



Spring Semester 2016

Deadlines for Graduating Students

Instructions: Students should begin the necessary paperwork and scheduling of their oral defense dates and ETD required submissions the beginning of the semester in which they plan to defend their final dissertation/thesis. Students are required to attend an ETD Workshop prior to uploading their dissertation/thesis. This workshop can be completed online or in person: http://www.grad.usf.edu/ETD_Req_01_WorkshopsAndSessions.php. Students can reserve a room by contacting the Academic Affairs Office with the date and time of the defense.

***** **GRADUATION APPLICATION DEADLINE: February 5, 2016** *****

DISSERTATION DEADLINES

<u>ACTION</u>	<u>Deadline</u>
1. Required: Distribute draft of dissertation to committee members.	March 4, 2016 (7 th Week)
2. Required: Last day to submit Request for Defense Form and conduct a Sufficiency Meeting. Must provide the form and Outside Chairperson information to Academic Affairs Office.	March 18, 2016 (9 th Week)
3. Required: Last day to defend dissertation and submit Successful Defense Form.	April 1, 2016 (11 th Week)
4. Required: Deadline to submit Final Approved Dissertation to ProQuest, Certificate of Approval Form, 1 st Page of Plagiarism Check Summary, and NORC Survey to the Academic Affairs Office.	April 8, 2016 (12 th Week)

THESIS DEADLINES

1. Required: Distribute draft of thesis to committee members.	February 19, 2016 (5 th Week)
2. Required: Last day to submit Request for Defense Form to Academic Affairs Office and conduct a Sufficiency Meeting.	March 4, 2016 (7 th Week)
3. Required: Last day to defend thesis and submit Successful Defense Form.	March 18, 2016 (9 th Week)
4. Required: Deadline to submit Final Approved Thesis to ProQuest, Certificate of Approval Form, and 1 st Page of Plagiarism Check Summary to the Academic Affairs Office.	March 25, 2016 (10 th Week)

Academic Affairs Office

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