

Doctoral Degree Requirements Qualifying Examination & Dissertation

A Guide for Ph.D. Students

Department of Global Health
2011-2012

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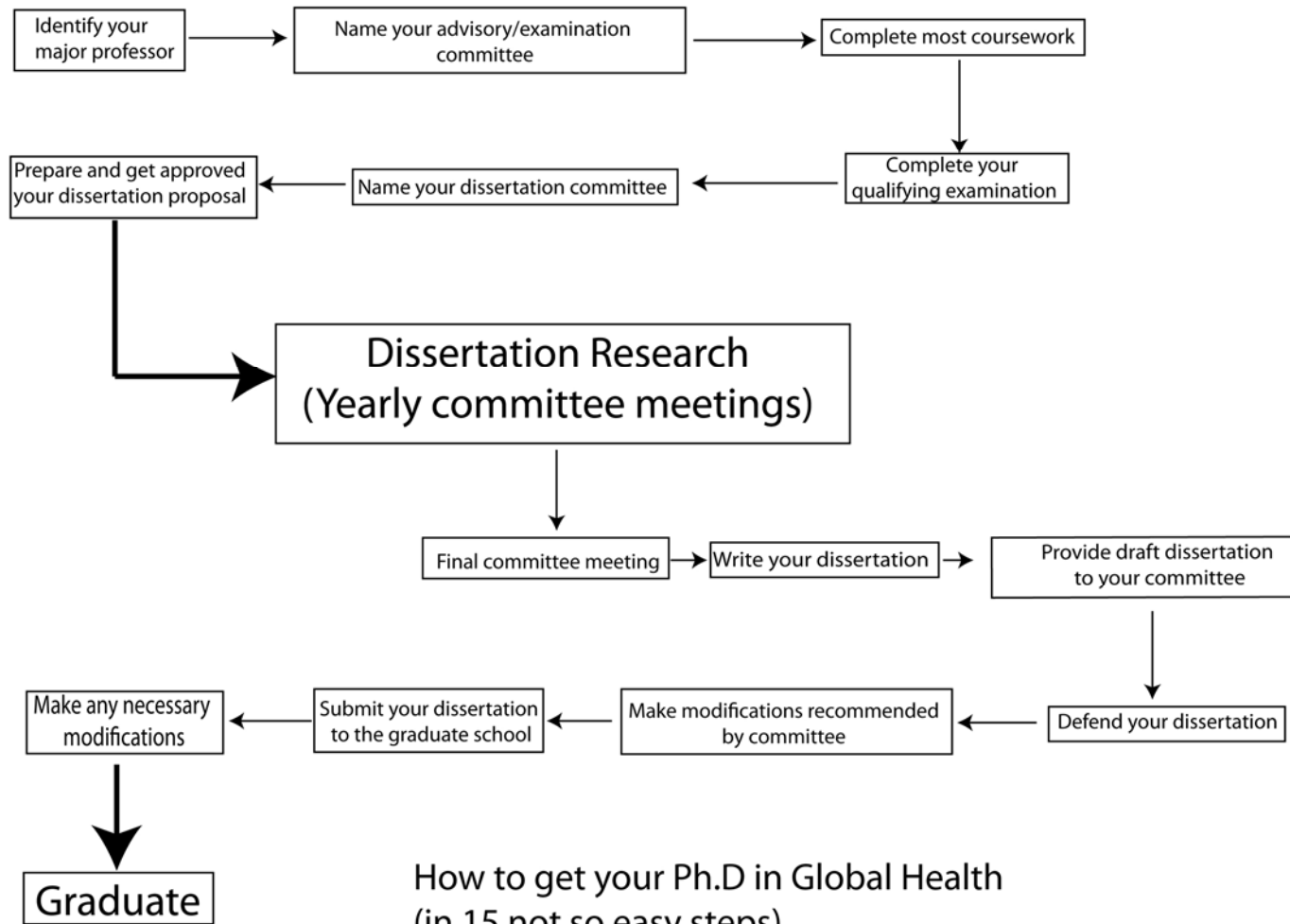
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The Department of Global Health, USF College of Public Health reserves the right to change, without notice, any programs, policies, requirements or regulations published in this bulletin. This bulletin is not to be regarded as a contract, but as a helpful guide to Doctoral Students.

