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). A link to this website is provided on the MC Portal.
## Manuscript Clearance Forms Overview

<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 (with World Wide Access)</td>
<td>Prior to the final deadline, but recommended before the defense</td>
<td>Student</td>
<td>Committee chair(s)</td>
</tr>
<tr>
<td>Manuscript Access Agreement (with Embargo Request)</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>Manuscript Signature</td>
<td>After the defense</td>
<td>All committee members</td>
<td>n/a</td>
</tr>
<tr>
<td>University Representative Doctoral Defense Report</td>
<td>After the defense</td>
<td>University Representative (i.e., outside committee member)</td>
<td>The Graduate School Dean</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.
Faculty Signee Interface
Faculty Signee Interface: Post-Defense Decisions

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.

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.
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. (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.
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

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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.
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.