



Manuscript Clearance Portal

An Online System for All Defense-Related Forms

<https://clearance.fsu.edu>

Portal Introduction

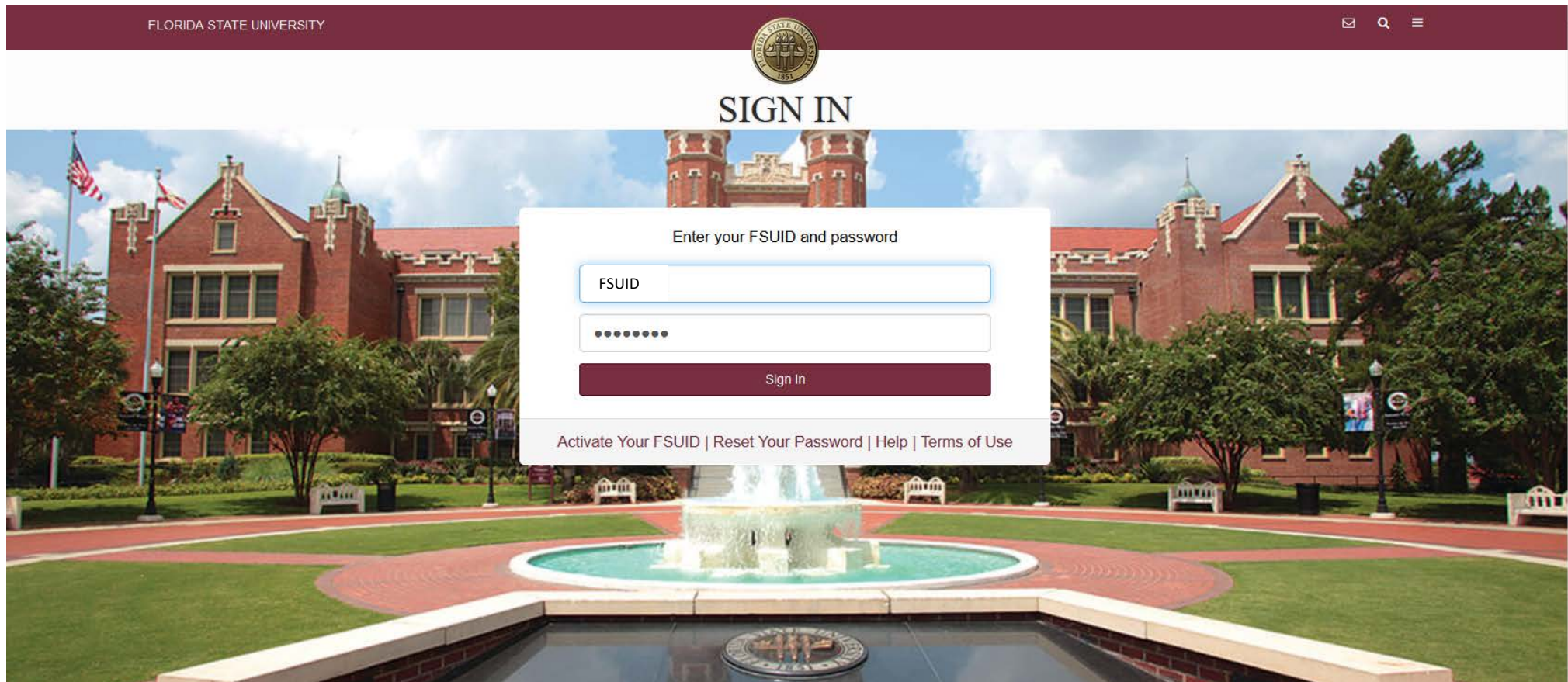
- The Manuscript Clearance (MC) Portal is an online system for completing all forms required in the Manuscript Clearance process, both pre- and post-defense.
- Everyone uses the same website to access the MC Portal, but will have different views and access level depending on their role.
- Forms only appear on the MC Portal when they are available for completion by the appropriate party.
- Students must still review The Graduate School's *[Thesis, Treatise, and Dissertation](#)* website to be certain of all formatting guidelines and other requirements.
- Students must submit their pre- and post-defense manuscript versions through ProQuest ETD (<http://www.etsadmin.com/fsu>). A link to this website is provided on the MC Portal.

Manuscript Clearance Forms Overview

Form Name	When Should Form Be Submitted?	Who Will Submit?	Who Must Approve?
Defense Announcement	As soon as defense is scheduled, but no later than 2 weeks before defense	Student	n/a
Manuscript Access Agreement <i>(with World Wide Access)</i>	Prior to the final deadline, but recommended before the defense	Student	Committee chair(s)
Manuscript Access Agreement <i>(with Embargo Request)</i>	Prior to the final deadline, but recommended before the defense	Student	Committee chair(s), Manuscript Clearance Advisor, & The Graduate School Dean
Manuscript Signature	After the defense	All committee members	n/a
University Representative Doctoral Defense Report <i>(for doctoral students only)</i>	After the defense	University Representative <i>(i.e., outside committee member)</i>	The Graduate School Dean
Final Content Approval	After all other forms are complete; must be prior to final deadline: Post-Defense or 60-Day	Committee chair(s)	n/a
Official Final Manuscript Clearance	After all forms are complete and final manuscript formatting is approved	Manuscript Clearance Advisor	n/a

Login Page

Students, committee members, and Graduate Coordinators must access the system using their FSUID and password. Non-FSU members of a committee must activate an FSUID to be permitted to serve on any committee.



