



ALLIANT LIBRARY

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Library Dissertation/Doctoral Project Clearance Form

Section 1 : COMMITTEE AND PROGRAM DIRECTOR COMPLETE THE FOLLOWING

The manuscript of _____ meets the guidelines for format and style established by Alliant International University. By signing this form, I affirm that **a)** the student has successfully defended the document, **b)** the chair and committee have formally approved ALL requested edits, and **c)** the chair has inspected and approved the electronic copy of the dissertation the student submitted.

Chair Name: _____ E-mail address: _____

Signature: _____ Date: _____

Committee member name: _____ E-mail address: _____

Signature: _____ Date : _____

Committee member name: _____ E-mail address: _____

Signature: _____ Date: _____

Committee member name: _____ E-mail address: _____

Signature: _____ Date: _____

Committee member name: _____ E-mail address: _____

Signature: _____ Date: _____

By signing this form, I affirm that the student has successfully completed program requirements pertaining to the dissertation or doctoral project (e.g., has submitted all departmental forms, provided any supplemental material required for the dissertation/project, successfully defended the project).

Program Director name: _____ E-mail address: _____

Signature: _____ Date: _____

Section 2 : STUDENT COMPLETES THE FOLLOWING

I, _____ (please print or type clearly), am submitting to Alliant International University the **final** manuscript of my dissertation or doctoral project. I understand that one copy - in the form of an electronic file - will be archived through Proquest/UMI, with the digital copy accessible online to the scholarly community.

Program: _____ Campus: _____

Full title of dissertation/doctoral project: _____

I understand that students must be registered in dissertation (or dissertation extension if they have already completed all regular dissertation sequence courses), during the term in which they achieve dissertation clearance. Dissertation clearance means not only successful defense, but completion of any required revisions and submission of the dissertation in its final form to the University library.

ID number: _____ Signature: _____ Date: _____

First name & MI: _____ Last name: _____

Email: _____ Phone number: _____

Section 3 : LIBRARY STAFF COMPLETES THE FOLLOWING

Final manuscript complies with program format instructions.

***Once this form has been signed and dated by the Library, no changes can be made to the student's dissertation or doctoral project.**

Completed *Alliant Library Dissertation/Doctoral Project Cataloging Form*.

Final manuscript (PDF) uploaded to ProQuest/UMI.

Library Staff Name: _____ E-mail address: _____

Signature: _____ Date: _____

STAFF: Once complete, send a copy of this form to:

registrar@alliant.edu or (858) 635-4849 [Fax], student, student's PD, AAS staff for student's program, and student's Chairperson

Library Dissertation/Doctoral Project Clearance Process

INFORMATIONAL MEETING WITH STUDENT ADVISOR

Step 1: After successfully defending the dissertation/doctoral project and completing any required revisions, the student contacts a student advisor (or another relevant program official) to review any questions about the program and university requirements for completing the dissertation/doctoral project clearance process.

Post –Defense INFORMATIONAL MEETING WITH LIBRARY

Step 2: After (a) successfully defending the work, (b) completing all post-defense revisions required by the committee, (c) ensuring the proper formatting of the manuscript, and (d) obtaining chair and committee member approval of the revised document in writing on 'Library Dissertation/Doctoral Project Clearance Form' (and any forms required by the department or program), the student contacts the Library Dissertation Clearance Representative (DCR) to schedule a preclearance meeting. This meeting may take place in person or by telephone. Library staff request that appointments be scheduled at least seven business days in advance.

The student meets with the Library DCR. The student arrives with (or has emailed or faxed):

- Signed 'Library Dissertation/Doctoral Project Clearance Form' (scanned copies are acceptable)
- Completed *Alliant Library Dissertation/Doctoral Project Cataloging Form*.

Note that 'Section 1' of the Library Dissertation/Doctoral Project Clearance Form' must be signed by the dissertation/doctoral project committee and the Program Director after all final edits have been made and approved. Committee signatures on this form indicate that the student has successfully defended the dissertation and that the final written dissertation/doctoral project as submitted to the library is acceptable in content and format. The Program Director signature indicates that the student has successfully completed all program requirements related to the dissertation (e.g., submitted departmental forms or any supplemental documentation the program requires for the dissertation/doctoral project).

During this meeting, the DCR verifies that the 'Library Dissertation/Doctoral Project Clearance Form' has been signed by the dissertation/doctoral project committee and the Program Director. If the form is not signed the student is ineligible for final library clearance. Scanned or faxed copies of original signatures are acceptable.

Step 3: Student uploads the manuscript to UMI/ProQuest for initial review. ProQuest automatically notifies the library that this has been done.

Step 4: The DCR verifies that the manuscript has been uploaded. The DCR reviews the formatting of the manuscript and provides feedback/comments if the document does not meet requirements for submission. The DCR e-mails a copy of the feedback to the student and the Chairperson.

The DCR will ordinarily complete this review within three business days of receipt of information from ProQuest that the manuscript has been uploaded. If this three-day period must be extended due to unusual circumstances, the DCR will notify the student about when he or she can expect feedback.

The student repeats this process until the document is acceptable. Allow three business days for review of any revised, reuploaded version of the manuscript. The time frame for completing the entire clearance process will vary depending on the time of year (e.g., allow more time as graduation or other due dates approach), the extensiveness of problems, responsiveness of the student to initial feedback from the DCR, etc.

Step 5: The DCR officially verifies that the electronic version has been uploaded to ProQuest and cleared as acceptable. Library DCR completes 'Section 3' of the Library Dissertation/Doctoral Clearance Form and sends the form to the Registrar, retains a copy, and e-mails a copy to the student, the dissertation chair, the Academic Affairs Staff member associated with the Program, and the student's Program Director.

Step 6: The Library DCR approves and delivers the electronic copy of manuscript to UMI/ProQuest.