Laura Pierce can assist you with the various department, College, Graduate School, and Registrar’s forms. Most forms are available on the department website (http://psychology.usf.edu/policies/students/) in the Policies & Procedures/Students section. Information about most forms is available both in the Graduate Student Handbook and this ‘Helpful Instructions for Forms’ document (http://psychology.usf.edu/policies/forms/instructions_forms.doc). The Graduate School Thesis and Dissertation forms are available at http://www.grad.usf.edu/thesis.php. The general Graduate School forms website is http://www.grad.usf.edu/student-forms.php, and the Registrar’s Office forms are available at http://www.registrar.usf.edu/data_display.php?link_type=Forms.

After obtaining your Major Professor and Committee Members signatures, please submit the forms to Laura Pierce. She will route them to the Graduate Program Committee and appropriate departments. For the 2012-13 academic year, Dr. Stephen Stark signs as Department, Committee Verification, and Graduate Program Coordinator. Dr. Robert (Bob) Potter signs for the College of Arts and Sciences. Dr. Joan Holmes signs as Associate Dean of the Graduate School on Candidacy forms. On defense announcements Dr. Eric Eisenberg is shown as Dean of the College of Arts and Sciences, and Dr. Karen Liller is shown as Dean of the Graduate School and Associate Vice President for Research and Innovation.

Deadlines Timeframe: The Graduate Application for Degree form as well as ETD (Electronic Thesis and Dissertation) Registration are due early in the semester in which you become eligible to apply and plan to graduate. College Committee forms and Request for Defense forms must be submitted and approved at least two-and-a-half weeks before the final defense date or at least a month before the final manuscript submission deadline. The Final Manuscript Submission deadline is usually about a month before the end of the semester. The Admission to Doctoral Candidacy form can be submitted throughout the semester but no later than the final deadline date, which is towards the end of the semester. Exact deadline dates are available in the ‘Current ETD Deadlines’ document on the Graduate School’s ETD website at http://www.grad.usf.edu/thesis.php.

After the final defense or in the semester you are eligible to receive the degree, you should submit the Application for Degree to the Psychology Department, and the Final Manuscript Submission documents to the Graduate School. ETD Registration and final manuscript submission documents must also be given physically to the ALN226 reception drop off. PDF documents, tutorials and sample pages are also available on the Thesis & Dissertation website to assist you in preparing the final manuscript submission. Registration and attendance at one of the ETD Workshops is required in the semester before the final manuscript submission. Boot Camp Help Sessions are scheduled to help you prepare the document. In addition to the ProQuest upload of the final PDF file for the final manuscript submission, the following paperwork must be submitted: Certificate of Approval Form for Theses and Dissertations, Graduate Student Exit Survey, and NORC Survey (doctoral only). Information on the commencement ceremony and hooding regalia is available on-line (http://usfweb2.usf.edu/commencement/).

**FLORIDA RESIDENCY REQUIREMENTS and Their Impact on Tuition Rates - Very Important – Read Carefully:**

Applicants desiring classification as Florida residents for tuition paying purposes must sign and complete the Florida Residents section of the Florida Residency Classification form http://www.grad.usf.edu/inc/linked-files/FLResidencyForm.pdf or the page of the online Graduate Application (see their website at http://www.grad.usf.edu/graduate-admissions-residency.asp for more details). Incomplete or unsigned forms will be classified as non-Florida residents. The Office of Graduate Admissions will classify applicants as Florida residents if they have provided documentation that verifies they began living in Florida at least twelve months prior to the first day of classes of their admitted term of entry. Additional documentation other than what is required may be requested in some cases. All documentation is subject to verification. The student is responsible for checking their residency classification when admitted to the University of South Florida. The residency classification is noted on the official Graduate School acceptance letter. If the student feels that their initial classification is in error, they have until the last day of the term to contact the appropriate admissions office and request a re-evaluation. After the student has completed their first semester of study they may seek to have their residency reconsidered. They may submit a Request for Reclassification Form with the Office of the Registrar. This must be filed by the 5th day of classes for the term being requested. Note that certain non-U.S. citizens may be eligible to establish Florida residency for tuition purposes only if they meet criteria under specified categories, please read the ‘Residency Classification for International Students’ at http://www.grad.usf.edu/graduate-admissions-international-residency-dev.asp.
Graduate students who wish to reclassify to Florida residency after residing in Florida for at least one year, should carefully read the information posted on the USF Registrar's website to determine if they are eligible for reclassification (www.registrar.usf.edu/Residency). To be eligible to submit a Request for Reclassification form (http://www.registrar.usf.edu/regurl/Forms/Reclass), you must be admitted to the University and have completed one term of enrollment as a Non-Florida resident. Florida Residency for Tuition Purposes, Florida School Code (SB 20-E) Section 1009.21 Florida Statutes (http://www.leg.state.fl.us) requires that a U.S. Citizen/Permanent Resident Alien student or a dependent student's parent/legal guardian establish and maintain a legal Florida residence for at least 12 months *before* the first day of the semester for which in-state status is sought. You can only establish in-state status if you intend to reside in the state permanently and establish "domicile" in Florida. Your evidence of intent to be a resident of Florida is demonstrated by the absence of ties to your former state of residence. It is important that you change your permanent address on all pertinent records. The University of South Florida is required to obtain documentation of 12 months of legal residence before reclassifying you as a resident for tuition purposes. Your intent to establish a residence is evaluated for the domicile year associated with the term for which you are seeking reclassification. Please note, in most cases you may be required to submit a copy of a federal income tax return to substantiate either dependent or independent status, NOTE: There is an automatic presumption that you are "dependent" if you are under 24.

