

BCS Request for Thesis/Dissertation Defense Guidelines

Defending your Dissertation is just one of the many steps in completing your requirements for graduation, some of which begin before the semester starts. Please read carefully and plan ahead to avoid delays and stress at an already busy time in your academic career. Contact your college with further questions.

Semester before Defense

Please complete the following items the semester before you intend to defend:

Review Supervisory Committee Form

The supervisory committee form currently on file should match all the committee members for your planned defense.

Request a Graduation Check from your program/department.

The courses you have completed need to match the requirements in the catalog of the year posted to your account.

Discuss with your committee potential dates for the following semester to defend your thesis/dissertation.

Plan around holidays, conferences and vacations to ensure your committee is available.

Semester of Defense & Graduation

Complete enrollment for classes

You must be registered for at least two (2) credit hours of thesis/dissertation hours in your last semester.

Apply for graduation online

Apply for graduation which is typically the end of the 4th week of the semester. For more details: <https://www.usf.edu/registrar/resources/graduation.aspx>

If you intend to walk in the commencement ceremony, you must register on-line at the Commencement website <https://www.usf.edu/system/commencement/useful-links.aspx>.

Defending your Thesis

The college is not involved in this process. Thesis defense is done at the department level. Please contact your department/program for deadlines.

Completion of CBCS Dissertation Defense Packet

Forms can be found at the college website <https://www.usf.edu/cbcs/> . Click on “Graduate” and then click on “Forms/Resources”.

The Dissertation Defense packet includes the following documents:

- Request for Defense form
- Announcement of the defense; and
- Successful Defense form, which should be completed by you but unsigned until you defend. Your “Outside” committee member may act as the Chair of the Defense. The Chair is given the Successful Defense form to be signed/dated upon approval of your defense and asked to return the form to Susan Crochunis in the Dean’s Office at MHC 1148.

Please note there are several options for the announcement template depending on the number of committee members.

Make sure all documents are completed entirely and accurately. Missing or inaccurate information could cause a delay in processing which in turn could cause a delay in your defense.

Submission of CBCS Dissertation Defense Packet

Ultimately, it is the student’s responsibility to make sure the college receives all required documents. Please submit all documents to Susan Crochunis in the Dean’s Office at MHC 1148

It is required that your Dissertation Defense packet must be turned in at least two weeks prior to your defense date. *There is a deadline every semester and the deadline varies per semester. Ask college for semester deadlines.* Once a defense date is chosen, the Dissertation Defense packet can be completed and turned in. You do not have to wait until two weeks prior to the defense date to submit your Dissertation Defense packet.

These documents are specifically college documents.

Submission of USF Graduate School Documents

There are additional steps and documents required for submitting your thesis/dissertation to the Office of Graduate Studies. The website for that information is here <https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/> . Here you will find the resource center, deadlines, workshops, process requirements, checklist, etc.