

Verification of the Submission of a Graduate Thesis or Dissertation to Langsdale Library

Student Name:

Degree Program:

Thesis/Dissertation Title:

This form verifies that the student has:

- submitted one print copy of their thesis/dissertation (with the original signature page) to Langsdale
- submitted one electronic copy of their thesis/dissertation to the KnowledgeWorks@UB digital repository
- submitted one electronic copy of their thesis/dissertation to ProQuest Dissertation Publishing (*required for all dissertations* and strongly encouraged for all theses)

Librarian or Designate:

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To the student:

Complete the top portion of the form prior to your visit to Langsdale Library. You can complete the form electronically at: <http://langsdale.ubalt.edu/about-us/library-services/uploads/documents/dissertation-verification.pdf> or you can print it out and complete it by hand. Return the completed form to an Acquisition and Discovery Services staff member.

You are **required** to submit to Langsdale **one print copy** of the entire thesis/dissertation per the requirements outlined in the [Thesis/Dissertation Binding Request Form](#). This copy must contain the original signed document in which the faculty members have attested to your successful completion of the dissertation.

You are also **required** to submit **one electronic copy** of the entire thesis/dissertation to the digital repository [KnowledgeWorks@UB](#) following the requirements outlined in the submission guidelines. **You must complete your online submission before delivering your print copy and before receiving this completed verification form.**

If you are submitting a dissertation, you are required to submit one electronic copy to ProQuest. You must complete the submission to ProQuest before coming to Langsdale to deliver it. Contact a Resource Acquisition & Discovery staff member if you need assistance with this process.

Once all submissions are complete, a Resource Acquisition & Discovery staff member will sign this document and give you two copies. Keep one for your records and give one to your thesis/dissertation director. A grade for this course cannot be issued until all submissions are complete. In order for you to graduate in the semester in which the dissertation is defended, all of these submissions must be completed prior to 45 days from the last day of classes. This allows your thesis/dissertation director to complete necessary grade changes within 60 days from the last day of classes.