

Ph.D. FORMS CHECKLIST

(Forms Submitted to the Manuscript Clearance Advisor in 314 Westcott)

Students must submit the most recent version of all forms. The most recent versions of all forms can be found in the Manuscript Clearance submenu of GradSpace and were revised on 12/1/2015.

All forms should be submitted, with the required signatures, to the Manuscript Clearance Office in 314 Westcott by the semester deadline or student's 60-Day Deadline.

Due before defense date:

- Graduate School Defense Announcement** (online)
Due no later than two weeks before defense date. You can find a link to the announcement form in GradSpace under the Manuscript Clearance tab with the Forms. Even if you submit a defense announcement through your department, you are required to submit one to The Graduate School.

Due after defense date:

- Manuscript Access Agreement Form***
This form is required for ALL students and a signed paper copy of it must be submitted to the Manuscript Clearance Office in 314 Westcott by the semester deadline or student's 60-Day Deadline.
** Manuscript Access options selected in your ProQuest account are not a substitute for this form.*
- Manuscript Signature Form**
This form should be submitted to the Manuscript Clearance Office in 314 Westcott by the Major Professor or the department, not the student. It is still the student's responsibility to ensure this form is received no later than the semester deadline or their 60-Day Deadline. Signatures cannot be predated and the form will have to be resigned if predated.
- University Representative Doctoral Defense Report**
Due no later than one week after defense. Should be submitted to the Manuscript Clearance Advisor by the University Representative or the department, not the student. It is still the student's responsibility to ensure this form is received no later than the semester deadline or their 60-Day Deadline.
- Final Degree Clearance Form**
Must be submitted to the Manuscript Clearance Office in 314 Westcott no later than the semester deadline or the student's 60-Day Deadline. This form requires signatures from the major professor, department chair and academic dean before it is submitted to Manuscript Clearance. It is the student's responsibility to obtain those signatures. Signatures cannot be predated and the form will have to be resigned if predated.
- SED Doctorate Survey** (online)
All Ph.D. candidates must submit the certificate of completion for this survey via email to clearance@fsu.edu. You can find a link to the survey under Forms and Surveys on GradSpace.
- Doctoral Exit Survey** (online)
https://fsu.qualtrics.com/SE/?SID=SV_eKVocpMjWKO0kzr
- RCRC Survey** (online)
<https://www.surveymonkey.com/s/3759KHY>

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If students have selected Option 2 Embargoed Access on the mandatory Manuscript Access Agreement Form, then they also must submit the two forms below. Both of those forms must be submitted for restricted access to be considered. Embargo requests must be approved by the Dean of The Graduate School. Embargo requests will not be considered after a student's manuscript has been cleared.

FSU Digital Repository Embargo Request Form

Justification is required on this form for ALL embargo requests. Justification includes the timeline for publication, and expected submission venues (which journals or publishing houses) or information concerning patent submission. Additional justification is required if you select Campus Community-Only Access after the embargo period expires. Campus Community-Only is typically reserved for those seeking to publish a book.

ProQuest Embargo Request Form

Check “24 Month Embargo” if you are selecting an embargo with World Wide Access after the embargo on the FSU Embargo Request Form. Check “I wish to permanently embargo my manuscript through UMI/ProQuest” if you checked Campus Community-Only Access after the embargo period expires. You may only permanently embargo through the ProQuest site if you are approved by the Dean of The Graduate School for Campus Community-Only Access.