

Bound Copy/Graduation Form

(2 copies): Submit 1 copy of this form to the Departmental Administrative Assistant. Retain the second copy for your records.

Upon completion of the doctoral dissertation, the student must provide a **bound copy of the doctoral dissertation to the** dissertation chair. If there are dissertation co-chairs, **an additional** bound copy is required. You may ask your chair/co-chair if he/she wants a bound copy or electronic copy only. In addition, the student must submit an **electronic copy** of the doctoral dissertation to the department and a copy of the raw data. It is preferred that these electronic copies be on a CD, but a flash drive is permissible if the raw data will not fit on a CD. **You must present an electronic copy of the dissertation (raw data and text) to be cleared for graduation.**

After the successful completion of final orals, you should submit your dissertation to the Graduate School electronically (see the graduate school website for guidance). You may purchase hard copies of the document through **ProQuest** at the time of electronic submission if you wish. These copies will be printed after you have graduated. You should have the copies for your chair/co-chair mailed to the department for them. You may also have hard copies printed at **Tuscaloosa Bindery**. Please contact them for instructions on submitting the document for printing/binding. Contact information for the Tuscaloosa Bindery is:

Jim Rosenfeld

2704 6th Street

P.O. Box 20323, Tuscaloosa, AL 35402-0323

Phone 800-239-2463 Fax 205-759-1659 Email tuscbindery@aol.com

The Graduate Program Assistant (Mary Beth Hubbard) can be given as the person to call when the binding is finished. Please let her know if you wish for her to pick up the bound copies.

For clinical students there is an additional request. You will soon be completing a "Survey of Earned Doctorates" conducted by the National Science Foundation (NSF). This survey is designed to determine the placement of graduates and the data are used in department reputational rankings. If you are presently on your internship, please do not check the box "Am seeking position but have no specific prospects" as this makes it seem as if the department has difficulty placing graduates. Instead, we suggest you check the "Other" box and indicate in writing that you are currently on pre-doctoral internship. Then, in the subsequent section on "Further Training or Study," which has boxes for post-docs and traineeships, again fill in the "Other" category as you did previously. This will more accurately represent the placement of our students. If you have not begun internship, you will have to wait until closer to graduation to complete the survey. (If you will graduate in August, complete the survey in July before graduation.)

I understand the above statements, and I will comply in a timely manner.

Name (please print) _____

Signature _____ Date _____

Internship Completion Date (for clinical students) _____

Expected Graduation Date: Month _____ Year _____

Will you attend the graduation? Yes No Not sure

Note that candidates for doctoral degrees are **required to attend** commencement when diplomas will be awarded. A written request for authorization of absence must be made to the Dean of the Graduate School.