

# DISSERTATION FORMS CHECKLIST

## (Forms Submitted to the Manuscript Clearance Advisor)

\*\*\* Students should submit the most recent version of all forms. The most recent versions of all forms can be found in the Manuscript Clearance submenu of GradSpace. \*\*\*

### Due before defense date:

- ☐ **Graduate School Defense Announcement** (online)  
Due no later than two weeks before defense date.

### Due after defense date:

- ☐ **ETD Access Agreement Form**
- ☐ **Manuscript Signature Form**  
Should be submitted to the Manuscript Clearance Advisor by the Major Professor or the department, not the student.
- ☐ **University Representative Doctoral Defense Report**  
Due no later than one week after defense. Should be submitted to the Manuscript Clearance Advisor by the University Representative or the department, not the student.
- ☐ **Final Degree Clearance Form**
- ☐ **SED Doctorate Survey** (online)  
Submit Certificate of Completion via email.
- ☐ **Doctoral Exit Survey** (online)
- ☐ **RCRC Survey** (online)

The two forms below ONLY are submitted by students wanting to restrict access (i.e., embargo) to their manuscript. Both forms MUST be submitted for restricted access to be considered. Embargo requests must be approved by the Dean of The Graduate School.

*The information on these forms must concur with the options on the ETD Access Agreement Form AND on the student's ProQuest ETD account.*

- ☐ **ETD Embargo Request Form**
- ☐ **UMI/PQIL Embargo Request Form**