Florida law requires universities to confirm that a student's residency in Florida during the twelve-month qualifying period was for the purpose of making a bona fide domicile rather than for maintaining a mere temporary residence or abode incidental to enrollment. Therefore, it is important to understand that living in or attending college in Florida is not tantamount to establishing a legal residence for tuition purposes. Effective July 1, 2009, non-residents students who come to Florida and enroll in a Florida post-secondary educational institution will not meet the Florida residency requirement for in-state tuition, regardless of the length of time enrolled. In order to have the benefit of paying tuition at instate rates, students seeking residency reclassification must provide clear and convincing evidence of legal ties to the State and continuous physical presence in Florida for at least 12 consecutive months which *predates* initial enrollment in an institution of higher education. Generally, non-resident students who enroll in a post-secondary institution at any point during the twelve-month qualifying period will automatically be precluded from Florida residency status.

Information relevant to incoming non-resident students:

- All current and incoming non-resident graduate students (including international) with at least 0.25 FTE assistantship appointments will be assessed $0.00 out-of-state tuition. Hence, residency rule changes will not impact these students for tuition purposes as long as they retain a .25 FTE assistantship appointment. Students with at least .25 FTE assistantship appointments (Research Assistants, Graduate Assistants, and Teaching Assistants) will continue to submit the Tuition Payment Waiver Application forms.
- The Psychology Department requires all admitted graduate students to carefully read the Graduate Admissions residency website http://www.grad.usf.edu/graduate-admissions-residency.asp, the Florida Residency Classification form, all sections of the Registrar’s residency websites (http://www.registrar.usf.edu/Residency/), and the Request for Reclassification form. We suggest that you acquire as many of the acceptable required documents as possible in case sometime in the future the residency requirements change or your personal situation changes. If you meet the residency requirements and have the required acceptable documentation to establish residency, then before their posted deadlines students may submit the Florida Residency Form or Request for Reclassification Form, along with all acceptable documentation, to the respective Graduate Admissions or Registrars offices. Before submission, please also submit photocopies to Laura Pierce.

[Tips: Please note that you may need your original birth certificate to obtain your Florida Driver’s license, so please locate yours now, and if you cannot obtain your original birth certificate, please allow the additional time needed to order another one. You can obtain a Florida voter’s registration form at the Division of Motor Vehicles while you obtain your Florida driver’s license, if they do not offer it please don’t hesitate to ask them for one. You can also print out the Voter’s Registration form on-line (http://election.dos.state.fl.us/voter-registration/voter-reg.shtml) and then mail it in to the directed address so the voter’s card issue date will be before the first day of the first semester of enrollment.]
- The Psychology Department also requires all admitted graduate students to change their permanent address on all pertinent records, including GEMS (employees system http://usfweb2.usf.edu/hris/default.htm) after appointment is entered in the system, and OASIS (students system http://usfweb2.usf.edu/oasis/mainoasis_stu.htm) (enter it in the 'Permanent-stable,long term' address type section).

OASIS and CHANGE OF ADDRESS -
Learn and become familiar with OASIS (Online Access Student Information System)
http://usfweb2.usf.edu/oasis/mainoasis_stu.htm. Please see the OASIS navigation on-line tutorial http://usfweb2.usf.edu/orientation/static/oasis.asp. OASIS allows you to direct access to your own information. Check it frequently. To begin, once you are at the OASIS login page enter your USF ID number (starts with U and is followed by eight digits) and PIN (first time your pin number is your six-digit date of birth, then you’ll be prompted to enter a new PIN). As soon as you obtain local housing in the Tampa area, please update your permanent address in the USF OASIS and GEMS systems (enter it in the ‘Permanent-stable,long term’ address type section). This is required for all admitted
graduate students. Please be sure to also give Laura Pierce your new address, phone, and USF email address. If your
mailing address changes at any time during your graduate career, please update both the OASIS and GEMS systems, and
notify Laura Pierce.