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Doctoral Degree Requirements

The doctoral degree is granted in recognition of high attainment in a specific field of knowledge. It is a research degree and is not conferred solely upon the earning of credit, or the completion of courses, but also the successful completion of scholarly research. The degree will be granted after the student has shown proficiency and distinctive achievement in Global Health, has demonstrated the ability to do original, independent investigation, and has presented these findings with a high degree of literary skill in a dissertation. A major professor will be appointed as soon as possible and prior to the candidate scheduling their qualifying examination. The advisor will advise on any specific subject matter deficiencies and assist in the choice of a major professor and area of research.

The requirements given below have been developed specifically for students in the Department of Global Health. They are designed to be consistent with, but not supersede the Doctoral Research program requirements developed by the Graduate School and College of Public Health. Students are encouraged to consult the requirements of the graduate school (http://www.grad.usf.edu/inc/linked-files/Catalog%20and%20Policies/2010_2011/Section%208_Doc_req_71110.pdf) and to discuss these with their major professor and dissertation committee to ensure that all necessary requirements are met.

Minimum Hours

Students must comply with general enrollment requirements and also institutional residency requirements. All doctoral students must have at least 51% of their graduate course credits taken at USF to satisfy the GPA minimum requirements. No undergraduate courses may be used for the doctoral course requirements with the exception of courses included in the master's degree.

The courses and number of credit hours required are defined by the doctoral committee and may include course work from another department or college. There must be a minimum of 13 credits beyond at the 7000 level. Additional courses and decisions regarding the acceptance of prior credits will be determined by the major professor in consultation with the student's committee.

Time Limitations

Doctoral degrees must be completed within eight (8) years from the student's original date of admission for doctoral study. All courses applied to the doctoral degree, including courses taken 1) prior to admission to the USF doctoral program, 2) taken as non-degree seeking, or 3) transferred in from other institutions, must be completed within eight (8) years. The determination as to whether courses completed for an earned master's degree may be used toward the doctoral degree will be the responsibility of the major professor of the student's advisory committee. For students who are readmitted, see Readmission Policy. Typically a student will reach candidacy within two years.

Time Limit Extensions

In the event that a student nears the end of the time limitation as specified above, but the student needs more time to complete the degree, the student may submit a request for an extension using the *Time Limit Extension Request Form*, available on the Graduate School website: <http://www.grad.usf.edu/student-forms.asp>

Requests must include the following prior to submission to the Graduate School for approval:

- Reasons for the delay in completion,
- Anticipated time needed for completion,
- Endorsements from the graduate faculty advisor, graduate program, and College Dean or designee,
- A detailed plan of study and timeline for the remaining requirements for the degree

If approved, the time limit extension also applies to courses applied toward the degree. However, programs may require additional or repeat coursework as part of the condition of the time limit extension. Students who exceed the time limitations may have their registration placed on hold until a request for extension has been approved. Only one time limit extension request is permitted. Students who are temporarily unable to continue the program should submit a Leave of Absence Request, which extends the time limit for the duration of the approved Leave (see Leave of Absence in the Enrollment Requirements section for information; the *Leave of Absence Request Form* is available online at: <http://www.grad.usf.edu/student-forms.asp>

Enrollment Requirements

Students receiving Veterans' Administration benefits should confirm their enrollment requirements with the Office of Veterans' Services or Veterans' Coordinator.

USF Full-Time Student Definition

Students taking nine (9) or more hours toward their degree in the fall or spring semester, or taking six (6) or more hours in the summer semester, will be classified as full-time students for academic purposes. For financial aid requirements, contact the Office of Financial Aid.

