Applied Behavior Analysis Doctoral Program

Student Handbook

2022

USF UNIVERSITY OF SOUTH FLORIDA
COLLEGE OF BEHAVIORAL & COMMUNITY SCIENCES

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INTRODUCTION

This Handbook provides information on the policies, procedures and requirements for the Doctoral Program in Applied Behavior Analysis at the University of South Florida. In addition to the content of this handbook, doctoral students are subject to the policies and procedures of the University, College and the Department. All of the policies and procedures outlined in this Handbook are pertinent to doctoral students. Students should also refer to the USF Graduate Catalog for general requirements for to all doctoral students at USF. Questions regarding the required paperwork and procedures should be directed to the program director or the Office of Graduate Studies.

The Applied Behavior Analysis (ABA) program is located in the Department of Child and Family Studies (CFS) in the College of Behavioral and Community Sciences at the University of South Florida, Tampa campus. The department's mailing address is:

Applied Behavior Analysis Program
Department of Child and Family Studies
College of Behavioral and Community Sciences
13301 Bruce B. Downs Blvd.
Tampa, FL 33612

The doctoral program requires 54 credit hours (7 didactic courses – 21 credits; dissertation – 18 credits; independent research – 15 credits). The program only accepts students with a master's degree in applied behavior analysis or a master's degree in a related field with comprehensive behavior analysis content.

Program Objectives

The purpose of the ABA Doctoral Program is to prepare students to be accomplished teachers and researchers in the field of ABA. It is expected that graduates of the program will obtain academic positions where they can teach, conduct research, and train students to become experts in the practice of behavior analysis or become leaders in school settings and community-based human service settings.

The emphasis of the ABA doctoral program is on the development of behavior analysts who are scientist-practitioners. The ABA doctoral program has a strong focus on community engagement as doctoral students engage in applied research activities in a wide variety of community settings. The ABA doctoral program provides the opportunity to pursue research in a number of topic areas including early childhood (autism, social emotional development, behavior problems), health, fitness, and sports (exercise promotion, sports performance enhancement, obesity), organizational behavior management (staff training and management; productivity, worker satisfaction), developmental disabilities (skill acquisition and problem behavior reduction), safety (abduction prevention, firearm injury prevention, poison prevention), aging (promoting independence, family and caregiver training, health related behaviors), and translational research.

By undertaking this program, the student will:

1. Demonstrate knowledge of the conceptual, experimental, and applied aspects of behavior analysis by successfully passing the Behavior Analyst Certification Board Examination.
2. Receive mentoring in college teaching and teach one or more undergraduate course in ABA.
3. Receive mentoring in teaching online classes and teach one or more classes in the ABA MA program.
4. Participate in mentored research activities and conduct behavior analytic research in community settings.
5. Prepare research for submission to peer-reviewed journals as demonstrated through submission of manuscripts based on their research.
6. Critique research submitted for publication as demonstrated through reviews of journal articles in class and reviews of journal submissions.
7. Interact successfully with consumers, community agencies, and other professionals as demonstrated in their applied research activities and at professional meetings.
7. Provide leadership in the field as demonstrated by their mentoring of master's and bachelor's students and supervisory activities in community agencies.

Admission Requirements and Standards

The requirements for admission to the PhD program in Applied Behavior Analysis are:

1. A master's degree in applied behavior analysis or related field with comprehensive behavior analysis content.
2. Minimum 3.5 GPA in a master's program.
3. A score above the 40th percentile on the quantitative, verbal, and analytic subtests of the GRE.
4. Research experience and expertise designing and conducting an ABA research project.
5. Three strong letters of recommendation.
6. Personal statement describing experiences and accomplishments in ABA, future goals, and reasons for applying to the USF ABA doctoral program. The applicant also must identify the faculty member(s) with whom they want to work.
7. Current Curriculum Vitae.
8. Campus visit and interview with ABA faculty members and current doctoral students, which will include a scholarly research presentation.

Students entering the doctoral program with their master's degree are expected to have completed:

- At least 18 credit hours of didactic coursework in behavior analysis in the following areas –
- Basic behavioral principles (3 credits)
- Research methods (3 credits)
- Conceptual foundations (3 credits)
- Applied behavior analysis (6 credits)
- Ethics (3 credits)
- An accepted master's thesis or equivalent research project
- Supervised field experience sufficient to sit for the BCBA exam.

