

AU/SFBA Library Clearance Form  
Dissertation/CRP Submission Checklist

**Call Library at least one week before submission to get clearance and  
arrange appointment for drop off (510-217-4798 or 4793).**

Date \_\_\_\_\_

Student \_\_\_\_\_ Program \_\_\_\_\_

Contact # \_\_\_\_\_ Defense Date \_\_\_\_\_

Are you finished with your Internship? Yes \_\_\_ No \_\_\_ If "No", what is your expected date of  
completion? \_\_\_\_\_

**LIBRARY USE ONLY:**

Outstanding Library materials \_\_\_\_\_

Copy fees owed \_\_\_\_\_ / \_\_\_\_\_

Replacement fees owed \_\_\_\_\_

**LIBRARIANS ONLY:**

Staff initials \_\_\_\_\_

Appointment date & time \_\_\_\_\_

ILL fees owed \_\_\_\_\_

Outstanding ILL books \_\_\_\_\_

- Signed Submission form (Program Chair & Committee Chair)
- Received 2 copies CRP/Diss. (one w/ original signatures) or Bindery receipt
- Pending ILL requests cancelled
- ILL folder moved to "Alumni"
- Voyager account suspended