Continuous Enrollment for All Graduate Students

All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, a minimum of 6 hours of graduate credit every three continuous semesters. Students on an approved leave of absence are not subject to the enrollment requirement for the time approved for the leave.

Readmission Following Non-enrollment

A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12-month period is automatically placed in non-degree seeking (i.e. inactive) status. Students must be readmitted to the degree program to continue their studies. Readmission is at the discretion of the Department of Global Health.

Enrollment During Qualifying Exams and Admission to Candidacy

During the term in which students take the qualifying exams, students must be enrolled for a minimum of two (2) hours of graduate credit. If the exam is taken between semesters, the student must enroll for a minimum of two (2) hours of graduate credit in the semester before or following the exam. Students must also be enrolled for a minimum of two (2) hours of graduate work in the semester of admission to doctoral candidacy.

Dissertation Hours

Students working on a dissertation must enroll for a minimum of two (2) hours of dissertation every semester, starting with the semester following Admission to Doctoral Candidacy, up to and including the semester the dissertation is submitted to and approved by the Graduate School. Dissertation hours may apply to the Continuous Enrollment Requirement. Students who are dropped from degree-seeking status and formally readmitted to the program must enroll in a minimum of 5 dissertation hours in the semester that the readmission is effective. Refer to the Readmission Policy in the Graduate Admissions Section for more information.

Enrollment during Semester of Dissertation Submission

Students must be enrolled for a minimum of two (2) dissertation hours during the semester that the dissertation is submitted and approved by the Graduate School, usually the semester of graduation. Students not enrolled for the minimum requirement will not have the dissertation approved and therefore may not be certified for graduation.

Enrollment during Semester of Graduation

Students must be enrolled for a minimum of two (2) graduate hours during the semester of graduation.

Enrollment for Graduate Teaching and Research Assistants

Graduate Teaching and Research Assistants should be full-time students. Exceptions must be approved by the Department Chairperson.

Leaves of Absence (LOA)

Leaves of absence may be granted to students under exceptional and unavoidable circumstances. Students requesting a LOA must specify the reasons for the leave, as well as the duration. Requested LOA may be approved for up to two years. Students requiring less than three (3) consecutive terms of absence do not need an approved LOA if they meet the continuous enrollment requirement.

Students with an approved LOA must be enrolled in the first semester after the leave expires. To request an LOA, the student must complete the form available from the Graduate School website. The LOA must be approved by the Major Professor, the Department, the College, and the Graduate School, and is noted in the student's record. If the LOA is granted, the time absent does not count against the student's time limit to obtain the degree.

Students returning from an approved LOA must reactivate their status by contacting the Graduate School for procedures. Doctoral candidates returning from a LOA must also have their candidacy status reactivated.

Institutional Enrollment Requirement

The majority of credits toward a graduate degree must be earned through instruction offered by the institution (e.g. USF Tampa) granting the degree.

Major Professor

The Major Professor serves as the student's advisor and mentor. The student must identify a major professor and receive that person's agreement to serve as major professor. The selection of the Major Professor must be approved and appointed by the department as soon as possible, but must occur prior to the student's qualifying examination. Students must have a major professor in order to maintain Satisfactory Academic Progress. If a Major Professor cannot be identified or in the event a Major Professor is unable or unwilling to continue serving on the student's committee, the student is responsible for finding another Major Professor. Students who are unable to find a replacement Major Professor should confer with the Department Chairperson for available options. If no other options exist the student may be requested to voluntarily withdraw from the program or may be honorably withdrawn in good academic standing. The student and Major Professor should plan a program of study which, when completed, will satisfy the degree requirements specified.