MC Portal Login: *Role Selection*



FLORIDA STATE
UNIVERSITY

Menu ▾

Manuscript Clearance Login

You have attempted to log into the Manuscript Clearance application, however, you have more than one possible role. Please select the role you wish to use for this session from the list below. If you wish to change your role during your session, it is recommended that you close your web browser so the application does not retain information about your previous session.

Select	Role
[Select]	Graduate Student
[Select]	GST Grad Coordinator
[Select]	Faculty

- There are different “roles” in the Manuscript Clearance Portal that allow different types of access:
 - *College Representative*
 - *Graduate Coordinator*
 - *Faculty*
 - *Student*
- Most people will have only one role and will automatically log in under that role.
- A person with more than one role will see this screen and must select the role they wish to use for that session.



Student Interface

Student Interface: *Manuscript Clearance Information*

Manuscript Clearance Information


Forms Summary

Surveys

Manuscript Clearance Information



Welcome to the Manuscript Clearance Portal! You will use this website to submit all forms required during the manuscript clearance process. You can also track the status of all forms your committee must complete.

Please take a moment to familiarize yourself with the features of this website:

- Click the **Forms Summary** tab to complete your forms and view their status.
- Click the **Surveys** tab for links to the surveys you should complete.
- Click the **Contact Us** link in the lower right corner to email the Manuscript Clearance Advisors.
- Click the **Menu** in the upper right corner for related website links.
- Throughout the website, hover over the information symbol  for additional details about the associated topic.

All information included below (and much more) can be found under **Thesis, Treatise, and Dissertation** on The Graduate School's website. Students are responsible for reviewing and complying with all Manuscript Clearance requirements on that website. Please direct questions to clearance@fsu.edu.

Manuscript Clearance Deadlines

Semester Deadlines	Spring 2019	Summer 2019
Doctoral Pre-Defense Deadline Last day to submit Doctoral dissertation or treatise for pre-defense format review	03/25/2019	06/24/2019
Master's Pre-Defense Deadline Last day to submit Master's thesis for pre-defense format review	04/08/2019	07/08/2019
Post-Defense Deadline (All Degree Types) Last day for submission of the post-defense, content-approved thesis, dissertation or treatise and required forms (through "Final Content Approval" )	04/22/2019	07/22/2019
Official Final Clearance Deadline Last day for thesis, dissertation, and treatise students to be granted "Official Final Clearance"  in the Portal	05/03/2019	08/02/2019

[Click here](#) to see deadlines for future semesters.

- Students will see a Manuscript Clearance Information screen upon 1st login.
- Students should still review all information on the Thesis, Treatise, and Dissertation website, but the following information is also provided on this introduction page:
 - *Links to related websites*
 - *Deadline information*
 - *Pre-defense manuscript review information*
 - *Manuscript submission requirements*
- All garnet "i" icons contain supplemental information, which is displayed when the cursor hovers over the icon.

Student Interface: *Forms Summary*

Manuscript Clearance Information

Forms Summary

Surveys

Forms Summary

The **Forms Summary** is where students can track the completion of their defense forms. Some forms will be completed by the student while others are completed by their committee members. Students should return frequently to check their progress and then communicate with committee members who still need to complete a form. Committee members will receive automatic reminder emails when they have an approval to provide in the Portal, but students should still be proactive in their communication. **Ultimately, it is the student's responsibility to ensure their committee completes the required forms.**

Please Note: Each form on the **Forms Summary** becomes available for completion by committee members and The Graduate School at different stages of the manuscript clearance process.

Degree: English - MA/Thesis - Master's Degree - Dept of English

Defense Announcement Form

Defense Announcements should be submitted to The Graduate School at least two weeks prior to the scheduled defense. Students must have the date, time and location of the defense scheduled with their department prior to submitting the announcement to The Graduate School.

[Complete Defense Announcement Form](#)

Manuscript Access Agreement Form

As a condition of undertaking a thesis-track master's or doctoral program at FSU, the student agrees that the completed manuscript will be archived in the University Libraries system and ProQuest. The student will make the electronic manuscript available for review by other scholars and the general public by selecting an access condition provided by The Graduate School in this agreement.

[Complete Manuscript Access Agreement Form](#)

- Students must click on the “Forms Summary” tab at the top of the page to complete available forms.
- Submitting either the Defense Announcement or Manuscript Access Agreement will make the student's page visible to the Manuscript Clearance Advisor and their Graduate Coordinator.
- Submitting either of these forms also allows students to receive deadline reminder emails from the system.

Student Interface: *Defense Announcement Form*

- A Defense Announcement should be submitted as soon as it is scheduled, but no later than 2 weeks before the defense.
- Students are responsible for revising the Announcement if something changes and should do so as soon as they are aware. *All information can be edited up until 2 days before the defense.*

Defense Announcement Form



Name: Minor, Laura Ashley
EMPLID: 000061995
FSUID: lam05c
Degree: [ENGLAPD] English - PHD - [DOCT] Doctoral Degree - [ASENG] Dept of English

Committee [Hide Committee](#)

NOTE: Your committee must be correct in university records before the date of defense. Members not listed here will not be considered on the official record. Please contact your graduate coordinator to revise your committee composition, if necessary.

