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

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)

8. **IRB Approval or Exemption Memo**
   Scan or email to Emily Redd at Grad School etd@etsu.edu