

CRP/ Dissertation Submission Form

Student Name: _____

Program: _____

List the Term/Year Registered for CRP/ Dissertation (this is important to change your grade from PR to CR):

1. _____
2. _____
3. _____
4. _____
5. _____

STEP 1: FINAL QUALITY CHECKS BY COMMITTEE & PROGRAM CHAIRS

The Program Chair will need to do a final quality check to make sure the bound CRPs/ Dissertations are complete and ready for submission to the Library. Please bring this form and two bound copies of CRPs/Dissertation to the Program Chair. [A copy with the original signature page will be the Library's Reference copy.](#)

The CRP/Dissertation is ready for submission to the Library.

Committee Chair: _____ Date: _____

Program Chair: _____ Date: _____

STEP 2: TURN IN CRP/DISSERTATION TO THE LIBRARY DIRECTOR

Library materials need to be returned and/or accounts reconciled before the 2 bound copies of the CRP/ Dissertation are accepted by the Library Director. [Contact the Library at least 1 week in advance](#) to check for outstanding materials. The Library will not accept copies and sign below unless signed above by the Committee and Program Chairs. [A copy with the original signature page will be the Library's Reference copy.](#)

The CRP/Dissertation has been accepted by the Library.

Library Director: _____ Date: _____

STEP 3: RETURN SIGNED FORM TO STUDENT SERVICES OFFICE

Changed Grades from IP to CR?

Copy Student

Copy File