

THESIS 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 are on The Graduate School web site. Go to “Thesis, Treatise, and Dissertation” > “Manuscript Clearance Forms/Surveys”; forms were revised on 12/1/2015 except as noted.

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 on The Graduate School web site at “Thesis, Treatise, and Dissertation” under “Clearance Procedures”. 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* (*Revised 12/8/2016*)

This form is required for ALL students, regardless of access options chosen, 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 obtained prior to defense and the form will have to be resigned if predated.

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 obtained prior to defense and the form will have to be resigned if predated.

RCRC Survey (online)

<https://www.surveymonkey.com/s/3759KHY>

Continued on next page

*If students have selected Option 2 Embargoed Access on the mandatory Manuscript Access Agreement Form, then they also must submit the form below. This form 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.***

Embargo Request Form (Revised 12/8/2016)

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.