



Manuscript Clearance Portal

An Online System for All Defense-Related Forms

<https://clearance.fsu.edu>

Portal Introduction

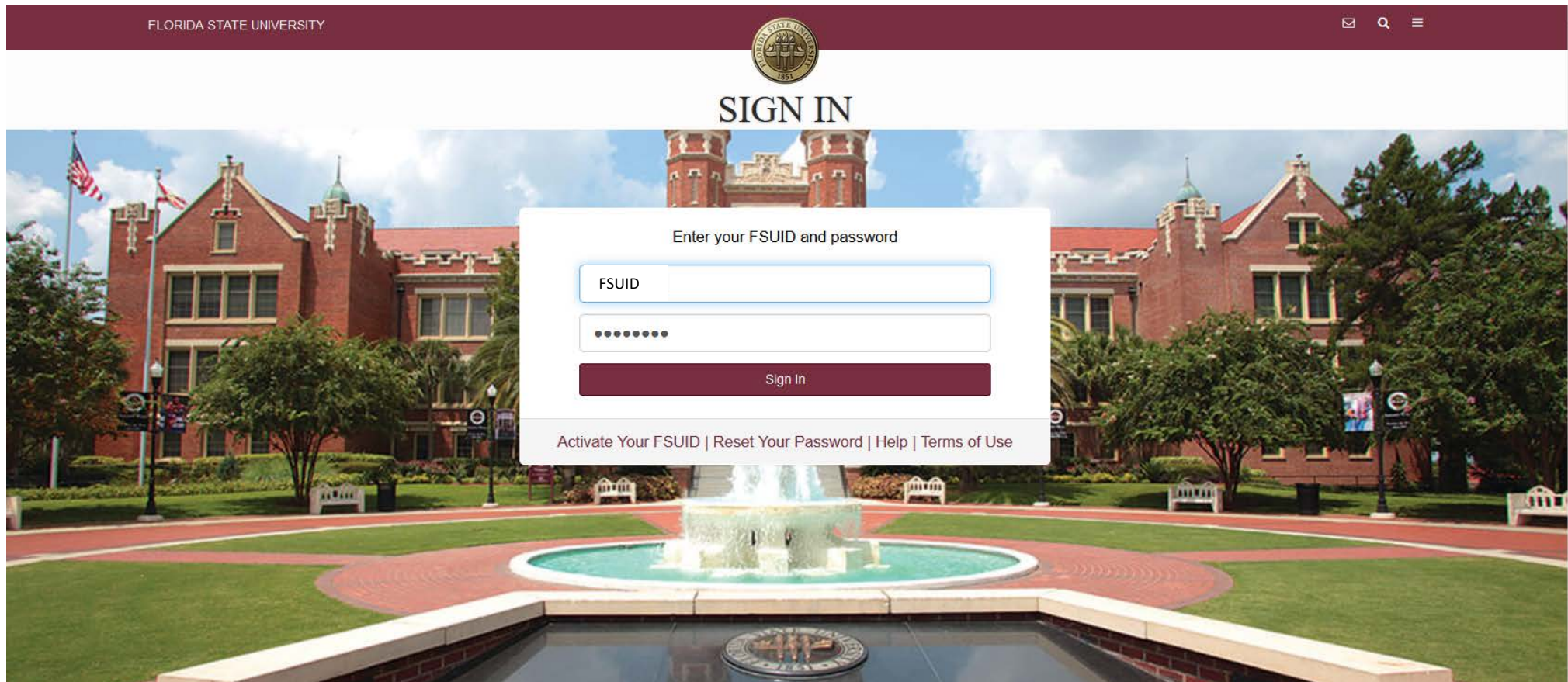
- The Manuscript Clearance (MC) Portal is an online system for completing all forms required in the Manuscript Clearance process, both pre- and post-defense.
- Everyone uses the same website to access the MC Portal, but will have different views and access level depending on their role.
- Forms only 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*



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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.



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.

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.