

## Forms

### F2F Dissertation Defenses

Complete Item #1 before your defense and Items #2-8 after you defend

Go to the School of Graduate Studies website:

[Graduate School Link](#)

Click on: "ETD Website"

Then "Forms"

#### 1. Manuscript Review Form

Complete just top part of the Form (Student Information)

Sign and Date Form

**The ELPA Department will obtain your committee members' signatures and submit the Manuscript Review Form, along with the Report of Examination, to the School of Graduate Studies after your dissertation defense meeting.**

**You are responsible for submitting Forms 2-8 on or after your Dissertation Defense date**

#### 2. ETSU ETD Release Form

Check unrestricted (Consult your Chair if you want otherwise)

Print name, Sign, and Date Form

#### 3. UMI Agreement Form

Complete Pages 4 & 5

Under Section III, Most students select "**Traditional Publishing,**" and "Yes," "Yes," and "Yes" for **Publishing Options**

If you desire other options discuss this with your Chair

Sign and Date

#### 4. ETD Request for Permanent Restriction (Page 6 – Only submit this form if you did not check "unrestricted" on the ETSU ETD Release Form – Item #2 above)

#### 5. Copyright Registration Form (Page 7 - *Optional*)

Most students do not file copyright as the work is protected under intellectual property laws

However, if you desire: There is a cost for this service from ProQuest.

Mail your completed Copyright Registration Form and a certified check or money order (payable to **ProQuest**) to:

Ms Emily Redd

School of Graduate Studies

Box 70720

Johnson City, TN 37614

#### **6. Bound Copy Order Form (Optional)**

If you desire bound copies of your dissertation, complete the form on Page 8 of the UMI Agreement Form and fax the order form to Emily Redd at 439-5624 or request a phone appointment by emailing Emily at [etd@etsu.edu](mailto:etd@etsu.edu)

#### **7. Pay Microfilm Fee Online**

You can pay your fee online at the following address:

[Electronic Thesis and Dissertation Microfilm Fee Payment Site](#)

Contact Megan Miller for Questions or Problems ([millerme2td@etsu.edu](mailto:millerme2td@etsu.edu))

#### **8. IRB Approval or Exemption Memo**

Scan or email to Emily Redd at Grad School [etd@etsu.edu](mailto:etd@etsu.edu)