Major Professors must meet the following requirements:

- Be active in scholarly pursuits as evidenced by peer-reviewed research publications.
- Graduate faculty, as defined by the University. Faculty who do not meet this definition may serve as Co-Major Professor with faculty who do
- Engaged in current and sustained scholarly, creative, or research activities and have met departmental (or equivalent) requirements
- Approved by the Department Chair to serve as a Major Professor or Co-Major Professor

If a Major Professor leaves the University or is no longer willing to serve on the student's committee, then another Major Professor is appointed by the Department Chair with the advice of remain committee members. In some instances a student may choose to have two professors serve as Major Professor. In this situation the faculty are approved as "Co-Major Professors" and jointly serve in that role. Consequently both faculty must sign approval on paperwork pertaining to the student's processing (i.e. committee form, change of committee form, admission to candidacy, etc.)

(Co-) Major Professor(s) of the Graduate Student Supervisory Committee Responsibilities

Available on the Graduate School Website: <http://www.grad.usf.edu/policies.asp>

Doctoral Committee

As soon as a Major Professor is selected, a Doctoral Supervisory Committee will be appointed and approved for the student. The Department will request approval of the Doctoral Supervisory Committee from the Dean of the College of Public Health and, as needed, the Dean of the Graduate School. The Doctoral Supervisory Committee will assist the Major Professor in selecting the student's course of study and plan for research, supervise the research, grade the written comprehensive qualifying examination, read and approve the dissertation, and conduct the dissertation defense.

Composition

The Doctoral Committee will consist of at least four members, three of whom must come from the academic area in which the major work for the degree will be done.

Member Definition

Members of the doctoral committee must be credentialed by the College of Public Health, and must be of full or associate graduate faculty status; it is the students' responsibility to verify that each committee member is credentialed. (Note: Even though a faculty member may have "Professor" rank, this does not ensure credentialing for doctoral committees.)

Persons desiring to serve on a committee who are not defined as Graduate Faculty (i.e. visiting faculty, professionals, etc.) by the University and the College/Department must submit a curriculum vitae and be approved by the Department, College, and Graduate School, for each committee.

Approval

Once a committee has been determined, a Supervisory Committee Form needs to be completed by the student and submitted to the Committee Members for original signature. Upon approval, the original form and the approved Curriculum Vitae (CV) are placed in the student's file. An approved and current Committee Form must be on file in the office of Academic Affairs before graduation may be certified. Committee forms need to be processed as early in the program as possible, but no later than the semester prior to graduation.

Changes to Committee

Changes to a Doctoral Supervisory Committee must be submitted on a Change of Committee Form. Original signatures of faculty being added to the Committee, along with the approval signature of the (Co-) Major Professor(s), must be on the form. Faxed signatures are acceptable. Faculty who are removed from the Committee are not required to sign the form, provided that the (Co-) Major Professor(s) has signed. If a faculty member is being added as a Co-Major Professor, or if there is an appointment change to the Major Professor position, a change of Committee Form should be submitted and approved for the change to become official. An approved and current Committee Form must be on file before graduation may be certified.

Qualification for Candidacy for the Ph. D. Degree

Summary. As soon as the substantial majority of the course work is completed, the student must apply to be admitted to candidacy. Admission to candidacy is a two-step process. First, the candidate must pass a written qualifying examination covering the subject matter in the major and related fields. Following the successful completion of the written qualifying examination, the student must submit a written proposal for their doctoral research to their dissertation committee accompanied an oral presentation and defense of the proposal. A student is admitted to full candidacy only upon successful completion of the qualifying examination and acceptance of the dissertation project by their committee.

How to Register for the Written Qualifying Examination

The student should expect to take the written qualifying exam near the end of the second semester of their second academic year in the graduate program (e.g., YR2 Spring semester). It is the student's responsibility to notify the faculty advisor(s) of the intention to take the qualifying examination well in advance of the desired exam date. The purpose of the notification is to allow adequate time to secure proper facilities and equipment for the examination, and to solicit questions from members of the committee.

All doctoral students planning to take the qualifying exams will need to fill out a one-page ***Application for the Ph.D. Qualifying Exam*** and submit it to the CPH Office of Academic Affairs, at least **two weeks** prior to the exam. Students must check the exact deadline with the Office of Academic Affairs. This form will allow staff to check the student's grade point average and assure that there are no outstanding requirements. Students and advisors will be notified of approval to proceed with the qualifying exam within two business days after the request is made.