Graduation Requirements

1. Students will complete 21 hours of didactic coursework in the areas listed below.
2. Students will complete 15 hours of independent research with one or more faculty mentors.
3. In lieu of qualifying exams, students will be admitted to candidacy after passing the Behavior Analyst Certification Board™ BCBA certification exam and writing literature reviews in two different areas of research. These literature reviews must be approved by the student's advisor. Students who do not pass the certification exam may take the exam a second time.
4. Students will complete 18 hours of dissertation research. The dissertation will consist of original research designed and conducted by the student under the supervision of a faculty adviser. The student will assemble a dissertation committee consisting of the adviser and three other faculty members, one of whom is outside of the ABA Program. The student will write a dissertation proposal, defend it before the committee, and conduct the dissertation research study once approved by the committee. The student will then write the dissertation document and defend the study before the committee.

Doctoral Advisory Process

The student is admitted to the program under the mentorship of a Major Advisor. The student and their Major Advisor should plan a program of research to be conducted as part of the Independent Research and Dissertation Research requirements. Major Advisors are expected to be active in scholarly pursuits as evidenced by active research, publication, grant, and other activities.

COURSEWORK FOR DOCTORAL DEGREE IN APPLIED BEHAVIOR ANALYSIS

The doctoral program curriculum requires 54 post-master's credit hours consisting of:

- 21 credit hours* of didactic courses in the following areas:
    - Conceptual Foundations
    - Experimental Analysis of Behavior I
    - Experimental Analysis of Behavior II
    - Functional Analysis and Intervention
    - College Teaching Seminar
    - Research Methods (statistics)
    - Grant Writing Seminar
- 18 credit hours of dissertation
- 15 credit hours of independent research

The curriculum is based on the accreditation standards of the Association for Behavior Analysis International.

*Students wishing to gain expertise in other areas (e.g., statistics, child development, educational leadership, public health) can enroll in additional classes as electives.

Calendar of Coursework and Major Activities

Year 1

Fall 2021

- MHS 6938 Experimental Analysis of Behavior I (3 credit hours)
- MHS 7796 Concept Foundations of Behavior Analysis (3 credit hours)
- MHS 6915 Independent Research 1 (3 credit hours)
- Begin work on literature review papers
- Take and pass BCBA Exam if not yet certified
- Serve as teaching assistant and attend College Teaching Seminar
- Receive mentoring in teaching an undergraduate course

Spring 2022

- MHS 7205 Functional Analysis and Function-based Intervention (3 credit hours)
- MHS 6709 Experimental Analysis of Behavior II (3 credit hours)
- MHS 6915 Independent Research 2 (3 credit hours)
- Continue work on literature review papers
- Teach undergraduate course independently
- Attend weekly College Teaching Seminar

Summer 2022

- MHS 6982 College Teaching Seminar (3 credit hours)
- MHS 7748 Statistical Application in Translational Research and Evaluation (3 credit hours)
- MHS 6915 Independent Research 3 (3 credit hours)
- Review Paper 1 approved
- Review Paper 2 approved
- Complete Admission to Doctoral Candidacy form
- Complete Graduate Student Supervisory Committee Appointment form
- Teach undergraduate course independently

Year 2

Fall 2022

- MHS 7927 Grant Writing Seminar (3 credit hours)
- MHS 6915 Independent Research 4 (3 credit hours)
- MHS 7980 Dissertation 1 (3 credit hours)
- Work on dissertation proposal manuscript with advisor

Spring 2023

- MHS 6915 Independent Research 5 (3 credit hours)
- MHS 7980 Dissertation 2 (3 credit hours)
- Propose dissertation
- Complete Doctoral Dissertation Proposal Defense Approval Form

Summer 2023

- MHS 7980 Dissertation 3 (3 credit hours)
- Conduct dissertation research

Year 3

Fall 2023

- MHS 7980 Dissertation 4 (3 credit hours)
- Conduct dissertation research

Spring 2024

- MHS 7980 Dissertation 5 (3 credit hours)
- Conduct dissertation research

Summer 2024

- MHS 7980 Dissertation 6 (3 credit hours)
- Complete Request for the Dissertation Defense form
- Defend dissertation
- Complete Successful Defense of the PhD Dissertation form
- Apply for graduation (OASIS)
- ETD Checklist (http://www.grad.usf.edu/ETD_ProcessChecklist_Dissertation.php)

Once accepted to candidacy, a student can begin work on the dissertation

Students can take additional hours of Independent Research to maintain full time status.