GEMS, CHANGE OF ADDRESS, and PAYCHECKS
USF has an employee self-service on-line system called GEMS powered through PeopleSoft
https://gems.fastmail.usf.edu/psp/gemspro/?cmd=login. The instructions on how to view your pay, direct deposit,
deductions, change of address, W-4 information, and other GEMS features are available on the Human Resources website
http://usfweb2.usf.edu/human-resources/Talent-Management/onlinetrng/hrprocess/GEMS_Self_Service.htm. Other helpful
links are on the Human Resources website http://usfweb2.usf.edu/human-resources/index.asp. After your appointment is
entered in the GEMS system, please update your permanent address in the USF OASIS and GEMS systems. This is
required for all admitted graduate student employees. If your mailing address changes at any time during your graduate
career, please submit a change of address and an updated W-4 Form through the online GEMS Self-Service system or go to
Payroll.
You should receive your first paycheck on August 24. Please note that your first one or two paychecks may be issued as a
hardcopy paper check until your direct deposit is activated. If so, you would pick up your paycheck from Payroll after noon
on the paydays as indicated in the Regular Pay Date column of the payroll calendar http://usfweb2.usf.edu/human-
resources/payroll/schedules-calendars.asp. Michelle Riedel can assist you if you have any questions about the amount of
your pay.
Full fellowship recipients will not receive a biweekly paycheck, their awards are distributed during the second week of
classes each semester. The Graduate School will provide details to you about the fellowship procedures.

FINANCIAL AID -
Financial Aid for graduate students website is http://usfweb2.usf.edu/finaid/grad.aspx. You must submit both the ‘Free
Application for Federal Student Aid (FAFSA)’, and the ‘Resources/Additional Information’ tab sections in OASIS to report
funds from other sources such as assistantship stipends, tuition waivers, fellowships, and scholarships. Most fellowships
require that you submit an FAFSA to be eligible. Most schools, including USF, have an established priority application date.
USF’s Priority Application Date is March 1. You can still apply for aid if you miss the priority date. Meeting the priority
date allows you the best opportunity to be considered for the most aid types possible; including financial aid programs with
limited funds. Be sure to include USF’s federal school code, 001537, in the section that asks which schools should receive
your results. You will have to resubmit a FAFSA and the Resources/Additional Information tab in OASIS each year the aid
will be needed. If you are interested in loans, information on Loans for students is available at this website

USF IDENTIFICATION CARD -
You should obtain a student ID card upon arrival to USF, see http://it.usf.edu/services/usfcard. You will have to go to the
USF ID Office, which is located in the Phyllis Marshall Center, Room 1505, 974-2357. You will have to bring your
passport/driver’s license and USF course schedule in order to get an ID. There is a charge of $10 (credit card or debit card)
for the ID. Your ID card can be used for numerous services such as entry into USF games, the gym, discounts around Tampa,
the USF shuttle bus, Hartline bus and more.

PARKING -
You must have a parking permit to park on campus. You can purchase the permit by mail, over the web, or in person.
Student parking permit rates vary per semester or annual permit. It is recommended that you purchase your parking pass as
soon as you arrive at USF. Annual parking passes are valid from August-August. See
http://usfweb2.usf.edu/parking_services/default.asp or call (813) 974-3990 for more information.

DISABILITY SERVICES -
As a welcoming and supportive university, the faculty and administration at USF strive to ensure students with disabilities
participate in all aspects of university life. If you are a student with a disability and wish to receive academic
accommodations, please register with Students with Disabilities Services (SDS), visit their website at
http://www.sds.usf.edu/. See the “Students” section of their site for an outline of the process. You may also call the SDS
office at 974-4309. Please also discuss with your program Area Director what academic accommodations are needed for
coursework or comprehensive examinations.

IMMUNIZATION RECORDS -
Upon arrival at USF, you will also have to prove that you have been immunized for (2) Measles, Rubella, Hepatitis B or
waiver, Meningitis or waiver if student is living off campus. A Mandatory Medical History Form must be completed before
you can register. You will need to provide Student Health Services (SHS) the required medical documentation such as
immunization records, lab tests indicating that you have been immunized, or a doctor’s note regarding immunization. **You will not be able to register until you provide the immunization documentation.** Contact the Immunization Department for more information: (813) 974-4056 or http://www.shs.usf.edu/immunizations/immunization-compliance.aspx.

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**HEALTH INSURANCE**

Please check with the SHS Insurance Office for the specific guidelines for student health insurance coverage. Health insurance purchased outside of USF may or may not qualify. If you wish to purchase health insurance that is not provided by USF, you will need to complete an application form that must be signed by your insurance agency. You can purchase health insurance through USF using the registration as instructed on the SHS website http://www.shs.usf.edu/insurance.aspx. The 2012-13 health insurance information is unavailable until August. As part of your student fees, you will receive basic coverage at the USF Student Health Services. You will have coverage for nurse visits, visits with general physicians, lab tests (may incur additional charges), health education and nutrition, and specialty clinics such as Gynecology and Dermatology (you may have additional charges for the specialty clinics).

As part of your purchased student health insurance, you will be able to obtain services with specialized physicians and surgeons outside of Student Health Services (with referrals from Student Health Services). Further, your additional charges through the specialty clinics or lab work at Student Health Services would probably be covered through your insurance. Be sure to check with the Insurance Office for more details on coverage of the health insurance plan.

