

FLORIDA STATE UNIVERSITY • OFFICE OF GRADUATE STUDIES
FINAL TERM CLEARANCE CHECKLIST FOR AUTHORS OF THESES—Page 1 of 3

- **You must successfully complete all of the following steps in order to be cleared for graduation by the Office of Graduate Studies.**
- **Upon the successful completion of all of the following steps, you will be given instructions on how to submit your final manuscript electronically to the Electronic Theses, Treatises and Dissertations (ETD) Drop Box. Remember, you're manuscript must always be sent to the Clearance Advisor as a PDF document.**
- **Individual departments may have additional requirements for your final term. Confer with your department early within the semester you plan to graduate.**
- **For additional help and/or information, please visit Florida State University's ETD webpage at <http://gradstudies.fsu.edu/thesis.html>.**
- **All forms listed below may be found online at www.gradstudies.fsu.edu/forms.html.**
- **For more information, please contact the Clearance Advisor via e-mail at clearance@mail.fsu.edu or by phone at (850) 644.3500.**

_____ Complete the "Thesis, Treatise, Dissertation Research Approval Form" (http://gradstudies.fsu.edu/forms/research_approval_form.pdf) before the graduation registration deadline in the semester you plan to graduate, and return it to the Office of Graduate Studies. The graduation registration deadline is posted at <http://registrar.fsu.edu/services/graduation/>. This form replaces the Prospectus Approval Form. The Prospectus Approval Form will no longer be used.

_____ Apply for graduation. Application for graduation must be made before the end of the second week of classes of the term in which graduation is intended. For more information, contact the Graduation section of the Registrar's Office at (850) 644-5850, or visit <http://registrar.fsu.edu/services/graduation/>.

_____ If needed, attend an Office of Graduate Studies "ETD Manuscript Preparation and Final Clearance Question & Answer Session." For a complete schedule of when the "ETD Manuscript Preparation and Final Clearance Question and Answer Sessions" will take place, please visit http://gradstudies.fsu.edu/etd_workshops.html.

_____ Ensure your manuscript is formatted to the University requirements as outlined in the "Guidelines and Requirements for Electronic Theses, Treatises and Dissertations." You can find the "Guidelines and Requirements" exclusively online at <http://gradstudies.fsu.edu/forms/guidelinesETD.pdf>.

_____ Submit a completed "Defense Announcement Form" (http://gradstudies.fsu.edu/forms/defense_announce.pdf) to the Office of Graduate Studies at least two (2) weeks prior to your defense.

_____ Ensure your manuscript is formatted to the University requirements as outlined in the "Guidelines and Requirements for Electronic Theses, Treatises and Dissertations." You can find the "Guidelines and Requirements" exclusively online at <http://gradstudies.fsu.edu/forms/guidelinesETD.pdf>.

_____ Successfully defend your thesis.

_____ If needed, attend an Office of Graduate Studies "ETD PDF Conversion Workshop." For more information on how to convert your ETD into a PDF file, as well as the times and location for the "ETD PDF Conversion Workshops," please visit http://gradstudies.fsu.edu/pdf_tutor.html.

_____ Review the "Important Dates" for submission found online at <http://gradstudies.fsu.edu/dates.html>.

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- _____ Send the Office of Graduate Studies Clearance Advisor via e-mail your manuscript for "Format Approval." Your manuscript must be submitted as a PDF file. Response time may take up to one (1) week.
- _____ Submit a completed "Final Term Degree Clearance Form" to the Clearance Advisor in the Office of Graduate Studies. (<http://www.gradstudies.fsu.edu/forms.html#etd>). There is a separate form for master's thesis writers, doctoral treatise writers and doctoral dissertation writers. You must take the form to the Student Financial Services office (<http://www.sfs.fsu.edu>), found in the University Center "A" (UCA), on the 1st floor, where you will pay any remaining fees that you owe the University. In order for the form to be validated, you must either provide the Clearance Advisor with a paid stamp on your "Final Term Degree Clearance Form," or a printed receipt stapled to the form. Likewise, the form requires original signatures from your Major Professor, Department Head/Chair and Academic Dean. The Manuscript Clearance Advisor will sign this form when all steps have been completed, and you have been officially cleared for graduation.
- _____ Complete the "Student Information Form" found exclusively online at <http://tools.lib.fsu.edu/etd>. All information submitted via this form must be your permanent information. The contact information that is collected from this form will be used to create the mailing labels that will be used in order to send you your completed DVD(s). You must complete this form whether or not you wish to receive the DVD(s) of your thesis. You will not be cleared to graduate until you successfully complete this step.
- _____ Submit one (1) copy of your completed "Signature Page" with original signatures, to the Clearance Advisor at the Office of Graduate Studies.
- _____ Submit a copy of the "ETD Access Agreement Form" (<http://gradstudies.fsu.edu/forms/etdaccessform.pdf>) to the Clearance Advisor at the Office of Graduate Studies.
- _____ *IF EMBARGOING:* If you have a patent application in process, or want to restrict access to your ETD for a limited amount of time in order to pursue commercial interests or other publication, you must complete an "ETD Access Embargo Request Form," and return it to the Office of Graduate Studies (<http://www.gradstudies.fsu.edu/forms.html#etd>). Please note that you must provide "Reasonable Justification" on the "ETD Access Embargo Request Form," if you plan to embargo your manuscript for any of the above reasons. Specifics are required. Simply stating that you eventually wish to publish, patent or copyright your work is not enough. For more information on Embargoing your ETD, please first consult with the Clearance Advisor in the Office of Graduate Studies.
- _____ Complete the "Responsible Conduct of Research and Creativity Survey" (<http://www.surveymonkey.com/s.asp?u=42061598306>.)
- _____ Complete the "University Library Exit Survey" (<http://www.zoomerang.com/recipient/survey-intro.zgi?p=WEB225AQSLNQB7>).
- _____ *OPTIONAL, IF MICROFILMING:* Submit a copy of the "UMI Master's Microfilming Agreement" (<http://gradstudies.fsu.edu/forms/umimasters.pdf>) to the Clearance Advisor in the Office of Graduate Studies. You must complete and submit page three (3), "The Publishing Options Form" and page four (4), the "Dissertation Submission Form." On page three (3) you will have the choice of Open Access or Traditional Publishing. For more information on the difference between options, please visit http://gradstudies.fsu.edu/umi_info.html. Additionally on page four (4), you will have the option of embargoing the release of your manuscript on UMI / PQIL's servers for six (6) months, one (1) year or two (2) years. Moreover, you will have the option to choose "Restriction Options," including: No search engine access; and, no sales via third-party. Page five (5), "The Copyright Registration Form," is optional, and should only be completed if you want UMI / PQIL to register a copyright on your behalf. If you choose this option, you must pay an additional \$65 fee when you pay your fees at Student Financial Services. Record of this fee payment must be made on your "Final Term Degree Clearance Form." Page "6" is the "Author Discount Offer," a service offered by UMI / PQIL, where they bind a hard copy(s) of your thesis, treatise or dissertation on your behalf. You must submit this page directly to UMI / PQIL. The Office of Graduate Studies will not, and can not, submit this form for you.

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_____ *OPTIONAL, IF MICROFILMING:* Submit a paper copy of your "Abstract" to the Clearance Advisor at the Office of Graduate Studies.

_____ *OPTIONAL, IF MICROFILMING:* Submit a paper copy of your "Title Page" to the Clearance Advisor at the Office of Graduate Studies.