



FAMU ETD Policy Compliance Form

Version 2014-1

Doctoral and master's thesis students must submit this form to complete their thesis/dissertation requirements. The form includes:

- A non-exclusive license giving Florida A&M University permission to archive and distribute the electronic work.
- A section that allows doctoral students to allow the Office of Graduate Studies & Research to post their dissertations to ProQuest's ETD and subject databases (free service).
- Embargo options.
- Review and Acceptance section with signatures of student, major professor(s), committee members, Graduate Program Director or Department Chair, Dean of College or School, and Dean of University Graduate School.

DEADLINES

Complete this form after a final copy of the dissertation is approved by your committee. Deadlines for submission of this form to the Office of Graduate Studies & Research are available at: <http://www.famu.edu/graduatestudies/>

Submit this form to your graduate program coordinator at least one week before the deadline to allow sufficient time for approval and signature. Ultimately, it is the student's responsibility to make sure the form is received by the Office of Graduate Studies & Research on time.

ENROLLMENT POLICY

Enrollment of at least 2 dissertation credit hours OR 1 thesis credit hour is required in the term that the student submits this form. This form will not be processed without proof of current enrollment.

Further information regarding graduate policies and procedures is available at <http://www.famu.edu/graduatestudies/>

INSTRUCTIONS

- All information must be typed.
- Complete information and instructions on the ETD process can be found at <http://www.famu.edu/graduatestudies/> **Select link: Current Students→ETD**
- Final approval submissions must also include the following:
 - ☐ **Certificate of Completion from Survey of Earned Doctorates (Ph.D. only).**
Complete Survey at: <https://sed.norc.org/doctorate/showRegister.do>
 - ☐ **For SACS accreditation purposes, submit a full version of your CV (this is different from the 2- page VITA in your dissertation) (Doctoral students only).**
 - ☐ Copyright release from publishers if any part of the thesis or dissertation has been published.
- Submit this form and required documentation to Major Professor, Committee, Graduate Program Director or Department Chair, and the Dean of the College for approval.
- Upload this document with your ProQuest ETD submission.
- Hard copy of thesis or dissertation **is not** required.



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Student Information

Date: _____

ID Number: _____

Last Name: _____ First Name: _____

Email: _____ Phone: _____

Degree: _____

School/College _____

Dissertation or
Thesis Title: _____

By signing below, we acknowledge the following:

1. The document has been reviewed and accepted by the student's advisory committee.
2. The SafeAssign report indicates that this document only contains properly referenced material.
3. The final oral defense by the student was successful.
4. The final dissertation/thesis was approved by the Major Professor.
5. The document conforms to the formatting guidelines specified by the Office of Graduate Studies and Research at Florida A&M University.

Requested By: _____
Student (Print Name) Signature Date

Approved By: _____
Major Professor (Print Name) Signature Date

Approved By: _____
Co-major professor (Print Name), if applicable Signature Date

Approved By: _____
School/College ETD Coordinator (Print Name) Signature Date



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Publishing & Embargo Options (Required)

We agree that the above-mentioned document can be placed in the ETD archive with the following publishing and/or embargo options:

Embargo Options

Note: An embargo should only be selected for pending patents or for copyright agreements with third parties. An embargo will restrict access worldwide including at Florida A&M University.

Do you require an embargo due to a pending patent or copyright issue?

☐ No- Publish immediately

☐ Yes – We would like access to the full text of my work to be delayed for the following period of time:

_____ 6 month embargo

_____ 1 year embargo

_____ 2 year embargo

During this time, only your citation and abstract will be available to the public. At the end of your chosen embargo period, the embargo will be automatically lifted.

Requested By: _____

Student (Print Name)

Signature

Date

Approved By: _____

Major Professor (Print Name)

Signature

Date

Approved By: _____

Co-major professor (Print Name), if applicable

Signature

Date

Student Agreement (Required)

I hereby certify that:

- If appropriate, I have obtained and attached a written permission statement from the owners of each third party copyrighted matter to be included in my thesis or dissertation allowing distribution as specified below.
- The version I submitted is the same as that approved by my advisory committee.

I hereby grant to Florida Agricultural & Mechanical University and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my thesis, or dissertation, in whole or in part in all forms of media, now or hereafter known.

I retain all other ownership rights to the copyright of the thesis or dissertation including the right to use in future works (such as articles or books) all or part of this thesis or dissertation.

Student (Print Name)

Signature

Date



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ProQuest Agreement (Required)

The FAMU Office of Graduate Studies & Research will submit your dissertation (in full-text) to ProQuest's Dissertations & Theses Database. Submissions to this database ensure your research is visible to other researchers via myriad commercial databases. Any embargo that you wish to apply to your work will apply to the ProQuest submission.

By signing below, you agree to allow Florida A&M University submit your dissertation or thesis to ProQuest for publishing.

Student (Print Name)

Signature

Date