



Electronic Theses and Dissertation (ETD) Availability Agreement Form and Final Materials Checklist

Return this form to the Associate Director of Programs

Master's and Doctoral Students: Please download, complete, and print this form. Meet with your major advisor(s) to discuss which availability option you should select for your final ETD. This completed form is required by the Graduate School to finalize your ETD submission. The form must be signed by you and your committee chair and co-chairperson (if applicable) then turned in to the Dissertation Editor with the other final materials.

1. STUDENT INFORMATION

Last Name _____ First Name _____ C- or UM Empl # _____
 Department/Program _____ Degree Awarded _____ Graduation Semester & Year _____
 Dissertation/ Doctoral Essay/ Master's Thesis (circle one) Permanent E-mail Address _____
 Committee Chair _____ Co-Chair (if applicable) _____
 Title of Manuscript _____

2. ETD AVAILABILITY AGREEMENT FORM

Terms of Access: Access restrictions must be approved by you and your committee chair- and co-chairperson (if applicable). Please check only one option.

Please note that a "bookmark" page of your ETD will appear in the Scholarly Repository even if you elect to embargo your work. That means the existence of your work will be acknowledged and visible in the repository, but your document will not be available for download until the embargo period you selected has expired. The date the embargo will expire will be visible in the upper right corner of your ETD page in the Scholarly Repository. If there is any information in the abstract text that you do not want to disclose, please edit this before you input the information in the abstract field.

I understand that any embargo is at my discretion as the copyright holder and that I may request that the university lift this embargo at any time by contacting the Dissertation Editor in writing.

- ____ 1. I authorize the release of the entire work immediately for access worldwide in the University of Miami Scholarly Repository.
 ____ 2. I request release of the entire work for University of Miami access only for up to two years. Reason:
 ____ 3. I request that the entire work be secured for up to two years. At the end of the two-year period, the work will bereleased for access worldwide. Reason:

I acknowledge that I have reviewed the options for making my thesis or dissertation publicly available on the UM ETD database and that I have discussed these options with my committee chairperson and co-chairperson (if applicable).

APPROVAL

 Student (sign and date)

 Student (type or print name)

 Committee Chairperson (sign and date)

 Committee Chairperson (type or print name)

Note: Medical School graduate students should insert mentor's name here

Note: Medical School graduate students should insert mentor's name here

 Committee Co-Chairperson (sign and date) *Note: If applicable*

 Committee Co-Chairperson (type or print name) *Note: If applicable*

3. CHECKLIST: Documents below must be included in your final packet to the Associate Director of Programs. Items 5-7 are required for doctoral students. Final submissions delivered in person to the Graduate School should be dropped off before 4 p.m., Monday through Friday.

- ____ 1. Original signed Certificate of Defense Form
 ____ 2. Original signed Signature Page (without the Dean of the Graduate School's signature—Associate Director of Programs will obtain this for you)
 ____ 3. Original signed ETD Availability Agreement Form (above)
 ____ 4. **Optional:** If you would like your Signature Page with the Dean's signature sent back to you, submit a large, self-addressed envelope with sufficient prepaid postage with your final materials

In addition, all doctoral students are required to:

- ____ 5. Complete and submit the ProQuest/UMI Agreement online at www.etdadmin.com/miami
 ____ 6. Complete UM Exit Survey. (Associate Director of Programs will send you a separate e-mail with link)
 ____ 7. Complete Survey of Earned Doctorates (SED) <https://sed-ncses.org> online. CC grad.dissertation@miami.edu with confirmation

Were there any changes to the final title of your document? If so, e-mail any last-minute changes to the Associate Director of Programs at grad.dissertation@miami.edu