TEACHING REQUIREMENTS

One goal of the ABA PhD program is to teach students to become excellent college level instructors. To accomplish this goal, students spend their first semester being mentored to teach an undergraduate ABA class either by an established doctoral student or faculty member. The following two semesters (spring and summer), the student will be the instructor of record for that course. In the spring and summer of the first year, as the student is teaching the course independently, the student will meet in a weekly seminar with the professor teaching the College Teaching Seminar.

- **Fall First Year**
  - Serve as TA for undergraduate course.
  - Receive mentorship in all aspects of course development and delivery.
  - Over the course of the semester, take on increasingly more responsibility for the course.

- **Spring/Summer First Year**
  - Student will be the instructor of record for the course.
  - Student is responsible for all aspects of the course including:
    - Developing a course syllabus
    - Developing lecture and activity materials
    - Grading
    - Managing/training teaching assistants

RESEARCH EXPECTATIONS

Independent Research

- At least 5 semesters of independent research
- Propose and conduct research in addition to dissertation
- Present and publish research
- Practice writing a federal grant (NIH, IES, NSF) and potentially submitting it
- Mentor master's and undergraduate students

Research Productivity

- Attend and present at FABA and ABAI
- Write and submit manuscripts for publication
- Mentor master's student research or undergraduate research.
- Participate in writing and submitting federal grants when possible

CANDIDACY REQUIREMENTS

1. Pass the BACB exam
2. Submit two review papers, approved by major advisor
3. Choose dissertation committee members
4. Complete the Admission to Doctoral Candidacy form and submit by deadline http://www.grad.usf.edu/ETD_Deadlines.php

Literature Review Papers

The two review papers required for admission to candidacy should demonstrate that the candidate has full knowledge of the literature in two areas of research. The review papers are used as demonstration of this knowledge. The student is responsible for conducting a literature review and writing the review paper. The two areas of research are identified in conjunction with the graduate student's mentor. Often one review paper will be in the area in which the student conducted his or her master's thesis. The other paper will be in the research area of the dissertation. Both papers should be in areas of research that the student is interested in pursuing in his or her career. The review paper must be comprehensive (i.e., includes all of the relevant literature), and must be approved by the student's dissertation advisor. The papers should be written in APA format.

DISSERTATION ACTIVITY

Requirements

The dissertation is a research project with a research question and methodology that are of sufficient quality that the finished project should be publishable.

The scope of the project should be more extensive than a thesis.

The project should include an introduction that justifies the importance of the research question and demonstrates a clear rational for the study based on the existing literature. It should also incorporate aspects of a literature review, so it will be more extensive than the introduction for a master's thesis.

The project may include multiple studies or one study if the scope is sufficient.

The dissertation proposal will include the completed introduction, method section, and expected results with figures with hypothetical data. If statistics are used, they should be described.

There will be a proposal defense meeting with the committee to gain approval to conduct the dissertation. However, we are asking the student to develop a short pre-proposal document (1-2 page summary of the proposal) to share with all committee members to gain approval to move forward with the full proposal. In this way, the committee can agree in principle with the proposal before the student completes the proposal.

There will be a final write-up and defense of the completed dissertation before the committee. The defense is a formal process described in detail on the Graduate School website.

The student will have to adhere to all ETD requirements.
http://www.grad.usf.edu/ETD_ProcessChecklist_Dissertation.php

The student must adhere to the Graduate School deadlines to graduate in a particular semester
http://www.grad.usf.edu/ETD_Deadlines.php

Timeline

Students can begin working on their dissertation proposal upon admission to doctoral candidacy. The Admission to Doctoral Candidacy form should be completed in or before the fall semester of the second year.

