



Thesis and Dissertation Submission Checklist (rev.8/23)

Below is a list of tasks to complete **before you submit your thesis or dissertation to the Library**. Theses and dissertations may be brought to the Library during normal business hours, but please contact Debbie Li (dli@ubalt.edu) to **make an appointment**. Submissions may also be mailed to the Library.

	My thesis/dissertation is formatted according to my program's standards.
	I reviewed the Dissertation/Thesis 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 (or via digital signature).
	If I have any accompanying files (i.e., videos, audio files, web sites, etc.), I have a thumb drive 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 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@UBalt . NOTE: if your digital files are larger than 2GB, please contact Debbie Li at dli@ubalt.edu .
	I submitted an electronic copy of my thesis/dissertation to ProQuest 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 Dissertation/Thesis Binding Request Form printed and filled out.
	I have one copy of the Dissertation/Thesis 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).