If you are purchasing the health insurance through the USF carrier, the full annual cost of the individual coverage insurance plan in 2011-12 was $1,806. The costs may increase in the coming year, but the information is unavailable at the time of preparing this document. The university will provide a subsidy benefit per year of the health insurance premium for individual coverage for full-time graduate assistants (maintaining the required GPA in your academic program and enrolled full time during the semester appointed as a graduate assistant) appointed on at least a .25 FTE appointment (10 hours per week) and who elect coverage under the USF Student Health Insurance Plan, and submit the GA insurance form. In 2011-12 the annual subsidy benefit for a .25 FTE appointment (10 hours per week) was $1,000. The University contribution will be paid directly to the insurer. The graduate assistant is responsible for payment of the remainder of the insurance premium for the individual health insurance coverage selected, additional coverage costs more. In 2011-12 for a .25 FTE appointment the student responsible remainder was $806.

International students **are required** to have an acceptable form of Health Insurance for each semester (see international students section). Please contact the SHS Insurance Office for more information: (813) 974-5407 or http://www.shs.usf.edu/insurance.aspx.

Please note that Fellowship recipients may or may not receive the health insurance subsidy benefit. The department may cover the subsidy benefit in certain circumstances, and if so you would register for the health insurance differently, please contact Laura Pierce for instructions.

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**INSURANCE AGREEMENT FORM (INTERNATIONAL STUDENTS)**

As an international student, you will be required to have health insurance for each semester. **There will be a hold on your registration account by the Student Health Services Insurance Office. You will have to complete a form indicating that you will purchase and maintain insurance in order for the hold to be removed.** Please contact the SHS Insurance Office for more information: (813) 974-5407 or visit their website http://www.shs.usf.edu/insurance.aspx and click on the text ‘international students’. The 2012-13 health insurance information is unavailable until August. It is generally recommended that you do not purchase insurance in your home country, as the specifics of your coverage may not meet the requirements of USF and the State of Florida. Similarly, insurance purchased outside of USF may or may not qualify. Please check with the Insurance Office for the specific guidelines for insurance coverage. Once you complete the promissory note that you will be obtaining insurance through the USF Insurance Office, or once you provide documentation that you hold acceptable insurance, your hold will be removed and you will be able to register. Please read the previous section regarding Health Insurance.

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**GEMS APPOINTMENT/STATUS FORM**

Students receiving a graduate assistantship or other university employment must sign a Human Resources appointment form or appointment status form. The initial appointment requires additional employment forms (W-4, I-9, etc.), documentation (social security card, drivers license, passport, etc.), and a letter of offer. Michelle Riedel generates the appointment forms and letters. Human Resources will coordinate with you on the additional employment forms. The GA Policies and Procedures Handbook will be available on the Graduate School website http://www.grad.usf.edu/assistantships.php.

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**DIRECT DEPOSIT** and **eDEPOSIT**

As an employee of USF, you are required to sign up for Direct Deposit at Human Resources during your initial new hire employment paperwork processing (if you have banking information set up, please also bring a voided check), or sign up for Direct Deposit online through GEMS Self-Service (see previous GEMS section). You may also sign up on-line for eDeposit
in the USF OASIS system (http://usfweb2.usf.edu/uco/cashaccounting/edeposit.asp). If you sign up for eDeposit, any funds due to you after your USF charges have been paid will be directly deposited into your own bank account. If your banking institution changes at any time during your graduate career after submitting your Direct Deposit form at the Human Resources new hire employment paperwork process, then you should please submit an updated Direct Deposit on-line through GEMS Self-Service. Forms and instructions are available on-line through Human Resources http://usfweb2.usf.edu/human-resources/Talent-Management/onlinetrng/hrprocess/GEMS_Self_Service.htm.

USF NET ID –
The NetID is your user id at the University. Students, faculty, and staff are automatically eligible to obtain a NetID. With its associated password, the NetID allows you access to a variety of online services offered at the entire University system, such as:

- MyUSF (Blackboard) online courseware
- Student email accounts with Google Apps for Education
- Computer labs on multiple locations around campus, including PSY Grad Lab (PCD 4100) and the PCD 2nd floor classroom computer labs.
- USF Library online services, like journals
- Secure wireless services (USF GOLD - www.it.usf.edu/itc/wireless/goldfaq)
- USF Computer Store purchasing and special discounts
- Free software downloads
- Parking and Transportation Services (Tampa)

To Activate Your NetID
1. Go to https://netid.usf.edu
2. Click on the link which says Activate your USF NetID
3. Enter your First and Last Names in the fields provided.
4. Click the primary identification item you wish to use:
   - USF ID# will look like U12345678.
   - USF ID card number which starts with 6400. Then press the Continue button.
   - USF NetID if you were provided a NetID and personal code for activation.
5. Follow the on-screen instructions. New users will be asked to select a secret question and provide an answer. Users who have previously activated their NetID will be prompted for the answer to their secret question.
6. Create your password. Note: Passwords must contain both letters and numbers but no dictionary words and must be at least eight (8) characters long.