- The dissertation proposal should be completed in the spring or summer of the second year
- The dissertation research should be conducted in the second and third year
- The dissertation defense should occur by the end of the third year

Program of Study - ABA Doctoral Program

Student_____

Faculty Advisor_____

Target Date	Date Completed	Program Requirement
		Core Courses (21 credits)
Fall, Year 1		Experimental Analysis of Behavior 1
Fall, Year 1		Conceptual Foundations
Spring, Year 1		Experimental Analysis of Behavior 2
Spring, Year 1		Functional Analysis and Function-based Intervention
Sum, Year 1		Statistics
Sum, Year 1		College Teaching Seminar
Fall, Year 2		Grant Writing Seminar
		Independent Research Credits (15 credits)
Fall, Year 1		Semester 1
Spring, Year 1		Semester 2
Sum, Year 1		Semester 3
Fall, Year 2		Semester 4
Spring, Year 2		Semester 5
		Dissertation Research Credits (18 credits)
Fall, Year 2		Semester 1
Spring, Year 2		Semester 2
Sum, Year 2		Semester 3
Fall, Year 3		Semester 4
Spring, Year 3		Semester 5
Sum, Year 3		Semester 6
		Teaching Requirements
Fall, Year 1		Receive mentoring in college teaching
Spring, Year 1		Teach an undergraduate ABA class
Sum, Year 1		Teach an undergraduate ABA class a second time
		Candidacy Requirements
Spring, Year 1		Review Paper 1
Sum, Year 1		Review Paper 2
Sum, Year 1		Pass BCBA Exam
		Dissertation Requirements
Sum, Year 2		Dissertation Pre-proposal
Sum, Year 2		Dissertation Proposal
Sum, Year 3		Dissertation Defense

COURSE DESCRIPTIONS

MHS 6938 - Experimental Analysis of Behavior I

This doctoral seminar provides students with a survey of core concepts in the experimental analysis of behavior often with special emphasis on methodological and conceptual issues and their translation to the study of socially important problems.

MHS 7796 - Conceptual Foundations of Behavior Analysis

The purpose of this course is to provide advanced instruction in the conceptual foundations of behavior analysis. Students will learn about advanced concepts of behavior analysis and develop their understanding of the theoretical foundations of behavior analysis, their history, and their application to a philosophical understanding of behavior analysis.

MHS 7205 - Functional Analysis and Function-Based intervention

This course provides advanced, in-depth instruction in functional behavior assessment (FBA) and intervention planning. This course covers indirect and direct assessment methods, including both descriptive and functional analysis. Advanced methodology and modifications of the functional analysis will be discussed in detail. The implications of FBAs in the context of function-based interventions and the avoidance of restrictive or aversive behavioral control techniques will be discussed. Reinforcement-based interventions related to each potential function or functions of behavior will be reviewed.

MHS 6709- Experimental Analysis of Behavior II

This seminar provides students with a survey of core concepts in the experimental analysis of behavior often with special emphasis on methodological and conceptual issues and their translation to the study of socially important problems. This course is part II in a 2---part sequence on major concepts from the experimental analysis of behavior. In comparison with EAB I, this course is intended to provide students with systematic opportunities to delve more deeply into specific topics, identify the critical information, and practice presenting it to a group of peers.

MHS 7748 - Statistical Application in Translational Research and Evaluation

The course covers the basic statistical concepts and techniques essential to translational research and evaluation. Topics covered in this class include ethics, study design, conceptualization, operationalization and measurement in translational research and evaluation. Statistical analysis covered include simple regression, multiple regression, T-test, ANOVA, non-parametric methods, and Chi-square analysis.

MHS 7927 - Grant Writing Seminar

The purpose of this course is to provide class participants with the knowledge and skills necessary to develop, submit, and evaluate grants and contracts related to their areas of research or professional interest. Participants will learn through course readings, active

responding, self- directed research, lecture, and mentored collaborative and self-directed grant related activities.

MHS 6938 – College Teaching Seminar

This course teaches the knowledge and skills needed to become effective college teachers. The course discusses all aspects of college teaching including syllabus development, lecture development and delivery, test development and grading, active learning strategies, and classroom management. Doctoral student in the ABA program take this class as they are teaching a class under supervision.

Dissertation Forms and Information

For CBCS forms go to - https://www.usf.edu/cbcs/graduate/forms.aspx

For OGS forms go to - https://www.usf.edu/graduate-studies/forms.aspx

UNIVERSITY OF SOUTH FLORIDA

Admission to Doctoral Candidacy Form

OFFICE OF GRADUATE STUDIES

4202 East Fowler Avenue, ALN 226 | Tampa, FL 33620-5816
TEL: (813) 974-2846 | WEB: http://www.grad.usf.edu/

PURPOSE

The Admission to Doctoral Candidacy form is to be submitted to the Office of Graduate Studies following the successful completion of all comprehensive exams and other program requirements. Doctoral candidacy indicates that the Program has approved the student for dissertation research.