Preparation of Examination Topics/Questions

The examination will consist of written and oral components as noted above, with the composition to be determined by the examination committee. Each member of the student's qualifying examination committee will contribute questions for each section of the qualifying examination and establish the criteria for successful completion of their portion of the exam.

Evaluation and Grading of the Written Qualifying Exam

Responses to each exam question will be evaluated and scored by the contributing committee members. The doctoral examination committee will use the interpretive statement presented below for evaluating each question of the examination.

Evaluation:

Pass

Interpretive Statement:

Intellectual, academic and research competence is at or above the level considered necessary for successfully completing doctoral research requirements in the required time.

Borderline	Intellectual, academic and research competence is considered only partially sufficient for successfully completing doctoral research requirements in the required time. Students receiving a “borderline” evaluation by their committee will be provided by the committee with remedies necessary to receive a passing grade. These remedies may include requirements for additional coursework. The student will be required to repeat the examination. In the latter case, the student will have one more opportunity to pass the qualifying exam.
Fail	Intellectual, academic and research competence is unacceptable for successfully completing doctoral research requirements in the required time. The student will not be offered a chance to retake the examination unless the committee and the Department Chair unanimously concur that the student may have one additional opportunity.

In rare instances, students whose performance is truly exceptional may be awarded a grade of “Pass with Distinction.” Work at this level is creative, thorough, well-reasoned, insightful, well written, and shows clear recognition and an incisive understanding of the salient issues.

The committee members and Chair will provide the student within two weeks of completing the exam whether they have passed with feedback denoting strengths and weaknesses of the exam. The Department Chairperson will submit written notification of the examination results to the Office of Academic Affairs, College of Public Health using the ***Admission to Candidacy for Doctoral Degree*** form (available on the Graduate School website). Exams will be stored in the student’s permanent folder in the Office of Academic Affairs, College of Public Health.

Approval of Doctoral Research Proposal

Approval of the doctoral research proposal by the dissertation research committee is necessary before the candidate will be admitted to full candidacy. The student should expect to have approval of their doctoral research proposal before the end of the first semester of their third academic year in the graduate program (e.g., YR3 Fall semester) after successful completion of the written qualifying exam. A written proposal is usually presented in a meeting with the candidate and the dissertation research committee. The exact date and format of this meeting will be determined by the dissertation research committee. Membership of this committee is usually the same as the doctoral supervisory committee, but it is not required.

The purpose of the dissertation proposal presentation is to determine if the student has a viable doctoral research project and is capable of completing the research in the required time. It is anticipated that the successful dissertation research project will result in peer-reviewed research publications. Upon approval of the proposal, committee members will sign the ***Approval of Research Proposal***. This form is available on the forms section of the Academic Affairs web page. <http://health.usf.edu/publichealth/forms.html> . This acceptance does not preclude the committee from requiring modifications to the plan at a later date.

Admission to Candidacy

In order to be admitted to doctoral candidacy at USF, students must meet the following requirements:

1. Admission to a doctoral program
2. Appointment of a Doctoral Committee
3. Attainment of an overall and degree program Grade Point Average (GPA) of 3.00 at USF at the time of candidacy. (All "I" and "M" grades, including "IF" and "MF", must be cleared before candidacy may be finalized.)
4. Successful completion of a qualifying examination
5. Acceptance of the dissertation proposal by the Dissertation Committee
5. Certification by the Dissertation Committee that the above qualifications have been successfully completed.

