This timeline is intended to give you a general sequence of your responsibilities during graduate study. **It is the student’s responsibility to be aware of current requirements and deadlines.** You are encouraged to use the following resources for official processes and deadlines:

- Graduate School - [http://www.grad.usf.edu](http://www.grad.usf.edu)
- Graduate Catalog - [http://www.grad.usf.edu/catalog.asp](http://www.grad.usf.edu/catalog.asp)

### 1st through 3rd Semesters

- Contact program coordinator for assistance with registration until Supervisory Committee selected.
- Supervisory Committee is the group of faculty who will advise you on your coursework and throughout the dissertation process. Consists of a Major Professor and three committee members.
- Begin meeting with program faculty for development of Supervisory Committee and Program of Study.
  - Submit Committee Appointment Form when committee selected and agreed to - [http://www.coedu.usf.edu/main/downloads/documents/Committee_ApptForm_06.doc](http://www.coedu.usf.edu/main/downloads/documents/Committee_ApptForm_06.doc)
  - Changes may be made to committee membership if student’s academic goals/research change over time. Use the Change to Supervisory Committee Form to make such changes - [http://www.coedu.usf.edu/main/downloads/documents/Change_of_Committee_Form_06_000.doc](http://www.coedu.usf.edu/main/downloads/documents/Change_of_Committee_Form_06_000.doc)
- Submit Program of Study (POS) after/at same time your committee selected. The POS is your contract with the University stating the courses you will complete in order to take the qualifying exam.
  - See your program’s website to download the required POS. Requires signatures from all committee members.
  - The POS may be changed due to lack of course availability or changes in student’s goals/research. Use the Change to Program of Study/Course Substitution Form to make such changes - [http://www.coedu.usf.edu/main/downloads/documents/CourseSubstution.doc](http://www.coedu.usf.edu/main/downloads/documents/CourseSubstution.doc).

### 4th Semester through Next to Last Semester of Coursework

- Submit Committee Appointment Form and Program of Study early in program, if you haven’t already, or submit changes to these documents as changes occur.
- Successfully complete courses as listed on your approved program of study.
- Meet with major professor and committee regularly.
- Discuss Qualifying Exam process and timeline with your Major Professor
  - Confirm availability of the exam, especially in summer session, as your faculty must be on campus to grade the exam.

### Last Semester of Coursework or Semester after last course(s)

  - Must register for at least 2 graduate credits in the term you take the exam; this can be your final course(s) or EDG 7910: directed study if you have completed all required courses.
  - EDG 7910 credits taken for registration during exam compliance may be requested to count toward the 24 credits of dissertation requirement (XXX 7980); but only those credits from the semester in which you passed the qualifying exam.
  - Once you pass the qualifying exam, your committee submits the Verification of Exam Results (requires full committee signatures) to COEDU graduate studies. This then triggers the COEDU to generate your form for Admission to Candidacy. This form requires student and major professor signature before submission.
  - You will receive official admission to candidacy notification from the Graduate School.
Admission to Candidacy
- Registration in at least 2 credits of XXX 7980: dissertation is required every semester, including summer, until graduation.
- You may not enroll in XXX 7980 until the semester AFTER the semester you are admitted to candidacy.
- Students must complete a minimum of 24 credits of dissertation (XXX 7980).
  - This may require registration in a large number of credits in your final term if you finish the dissertation phase quickly or it may require registration in over 24 dissertation credits if you take longer than expected to finish.
  - The key is to work with your committee on a timeline for completion so you can gauge your dissertation credit registration accordingly.

Concept Paper for Dissertation (optional per agreement with your committee)
- It is strongly recommended that the candidate prepare a concept paper (2-3 pages) that will serve as an early communication device between the candidate and the Doctoral Committee about the proposed research. Typically, the concept paper presents an overview of the proposed research problem, its context, and methods to study it.

Proposal Defense
- This is a contract between the candidate and the Doctoral Committee and details the research that will be conducted. The proposal is essentially the first three chapters of your dissertation (Chapter 1 – Introduction; Chapter 2 - Review of the Literature; Chapter 3 – Methodology).
- Student must comply with Institutional Review Board (IRB) requirements and obtain a Training Certificate of Completion - [http://www.research.usf.edu/cs/irb.htm](http://www.research.usf.edu/cs/irb.htm) prior to beginning data collection.
  - Must also submit with request form:
    - IRB Certificate of Completion
    - 2 copies of proposal
    - Dissertation Proposal Questionnaire – obtain from Marilyn Washington, in COEDU Dean’s Office
- The proposal defense must be successful and approved and IRB certificate obtained before any data are collected.

