

Thesis and Dissertation Fees

Reading and Administration Fee:

All theses and dissertations are read by the primary mentor and a second reader. The Reading and Administration Fee is a fee for the administration and mailing to and from the second reader, as well as the second reader's payment fee.

Doctoral Dissertation Fees: \$200 . . . To cover administrative and review expenses, all doctoral dissertations proposals must be submitted with a dissertation fee.

Master's and Bachelor's Thesis Fees: \$150 . . . To cover administrative and review expenses, all thesis proposals must be submitted with a thesis fee.

Binding Fees

Students who write theses and dissertations are required to submit one hard-bound copy of their work, which becomes the property of the school (however, the student retains all copyrights). At their own expense, students may have other copies bound for themselves.

CES will have the binding done at a professional book bindery. If students opt to have CES do the binding, the costs are:

Doctoral Dissertation Binding Fee: for one \$175 (every additional copy is \$100)

Master's and Bachelor's Thesis Fees: for one \$150 (every additional copy is \$100)

Note: When the students have CES do the binding for them, they are considered done with their programs of study (and graduated) at the time the final loose-leaf copy of the thesis or dissertation arrives at the CES office (providing all bills are paid). At the moment the loose-leaf manuscript arrives at the CES office, it then becomes the responsibility of CES to have it hard bound.

However, when students have the binding done themselves, they are not considered done with their programs of study (or graduated) until the hard bound copy of the manuscript arrives at the CES office and *is inspected and accepted as properly hard bound*.

Thus, most students simply submit the final-approved loose-leaf manuscript to CES and they do not have to wait for the binding and shipping and inspection process, which can take several months in some cases.

Bachelor's Thesis are to be bound in *black*

Master's Thesis in *brown*

Doctoral Dissertations in *maroon* or *scarlet*