FOREST ACCOUNT –
Your FOREST account will allow you to log into the computers in your faculty lab and give you access to the P Drive. This is the location of the faculty lab folders and the Public folder, which holds department information and various computer instructions. Ask your faculty advisor if you need a FOREST account because some grad students may not use computers on the FOREST domain, such as those working at Moffitt. Jennifer McCarthy can request the creation of your FOREST account from Information Technology. Please complete the Psychology Building and Computer Access Form at http://psychology.usf.edu/forms/PSYaccess.aspx. You will need to activate your USF NetID before filling out this form.

KEYS AND ALARM CODES –
In addition to the FOREST computer accounts, students should request PCD building lab keys and building card swipe access via the Psychology Building and Computer Access Form at http://psychology.usf.edu/forms/PSYaccess.aspx. You will need to activate your USF NetID before filling out this form. You will receive a postcard from the Key Shop PPC110B when your keys are ready to pick up, and you must present a photo ID. In the Comments section, please enter ‘I need an alarm code’. The classrooms and computer labs have alarm systems which are active at night after normal business hours. Your alarm code will allow you to enter the rooms without activating the alarms.

PERMITS AND REGISTRATION -
A Permission to Register form http://psychology.usf.edu/forms/GradCrsePermit.aspx may be submitted on-line, but it is only needed if the class schedule lists the course as “Permit Required”. The department staff person will obtain approval from faculty instructors, enter the permit code into the University system, and then email you to go on-line and register for classes. You may then register for the course on-line through OASIS (http://usfweb2.usf.edu/oasis/mainoasis_stu.htm) or by telephone. Students will receive all information required for registering for classes from either their major advisor or area director. Print out your course registration schedule, and submit it along with the Tuition Waiver application form to Michelle Riedel. You must be registered for classes before the first day of the semester or you will have to pay a $100 late
registration fee. Remember, you must provide proof of immunization and health insurance to Student Health Services before you will be allowed to register.

Students receiving financial support from USF will have required minimum hours of registration. Students typically register for 12 hours per semester during their first year of graduate study (i.e., fall and spring semesters). Following the first year, students must register for the number of hours required by your program area, the department, and the Graduate School. Typically a minimum of 9 hours during each semester of the academic year until thereafter until the degree is conferred. There are also conditions if you have loans which require you to take certain minimum hours of registration, you should contact the Financial Aid office for details. If you go below full-time status, then you will not be eligible for a tuition waiver. However, all students on assistantships, even doctoral candidates, must register for at least 9-12 hours if they have a tuition waiver. Under normal circumstances, students with summer tuition waivers must register for a minimum of 6 hours during the summer term.

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Tuition Payment Waiver Application Form –
A Tuition Waiver Application form will be emailed and available in the mailroom PCD4118G. Print out your course registration schedule, and submit it along with the Tuition Waiver application form to the mailbox of Michelle Riedel. If you do not have a graduate assistant appointment, fellowship, or a Financial Aid loan deferred payment of fees, then payment of your portion of tuition, fees, health insurance, and applicable taxes is due by the end of the first week of classes, or you will have to pay a $100 late payment fee. Students with Financial Aid loan deferred payment of fees, graduate assistantships, or fellowships will be able to pay fees until the 9th week of the semester as stipulated in the Memorandum of Understanding between the University of South Florida Board of Trustees and Graduate Assistants Union.

You can pay by credit card through OASIS (http://usfweb2.usf.edu/oasis/mainoasis_stu.htm) but note there is a $10 convenience fee on bank cards (debit or credit), by personal check in person at the Cashier’s Office at ALN 147, drop-off box at ALN 131, or by mail. Use the registration fee rates chart on the Graduate School website to determine the amount to pay http://www.grad.usf.edu/assistantships.asp. See http://usfweb2.usf.edu/uco/cashaccounting/tuition.asp for more information.

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Graduate School Petition Form –
The Graduate School Petition form is used to drop, add or change courses and/or number of credit hours after the end of the drop/add or fees payment deadline, and is available on the Graduate School forms website. If seeking to register for less than the required number of hours, the signed Graduate School Petition and attached justification must accompany the department Request for Reduction of Registration Hours form.

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Graduate Transfer of Courses Form –
For students requesting that a graduate level course taken at another university be transferred to USF towards degree credit. Available on the Graduate School forms website.

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Course Waiver Form –
For students requesting that a departmental course requirement be waived on the basis of coursework taken in another program. Submit syllabi of the course along with the form. Available on the department student forms website.

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Teaching Application Form –
Students may apply to assist or instruct a class by submitting a teaching application form available on the department students forms website. Announcements for available teaching slots will be distributed through the PSYGrads listserv.

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Teaching Assignment Memo –
Drs. Toru Shimizu and Jane Noll will coordinate the teaching assignments. Students being offered a teaching assignment as either an instructor or assistant will receive a teaching assignment memo in their department mailboxes. The signed memos should be returned to Laura Pierce.