The Admission to Candidacy form should be submitted for approval during the semester that the qualifying exams are completed, but no later than the semester following the successful completion of the exam. The form will be approved by the Dean of the College and forwarded to the Dean of the Graduate School for final approval. Doctoral Candidacy is effective as of the day that the Graduate School approves of the request and changes the student's status to 6C. For procedures and processing deadlines refer to the Graduate School website at: www.grad.usf.edu

The student will receive an official Letter of Candidacy from the Graduate School upon approval of written notification of qualifying examination results. In the semester during which a student completes the requirements for admission to candidacy, directed research credits may be counted toward fulfilling dissertation credits, with approval of the faculty advisor(s).

Once candidacy status is approved, students with approved candidacy are eligible to enroll in dissertation hours (7980) in the semester that immediately follows the last business day of the approval window. For example, students approved during the Fall approval window may enroll in the Spring. Students approved during the Spring approval window may enroll in the Summer and students approved during the Summer approval window may enroll in the Fall. **Students may NOT enroll in dissertation hours prior to being admitted to doctoral candidacy.**

Directed Research hours shall not exceed 50% of the dissertation hour requirement. No directed research hours will be converted to dissertation hours (i.e. a directed research course dropped and a dissertation course added) prior to or during the approval window. *For more information refer to Enrollment Requirements in the Academic Policies section.*

Conducting your Dissertation Research

While conducting their research, students are encouraged to meet individually with doctoral committee members, in addition to the major professor, as needed. The student is required to meet at least once per year with their committee, to inform them of their progress towards their degree and any changes to the original approved research plan that may have occurred.

In addition, when the student and major professor feel that the student has completed the necessary research required for the Ph.D., the student is required to schedule a final meeting with their committee. At this final meeting, the student must present their research project, and receive the approval of the committee before beginning to write their dissertation.

Institutional Review Board (IRB) Approval

All research investigators at USF are responsible for making the initial determination as to whether their research will involve human subjects as defined in the ***Quick Start Guide for Investigators*** (2004), available online at <http://www.research.usf.edu/cs/quickstart.htm>. All doctoral students must complete the IRB credentialing process and HIPAA training during their first semester following admission. IRB training courses are available online at <http://www.research.usf.edu/cs/irb.htm>.

Dissertation

The Dissertation must conform to the guidelines of the University. Refer to the Thesis and Dissertation Guidelines, available on the web at <http://www.grad.usf.edu/thesis.asp> for information about requirements, procedures and deadlines.

Manuscript Processing Fee

USF Regulation USF4-0107,
<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf>
Students participating in the dissertation process are required to pay a processing fee. More information is available on the website at <http://www.grad.usf.edu/thesis.asp>.

Dissertation Defense

The student must provide a final draft of the dissertation to the dissertation committee members a minimum of four weeks prior to the scheduled defense date. Members of the doctoral committee must sign the ***Request for the Ph.D. Oral Examination*** form prior to the oral presentation of the dissertation indicating that they have read the dissertation and approve it for presentation. Approval does not preclude changes in the final form of the dissertation, which may be suggested during or after the oral presentation. The format for the oral presentation is consistent with policies of the College of Public Health and the Graduate School, but as much as possible, is governed by the mutual wishes of the student and the doctoral committee.

The signed ***Request for the Ph.D. Oral Examination*** and the ***Ph.D. Oral Presentation Announcement*** must be submitted to the Department Chair for approval **18 calendar days** prior to the defense date. Once approved and at least **14 calendar days** prior to the scheduled date, the Academic Services Administrator will post and distribute the announcement to the faculty and students.

Successful completion of the oral examination is the culminating step of the doctoral program. This defense is the student's opportunity to present the dissertation in a public forum where faculty, other students, and guests are invited.

Summary of Steps Preparing for the Final Oral Presentation of the Dissertation:

1. The student provides a copy of the completed dissertation to the members of the committee at least four weeks prior to the defense date.
2. All committee members sign the ***Request for Ph.D. Final Oral Presentation*** form indicating that they have read the proposal and approve it for presentation. These forms are available from the College of Public Health.
3. Office of Academic Affairs and online (see Resources for current website information). The ***Request for Ph.D. Final Oral Presentation*** and a copy of the announcement (***Ph.D. Oral Presentation Announcement***) must be submitted to the Department Chairperson for approval **at least 18 calendar days prior to the presentation**. Once approved, the Academic Coordinator will post and distribute the announcement to the faculty and to students. Flyers will be posted throughout the College, placed on the COPH listservs and USF-NEWS.
4. All forms are placed in the student file.

