



PLEASE NOTE: The ETD Certificate of Approval has been updated, and now includes a second, mandatory page. Please complete both.

The Office of Graduate Studies requires that all students submitting a thesis or dissertation MUST complete the steps listed below in order to properly submit their Electronic Thesis or Dissertation.

ETD SUBMISSION CHECKLIST

Attend the ETD Workshop OR Complete the Online ETD Workshop ([LINK](#))

In order to understand the ETD process, deadlines, and How to format your ETD.

Register for Thesis OR Dissertation Hours

Register for two (2) credit hours of thesis (6971) or dissertation (7980) in the semester you are submitting your ETD through the ETD Process.

ETD Process Registration ([LINK](#))

Complete the ETD Process Online Registration.

Survey of Earned Doctorates - DOCTORAL STUDENTS ONLY ([LINK](#))

Complete the Survey of Earned Doctorates. At the end, you will receive an email with a certificate of completion.

- Print the SED Certificate of Completion to include with the ETD Certificate of Approval.**

Plagiarism Check ([LINK](#))

Work with your Major Professor to submit a text only copy of your Thesis or Dissertation in Canvas to be run through the Turnitin plagiarism check. The professor will review the results, ensuring there is no actual plagiarism in the document. You or your professor will need to print the first page of the results and turn that in with the Certificate of Approval.

- First Page of Plagiarism Summary to include with the ETD Certificate of Approval.**

Successful Defense Form (From the college)

Your college may require the completion and submission of a Successful Defense Form. If so, bring this form to the defense.

ETD Certificate of Approval ([LINK](#))

Be sure to complete (typed – not handwritten) the ETD Certificate of Approval and bring with you to your defense – so that the committee may sign and date the form.

- Complete the top section by typing in – do not handwrite, as it needs to be legible.
- Read and complete all sections on the first page, printing and signing your name.
- Complete all of the second page
- Type the names and email addresses for yourself and your committee.

Thesis/Dissertation Defense

Successfully defend your thesis/dissertation. If the committee requests changes or revisions, make them and once the committee approves, they should sign and date both the ETD Certificate of Approval (Grad Studies) and the Successful Defense Form (College).

- Once all committee-requested corrections/additions are final, obtain the Approval Signatures from your entire committee (and your own signature).
- *If a committee member is not able to sign the form in person, they may sign a second Certificate of Approval (with your information at the top), scan it, and send back to you.

Committee Verification Signatures

Once approved, the completed, signed ETD Certificate of Approval must be signed by the Dean (or designee) of the College. If you are in the College of Arts & Sciences or the College of Behavioral & Community Sciences, the Program Director must sign.

- Obtain the necessary signatures (Dean/Program Director)
- Submit the Successful Defense Form to the department or college (follow instructions on that form – each college has its own form).

Submit the ETD Certificate of Approval Packet to the Office of Graduate Studies

Once the Certificate of Approval, Plagiarism Check and, for Doctoral students, the SED Certificate of Completion, have been completed, you need to submit these forms using this link: <https://bit.ly/2VystiW> or submit them to the Office of Graduate Studies on your home campus.

- ETD Certificate of Approval, completed and signed
- First page of the Plagiarism Results Summary.
- DOCTORAL STUDENTS ONLY: Survey of Earned Doctorates Certificate of Completion

ProQuest Submission of ETD ([LINK](#))

ProQuest is the website we use to facilitate the ETD Review. It saves all versions of the ETD, and allows us to work with you on revising your document to meet the format requirements. You will need to create a new account and then upload your thesis/dissertation in PDF format for review.



ELECTRONIC THESIS & DISSERTATION (ETD) CERTIFICATE OF APPROVAL
UNIVERSITY OF SOUTH FLORIDA
OFFICE OF GRADUATE STUDIES
 Website: www.usf.edu/graduate-studies/about-us/contact-us.aspx

PLEASE TYPE IN ALL FIELDS			
This electronic form serves as the official record of MANUSCRIPT APPROVAL and is submitted to the Office of Graduate Studies on your home campus simultaneously with the student's additional paperwork.			
Last Name		First Name	
College		Degree Type	Major
Manuscript Title:			
USF ID#			

Please complete ALL of the following sections, reading and selecting the statements that apply to your thesis/dissertation

By signing this form, I am certifying that the version I submitted is the final copy as approved by my advisory committee, has been analyzed by appropriate plagiarism-detection software, and all published material in this dissertation/thesis has the appropriate copyright permissions to be reproduced and are included in the appendix. Furthermore, if IRB approval was required for this research, a copy of that approval is included in the appendix. I hereby grant to USF and its agents the non-exclusive license to archive and make accessible my thesis or dissertation in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis or dissertation. I also retain the right to use in future works (such as articles or books) all or part of the thesis or dissertation.

