

# BINDING SUBMISSION FORM: D.ED.MIN. PROJECTS

Form updated: 8/13/2007

## **STUDENT INFORMATION:**

It will take approximately 2-4 months for you to receive the bound copies of your project.

**Before submitting this form along with your unbound copies, please check for and correct the following kinds of errors:**

- 1) All pages are included (e.g., blank pages, Approval Sheets, etc.);
- 2) No duplicate pages are included;
- 3) Copied pages are legible and clean (no smudge marks);
- 4) Pages are in the correct sequence;
- 5) All pages are right side up (not inverted);
- 6) All pages have the print facing up (not facing down);
- 7) Only pages which were approved by the Committee of Instruction are included.

**Errors that remain and that are detected by library personnel will delay the completion of the binding process and your receiving your copies.**

Please be diligent about making your copies ready for binding. The list (given above) of the most common kinds of errors is intended to guide you in this process.

**D.Ed.Min. students are required to submit a total of five (5) hard copies of their project for binding, which includes one original (100% cotton and/or 20 lb. acid-free) copy.** After the binding process, the original copy will be retained in the library's collection. One (1) bound copy will be sent to the student's Supervisor who is on the Committee of Instruction. One (1) bound copy will be sent to the C.E. Office. Two (2) bound copies will be sent to the student. At the original time of submission, the D.Ed.Min. student may submit more than the required five (5) copies for binding for an additional fee (see below). Once received from the binder, these additional bound copies will be returned to the student as personal copies. **In no case will the library make MORE THAN ONE shipment to the binder for any student.**

## **STUDENT FEES:** Your seminary account will be billed for all fees.

Standard Binding Processing Fee (Heckman and Library) for **first FIVE (5)** copies (the required number of copies): \$ 111.75

(Note: Two of these five copies will be returned to the student as personal copies).

Standard Binding Processing Fee (Heckman and Library) for **additional** copies: \$15.35 x \_\_\_\_\_ = \$ \_\_\_\_\_

(Note: Students do NOT have to turn in additional copies for binding).

(No. of additional copies)

Microfilm Fees (Southern Baptist Historical Library & Archives): \$ 31.00

**TOTAL OF STUDENT'S BINDING/MICROFILMING FEES:** \$ \_\_\_\_\_

## **PERSONAL AND PROJECT INFORMATION (PLEASE PRINT LEGIBLY):**

Full name of student: \_\_\_\_\_

Student I.D. #: \_\_\_\_\_

Address to which your personal copies should be sent: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Full Title of Project: \_\_\_\_\_

\_\_\_\_\_

## **FACULTY MEMBERS (COMMITTEE OF INSTRUCTION) INFORMATION (PLEASE PRINT LEGIBLY):**

Name of Committee Member #1 (Supervisor): \_\_\_\_\_

Name of Committee Member #2: \_\_\_\_\_

Name of Committee Member #3: \_\_\_\_\_

## **STUDENT SIGNATURE:**

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

## **LIBRARY USE ONLY (DO NOT WRITE BELOW THIS LINE):**

Call Number Assigned: \_\_\_\_\_

DBCN: \_\_\_\_\_

Received \_\_\_\_\_ (#) of copies from Professional Doctoral Studies office (date received: \_\_\_\_\_).

\_\_\_\_\_ copies to Heckman (date: \_\_\_\_\_)

\_\_\_\_\_ copies from Heckman (date: \_\_\_\_\_)

\_\_\_\_\_ original copy to SBHL&A (date: \_\_\_\_\_)

\_\_\_\_\_ original copy from SBHL&A (date: \_\_\_\_\_)

\_\_\_\_\_ microfilm reel from SBHL&A (date: \_\_\_\_\_)

\_\_\_\_\_ original copy to Heckman (date: \_\_\_\_\_)

\_\_\_\_\_ original copy from Heckman (date: \_\_\_\_\_)