Faculty Name	Role
Riley, Mark A	Chair
Norcini, Jeffrey Gabriel	University Representative
Beck, James Patrick	Member
Devine, Judith J	Member

Students should confirm the accuracy of their committee.

If incorrect, they should contact their Graduate Coordinator immediately.

Please provide the following information:

Manuscript Title:

200 maximum chars allowed. characters remaining.

Continued...

Manuscript Type:

Defense Date:
(MM/DD/YYYY)

Defense Start Time:
(hh:mm AM/PM)

Defense End Time:
(hh:mm AM/PM)
End Time is optional and will default to two hours if not provided.

Building Abbreviation:
Please look up abbreviation on the Campus Map
[\[Campus Maps\]](#)

Room Number:

Please select the term in which you expect to graduate:

Submit Form

Exit Form

Student Interface: *Manuscript Access Agreement Form*

Manuscript Access Agreement Form



Name: Minor, Laura Ashley
EMPLID: 000061995
FSUID: lam05c
Degree: [ENGLAPD] English - PHD - [DOCT] Doctoral Degree - [ASENG] Dept of English

FSU Access Agreement

I hereby grant to Florida State University and its agents the non-exclusive license to archive and distribute, under the conditions specified below, my thesis, treatise or dissertation in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis, treatise or dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis, treatise or dissertation. I also hereby certify that:

- if appropriate, I have obtained a written permission statement from the owner(s) of each third party copyrighted matter included in my thesis, treatise or dissertation (ETD) allowing distribution as specified below, or claim Fair Use of the materials; and
- the version of the thesis, treatise or dissertation (ETD) I submitted is the same as that approved by my advisory committee.

The manuscript must be made available in its complete and original format. It cannot be subdivided into chapters and disseminated under different distribution options.

I agree to the FSU Access Agreement conditions outlined above.

Student must agree here to expand the rest of the form options.

- As a condition of undertaking graduate studies at FSU, students agree that their completed manuscript will be archived in the University Libraries system.
- This form provides agreement details as well as access options, including an embargo request (if desired/warranted).
- This form may be completed at any point prior to the final deadline, but having it complete *before* the defense is recommended.

Student Interface: *Manuscript Access Agreement, Continued*

Manuscript Access Agreement Form



Name: Minor, Laura Ashley
EMPLID: 000061995
FSUID: lam05c
Degree: [ENGLAPD] English - PHD - [DOCT] Doctoral Degree - [ASENG] Dept of English

FSU Access Agreement [Expand Agreement](#)

I agree to the FSU Access Agreement conditions outlined above.

FSU Access Agreement Options:

I agree that the above mentioned manuscript be placed in Florida State's Digital Repository with the following status:

- World Wide Distribution Access Option**
World Wide Distribution is recommended to all our students.
[Expand World Wide Distribution Definition](#)
- Embargo Access Option**
[Expand Embargo Distribution Definition](#)

- After the initial agreement is complete, students must select one of two access options.
- Selection of “World Wide Distribution Access Option” requires no additional information.
- Selection of “Embargo Access Option” will open the Embargo Request section for completion.
- Definitions of these options can be expanded for review by clicking on “Expand/Hide Definition.”

Student Interface: Access Agreement - Embargo Request

Manuscript Access Agreement Form



Name: Minor, Laura Ashley
EMPLID: 000061995
FSUID: lam05c
Degree: [ENGLAPD] English - PHD - [DOCT] Doctoral Degree - [ASENG] Dept of English

Embargo Request

An initial embargo is for 24 months. Appropriate justification and approval is required for ALL embargo request types. Please see [Embargo Information](#) for FAQs.

Please select a reason for requesting an embargo:

- Anticipated publication in a journal and/or as a book
- Patent submission pending
- Patent submission pending and submission to a journal or as a book

Please provide a summary of your patent and potential timeline for submitting your application, as well as any additional information that supports your request.

20 minimum chars required. required characters remaining.

- Students must select a reason for requesting an embargo and provide sufficient justification/detail in the boxes that appear after selecting a reason.
- The information required for justification varies with each reason:
 - *Publishing houses*
 - *Potential journals*
 - *Anticipated timeline*
 - *Patent information*
- Please note that some fields have a required number of characters.

Student Interface: *Embargo Request, Continued*

Continued...

Access Options

Students must select a preferred access option for their manuscript for when their current embargo period ends. This determines who will be able to access their manuscript upon its eventual publication to the FSU Digital Repository and ProQuest once the embargo term has expired. Students may select World Wide access or Campus Community-Only access (for option definitions, click the "Expand" buttons below). Please see [Embargo Information](#) for FAQs.

Please select the access option you would prefer after the 24-month embargo term expires:

World Wide access in FSU Digital Repository and ProQuest

[Expand World Wide Distribution Definition](#)

Campus Community-Only access in FSU Digital Repository and permanent embargo in ProQuest

[Hide Campus Community-Only Definition](#)

If approved, selecting Campus Community-Only Access restricts viewing of the full manuscript to people connected to the FSU Network. Only the abstract and metadata will be available on ProQuest. Approval for Campus Community-Only Access after an initial embargo is not automatic and is typically reserved for those who will seek to publish a book from their manuscript. Due to its restrictive nature, additional justification is required when selecting Campus Community-Only Access.

Please provide justification for your selection of Campus Community-Only Access above.

20 minimum chars required. required characters remaining.