DEADLINE: The Admission to Candidacy form is to be submitted for approval during the semester that the qualifying exams were completed, but no later than the semester following the successful completion of the exam. Completed Admission to Candidacy forms received by the Office of Graduate Studies up to the last day of classes in a given semester will be processed for that semester, allowing students to enroll in dissertation hours the following semester.

REQUIREMENTS

- Appointment and approval of a Doctoral Committee by the Program and College prior to Admission to Candidacy.
- Successful completion of the comprehensive qualifying examination/s and certification by the Doctoral Committee.
- **Enrolled in at least two (2) graduate credits in the semester of the qualifying exam.**
- **Enrolled in at least two (2) graduate credits in the semester that the Admission to Doctoral Candidacy Form is submitted to the Office of Graduate Studies for approval.**
- **No "I" or "M" grades are present on the current student transcript.** *All "I" and "M" grades must be cleared before the Admission to Doctoral Candidacy form will be approved so that an accurate graduate GPA can be determined. The Office of Graduate Studies does NOT process* **Change of Grade** *forms and these should be sent to the Registrar prior to submission of the Admission to Doctoral Candidacy Form.*
- **Overall graduate GPA of at least 3.00.** Programs/Colleges **must attach a transcript with the submission of the Admission to Doctoral Candidacy form to the Office of Graduate Studies.**

CANDIDACY IS EFFECTIVE IN THE SEMESTER FOLLOWING PROCESSING AND APPROVAL BY THE OFFICE OF GRADUATE STUDIES. *For information refer to the Graduate Catalog, at* http://www.grad.usf.edu/catalog.php

VERIFICATION OF CANDIDACY APPROVAL

Students

Following approval by the Office of Graduate Studies, the student will receive an official admission to candidacy letter from Graduate Studies. Students may also check their status through OASIS. On the "Registration Status" page, at the bottom the "**Class for registration purposes**" should read "**Doctoral Candidate**." Once classified as a candidate, students will be eligible to and must register for dissertation hours. Student classification will be "**6C**."

College and Program Administrators

The approved **Admission to Doctoral Candidacy** form will be placed into the student record in BANNER and can be access through BXS. Candidacy status can be verified in BANNER through the SGASTDN screen (General Student Record). At the mid-left of the form where the student's "class" is listed, the code will be "**6C**", and the terminology next to the code will read "**Doctoral Candidate**."

Admission to Doctoral Candidacy Form

OFFICE OF GRADUATE STUDIES

4202 East Fowler Avenue, ALN 226 | Tampa, FL 33620-5816
TEL: (813) 974-2846 | WEB: http://www.grad.usf.edu/

Please fill out form electronically. Please read instructions above prior to form submission

CHECKLIST

- ☐ Enrolled in at least two (2) graduate credits in the semester of the qualifying exam
- ☐ Enrolled in at least two (2) graduate credits the semester in which the Admission to Candidacy is submitted to the Office of Graduate Studies for approval
- ☐ No "I" or "M" grades on the transcript
- ☐ Overall USF graduate GPA of at least 3.00
- ☐ Current transcript is attached

QUALIFYING EXAMS

Successful Qualifying Exam(s) Completion: _____

Month *Day* *Year*

STUDENT INFORMATION

Last Name *First Name* *M.I.* *USF ID #* *Degree Abbrev.*

USF College *Degree Program/Major (ex. Biology)* *Program of Concentration (if appl.)*

E-mail Address *Telephone Contact*

X _____

Student Signature *Date*

PROGRAM AND COLLEGE APPROVAL

	Name (Please print)	Signature	Date
Major Professor			
Co-Major Professor/Committee Member			
Committee Member			
Committee Member			
Committee Member			
Committee Member			
Committee Member			
Graduate Program Director			
College Dean/Associate Dean/Designee			
Office of Grad Studies Asst. Dean / Designee			

College of Behavioral and Community Sciences

GRADUATE STUDENT SUPERVISORY COMMITTEE APPOINTMENT FORM

NEW APPOINTMENT

Please type or print all information, except where noted for signature.