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Work Copy/Exam Copy Request Forms –
Please use the Work Copy Request Forms in the department mailroom (back countertop) to have materials duplicated for the class/lab you are teaching or assisting (not your personal coursework). Please allow three to five days turnaround time. Please complete and attach the Exam Copy Request Form (pink) and hand deliver the paper exam to Rose Ford in PCD4118 or any staff person in the 4118 business suite. Do not leave exams in the copy requests tray and do not email exams to Rose. Let her know of any Student Disability Services requests so she can forward their office a copy prior to exam date.
MALPRACTICE INSURANCE VERIFICATION – Clinical students only
http://www.apait.org/apait/products/studentliability/

Clinical students are required to carry malpractice insurance throughout their clinical training. A copy of malpractice verification must be submitted to Tatyana Truax each year. The most affordable insurance with the best coverage, and thus the only insurance that we recommend, can be purchased through the American Psychological Association Insurance Trust (www.apait.org). But you have to be a student affiliate member (http://www.apa.org/membership/student/index.aspx) of American Psychological Association (www.apa.org) before you can purchase the insurance through APAIT.

CLINICAL PLACEMENT FORMS – Clinical students only

Clinical Psychology students who are interested in obtaining a placement can attend the annual Placement Fair usually held in March, and submit an application form signed by your major professor to the Placement Committee Chair. The Placement Policies are available on the department students forms website at http://psychology.usf.edu/policies/forms/placements.doc. Placement Application Approval form is available at http://psychology.usf.edu/policies/forms/placementapproval.doc. Placement Acceptance of Position form is available at http://psychology.usf.edu/policies/forms/acceptance.doc.

PETITION TO WORK MORE THAN 16 HOURS FORM - Clinical students only
http://psychology.usf.edu/policies/forms/extrahours.doc

Clinical Psychology Students must complete this form each semester for both paid and volunteer work that exceeds 16 hours per week. Please return the completed petition form along with a signed letter of support from your major professor to Dr. Vicky Phares, Director of Clinical Training. Available on the department students forms website.

TRAVEL REIMBURSEMENT FORMS -

Travel reimbursement information through the Graduate School's Graduate and Professional Student Council is located on this website http://www.sg.usf.edu/index.php/bureaus/business-office/conference-presentation-grant. The Psychology Department’s travel and reimbursement forms and instructions are available online at this website http://psychology.usf.edu/policies/travel/.

A Travel Authorization Request (TAR) http://psychology.usf.edu/forms/TravelRequest.aspx form must be completed and approved prior to undertaking travel to conferences, conventions and organized meetings, whether domestic or foreign. Submit the TAR as far in advance is possible to allow for appropriate approval process to be completed. Receipts for travel reimbursements need to be submitted within 30 days of the date of travel for timely processing. A reimbursement check will be mailed to the student from the Travel Department. After 6 months from the date of travel, there is no reimbursement.

GRADUATE AWARDS AND SCHOLARSHIPS –
Please see the department website at http://psychology.usf.edu/resources/scholarships/ for forms and information about the following awards and scholarships: the Eve Levine Graduate Teaching Award, Stefanie Gilbert Endowed Scholarship In Psychology Award, and Richard Labarba Memorial Scholarship Award.

EVALUATION AND PROGRESS FORMS –
At the end of the spring semester, students will be requested to submit an evaluation and/or progress form along with an updated vita to Laura Pierce, their Area Director and/or Major Professor. Clinical Progress Checklist, Self-Study Student Evaluation, CNS Student Evaluation, and IO Student Evaluation forms are available on the department students forms website under the section heading of Evaluation and Progress (http://psychology.usf.edu/policies/students.aspx).

IRB INSTITUTION REVIEW BOARD -
Please attend to USF’s most recent policies regarding the ethical conduct of research by consulting the Division of Research Compliance’s website at www.research.usf.edu/cs/. Students may refer to the Division of Research Compliance’s website regarding procedures for gaining approval for research with both human and non-human participants. Research with humans is reviewed by the Institutional Review Board (IRB), and research with non-human animals is reviewed by the Institutional Animal Care and Use Committee (IACUC). IRB submissions are within the online system called eIRB and can be accessed at the IRB website. Submissions are first routed to the department’s scientific reviewer before going on to the IRB. In no case may research commence without written approval from the appropriate University office.

INCOMPLETE GRADE CONTRACT –
http://www.grad.usf.edu/inc/linked-files/Incomplete_Grade_Contract.pdf
An Incomplete (I) grade indicates incomplete coursework and may be awarded to graduate students at the discretion of the instructor, only when a small portion of the student’s work is incomplete and only when the student is otherwise earning a passing
grade. The course instructor and student must draft and sign a contract that describes the work to be completed, the date it is due, and the grade earned including the zero for the incomplete portion. The instructor must file a copy of the contract in the department before the date grades are due, and the original is submitted to the Graduate School (via Rose Ford). The instructor must not require students to either re-register for the course or audit the course in order to complete the I grade. Students may register to audit the course, with the instructor’s approval, but cannot re-take the course for credit until the I grade is cleared. An I grade not cleared within the next two successive academic semesters (including summer) will revert to the grade noted on the contract. I grades are not computed in the GPA, but the grade noted on the contract will be computed in the GPA if the contract is not fulfilled by the specified date. When the final grade is assigned, if applicable, the student will be placed on academic probation or academically dismissed. Students cannot be admitted to doctoral candidacy or certified for graduation with an I grade. Form is available on the Graduate School website.