- Students must also select an option for *after* the embargo period has expired.
- “Campus Community-Only” is the most restricted access type and is typically reserved for those planning to publish a book. Additional justification must be provided when selecting this option.
- Definitions of each access option can be viewed by clicking “Expand/Hide Definition.”

Student Interface: *Embargo Request, Continued*

Continued...

Embargo Renewals

Up to two embargo renewals may be granted (for 24 months each) for a total of up to 72 months. Renewal requests will need to show proof of active submission of the manuscript through appropriate academic channels during the initial embargo period, as well as detailed plans for the use of the renewal embargo period. If a student wishes to extend their embargo, they must request a renewal by contacting the Manuscript Clearance Office of The Graduate School and complete an embargo renewal request **at least one month** prior to embargo expiration. If the student cannot be contacted, does not qualify, or does not wish to request a renewal, the manuscript will be published according to the access option chosen above.

When requesting an embargo renewal in FSU's Digital Repository, it is the student's responsibility to also contact ProQuest to extend the manuscript embargo on the ProQuest website. (ProQuest Author Relations: 800-521-0600 x 77020; email: dissspub@proquest.com)

Please provide up to 2 permanent email addresses for future embargo notifications about expirations and renewals. ***This will be the only method of communication about your embargo renewal.***


Submit Form

Exit Form

- Students should review the information regarding future embargo renewals.
- Courtesy email reminders will automatically go to a student's "my.fsu.edu" address.
- Up to two additional email addresses may be provided for courtesy reminders.




Student Interface: *Surveys*

- Students should complete any surveys listed in their “Surveys” tab. A student’s degree type determines which surveys are displayed.
- Most surveys can be completed at any time and do not require evidence of completion. However, Ph.D. students **MUST** complete the SED before the final deadline and email the Certificate of Completion to the Manuscript Clearance Advisor.

 Student Home

Manuscript Clearance Summary Defense Announcement Form Manuscript Access Agreement Form **Surveys**

Surveys

SED Doctoral Survey: 	Please click the following link, sed-ncses.org , to access the survey. All Ph.D. candidates must submit the Certificate of Completion for the SED Doctoral Survey via email to clearance@fsu.edu .
RCRC Survey: 	Please click the following link, www.surveymonkey.com/s/3759KHY , to access the survey.
Doctoral Exit Survey: 	Please click the following link, fsu.qualtrics.com/jfe/form/SV_eKVocpMjWK00kzr to access the survey.

Student Interface: *Post-Defense*

Manuscript Clearance Information

Forms Summary

Defense Announcement Form

Manuscript Access Agreement Form

Surveys

Forms Summary

The **Forms Summary** is where students can track the completion of their defense forms. Some forms will be completed by the student while others are completed by their committee members. Students should return frequently to check their progress and then communicate with committee members who still need to complete a form. Committee members will receive automatic reminder emails when they have an approval to provide in the Portal, but students should still be proactive in their communication. Ultimately, it is the student's responsibility to ensure their committee completes the required forms.

Please Note: Each form on the **Forms Summary** becomes available for completion by committee members and The Graduate School at different stages of the manuscript clearance process.

Degree: English - PHD - Doctoral Degree - Dept of English

Post-Defense Deadline Date: 07/08/2019 ⓘ

The student's deadline date(s) will not display until after the Defense Announcement is submitted.

Defense Announcement Form ⓘ

Status: Complete

Manuscript Access Agreement Form ⓘ

Status: Incomplete

Reason: The Manuscript Access Agreement Form has outstanding signatures.

Univ Representative Doctoral Defense Report ⓘ

Status: Incomplete

Reason: Awaiting signature from Dean Riley.

Manuscript Signature Form ⓘ

Status: Incomplete

Reason: Awaiting signatures from:

- Thomas, Andre
- Yancey, Kathleen B

Students can view who still needs to sign their forms.

SED Survey ⓘ

Status: Incomplete

Reason: The Certificate of Completion for the Survey of Earned Doctorates (SED) must be submitted by email to the Manuscript Clearance Office. Please see Surveys tab above for more information.

- Students can log in to the system after their defense to track the status of their forms.
- Forms only appear on the Student Interface as they become available for completion by the appropriate parties.
- Final Content Approval will not appear until all prior forms are complete.
- Official Final Manuscript Clearance (*completed by the Manuscript Clearance Advisor*) does not appear until all other forms are complete. This must be provided by the last day of the semester.



Faculty Signee Interface

Faculty Signee Interface: *Post-Defense Decisions*

Manuscript Clearance Signee Decisions

Hide Form Instructions

This portal is used by The Graduate School at Florida State University for completion of manuscript clearance. All required approvals for clearance must be submitted through this site. This replaces the former process of using paper forms. If you have any questions concerning the manuscript clearance process, please contact the Manuscript Clearance Advisor at 850-644-0045 or clearance@fsu.edu.

You do not have any outstanding decisions for students active in the Manuscript Clearance Online Portal. If you have any questions concerning the manuscript clearance process, please contact the Manuscript Clearance Advisor.