PART I. STUDENT AND DEGREE INFORMATION

Name		**USF ID#**	-
Street Address		**City, State, Zip**	
E-mail Address		**Phone**	
Department		**Department Mail Code**	
Entered Degree Program *(e.g. Fall 2000)*		**Degree Sought**	

PART II. COMMITTEE INFORMATION

Master Committees:
3 committee members required
CV required for any non-USF Faculty

Doctoral Committees:
4 committee members required
CV required for any non-USF Faculty

	Full Name	**Signature of Approval** All members must sign for themselves.	**Dept. (abbreviate)**	**Date Signed**
■**Major Professor*** ■**Co-Major Professor***				
■**Co-Major Professor*** ■**Member**				
Member				
Member				
Member				
Member				
Member				

PART III. APPROVALS

	Full Name	**Signature of Approval**	**Date Signed**
Program Director/ Dept. Chairperson			
College Dean/ Associate Dean	Susan Crochunis		

UNIVERSITY OF SOUTH FLORIDA
College of Behavioral and Community Sciences

REQUEST FOR THE DISSERTATION DEFENSE

The undersigned request that the University community be notified that the following doctoral candidate for the Ph.D. degree stands ready to defend his/her dissertation. Each committee member hereby certifies that he/she has carefully reviewed the final draft of the dissertation and considers it to be suitable for defense.

	Name *(print or type clearly)*	**UID#**	**Degree**
Doctoral Candidate		**U -**	

Graduate Program	**Graduate Department**	**Dept. Mail Code**

Dissertation Title	
Time, Date and Place of Examination	
Chairperson of Examination, Dept., and Mail Code (or Address)	

Examining Committee

	Name *(print or type clearly)*	**Signature of Approval**	**Date Signed**
■ **Major Professor** ■ **Co-Major Professor**			
■ **Co-Major Professor** ■ **Member**			
Member			
Member			
Member			
Member			
Member			

Approvals

	Name *(print or type clearly)*	**Signature of Approval**	**Date Signed**
Program Director			
Dept. Chair/School Director			
College Associate Dean	Susan Crochunis		

University of South Florida

College of Behavioral and Community Sciences

Doctoral Dissertation Defense

After the Doctoral Dissertation Committee has determined that the final draft of the dissertation is suitable for presentation, the Committee will request the scheduling of the Dissertation Defense (also called Final Oral Examination or Oral Defense.) A student must successfully defend the dissertation in order to be able to proceed and complete the final submission process.

Scheduling the defense requires that the following forms be completed and submitted to the college dean's office at least two weeks prior to the defense.

- Request for Dissertation Defense form (all committee members must sign.
- Announcement of Dissertation Defense
- Successful Defense form

The College Office will perform the following tasks related to dissertation defense

- Confirm that the eligibility criteria for the Doctoral Dissertation Defense chair has been met
- Verify the composition of the examining committee; approve the Request for the defense and announcement
- Notify the Doctoral Dissertation Defense chair and major professor of the guidelines for conducting the exam
- Notify the chair of the academic department that the approved announcement of the defense needs to be disseminated to the department faculty
- Notify the Graduate School that the defense has been scheduled, preferably two weeks in advance of defense date

Doctoral Dissertation Defense Chair

The Dissertation Defense (or Final Oral Examination) shall be presided over by

- an external dissertation committee member from outside the Department, School, or equivalent, hosting the doctoral program, but may be within the academic discipline,
  OR,

- a non - committee member (a.k.a. Outside Chair), (Refer to the individual Program's Degree Requirements in the Graduate Catalog for information). If the Chair is from another institution, this individual must be approved for Affiliate Graduate Faculty status.

The Doctoral Dissertation Defense Chair's role includes overseeing the proceedings as well as serving as the student's advocate, by ensuring fairness of the process. Faculty holding joint, courtesy, or adjunct appointments in the degree - granting academic unit (i.e. Department or equivalent) cannot serve as the Defense Chair.

The Doctoral Dissertation Defense chair will convey the decision of the Dissertation Committee to the College Graduate office to be kept in the student's file (Successful Defense Form).

Procedures for Conducting the Doctoral Dissertation Defense (Final Oral Examination)

1. The Doctoral Dissertation defense (final oral examination) should be conducted within a timeline 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 Studies.

2. The presentation should be considered an important function in the Department and all graduate students and faculty be encouraged to attend.

3. 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 Doctoral Dissertation Committee deliberation is not public.