Dissertation Writing Stage
- Registration in at least 2 credits of XXX 7980: dissertation is required every semester, including summer, until graduation.
  - Grad School also offers formatting “boot camp” sessions to help as you finalize your document for electronic submission
- Maintain regular meetings and contact with committee; provide drafts of work for review
- Maintain IRB certification annually
Final Semester - Final Defense and Electronic Submission of Dissertation (ETD)

Submissions for COEDU:
- Submit Graduation Application by 4th week of final semester - [http://www.registrar.usf.edu/regurl/Forms/master](http://www.registrar.usf.edu/regurl/Forms/master).
- Register online for Commencement if attending ceremony - [http://usfweb2.usf.edu/commencement/](http://usfweb2.usf.edu/commencement/).
  - Defense date must be at least 4 weeks before the term’s last day of classes.
  - Must also submit with request form:
    - Copy of IRB Certificate of Completion and evidence of annual recertification as appropriate
    - 2 copies of dissertation; one copy stays in Dean’s Office for interested parties and the other is provided to Defense Chairperson by the Dean’s Office
    - Completed Title Page
    - Certificate of Approval -- [http://www.grad.usf.edu/inc/linked-files/ETD/Certificate_of_Approval_Form_for_Thesis_Dissertation.doc](http://www.grad.usf.edu/inc/linked-files/ETD/Certificate_of_Approval_Form_for_Thesis_Dissertation.doc) - completed but not signed. Form is signed after successful defense and edits are made. (see Grad School section below)
- Hold Final Defense.
- Make final revisions of the dissertation as required by Committee.
- Submit Successful Defense Form and Certificate of Approval – now signed by committee and ready for Associate Dean’s Signature. Student submits Certificate of Approval signed by committee and Associate Dean to the Graduate School (see below). Dean’s Office maintains Successful Defense Form in their files.

Submissions for Graduate School:
- Attend Electronic Dissertation Process and Formatting Workshop prior to start of final semester.
- Create a new account on the USF ProQuest website
- Register to complete the online NORC survey of earned doctorates. [http://www.grad.usf.edu/inc/linked-files/ETD/NORC-instructions.pdf](http://www.grad.usf.edu/inc/linked-files/ETD/NORC-instructions.pdf)
- Complete online Grad School Electronic Dissertation (ETD) Registration by 4th week of final semester - [https://www.grad.usf.edu/etd/](https://www.grad.usf.edu/etd/).
- Submit hard copy documents after successful defense and by Final Submission Deadline of your final term
  - Complete the online Graduate School Exit Survey (completed online and requires ~30 minutes). The last page of the survey must be printed and brought to the Graduate School with the certificate of approval. [http://www.ie.usf.edu/Survey/TakeSurvey.asp?SurveyID=852m54M215402](http://www.ie.usf.edu/Survey/TakeSurvey.asp?SurveyID=852m54M215402)
  - Complete the online NORC Survey of Earned Doctorates (survey is completed online and requires ~60 minutes), print the Certificate of Completion page, and submit to the Graduate School. The survey url will be emailed to you after you register to complete the survey. [http://www.grad.usf.edu/inc/linked-files/ETD/NORC-instructions.pdf](http://www.grad.usf.edu/inc/linked-files/ETD/NORC-instructions.pdf)
Final Semester - Final Defense and Electronic Submission of Dissertation (ETD)

Submissions for Graduate School continued:

- Convert the dissertation manuscript to PDF and fully review the manuscript for compliance using the formatting checklists that can be found on the Graduate School ETD website. [http://www.grad.usf.edu/thesis.asp](http://www.grad.usf.edu/thesis.asp)
- Upload the Grad School Approved ETD in PDF format to ProQuest for review and approval by the USF Graduate School. USF ProQuest Portal - [http://www.etdadmin.com/cgi-bin/school?siteId=309](http://www.etdadmin.com/cgi-bin/school?siteId=309).