Manuscript Access Agreement Form ⓘ

To Sign	Student Name	Acad Plan	Defense Dt	Manuscript Title	Access Type	Embargo Type
Open Form	Minor, Laura Ashley	[ENGLAPD] English - PHD	05/09/2019	A Dissertation Novella	Embargo Access	Anticipated publication in journal and/or book

Manuscript Signature Form ⓘ

To Sign	Student Name	Acad Plan	Defense Dt	Manuscript Title	Status
Open Form	Minor, Laura Ashley	[ENGLAPD] English - PHD	05/09/2019	A Dissertation Novella	Form is available to be signed.

Final Content Approval Form ⓘ

To Sign	Student Name	Academic Plan	Defense Dt	Manuscript Title	Status
Open Form	Minor, Laura Ashley	[ENGLAPD] English - PHD	05/09/2019	A Dissertation Novella	The Manuscript Access Agreement Form has not been approved by all signees. Therefore, this form is not available to be signed.

- This is the page that faculty signees will see upon logging in when they have a signature to complete.
- The blue statement shown at the top of the page will appear if there are no forms available.
- Only forms with a garnet “Open Form” link can be completed. If the link is gray, the signee should read the info in the “Status” column to determine why they do not have access.

Signee Interface: *Manuscript Access Agreement*

Manuscript Access Agreement Form



Name: Minor, Laura Ashley
EMPLID: 000061995
FSUID: lam05c
Degree: [ENGLAPD] English - PHD - [DOCT] Doctoral Degree - [ASENG] Dept of English
Title: A Dissertation Novella
Type: Dissertation
Defense Dt: 05/09/2019 01:00 PM

Manuscript Access Agreement Form

Access Type: World Wide Distribution Access **i**

Manuscript Access Agreement Decision

The Manuscript Access Agreement Form provides FSU with the publishing options the student selects for their manuscript in the FSU Digital Repository and ProQuest.

Joiner, Thomas E Chair Approve Deny

By submitting this form, you are affixing your electronic signature to the document.

Submit Decision

Exit Form

- If “World Wide Distribution Access” is selected by the student, the committee chair(s) must approve or deny this access option.
- A committee chair may wish to deny the selection if they would like the student to request an embargo. This will send the form back to the student for revisions. The committee chair(s) will be able to include comments on why the form was denied after marking “Deny.”

Signee Interface: *Access Agreement – Embargo Request*

Manuscript Access Agreement Form



Name: Minor, Laura Ashley
EMPLID: 000061995
FSUID: lam05c
Degree: [ENGLAPD] English - PHD - [DOCT] Doctoral Degree - [ASENG] Dept of English
Title: A Dissertation Novella
Type: Dissertation
Defense Dt: 05/09/2019 01:00 PM

Manuscript Access Agreement Form

Access Type: Embargoed Access ⓘ

Embargo Information

Embargo Reason:	Anticipated publication in journal and/or book
Anticipated Publication Timeline:	I plan to submit the manuscript for review in the next 6 months.
Potential Journal(s) or Publishing House(s)	The English Journal
Additional Justification: <i>(not required)</i>	
Access Option:	World Wide access in FSU Digital Repository and ProQuest

Manuscript Access Agreement Decision

The Manuscript Access Agreement Form provides FSU with the publishing options the student selects for their manuscript in the FSU Digital Repository and ProQuest.

Joiner, Thomas E Chair Approve Deny

By submitting this form, you are affixing your electronic signature to the document.

Submit Decision

Exit Form

- If a student selects “Embargoed Access,” the committee chair(s) will see the justification provided by the student and the access option selected for after the embargo expires.
- The committee chair(s) must approve or deny the access options and justification.
- If the form is denied, it will be returned to the student for revisions. Students can still request an embargo after the denial.
- This form will also be denied by the Manuscript Clearance Advisor if more detail is required.

Signee Interface: *Manuscript Signature Form*

Manuscript Signature Form



Name: Minor, Laura Ashley
EMPLID: 000061995
FSUID: lam05c
Track Info: [ENGLAPD] English - PHD - [DOCT] Doctoral Degree - [ASENG] Dept of English
Title: A Dissertation Novella
Type: Dissertation
Defense Dt: 05/09/2019 01:00 PM

Form Instructions: [Hide Form Instructions](#)

A grade of PASS for the defense of thesis, treatise or dissertation requires at least a majority approval of the committee. Individual departments may impose stricter requirements for what constitutes a grade of PASS. Departments and other degree-granting programs must publicize their policy on this issue in their Graduate Student Handbook and in the relevant section of the Graduate Bulletin.

Signatures on this form by members of the committee constitute testimony to the following:

1. By assigning a grade and submitting this form, you are authorizing that the student defended on 05/09/2019 adhering to all University requirements.
2. If the research involved human or animal subjects, including secondary data analyses, the student provided documentation of proper approvals (and consent forms if applicable).
3. The committee is satisfied that the thesis, dissertation or treatise meets FSU's standards of academic integrity as described in the FSU Academic Honor Code and appropriate steps have been taken to ensure that this is the case.
4. The student has obtained any necessary copyright permissions for material used within the thesis, dissertation or treatise.

Select a Grade... ▼

Submit Grade

Exit

By submitting this form, you are affixing your electronic signature to the document.

- The Manuscript Signature Form does not appear on the Signee Interface until the day of the defense. The form will be locked until the defense start time.
- All committee members must select Pass, Fail, or Re-Examine as the grade for the defense.
- All committee members must sign this form before the committee chair(s) can complete the Final Content Approval Form.