CHANGE OF NAME REQUEST FORM –
http://www.registrar.usf.edu/forms/Change%20of%20Name%20Request%20Form2008-09-17_11_02_00.pdf
If your name has changed since your initial admittance to the university (marriage, divorce, legal/court order, misspelling correction, other), then please submit to the Registrar’s Office a Name Change Form, along with a photocopy of the appropriate legal document for justification. Form is available on the Registrar’s website. The name on university file will appear on your diploma.

MASTER’S THESIS COMMITTEE FORMS -- (Master’s thesis level) To create a NEW thesis committee.
The faculty member serving as major professor must be an active scholar and have at least one refereed publication in the prior three years. If the major professor is not a member of the Psychology Department, a co-major professor from the Department must be appointed.
The thesis committee must consist of at least three tenured or tenure earning faculty members from the Department of Psychology. At least one member must be from within the student’s program area, and at least one member must be selected from another program area in the department. CNS students must have one member from the student’s CNS concentration and one member either from outside the student’s CNS concentration or from the other doctoral programs (Clinical or IO). For the purpose of determining to which concentration CNS faculty belong, please refer to the Department’s webpage listing of CNS faculty concentrations or to the CNS Area Director.

A. Psychology Department Master’s Thesis Committee Form –
http://psychology.usf.edu/policies/forms/thesis_committee.doc
Must be submitted with Graduate Student Supervisory Committee Appointment form New Appointment (B) and must be approved before the thesis proposal defense.

B. Graduate Student Supervisory Committee Appointment Form, New Appointment –
http://www.cas.usf.edu/gus/data/CommitteeForm.doc
Must accompany the Psychology Department Master’s Thesis Committee Form (A).

CHANGE OF COMMITTEE FORMS – (Master’s thesis level) To change committee member(s) of previously approved master’s thesis committee. Students are required to justify changes. Typically, scheduling difficulties are not sufficient reasons for requesting such changes.

A. Psychology Department Change of Committee Form –
http://psychology.usf.edu/policies/forms/change_committee.pdf
Must accompany Changes to the Graduate Student Supervisory Committee form (B) before the final defense.

B. Changes to the Graduate Student Supervisory Committee Form –
http://www.cas.usf.edu/gus/data/ChangeCommitteeForm.doc
Must accompany the Psychology Department Change of Committee Form (A).

PETITION TO SUBSTITUTE DIRECTED RESEARCH HOURS for Thesis or Dissertation Hours Form – Thesis level
http://psychology.usf.edu/policies/forms/SubDirResHrsForDissHrs.pdf
With the approval of the Graduate Program Committee, students may count up to 3 hours of Directed Research (PSY6917) toward the required 6 thesis hours. Typically requested by Pre-masters students who need only one more credit hour to meet total minimum enrollment. Available on the department students forms website.

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TIME LIMIT EXTENSION REQUEST FORM –
http://www.grad.usf.edu/inc/linked-files/Time_Limit_Extension_Form.pdf
The doctoral student has five (5) years to obtain the Master’s degree. Doctoral degrees must be completed within seven (7) years from the student’s original date of admission for doctoral study. Under rare circumstances, the Graduate School may approve a Time Limit Extension (TLE) Request form. However, students are allowed only one TLE during their graduate training. Any TLE request must contain a comprehensive work action plan showing benchmarks that will be completed during the extension. The TLE form and benchmarks must be submitted at least one semester prior to the end of the time limit for the student’s course of study, candidacy, or degree requirements. A TLE request for a student already out of compliance will not be approved. Generally, students that have had a previous Leave of Absence will not be approved for a TLE unless there are exceptional and unavoidable circumstances. Must be coordinated with your major professor, area director, and submitted via Laura Pierce. Form is available on the Graduate School forms website.

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MASTER’S, ED.S. OR PH.D. DEGREE APPLICATION a.k.a. Graduate Degree Graduation Application - Master’s M.A. level –
http://www.registrar.usf.edu/regurl/Forms/master
The student must submit a Degree Application form if expecting to graduate in the semester (indicate M.A. at master’s level). The deadline is usually within the first month of the semester. The form is usually submitted in the semester of thesis defense, format check and final manuscript submission. Please complete, sign and submit the form to Laura Pierce. She needs to keep a copy for department records and tracking purposes. Laura will submit to the College, who must approve it before the Registrar’s Office will process. The form is available on the Registrars forms website, named Graduate Degree Graduation Application, and the link usually changes every academic year. Students must be enrolled for at least two graduate credit hours in semester of degree.

