



Thesis and Dissertation Submission Checklist

Below are a list of tasks to complete **before you come to the library to submit your thesis or dissertation**. Theses and dissertations may be submitted to the library during normal business hours (Monday- through Friday, 8:00 am to 4:30 pm), but please contact Debbie Li (dli@ubalt.edu) to **make an appointment**.

	My thesis/dissertation is formatted according to my program’s standards.
	I reviewed the Thesis/Dissertation Binding Request Form and my work meets all of the standards listed on page 2.
	My thesis/dissertation is printed on acid-free, 100% cotton paper.
	My signature page is completely signed, in ink.
	If I have any accompanying files (i.e., videos, audio files, web sites, etc.), I have a DVD containing these files ready to be bound with my print copy.
	I confirmed with my program director to see if I need to have a print copy bound for my department.
	I have my additional copies for binding (departmental or personal). I have my payment of \$10 per additional copy ready (either cash OR check made out to “University of Baltimore”).
	I submitted an electronic copy of my thesis/dissertation (and accompanying files) to KnowledgeWorks@UB .
	I submitted an electronic copy of my thesis/dissertation to ProQuest/UMI Digital Dissertations . This step is required for all doctoral dissertations , though we encourage any masters students to consider submitting.
	I have one copy of the Thesis/Dissertation Binding Request Form printed and filled out.
	I have one copy of the Thesis/Dissertation Verification Form printed and filled out.

If you have any questions on how to complete these steps, please review the [Thesis and Dissertation Submission web page](#) or contact Debbie Li (dli@ubalt.edu – 410-837-4246).