All theses and projects submitted to the Graduate School must be accompanied by this check-sheet signed by the candidate’s Graduate Advisory Committee and the Graduate Coordinator. The committee’s signatures, with all relevant attachments, will serve to verify that the mater’s thesis/project being submitted has been checked for compliance with the University policies addressed below.

Candidate’s name: ___________________________  Semester: __________________

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1. **PLAGIARISM** *(please initial)*:
   - [ ] Efforts were made to insure that no plagiarism issues exist in the document.

2. **COPYRIGHT RELEASES** *(check one)*:
   - [ ] Not applicable to this thesis/project
   - [ ] All relevant copyright rules have been followed, and when appropriate, copyright releases have been obtained. *Copies of all release letters signed by the copyright holder must be attached to this form.*

3. **NON-PRINT MEDIA REVIEW** *(check one)*:
   - [ ] Not applicable to this thesis/project
   - [ ] The University policy for approval of non-print media projects has been followed, and approval by the Non-print Media Review Committee has been obtained. *An approval letter from the committee must be attached to this form.*

4. **HUMAN SUBJECTS IN RESEARCH** *(check one)*:
   - [ ] Not applicable to this thesis/project
   - [ ] University policies for the conduct of research involving human subjects have been followed. *A copy of the clearance letter from the Human Subjects in Research Committee AND a copy of the approved Post-data Collection Form must be attached to this form.*

5. **DOCUMENT FORMATTING** *(check one)*:
   - [ ] The thesis/project final format follows the University’s format as explained in *The Guide to Graduate Studies: Policies, Procedures, and Format.*
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Signatures of the candidate’s Graduate Advisory Committee:

Committee chair: ___________________________  Committee member: ___________________________

Committee member: ___________________________  Graduate Coordinator: ___________________________

Committee member: ___________________________

Please contact Chris LaVerne (x5392) in the Graduate School for additional information or clarification

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