4. The room selected for the examination should have adequate seating with an

alternate room selected in case of problems.

5. It is required that all members of the Doctoral 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. If a non - committee member (Outside Chair) chairs the Defense, this individual does not count as one of the three required members in attendance. If an unforeseeable situation arises that would prevent compliance with this requirement the Major Professor or Doctoral Dissertation Defense Chair should contact the Graduate School for guidance and approval to proceed with the defense.

6. The length of the examination period will generally not exceed three hours. Throughout this time the Doctoral Dissertation Defense Chair is to be in charge of all proceedings and, ideally, is expected to play a balancing role between advocacy and contention.

7. The Doctoral Dissertation Defense Chair, at any time during the course of the examination, may request all visitors to leave.

8. Presentation

· The Doctoral Dissertation Defense Chair should open the proceedings by introducing the candidate and the Doctoral Dissertation Committee.

· The examination should begin with a presentation by the candidate designed

to summarize the dissertation.

9. Questions

Following the presentation the Defense may be moved to a different setting for the main examination. The College determines the order of the proceedings described below:

· The examination will consist of questions about the research by the Doctoral Dissertation Defense Chair and the Doctoral Dissertation Committee.

· It is suggested that questioning should be limited to about 15 minutes for each Doctoral Dissertation Committee member with subsequent rounds of questioning as necessary.

· Questions from the faculty - at - large and/or the public may be allowed following the presentation. It is suggested that questioning from the general audience be limited up to 5 minutes per person.

10. Deliberations and Voting

Following the completion of these proceedings, the Doctoral Dissertation Defense Chair

· will ask all visitors and the candidate to leave and will re - convene the Doctoral Dissertation Committee only.

·will preside over the deliberations and voting of the Committee. (*Note: If a non - committee member [Outside Chair] is used, he/she will not participate in the voting),*

·will tally the votes and inform the candidate of the final decision. The voting is to be limited to "pass" and "fail" votes. *The vote of the Doctoral Dissertation Committee must be unanimous*. If a unanimous agreement cannot be reached, the Doctoral Dissertation Defense Chair notifies the Department Chair (or appropriate equivalent) who will endeavor to resolve the dispute in an expedient fashion.

· records the vote on the Successful Defense Form and conveys the decision of the Doctoral Dissertation Committee (Successful Defense form) to the Department/College Graduate office to be kept in the student's file.

CBCS

5-5-10

Revised 10-15-13

UNIVERSITY OF SOUTH FLORIDA
College of Behavioral and Community Sciences

SUCCESSFUL DEFENSE OF THE PH.D. DISSERTATION

The undersigned verify that the final oral defense of the dissertation has been successfully completed by the following doctoral candidate and that the dissertation is ready to submit to the Graduate School pending revisions.

	Name *(print or type clearly)*	**USF ID#**	**Degree**
Doctoral Candidate		U -	

Graduate Department	
Dissertation Title	

Examining Committee

	Name *(print or type clearly)*	**Signature of Approval**
■ **Major Professor** ■ **Co-Major Professor**		
■ **Co-Major Professor** ■ **Member**		
Member		
Member		
Member		
Member		
Member		
Chairperson of Defense		
Defense held on (date)		
Successful Defense Form signed (date)		

UNIVERSITY OF SOUTH FLORIDA
College of Behavioral and Community Sciences

CHANGES TO THE GRADUATE STUDENT SUPERVISORY COMMITTEE

Please type or print all information, except where noted for signature.

Part I. STUDENT AND DEGREE INFORMATION

Name		**USF ID#**	-	**E-mail Address**	
Street Address		**City**		**State, Zip**	
Department		**Department Mail Code**		**Degree Sought**	

Part II. CHANGES TO ORIGINAL COMMITTEE *(add additional forms if necessary) A CV must be attached or on file in Graduate Studies for any non-USF faculty.*

List each member being added, removed, or whose status has changed. Members added and the (Co-)Major Professor(s) must sign.

Name	Action Taken	Status	Signature of Approval	Dept. (abbreviate)	Date Signed

Part III. REASON FOR CHANGE:

(REQUIRED):

Part IV. APPROVALS

	Name	Signature of Approval	Date Signed
■ **Major Professor** ■ **Co-Major Professor**			
■ **Major Professor** ■ **Co-Major Professor**			
Program Director			
College Associate Dean or Designee	Susan Crochunis		