

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 CHAIR OF RESEARCH COMMITTEE

The CRP/ Dissertation 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 in Argosy colors (navy blue and gold letters) to the Chair of your research committee.

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

Chair of Research Committee _____ Date: _____

STEP 2: TURN IN CRP/DISSERTATION TO THE LIBRARIAN

Library materials need to be returned and/or accounts reconciled before the 2 bound copies of the CRP/ Dissertation are accepted by the Librarian. **Contact the Library at least 1 week in advance** to check for outstanding materials. Library will not accept copies and sign below unless signed above by the Chair of Research Committee.

The CRP/Dissertation has been accepted to the library.

Librarian Signature _____ Date: _____

STEP 3: RETURN SIGNED FORM TO STUDENT SERVICES OFFICE

__ Changed Grades from IP to CR?

__ Copy Student

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