

Graduate Policy Committee

- 1) **Propose updating one part of the Graduate Bulletin (“Clearance for Degrees” Section) related to Manuscript Clearance.**
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Update to Graduate Bulletin Related to Manuscript Clearance

Clearance for Degrees (Graduate Bulletin Page 109)

[...]

All theses, dissertations, and treatises must be electronically submitted to The Graduate School via the ProQuest ETD Administrator Website; hard copies or submissions via e-mail or any other electronic method will not be accepted. Students should submit their manuscript to The Graduate School at the same time that the manuscript is submitted to the committee prior to the defense (but no later than the pre-defense manuscript submission deadline in the semester of intended graduation). This initial submission is reviewed by the Manuscript Clearance Advisor, who then provides the student with a reviewed copy of the manuscript that shows formatting corrections to be made before submitting the post-defense version of the manuscript. After the defense, students submit the final content-approved version of their manuscript, incorporating changes requested by their committee as well as those requested by the Manuscript Clearance Advisor. Students not meeting these deadlines will be considered graduates of the following semester. **If an extenuating circumstance arises, in which a thesis, treatise or dissertation student requires a non-substantive edit to be made to the formatting of their post-defense manuscript (prior to the final manuscript clearance deadline) and they are unable to make the edit on their own, then an Exception Request can be submitted by the student to The Graduate School for consideration. If the Exception Request is approved, the Manuscript Clearance Advisor will be permitted to make the minor edit as specified by the student to the manuscript for the student.**

[...]

Edit Explanation:

The Graduate School would like to add some flexibility in the Graduate Bulletin, if an extenuating circumstance arises, for our Manuscript Clearance Advisors be able to make minor, clerical edits to the post-defense manuscript on behalf of the student. For example, The Graduate School has experienced some cases in which the students are finalizing the formatting of their manuscript at the very end of the semester (not content-related) and missed a capitalized letter in a heading, have a spacing issue in the table of contents, messed up a page

number, or missed a period in a sentence, etc. but they are traveling, had a serious accident, or a family emergency and cannot make the edit on their own prior to the final manuscript clearance deadline. For these exceptional circumstances, The Graduate School would like the flexibility to make the edit on behalf of the student (if the student gives The Graduate School permission to do so) in order to prevent any delays in manuscript clearance. Again, such requests would only be for extenuating circumstances, they would need to be approved as an exception and be purely a formatting alteration, the student would need to give The Graduate School permission to make the edit, and the edit would need to be minor and non-substantive.