

**University of South Florida
College of Education
Graduate Support Office
Dissertation Proposal Defense Guidelines**

Name:	U-Number:	Date:
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Please answer each of the following:

1. In what doctoral program are you presently enrolled? The Ph.D. in C&I/emphasis in a specialization area, Interdisciplinary Education, School Psychology, ED Leadership, Ed.D. Program Development/Emphasis in specialization area, etc.

	YES	NO
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2. Are all courses included as part of the program of study within the currently allowed timeline for degree completion (i.e., 10 years if admitted prior to Fall 2007, 8 years if admitted Fall 2007-2011 and 7 years if admitted Fall 2011 and later)? Note that if a request is made to extend the deadline, such a request may be approved only if currency is demonstrated for all courses taken before the 10/8/7-year allowable interval, a specific time line for degree completion is specified, and the student and full committee commits in writing to successfully complete the degree no later than the specified timeline.

	YES	NO
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3. Have you acquired through formal coursework the knowledge in and competence to use the conceptual and technical tools necessary to conduct the research and address the proposal questions?

List the Relevant Measurement & Research courses below:

Courses

	YES	NO
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4. Have you received formal notification from the Office of Graduate Studies that you have been admitted to Candidacy?

Date: _____

- | | | |
|---|------------|-----------|
| | YES | NO |
| 5. Are you currently registered for at least 2 semester Hours of Dissertation? (You MUST be registered in order to defend your proposal). | | |
| | YES | NO |
| 6. Does your current Supervisory Committee form reflect the current composition of your committee as indicated on your proposal title page? | | |
| | YES | NO |
| 7. Will all committee members be present at the proposal defense?
If not, Explain. | | |
| <div style="border: 1px solid black; height: 50px; width: 100%;"></div> | | |
| | YES | NO |
| 8. Have you used the APA 7 th Edition as a Guide in preparing this proposal? | | |
| | YES | NO |
| 9. Have you completed the new on-line IRB Training?
If No , please do so promptly. A copy of your IRB Certificate must be on file with the Associate Dean for Graduate Education. | | |
| | YES | NO |

NOTE:

1. Upon completing the proposal defense, if changes need to be incorporated into the proposal, a revised copy of your proposal, with a title page signed by all committee members indicating acceptance of the revised proposal must be submitted to the Graduate Support Office. If no other changes are indicated for the proposal, a signed title page must then be submitted to the Graduate Support Office. Note also that a copy of your proposal must be submitted along with your request for IRB approval.
2. A signed **revised** proposal or signed title page must be on file in the Graduate Support Office as the final step in successfully defending you dissertation proposal.
3. Your research protocol must be submitted to the Institutional Review Board (IRB) for approval to conduct your study, and approval from the IRB must be obtained **BEFORE** you initiate your research.
4. You **may not** defend your dissertation in the same semester or within 3 calendar months of the date on which you successfully defend your proposal.
5. Electronic Thesis and Dissertation (ETD): All students must attend an ETD workshop (or complete an online tutorial) the semester prior to graduation. For more information regarding the ETD go to: <https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/index.aspx>

Student Signature

Phone Number/Day