

# 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: \_\_\_\_\_

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## **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: \_\_\_\_\_

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## **STEP 3: RETURN SIGNED FORM TO STUDENT SERVICES OFFICE**

Changed Grades from IP to CR?

Copy Student

Copy File

