

Clearance Procedures

Before Your Defense

- Familiarize yourself with the Manuscript Clearance section of GradSpace, which provides everything necessary for Manuscript Clearance, including the formatting requirements manual, forms and templates.
- Submit your defense announcement to the Graduate School at this website: http://netprod.oti.fsu.edu/CS_Defense_Announcement
- Submit your manuscript to the Graduate School through the ETD website (www.etdadmin.com/fsu). The Manuscript Clearance Office prefers to begin reviewing your format prior to your defense, but you are not required to submit it until the semester deadline or within your 60-Day Deadline, whichever is earlier. We understand that your content will likely change after your defense. Waiting to submit to us gives you less time to make changes.

At Your Defense

- Bring all required forms, as it is much easier to get all required signatures from your committee members at your defense.

After Your Defense

- Submit your forms to the Graduate School Manuscript Clearance Office in 314 Westcott.
- Revise your manuscript content and formatting, and submit a revision to your ETD account.
- Your Manuscript Clearance Advisor will review your revisions and inform you about any additional format changes.
- Revise the manuscript with those formatting changes and repeat the submission/review process until the manuscript formatting is approved.

Once your formatting is approved and the office has received and approved all of your required forms, you will receive the “fireworks” email stating that you have completed the manuscript clearance process. Your manuscript is not cleared for graduation until you receive that email. Leaving campus or Tallahassee does not waive any of the requirements or deadlines.