

PROCEDURES FOR Ph.D. DISSERTATION DEFENSES USF MORSANI COLLEGE OF MEDICINE

The Graduate School provides deadline dates each semester found at: www.grad.usf.edu. We used these deadlines to outline a user-friendly, checklist for you to follow below.

1. **During the term PRIOR to the term during which you plan to graduate:** you must register for and take the ETD course delivered by the Office of Graduate Studies on formatting and electronic submission procedures for the dissertation. Details can be found at <http://www.grad.usf.edu/ETD-res-main.php>.
2. **During the term PRIOR to the term during which you plan to graduate:** please notify *Dr. Combie* in the USF MCOM Office of Graduate & Postdoctoral Affairs (OGPA), your department academic services administrator and concentration Ph.D. coordinator that you plan to defend during the upcoming term.
3. **Early in the semester that you plan to graduate:** you must submit a **Graduate Degree Graduation Application**. You Apply ONLINE through your OASIS student account.
4. **As soon as you have established a defense date:** notify *Dr. Combie/Ms. Edwards* in OGPA and your department room scheduler (likely the Academic Services Administrator) so a room can be reserved for your defense. In some departments, it is the student's responsibility to reserve the room. **Reserve the defense room for a one-hour block and a small conference room for a two-hour block.**
5. **Before nominating an external chair,** you will need to provide an update on your publications to the Associate Dean/Program Director (*Dr. Teng*) and Administrative Director (*Dr. Combie*).
6. **At least five weeks before your defense, an External Chair of your Dissertation Defense Committee must be nominated:** The external chair is nominated by your Major Professor (and you), but must be approved by your Major Professor, your Department Chair and the Associate Dean for Ph.D. and Postdoctoral Programs/Program Director (*Dr. Teng*) PRIOR to the person being formally invited. The external chair cannot be a formal collaborator with your lab on any project related to your dissertation, and should be an academic with experience in training Ph.D. students who is expert in the discipline of your dissertation. The nominee's CV must be sent to the Chair of your department, who, upon approval, will nominate the individual by forwarding a copy of his/her CV to the Associate Dean for Ph.D. & Postdoctoral Programs and copying *Dr. Combie* **at least five weeks prior to your defense date**. Upon approval by the Associate Dean, an official invitation letter from OGPA will be sent to the external chair approximately four weeks before the defense date. Your major professor is responsible for organizing the complete agenda for the external chair's visit, including planning and advertising his/her seminar. *Ms. Edwards* will assist in disseminating the flyers electronically in the college and across campus.
7. **At least three weeks or more before your defense:** An electronic copy of your dissertation must be sent to *Dr. Teng, Dr. Combie*, and every member of your dissertation committee and to the external chair.
8. **At least two weeks before the defense:** The signed **Request for the Ph.D. Final Oral Examination Form** <http://gradaffairs.health.usf.edu/forms.html> must be sent to *Dr. Combie* in OGPA. **Note:** This form must be signed by all USF dissertation committee members and the department chair. The committee member is supposed to read through the dissertation PRIOR to signing the form. Please plan ahead because committee members can be difficult to track down for signatures. After securing the signature of the department chair, submit form to *Dr. Combie/Ms. Edwards* for *Dr. Teng's* signature as "College Dean".
9. **At least two weeks before you defend:** The student is responsible for completing the defense announcement form, found on: <http://gradaffairs.health.usf.edu/forms.html> and should provide electronic copies to *Dr. Combie* in OGPA as well as the Academic Services Administrator for their respective department.
10. *Dr. Combie* in OGPA will distribute the announcement (and copy the Graduate School, Basic Science Depts., and the MCoM community).
11. **The day of your defense:** Prepare one copy of the following: **Electronic Thesis & Dissertation (ETD) Certificate of Approval** located at http://gradaffairs.health.usf.edu/student_resources.html and **Successful Defense Form** and **take them to your defense**. Following a successful defense, committee members will sign the forms in black ink; please return signed forms to *Dr. Combie* (OGPA). The ETD form will then be signed *Dr. Teng*; once done, submit the original to the USF Office of Graduate Studies (*Matthew Cordner*) with the NORC survey (<https://sed.norc.org/showRegister.do>), and the plagiarism check (<http://www.grad.usf.edu/ETD-plagiarism.php>). Current ETD deadlines are available here http://www.grad.usf.edu/ETD_Deadlines.php
12. **Within 30 days after your defense and after you have made any corrections to your dissertation:** Upon ETD approval (an email from Graduate Studies), email the ETD approved PDF to biomedPhD@health.usf.edu, specifying the binding color (15 options). You will receive a copy, your major professor(s) will receive a copy(ies), your department will receive a copy, and OGPA will receive one. The Ph.D. and Postdoctoral Programs office can advise you if you would like to purchase additional copies.

NOTE: If the ETD approved thesis is not emailed to the Office of Graduate & Postdoctoral Affairs for binding, you will not be certified to graduate.