

## PROCEDURES FOR CANCER BIOLOGY GRADUATE STUDENT DEFENSES

*(Please consult the Office of Graduate Studies website ([www.grad.usf.edu](http://www.grad.usf.edu)), USF Registrar ([www.registrar.usf.edu](http://www.registrar.usf.edu)) and the USF Commencement site (<http://usfweb2.usf.edu/commencement/>) for in-depth graduation procedure information; this sheet is not meant to be a definitive guide for the graduation process!)*

The Office of Graduate Studies (formerly the Graduate School) provides deadline dates each semester that you will need to be aware of. You can find them and other information on the OGS web page ([www.grad.usf.edu](http://www.grad.usf.edu)). **It is now mandatory that you attend an Electronic Thesis and Dissertation (ETD) workshop the semester before you plan to graduate to go over the format and other information you will need when writing and submitting your dissertation. The link for the ETD Workshops and other important information is on the OGS website under “Students”, then select “Thesis and Dissertation”.** If there is a valid reason to delay uploading your dissertation (i.e. a pending patent application or paper publication), you will need to indicate this by checking the appropriate box on the Certificate of Approval Form. Publication of the paper can be delayed for one year. Your major professor is now required to run a plagiarism check on your dissertation so keep this in mind when scheduling your defense so enough time is available for any revisions to be made before the check is run.

During a formal committee meeting, your dissertation committee will instruct you to prepare for graduation in a particular semester. A completed ***Dissertation Committee Meeting Report Form***, available on the Cancer Biology website, stating that your committee recommends that you prepare for your dissertation defense must be filed in the Cancer Biology Program Office. The semester you will be defending must be noted on the form. Once this recommendation is made, you and your Major Professor should select the outside chair and defense date and communicate this information to the Cancer Biology Program Office. **Your defense should be at least 2-3 weeks prior to the dissertation final submission date to allow for corrections to your dissertation before final submission and electronic uploading can occur.** *Please verify the final submission date on the Office of Graduate Studies website.* A CV for the outside chair is to be provided to Dr. Ken Wright, Program Director for review and approval. A room will also be reserved for the Defense at this time. Approximately four weeks before the defense, the official letter of invitation will be prepared and sent to the outside chair, along with guidelines for the defense. Travel and lodging arrangements will also be made at this time for the outside chair.

**Before the end of the 4<sup>th</sup> week of classes in the semester you plan to graduate,** you must submit a ***Graduate Degree Graduation Application***. This is now part of your Student account in OASIS. It needs to be completed and then a copy of the confirmation email you will receive be given to Cathy Gaffney. THIS EMAIL WILL COME TO YOUR USF EMAIL ADDRESS, NOT YOUR MOFFITT ONE. **NOTE:** The Registrar’s Office is very strict about deadline dates so please check the Registrar’s webpage. The College of Arts and Sciences will be notified that you have filed to graduate.

The ***Request for the Ph.D. Final Oral Examination Form*** (which must be signed by your committee members and Dr. Wright) along with the ***Successful Defense Form (unsigned)*** must be taken to the Cancer Biology Program office **at least three weeks before the defense. This is a College of Arts and Sciences deadline.** It is very important to plan ahead on this, as committee members can occasionally be difficult to track down for signatures. The Cancer Biology office will distribute the announcement (copy to CAS Office and posting at Moffitt); the Successful Defense Form is emailed to the invited chair by the CAS Office along with instructions on how to conduct the defense.

A hard copy of your dissertation must be given to your committee members **at least two weeks before the defense.** A hard copy must also be given to Dr. Wright (MRC 4072F) **at least two weeks before the defense.** A copy of your dissertation must be in the outside chair's hands **at least two weeks before the defense.** This can be in electronic form for ease of transmission or a hard copy can be sent via UPS 2<sup>nd</sup> Day Air (ask your PI's management assistant or Cathy Gaffney to arrange shipping), whichever the outside chair prefers. THESE COPIES SHOULD NOT BE OVERLY FANCY AS THIS IS NOT THE FINAL VERSION; MANY STUDENTS RUN THE BLACK AND WHITE PAGES ON A COPIER AND INSERT ANY COLOR PAGES PRINTED ON A COLOR PRINTER. You should also provide your CV to the chair as he/she will be introducing you at the defense.