Signee Interface: *University Rep. Defense Report*

University Representative Doctoral Defense Report



Name: Minor, Laura Ashley
EMPLID: 000061995
FSUID: lam05c
Track Info: [ENGLAPD] English - PHD - [DOCT] Doctoral Degree - [ASENG] Dept of English
Title: A Dissertation Novella
Type: Dissertation
Defense Dt: 05/09/2019 01:00 PM

Form Instructions: [Hide Instructions](#)

As the University Representative you have the very important responsibility of ensuring that our doctoral students are treated fairly and equitably in accordance with University, College and Departmental guidelines and policies, and that decisions made by the supervisory committee reflect the collective judgment of the committee. In addition, the University Representative represents the University's interest and is responsible for ensuring that our doctoral graduates are of high quality.

Please use this form to complete a brief report on your student's dissertation/treatise defense. This form is due within one week following any defense. Failure to submit this form in a timely manner may delay clearance of the student's manuscript for graduation.

Evaluation

- 1) Please confirm Laura Ashley Minor defended on 05/09/2019. Yes No
- 2) Did the student give a public presentation prior to the actual defense? Yes No

- The University Representative Form does not appear on the Signee Interface until the day of the defense. The form will be locked until the defense start time.
- University Representatives should complete and submit their report within 7 days of the defense.
- This report will be reviewed by the Dean of The Graduate School and must be approved before Final Content Approval can be completed by the committee chair(s).

Signee Interface: *UR Defense Report, Continued*

Note: A valid defense requires the real-time participation of at least four faculty with GFS status, one of whom must be the University Representative. (For additional details, please see "Examination in Defense Dissertation" in the Graduate Bulletin).

3) Were all members of the committee physically present in the room for the defense? Yes No

3a) Indicate who was absent and why. If voice or video connections were used to ensure participation, please explain.

50 minimum chars required. required characters remaining.

4) Was the draft submitted to the committee members at least four weeks in advance of the defense? Yes No

4a) Please explain.

50 minimum chars required. required characters remaining.

5) Were any changes to the dissertation/treatise document requested? Yes No

5a) Please explain.

50 minimum chars required. required characters remaining.

- The University Representative must answer each question "Yes" or "No."
- Text boxes requiring additional explanation will appear when certain answers are selected. These explanations are required. (Please note character minimums.)

Signee Interface: *UR Defense Report, Continued*

Select a grade for the defense:

NOTE: A grade of PASS for the defense should ONLY be assigned if minor corrections to the dissertation/treatise are needed. If the student cannot meet the 60-day deadline for submission of the final version to the Clearance Advisor in The Graduate School, then the assigned grade would be FAIL or RE-EXAMINE. The student must submit the final approved version to the Manuscript Clearance advisor within 60 days of the defense, or examination by the committee is required. It would be best to postpone a defense date if there is concern that the deadline cannot be met.

Written Critique: A written critique is required for all students. The Graduate School welcomes comments on what made the defense unique or distinct, as well as any problems or concerns about the defense.

250 minimum chars required. required characters remaining.

By submitting this form, you are affixing your electronic signature to the document.

Submit Report

Exit

- The Univ. Rep. must select the grade that represents the majority decision of the committee (Pass, Fail, or Re-Examine).
- The Written Critique must include details about what made the defense unique or distinct, as well as any problems or concerns. (Please note the character minimum.)
- The intent of these reports is to provide the Dean of The Graduate School with a detailed commentary on the quality of defenses and graduates at FSU.

Signee Interface: *Final Content Approval*

Final Content Approval Form



Name: Minor, Laura Ashley
EMPLID: 000061995
FSUID: lam05c
Track Info: [ENGLAPD] English - PHD - [DOCT] Doctoral Degree - [ASENG] Dept of English
Title: A Dissertation Novella
Type: Dissertation
Defense Dt: 05/09/2019 01:00 PM

Final Content Approval

As the chair (or co-chair) of this committee, I verify that the student has completed all content revisions following the defense as requested by the committee. All department/ college requirements for submission (such as plagiarism checking or other requirements) have been completed as required by the student's department/ college. The student may proceed with final manuscript submission and clearance.

Final Approval Given

By submitting this form, you are affixing your electronic signature to the document.

Submit Form

Exit Form

- After all content changes are completed by the student and approved by any required party (including dept. chairs or deans, as required by individual depts/colleges), the chair(s) must submit Final Content Approval.
- Please note this form does not become available until the Access Agreement, Manuscript Signature, and Univ. Rep. forms are completed by all required signees.
- Manuscript Clearance will not review a student's revised manuscript until this form is complete.

Department Chair Email Notification

FLORIDA STATE UNIVERSITY



Dear *<Department Chair>*,

Final Content Approval has been granted for *<Student>* and final Manuscript Clearance will commence.

If there are any issues, please contact the chair or co-chairs of the committee and the Manuscript Clearance Advisor immediately to place a hold on the final clearance process. Please note that this may delay a student's graduation if deadlines are pending.

Sincerely,

Manuscript Clearance Advisor

The Graduate School | Florida State University
314 Westcott | Tallahassee FL 32306-1410
T 850.644.0045 | F 850.644.2969
clearance@fsu.edu | www.gradschool.fsu.edu

- When the committee chair(s) grant Final Content Approval, the student's Department Chair (or designated representative) will receive an email alerting them that the student is entering the final stages of Manuscript Clearance.
- If a hold needs to be placed on the student's clearance, the Department Chair or their representative should contact Manuscript Clearance at that time.