REQUIRED RELEASE (EMBARGO) AGREEMENT

The document is submitted electronically (ETD) and archived under the release option noted both on this form and in the online final submission system when the PDF file is uploaded. If a restriction has been noted, the USF Office of Graduate Studies will delay electronic publication of the document for one year from the date of final approval.

Select One Option: Immediate Worldwide Publication Access Publication Release Embargo of one year.

NOTE: Access information is also selected in the ProQuest system. Selections for both this paper form and in the online system **MUST MATCH** or the release information will be invalid and the manuscript will be released immediately for worldwide access.

COPYRIGHT PREPRINT PERMISSIONS

The use of previously published material (text, images, figures, tables) – even if it is your own – requires permission from the publisher to reprint in your thesis/dissertation. Documentation of the publisher's approval, or notification that permission is not needed, should be included in the Appendices.

- I have previously published content, and I have obtained all of the reprint permissions to include this content in the thesis/dissertation.
 I do not have content that has been previously published in this thesis/dissertation

PHOTOGRAPHY/SUBJECT RELEASE FORMS

Using photographs with identifiable human subjects requires that you have their express written consent to include their likeness in your thesis/dissertation. The author should securely keep consent forms. DO NOT include signed consent forms in the Appendices.

- I have images with identifiable subjects (people) in them, and I have their signed consent to use their likeness in my thesis/dissertation
 I do not have images with identifiable subjects in them.

IRB/IACUC APPROVAL & USE OF CLASSIFIED DATA

By signing below, I certify that I:

- Received IRB Approval
 Received IACUC Approval

Did not need approval because my research did not include human or animal subjects, or I used de-identified data or my research was deemed exempt by the IRB.

If the thesis/dissertation included research with human subjects, all identifying information has been altered, using pseudonyms, fake initials, or numbers to refer to subjects. I understand that if any HIPAA violations are found, my thesis/dissertation will not be accepted.

Student Name	Signature	Date
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PLEASE TYPE IN ALL FIELDS

This electronic form serves as the official record of MANUSCRIPT APPROVAL and is submitted to the Office of Graduate Studies on your home campus simultaneously with the student's additional paperwork.

Last Name		First Name		USF ID#
College		Degree Type		Major
Manuscript Title:				

MANUSCRIPT APPROVAL

The aforementioned manuscript has been reviewed and approved to meet the thesis or dissertation requirement by the student's supervisory committee. The undersigned agree to abide by the statements above, and confirm that this Certificate of Approval Form serves as confirmation that the thesis/dissertation defense has been successfully completed and that the thesis or dissertation, including the Abstract, is approved and ready for submission and publication through the Office of Graduate Studies.

COMMITTEE (CO-) MAJOR PROFESSOR(S) CONTENT ANALYSIS

By signing below, the (Co-)Major Professor(s) confirms the analysis of the report generated from running the student-uploaded dissertation/thesis through a plagiarism-detection software Turnitin (through Canvas) OR Other: _____ and believes, based on that analysis as well as the limitations inherent in such detection software, that this dissertation/thesis is not plagiarized. The first page of the generated report must be attached; check here: if parts of the document have previously been published.

	Name	Email	Signature	Date
STUDENT				
Major/Co-Major Professor				
Co-Major Professor/Member				
Member				
Member				
Member				
Member				
Member				
Member				
Member				

COMMITTEE VERIFICATION - COLLEGE OF ARTS AND SCIENCES and COLLEGE OF BEHAVIORAL & COMMUNITY SCIENCES ONLY

The Department Program Director attests that the committee listed above was previously approved by the college, as well as that the authenticity of each member's signature.

Program Director				
COMMITTEE VERIFICATION - ALL OTHER COLLEGES (BUSINESS, EDUCATION, ENGINEERING, GLOBAL SUSTAINABILITY, MARINE SCIENCE, MEDICINE, NURSING, PHARMACY, PUBLIC HEALTH, THE ARTS)				
The Associate Dean of the College attests that the committee listed above was previously approved by the college, as well as that the authenticity of each member's signature				
Associate Dean				
Administrative Program Specialist (If the department wants an approval email)	Name		Email	

DO NOT COMPLETE – TO BE COMPLETED BY OFFICE OF GRADUATE STUDIES ONLY

<input type="checkbox"/> Plagiarism Summary	<input type="checkbox"/> ETD Registration	<input type="checkbox"/> Approved	Date
<input type="checkbox"/> NORC Survey (Dissertations only)	<input type="checkbox"/> ProQuest Submission		
<input type="checkbox"/> Previously Published	<input type="checkbox"/> Photo Release	<input type="checkbox"/> IRB/IACUC Approval	