Prepare one copy of the *Certificate of Approval Form for Theses, Dissertations, and Projects* and a second copy of the *Successful Defense Form* since your invited chair may well forget his/her copy. All forms are available on the Program website. **Bring both to your defense.** Once you successfully defend, the committee must sign, using **blue or black ink.** Dr. Wright signs at the bottom to authenticate the signatures of all the committee members on the Certificate of Approval form. Should revisions to the dissertation be necessary, signature of the major professor and Dr. Wright will be withheld until those revisions are completed. The Successful Defense Form is signed by all your committee members and the invited chair.

**Once the Graduate School gives final approval of your dissertation, they will notify you via email. There will be a ~\$100 Manuscript fee for the uploading of your dissertation to the Scholars Common site; this is your responsibility to pay so please check your student account so you can take care of the charge promptly.**

After your defense and after you have made any corrections to your dissertation, take one complete copy to either Kinko's or Pro-copy or to the Moffitt Copy Center and have three copies made – four if you have a co-Major Professor. In order to keep the printing cost reasonable, please separate the color pages and have those run in color and the remainder of the manuscript in black & white; then re-insert the color pages where appropriate. Regular copy paper is fine and **DO NOT HAVE THE COPIES BOUND** SINCE Cathy will be sending them out to have the hard cover put on. You will pay for any external copy service and obtain a receipt. Once you have the copies, please bring them to Cathy so she can send them for binding. One copy will be for your Major Professor (one for your Co-Major Professor if applicable), one for the Cancer Biology Program Office and one for you to keep.

If using the Moffitt Copy Center you will need to request a print order from Cathy to take along with a flash drive containing your dissertation.

## **Checklist to Complete Graduation Process**

- Dissertation Committee approves preparation for graduation in a designated semester.
- Dissertation Committee Report form is completed and delivered to the Cancer Biology Program office.
- Check Office of Graduate Studies and USF Registrar websites for appropriate semester deadline dates. Register to graduate in OASIS.
- Complete the on-line ETD registration and attend required ETD workshop the semester prior to graduation. ETD boot camps are also available for additional help, especially with formatting.
- Visit the commencement website for information on cap and gown purchase/rental deadlines: <http://usfweb2.usf.edu/commencement/caps.asp>. Approximate rental fee is \$175. If you plan to participate in Commencement, on the hooding form, write down only the faculty member who will actually be participating in your hooding ceremony. If your major professor is unavailable there will be volunteer faculty to do the hooding or you can ask another Cancer Biology faculty member to participate.
- Meet with Major Professor and select outside chair and defense date. Have several dates chosen as conference room availability could be a problem; check with all committee members and the outside chair as to their availability.
- Contact Cathy to reserve a conference room and make all travel arrangements/lodging for visiting chair.
- Two weeks prior to your defense, a copy of your dissertation should be given to Dr. Wright. Please print a hard copy and deliver to Dr. Wright; hard copies should also be distributed to your major professor and committee members unless they request electronic copy. This can be in a simple binder.
- Two weeks prior to your defense, either email an electronic copy or UPS 2<sup>nd</sup> day a hard copy of your dissertation to your outside chair. Ask the chair re: preferred format.
- No less than three weeks prior to your defense, the ***Request for the Ph.D. Final Oral Examination Form*** (signed by your committee members and Dr. Wright) along with the ***Successful Defense Form (unsigned)*** should be delivered to the Cancer Biology office for forwarding to the CAS Office. Cathy Gaffney will create a flyer to go with the ***Request*** form. CAS will email your outside chair the unsigned ***Successful Defense Form*** when they notify him/her that you have been approved to defend.
- Prepare copies of the ***Certificate of Approval Form for Theses, Dissertations, and Projects*** and the ***Successful Defense Form*** and bring them to your defense. These will be signed following your dissertation defense. The ***Successful Defense Form*** is in case your chair forgets the one emailed by CAS.

- After the defense and after any corrections have been made to your dissertation, take one complete copy to Kinko's or Pro-Copy or to the Moffitt Copy Center (with paperwork from Cathy) and have three copies made (four if there is a Co-Major Professor). If using an outside copy center, have the text portion copied in black ink; have any color pages copied separately and then insert as appropriate – do not have the entire dissertation run in color. Please obtain a receipt as the Program will reimburse you for the printing expense.
  
- Cathy will arrange for the copies to be bound. One copy is for you, one for your Major Professor and one for the Cancer Biology Program. If leaving for employment, the print copies should be delivered to the Cancer Biology Office so binding and distribution of the copies can be arranged. Your copy will be sent to you via UPS.
  
- Students are responsible for paying the ~\$100 manuscript fee which will be assessed to your USF student account.