

Independent Study Checklist

The Library cannot accept your independent study until you have read and checked off each of the items below:

- I have followed the Commence procedures with the Registrar's and Business Offices.
- I am presenting the **complete** version of my independent study and I understand that nothing may be revised, replaced, or added to it at a later date.
- There is one abstract after the title page of each copy of my independent study.
- All pages are numbered, including the pages of any appendices. If the thesis includes an unpaginated picture book or other unnumbered inserts, pagination accounts for these pages and resumes on the correct number.
- The table of contents includes page numbers.
- All of the pages are in the correct order and face right-side-up.
- I have included a copy of the document(s) granting me permission to use any copyrighted material in the study.
- I have included a copy of the document(s) granting me permission to name any individuals or organizations; or I have masked the identity of the individuals or organizations in the independent study.
- Persons in any photographs cannot be identified other than by a first name.
- The left margin is 1 ½ inches wide.
- I have placed a blank sheet of paper at the beginning and at the end of each copy.
- I understand that the Library's copy of this independent study will be bound exactly as I am submitting it, and that the Library is not responsible for any errors in organization or appearance.

Student's Name

Date