

## Manuscript Clearance Overview

### Completed on ProQuest ETD Website:

<https://www.etdadmin.com/fsu>

### Completed on Manuscript Clearance (MC) Portal:

<https://clearance.fsu.edu>

1. **Student** uploads pre-defense manuscript to *ProQuest ETD* approximately four weeks before defense (or when the draft is provided to **committee members**), but no later than Pre-Defense Deadline.
2. **Student** will receive formatting feedback from the **Manuscript Clearance Advisor (MCA)** by email (timing varies based on proximity to deadlines).

3. **Student** submits Defense Announcement Form on the *MC Portal* no later than two weeks before the defense. (Students should make sure the committee that appears on this form is correct before submitting.)
4. *Recommended:* **Student** submits Access Agreement Form on the *MC Portal*.
5. *Recommended:* **Committee chair** signs the Access Agreement on the *MC Portal*. If embargoed access was selected, the form will then be signed by the **MCA** and the **Graduate School Dean**.
6. **Student** defends successfully.
7. All **committee members** log into the *MC Portal* and provide a grade for the defense on the Manuscript Signature Form.
8. *Doctoral Only:* **University Representative** submits the University Representative Doctoral Defense Report on the *MC Portal*. The **Graduate School Dean** will then review and sign the form.

9. **Student** makes all content changes requested by their **committee members** and all formatting changes requested by the **MCA**.

10. **Committee chair** signs the Final Content Approval Form on the *MC Portal*.

11. **Student** submits their post-defense, content-approved manuscript on the same *ProQuest ETD* account used for the pre-defense submission.
12. **Student** receives any additional formatting revisions from the **MCA** by email and continues to make revisions and resubmit in a timely manner until all revisions are complete.
13. **Student** receives clearance email from the **MCA** on *ProQuest ETD* confirming revisions are complete and manuscript is now locked.

14. **Student** is given "Official Final Clearance" in the *MC Portal* and receives email from the **MCA** indicating all forms have been received and the manuscript was approved.

The following step can be completed at any time before the final deadline:

- **Student** completes surveys indicated by the Surveys tab in the Portal. [Ph.D./Ed.D. students should forward the email with their Certificate of Completion from the Survey of Earned Doctorates (SED) to the **MCA**.]