Administrative Interface
*(for Graduate Coordinators and
College Representatives)*

Admin. Interface: *Student List*

Manuscript Clearance Student List

Students who are actively in process of manuscript clearance are listed below. Students who have not begun the process, or have been cleared by manuscript clearance, will not be listed below. Use the search by name, emplID or FSUID to view students who have been cleared. You may also select students by graduation term to limit the list of students.

Student by Name (last name, first): [GO] -OR- Select by ID: [GO]

Expected Grad Term:

[Clear Selection/ Refresh List]

- After logging in to the Portal, administrators can see two tabs: Student List and Reports.
- Students will appear on this list after submitting a Defense Announcement or the Manuscript Access Agreement (AA).
- Status columns (aside from AA) will remain blank until the day of the defense.

12 students found.

Select	EmplID	Name	TrackID	Cmte Valid?	Degree	Acad Org	Defense Dt	Deadline Dt	Exp Grad Term	AA Status	UR Status	MS Status	FC Status	OF Status
[Select]			156488	<input checked="" type="checkbox"/>	PHD	ASCHM - Dept of Chemistry	05/06/2019	07/05/2019	Summer 2019		In Process	In Process	In Process	In Process
[Select]			121426	<input checked="" type="checkbox"/>	PHD	ASENG - Dept of English	06/25/2019	07/22/2019	Summer 2019					
[Select]			131493	<input checked="" type="checkbox"/>	PHD	ASENG - Dept of English	03/26/2019	05/27/2019	Summer 2019	In Process	Complete	In Process	In Process	In Process
[Select]			150128	<input checked="" type="checkbox"/>	PHD	ASCHM - Dept of Chemistry	02/21/2019	05/01/2019	Spring 2019	Complete	Complete	Complete	Complete	In Process
[Select]			166987	<input checked="" type="checkbox"/>	MA	ASENG - Dept of English	01/18/2019	03/25/2019	Spring 2019	In Process	n/a	Complete	Complete	In Process

Form Abbreviations Key

AA: Manuscript Access Agreement **UR:** University Representative Defense Report **MS:** Manuscript Signature Page
FC: Final Content Approval **OF:** Official Final Manuscript Clearance

Admin. Interface: *Student List, Continued*


Student List Reports

Manuscript Clearance Student List

Students who are actively in process of manuscript clearance are listed below. Students who have not begun the process, or have been cleared by manuscript clearance, will not be listed below. Use the search by name, emplID or FSUID to view students who have been cleared. You may also select students by graduation term to limit the list of students.

Student by Name (last name, first): [GO] -OR- Select by ID: [GO]

Expected Grad Term:

[Clear Selection/ Refresh List] 

- Students who have completed Manuscript Clearance will disappear from the Student List, but can be viewed by using the search bar “Student by Name.” Students can also be found by EMPLID or FSUID.
- The search bar will retain the most recent student search until “Clear Selection/Refresh List” is clicked.
- The Student List only refreshes every 15 minutes, but the “Clear Selection/Refresh List” button can be clicked to force the list to refresh and show the most recent changes.

12 students found.

Select	EmplID	Name	TrackID	Cmtte Valid?	Degree	Acad Org	Defense Dt	Deadline Dt	Exp Grad Term	AA Status	UR Status	MS Status	FC Status	OF Status
[Select]			156488	<input checked="" type="checkbox"/>	PHD	ASCHM - Dept of Chemistry	05/06/2019	07/05/2019	Summer 2019		In Process	In Process	In Process	In Process
[Select]			121426	<input checked="" type="checkbox"/>	PHD	ASENG - Dept of English	06/25/2019	07/22/2019	Summer 2019					
[Select]			131493	<input checked="" type="checkbox"/>	PHD	ASENG - Dept of English	03/26/2019	05/27/2019	Summer 2019	In Process	Complete	In Process	In Process	In Process
[Select]			150128	<input checked="" type="checkbox"/>	PHD	ASCHM - Dept of Chemistry	02/21/2019	05/01/2019	Spring 2019	Complete	Complete	Complete	Complete	In Process
[Select]			166987	<input checked="" type="checkbox"/>	MA	ASENG - Dept of English	01/18/2019	03/25/2019	Spring 2019	In Process	n/a	Complete	Complete	In Process

Admin. Interface: *Student Details*

Back

ADMIN Manuscript Clearance Detail



Name: Minor, Laura Ashley
EMPLID: 000061995
FSUID: lam05c
Email: LAM05C@psinvalid.fsu.edu
Track Info: 167480 English PHD Track [D]
Manuscript Title: A Dissertation Novella
Manuscript Type: Dissertation
Defense Dt/Time: 05/09/2019 01:00 PM

Pre-Defense Deadline Date: 06/24/2019

Post-Defense Deadline Date: 07/08/2019

Defense Announcement

Manuscript Type: Dissertation

Manuscript Title: A Dissertation Novella

Defense Start and End: 05/09/2019 01:00 PM to 03:00 PM

Location: STB in Room: 1003

Exp Grad Term: Summer 2019

Status: **Complete**

Student Lock Dt: 05/13/2019

Override on Stu DA Form: Minor, Laura Ashley on 05/13/2019

Form Link: [Defense Announcement Form](#)

- To view details about a student's forms, click [Select] by the student's name on the Student List. All information on the detail page is view-only.
- Information in the student detail view includes the status of all forms, as well as who has and has not signed each form. Please keep in mind that some forms may not yet be available for committee members to sign.
- Students' deadlines (Pre-Defense, Post-Defense and/or 60-Day) can be viewed at the top of this page.