Outside Chair of the Dissertation Defense

The student, in consultation with the major professor, selects the moderator of the dissertation meeting. The moderator must be a fully credentialed member of the USF graduate faculty and usually is a senior and distinguished scholar from outside the department. In accordance with Graduate School policy, the moderator cannot be a member of the doctoral committee or a faculty member within the Department of Global Health (not the Major Professor). If the Chair is from another institution, this individual should have the equivalent qualifications necessary to chair a dissertation in the subject area at the University of South Florida.

Procedures for Conducting the Oral Defense

1. The oral defense should be conducted to allow for the student to make any necessary corrections following the defense and still meet the final copy deadline for turning in the dissertation to the Office of Graduate School.
2. It is required that all members of the Dissertation Committee be present for the examination unless an absence is approved prior to the defense taking place by the Graduate School Dean. In the event that a member cannot attend in person, participation is permissible via speakerphone or video conference. A minimum of three members, including the Major Professor is required to proceed with the defense. The Outside Chair is not considered as part of the Committee.
3. The presentation should be considered an important function in the department and all graduate students and faculty be encouraged to attend.
4. The presentation and defense are open to the public and as such, must meet the requirements of the Sunshine Laws for the State of Florida. The voting is not public.
5. The room selected for the examination should have adequate seating with an alternate

room selected in case of problems.

6. The Outside Chair should open the proceedings by introducing the candidate and the Dissertation Committee.
7. The examination should begin with a presentation by the candidate designed to summarize the dissertation.
8. The remainder of the examination may take place in a different setting and will consist of questions about the research by the Outside Chair and the Dissertation Committee and by other interested persons. It is suggested that questioning should be limited to about 15 minutes for each person with subsequent rounds of questioning as necessary.
9. Questions from the faculty-at-large and/or the public may be allowed at the end of the committee's questioning.
10. The length of the examination period will generally not exceed three hours. Throughout this time the Outside Chair is to be in charge of all proceedings and, ideally, is expected to play a balancing role between advocacy and contention. The Outside Chair, at anytime during the course of the examination, may request all visitors to leave.
11. Following the completion of these proceedings, the Outside Chair will ask all visitors and the candidate to leave and will re-convene the Dissertation Committee only. The Outside Chair may share his/her impressions and opinions of the candidate and the dissertation. The Outside Chair will preside over the deliberations and voting of the committee, but is not to participate in the voting. The voting is to be limited to "pass" and "fail" votes. The Outside Chair has the responsibility of tallying the votes and of informing the candidate of the final decision. ***The vote of the Dissertation Committee must be unanimous and recorded on the Successful Defense form.*** The College Graduate Dean will resolve substitutions and disagreements within the committee.
12. The Outside chair will convey the decision of the Dissertation Committee (Successful Defense form) to the Department/College Graduate office to be kept in the student's file.

After the Successful Presentation of a Dissertation

1. Obtain a signed copy of ***Successful Defense of the Ph.D. Dissertation*** form signed by Committee members and moderator.
2. Obtain a ***Certificate of Approval Form for Theses and Dissertations*** signed by committee members after all corrections and modifications have been completed satisfactorily.
3. Following the successful completion of the defense and the incorporation of any additions or corrections recommended by the committee, the student must meet

with the Manuscript Editor at the Graduate School. The first meeting will be to drop off the final draft of the dissertation. The second meeting will be to discuss, in detail, any corrections needed for final approval by the Graduate School. It is important that you are aware of all Graduate School deadlines during your final semester. These deadlines are announced at the beginning of each semester. When in doubt, call the Graduate School at (813) 974-2846 or check online at http://www.grad.usf.edu/manuscriptdeadlines_new.asp. Failing to meet the deadlines will delay your graduation. You will then be required to submit a new application for graduation, pay a new manuscript fee, and register for an additional two hours of dissertation during the following semester.

