microfiche will be placed in college archives)

Omit this step for Master of Arts in Teaching (action research paper)

Optional. Binding cost for personal copies

Number of copies _____ times \$10.00 per copy \$ _____

Required if thesis is thicker than two inches:

Total number of copies _____ times \$1.00 per copy \$ _____

Required if pocket is needed for supplemental materials:

Total number of copies _____ times \$1.60 per copy \$ _____

Other special binding (consult with Buswell Library administrator):

Total number of copies _____ times special charge \$ _____

TOTAL THIS PAGE \$ _____

Continue to next page.

TOTAL FROM PREVIOUS PAGE \$ _____

If purchasing personal copies:

Number of personal copies _____ to be picked up from Buswell Library.

Provide name of contact person and phone number:

Personal copies be mailed to address within U.S., media rate

Enter number of copies _____ times \$1.75 per copy \$ _____

Personal copies to be mailed to address within U.S., first class

Enter number of copies _____ times \$5.00 per copy \$ _____

Personal copies to be mailed to non-U.S. address, surface mail

Enter number of copies _____ times \$5.00 per copy \$ _____

Other mailing (consult Buswell Library administrator)

Enter number of copies _____ times special charge \$ _____

Provide name and address for mailing label:

TOTAL CHARGES DUE \$ _____

To submit this form:

- Send paper form through campus mail, addressed to Buswell Library Administrative Office.
- Send paper form through postal mail, addressed to Buswell Library Administrative Office, Wheaton College, 501 College Avenue, Wheaton, IL, 60187.
- Deliver paper form in person to Room 224, Buswell Library. To ensure that we will be available when you arrive, please email library.admin@wheaton.edu or call (630) 752-5964 to make an appointment.
- Scan the completed form and email it to library.admin@wheaton.edu

To submit payment:

- Checks (payable to Buswell Library) may be sent through campus mail or postal mail, with envelope addressed as described above.
- Credit card payments are accepted in person at Buswell Library.
- Credit card payments are accepted by personal phone conversation with Buswell Library Operations Group Leader, 630-752-5964.