Admin. Interface: *Student Detail Page, Continued*

Manuscript Access Agreement

Access Agreement Type: World Wide Distribution Access

Student Lock Dt: 05/10/2019

Status: **Complete**

Override on Stu AA Form:

Signee EmplID	Signee Name	Role	Sign Dt
000017807	Joiner, Thomas E	Chair	05/10/2019

University Representative Doctoral Defense Report

Status: **Complete**

Reason: Report approved.

Signee EmplID	Signee Name	Role	Sign Dt
000024253	Houpt, Thomas A	Univ Rep	05/10/2019
000007285	Riley, Mark A	Dean of the Graduate School	05/10/2019

Manuscript Signature

Status: **Complete**

Signee EmplID	Signee Name	Role	Sign Dt
000017807	Joiner, Thomas E	Chair	05/10/2019
000008337	Thomas, Andre	Member	05/10/2019
000054172	Yancey, Kathleen B	Member	05/10/2019
000024253	Houpt, Thomas A	Univ Rep	05/10/2019

Final Content Approval

Status: **Complete**

Signee EmplID	Signee Name	Role	Sign Dt
000017807	Joiner, Thomas E	Chair	05/10/2019

Official Final Clearance

Status: **Awaiting signatures**

Signee EmplID	Signee Name	Role	Sign Dt
000061995	Minor, Laura Ashley	Manuscript Clearance Advisor	n/a

Pre-Defense Requirements Met

- The “Sign Dt” column will show “n/a” until the signee has completed their decision on that form.
- The “Pre-Defense Requirements Met” checkbox is marked by the Manuscript Clearance Advisors when the student has submitted their pre-defense manuscript for initial review on the ProQuest ETD Admin website.

Admin. Interface: *Student Reports*

Student List Reports

Manuscript Clearance Reports

Expected Graduation Term Report Reports students by their expected graduation term.

Expected Graduation Term Report

[Return To Reports Menu](#)

The Expected Grad Term Report lists all students for the selected Expected Graduation Term. The report display defaults to "All Students". Select either "Cleared Students" or "Students Awaiting Clearance" to further refine the output.

Expected Graduation Term: ^
Expected Grad Term is blank
Spring 2018
Summer 2018 v Expand drop down list to include all historical terms

All Students Cleared Students Students Awaiting Clearance

- Students who have completed Manuscript Clearance will disappear from the Student List, but can be viewed through this report by selecting "Cleared Students" or by using the search bar above the Student List.
- To generate a list of all students in the clearance process for a given semester:
 - Highlight the "Expected Graduation Term" category from the drop down menu (multiple semesters can be selected by using the Ctrl key).
 - Select the button by the desired student group: "All Students," "Cleared Students," or "Students Awaiting Clearance."

Admin. Interface: *Student Reports, Continued*

Expected Graduation Term Report

[Return To Reports Menu](#)

The Expected Grad Term Report lists all students for the selected Expected Graduation Term. The report display defaults to "All Students". Select either "Cleared Students" or "Students Awaiting Clearance" to further refine the output.

Expected Graduation Term: Expected Grad Term is blank ^
Spring 2018
Summer 2018
Fall 2018 v Expand drop down list to include all historical terms

All Students Cleared Students Students Awaiting Clearance

Example Report

[\[Download to Spreadsheet\]](#)

Record Count: 20.

Select	EmplID	Name	Exp Grad Term	Degree	Acad Plan	Department	Email	Defense Dt	Complete Status
[Select]			Fall 2018	PHD	[PYSICAPD] Physics - PHD	ASPHY - Dept of Physics	@my.fsu.edu	11/13/2018	Completed on 11/27/2018
[Select]			Fall 2018	PHD	[ENGLCWPD] English-PHD (Creative Writing)	ASENG - Dept of English	@my.fsu.edu	10/24/2018	Completed on 02/24/2019
[Select]			Fall 2018	PHD	[PYSICAPD] Physics - PHD	ASPHY - Dept of Physics	@my.fsu.edu	11/19/2018	Completed on 01/18/2019
[Select]			Fall 2018	PHD	[CHMMATRLPD] Chemistry - PHD (Materials)	ASCHM - Dept of Chemistry	@my.fsu.edu	11/13/2018	Completed on 01/18/2019
[Select]			Fall 2018	PHD	[PYSICAPD] Physics - PHD	ASPHY - Dept of Physics	@my.fsu.edu	09/14/2018	Completed on 09/24/2018
[Select]			Fall 2018	PHD	[HISTORYPD] History - PHD	ASHIS - Dept of History	@my.fsu.edu	11/02/2018	Completed on 01/18/2019

Manuscript Clearance Contact Info

**If you experience issues logging in or completing a form,
please contact the Manuscript Clearance Office:**

Located in The Graduate School at 314 Westcott
850-644-3501, *clearance@fsu.edu*

Laura Minor, Manuscript Clearance Advisor
(850-644-0045, *laminor@fsu.edu*)

Jeff Norcini, Assistant Manuscript Clearance Advisor
(*jnorcini@fsu.edu*)

Screen shots of any errors received are extremely helpful.