4. Submit your dissertation electronically by the appropriate deadline. See http://www.grad.usf.edu/thesis_dissertation.asp for information on the electronic submission process.

Submission to Pro-Quest

All dissertations are submitted to Pro-Quest for microfilming and archiving. Because all dissertations must be submitted to ProQuest for publication via the Graduate School, the student will need to contact ProQuest to request permission for submission to a journal for publication. (ProQuest has indicated they will always give permission). ProQuest publishes, but does not automatically copyright the dissertation. It is best **NOT** to request copyright by ProQuest so that the copyright will not have to be transferred to the publishing journal.

Changes after Publication

Once a dissertation is approved and accepted by the Graduate School for publication, it cannot be changed.

Release of Dissertation Publications

The University recognizes the benefits from collaboration with sponsors on research projects but also recognizes the possibility of conflicts of interest in the disclosure of the results of the collaborations. While the sponsor's economic interests in the restriction of disclosure should be considered, the University has a primary mission to extend knowledge and disseminate it to the public and the broader academic community. The University's "Statement of Policy Regarding Inventions and Works" acknowledges the possible need for delays in publication of sponsored research to protect the sponsor's interests, but it provides no definite guidelines for the restrictions of publication.

To protect the University's primary goal from un-due compromise, the University has adopted the following guidelines:

1. The recommendations of sponsors, regarding publication of research results should be considered advisory rather than mandatory.

2. In support of academic discourse and the mission to promote and share academic works, Dissertations will be released for worldwide access once submitted to and approved by the USF Graduate School. In the event that a patent or copyright application provides reason to delay the release of the Dissertation, a petition to request a one year delay may be submitted to the Graduate School for consideration. Such requests must be received by the format check of the dissertation.
3. Students should not be delayed in the final defense of their dissertations by agreements involving publication delays.

The Graduate School will contact you to verify that all requirements have been met for graduation. The successful completion of this form is a final critical step in meeting the requirements for the Ph.D. degree. Without final approval from the Graduate School, you will not graduate.

Duty to Disclose New Inventions and Works

USF 0-300 <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-300.pdf> and USF 12.003 <http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf12.003.pdf> For information about the requirements of this policy contact the Division of Patents and Licensing at (813) 974-0994.

Dissertation Change of Grade

In the semester in which the final manuscript has been received, reviewed, and certified for permanent filing in the University Library, the Graduate School submits the change of grade from “Z” to “S” for the last registration of dissertation courses to the office of the registrar when all grades are due at the end of the semester.

Other Responsibilities During the Final Semester

Student responsibilities during the final semester:

1. Register for a minimum of two dissertation credit hours the semester of the dissertation final oral presentation
2. Obtain a list of important dates from the Graduate School:
 - a. Application for graduation
 - b. Format check and payment of manuscript fee
 - c. Submission of an electronic dissertation to the Graduate School
3. Submit dissertation for a format check. Proceed to the **Format Check Form** (<https://etd.grad.usf.edu/format1.php>) to begin the process. This form will instruct you on exactly what you must include in your format check package, including which pages of your manuscript are required. It will walk you through the additional information needed by the Editorial Office, and then generate a cover page for your submission package and give you directions on where to drop it off. This deadline is usually early in the semester.

4. After defense and approval, submit your dissertation electronically following procedures on the Graduate School website.
5. Provide a bound copy of the final approved dissertation to the major professor. Bound copies for other members of the dissertation committee may be provided at your discretion. Bound copies may be purchased through the USF Bookstore at your own expense.
6. Purchase your cap and gown at the USF Bookstore at least two weeks prior to Commencement
7. Celebrate that you have completed your Doctor of Philosophy in Global Health!