Manuscript Clearance Portal

An Online System for All Defense-Related Forms

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

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**

- 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*

**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

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**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]

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**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]

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- 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.

Students should confirm the accuracy of their committee. If incorrect, they should contact their Graduate Coordinator immediately.
Student Interface: Manuscript Access Agreement Form

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.

**Manuscript Access Agreement Form**

Name: Minor, Laura Ashley  
EMPLID: 000061995  
FSUID: Iam055c  

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.
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.”
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.
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.”
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: disserv@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.

- 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 Interface: Post-Defense

**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.*

- 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.

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

- 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.

**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

**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.

**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.

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

**Students can view who still needs to sign their forms.**
Faculty Signee Interface
### Faculty Signee Interface: *Post-Defense Decisions*

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.

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**Manuscript Clearance Signee Decisions**

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.

**Manuscript Access Agreement Form**

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

**Manuscript Signature Form**

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

**Final Content Approval Form**

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

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: 00061995
FSUID: iam05c
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.
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)
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.
• 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.
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.
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.
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.”
### Expected Graduation Term Report

**Return To Reports Menu**

The Expected Grad Term Report lists all students for the selected Expected Graduation Term. The report displays 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]  

- [ ] Expand drop down list to include all historical terms

**Options:**
- [ ] All Students
- [ ] Cleared Students
- [ ] Students Awaiting Clearance

**Buttons:**
- [Run]
- [Clear Selection]

[Download to Spreadsheet]

**Record Count: 20.**

<table>
<thead>
<tr>
<th>Select</th>
<th>EmpID</th>
<th>Name</th>
<th>Exp Grad Term</th>
<th>Degree</th>
<th>Acad Plan</th>
<th>Department</th>
<th>Email</th>
<th>Defense DT</th>
<th>Complete Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Select]</td>
<td></td>
<td></td>
<td>Fall 2018</td>
<td>PHD</td>
<td>[PHYSICSAP] - Physics - PHD</td>
<td>ASPHY - Dept of Physics</td>
<td>@my.fsu.edu</td>
<td>11/13/2019</td>
<td>Completed on 11/27/2018</td>
</tr>
<tr>
<td>[Select]</td>
<td></td>
<td></td>
<td>Fall 2018</td>
<td>PHD</td>
<td>[ENGLCP] - English - PHD (Creative Writing)</td>
<td>ASENG - Dept of English</td>
<td>@my.fsu.edu</td>
<td>10/24/2018</td>
<td>Completed on 02/24/2019</td>
</tr>
<tr>
<td>[Select]</td>
<td></td>
<td></td>
<td>Fall 2018</td>
<td>PHD</td>
<td>[PHYSICSAP] - Physics - PHD</td>
<td>ASPHY - Dept of Physics</td>
<td>@my.fsu.edu</td>
<td>11/19/2018</td>
<td>Completed on 01/18/2019</td>
</tr>
<tr>
<td>[Select]</td>
<td></td>
<td></td>
<td>Fall 2018</td>
<td>PHD</td>
<td>[CHMSTR] - Chemistry - PHD (Materials)</td>
<td>ASCHIM - Dept of Chemistry</td>
<td>@my.fsu.edu</td>
<td>11/13/2018</td>
<td>Completed on 01/18/2019</td>
</tr>
<tr>
<td>[Select]</td>
<td></td>
<td></td>
<td>Fall 2018</td>
<td>PHD</td>
<td>[PHYSICSAP] - Physics - PHD</td>
<td>ASPHY - Dept of Physics</td>
<td>@my.fsu.edu</td>
<td>09/14/2018</td>
<td>Completed on 09/24/2018</td>
</tr>
<tr>
<td>[Select]</td>
<td></td>
<td></td>
<td>Fall 2018</td>
<td>PHD</td>
<td>[HISTORAP] - History - PHD</td>
<td>ASHIS - Dept of History</td>
<td>@my.fsu.edu</td>
<td>11/02/2018</td>
<td>Completed on 01/18/2019</td>
</tr>
</tbody>
</table>

**Example Report**
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.