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## Scholars Crossing Submission Checklist for Committee Chairs

Liberty University

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**Submission Checklist for Committee Chairs**

Student: \_\_\_\_\_

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- The student has done ***one*** of the following for all copyrighted materials included in the work (e.g., *photographs, illustrations, charts, graphs, testing instruments, etc.*): (*Check one*)
  - included an appendix that provides documentation that s/he received permission to use ***and*** to publish the copyrighted materials.
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- The following items have been checked and confirmed: (*Check all*)
  - The table of contents, list of figures, and/or list of tables are correct and consistent throughout the ETD.
  - The formatting is consistent and adheres to the program requirements.
- In order to protect privacy, all signatures and contact information in the final document that will be published have been removed or blocked out, including email addresses, phone numbers, and street addresses.
- The student has received final approval for their ETD and has been directed to submit a PDF of their work at <https://www.liberty.edu/ETDsubmission>.

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