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ETD Processes and Formatting Workshops -- Workshop registration and attendance at one of the workshops is required in the semester PRIOR TO final manuscript submission, see their website http://www.grad.usf.edu/thesis.php to register for a workshop and for the schedule. There is an online option for off-campus students, see their website for instructions. ETD Boot Camp Help Sessions are also available for help on all aspects of the ETD process, see their website for schedule (bring a laptop and your manuscript, no appointment needed, help will be provided first-come-first-served).

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ETD REGISTRATION – Master’s thesis level
Carefully read all EDT instructions at http://www.grad.usf.edu/thesis.php.
Students that intend to complete the thesis or dissertation are required to register for ETD submission on the Graduate School ETD Registration website https://www.grad.usf.edu/etd/ by the deadline. (Do not confuse this with the Workshop registration above, it is a separate step.) ETD Registration is a web-based form (estimated approximately 20 minutes to complete) accessed through the Graduate School Thesis/Dissertation website. More detailed information on the ETD process and requirements can be found on their website at http://www.grad.usf.edu/thesis.php.
You also need to create a new account on the USF ProQuest website http://www.etdadmin.com/usf, and doctoral dissertation students only need to register to complete the NORC survey https://sed.norc.org/doctorate/showRegister.do. Students must be enrolled for at least two thesis or dissertation credit hours.

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CERTIFICATE OF APPROVAL FORM for Theses and Dissertations – Master’s thesis level (Final Manuscript Submission)
The Certificate of Approval Form for Theses and Dissertations serves as the official record of manuscript submission and is submitted to the Graduate School Editorial Office drop off reception (ALN226). It is submitted after successfully defending the thesis and ETD Registration. Please fill it in electronically and print it out. It is not bound in the thesis. It must be signed by all of your committee members so it’s a good idea to take it with you to the defense. Laura Pierce can obtain the Graduate Program Coordinator’s signature for the Committee Verification. She will keep a copy of the form for your file, then give it to you to take to the Final Manuscript Submission. Available on the Graduate School Thesis & Dissertation forms website.

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PROQUEST – Master’s thesis level (Final Manuscript Submission)
http://www.etdadmin.com/usf
Upload the committee approved thesis PDF file ETD to the USF ProQuest Portal. Pay all fees associated with the ETD submission to ProQuest. Available on the Graduate School Thesis & Dissertation forms website.

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GRADUATE STUDENT EXIT SURVEY – Master’s thesis level (Final Manuscript Submission)
Complete online and print out the last page for Final Manuscript Submission to the Graduate School. Available on the Graduate School Thesis and Dissertation forms website.

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COMMENCEMENT – Master’s level
http://usfweb2.usf.edu/commencement/
You can sign up for the Commencement ceremony on-line, and get hooding merchandise at the USF Bookstore. More information is available on the USF Commencement website. The department has one female master’s ceremony cap and gown set available to borrow on a sign-out basis with Laura Pierce.

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(GR,DFA) STATUS OF APPLICATION TO GRADUATE –
Financial aid funds cannot be disbursed until the status of your application to graduate (degree) has been determined. You should receive an email from Financial Aid with a link to complete a form if you will continue to be enrolled because your application to graduate (degree) was not approved for the current term, or if you will continue at USF enrolled as a degree-seeking graduate student for the next semester. Complete and sign the top portion, and Laura Pierce can complete the bottom portion, then return to you to submit to the Office Financial Aid.

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LEAVE OF ABSENCE –
http://www.grad.usf.edu/inc/linked-files/Leave_of_Absence_Request_Form.pdf
According to the graduate catalog, if a student is unable to meet the mandatory continuous enrollment requirement and unable to make continuous progress toward completion of degree requirements due to an exceptional and unavoidable situation, the student should submit in advance a Leave of Absence (LOA) Request Form available on the Graduate School forms website. The request should specify the reasons for the leave, as well as the duration. Requested LOA may be approved for up to two years. The leave must be approved (via Laura Pierce) by the student’s major professor, Graduate Program Coordinator, Dean of the College, and the Dean of the Graduate School. If the leave is granted, the time absent does not count against the student’s time limit to obtain the degree. Students need to be enrolled the first semester after the leave expires. Students returning from an approved LOA must reactivate their status by contacting the Graduate School for procedures. Doctoral Candidates returning from a LOA must also have their candidacy status reactivated.

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VOLUNTARY WITHDRAWAL FORM –
http://www.grad.usf.edu/inc/linked-files/Voluntary_Withdrawal_Form.pdf
Must be submitted (via Laura Pierce) and approved before withdrawing from the program. Available on the Graduate School forms website.

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MINOR FORM -- CNS and I/O students only
http://psychology.usf.edu/policies/forms/revised_minor_form12-02.pdf
Must be submitted and approved before minor program begins. Students must submit a detailed description of the proposed Minor course of study to their M.A. or Ph.D. committee for approval. This proposal will contain descriptions of courses planned (and syllabi if available), an explanation of the relationship of the proposed Minor to the primary course of study, and an appropriate time for completion of the Minor. It is expected that the student will complete the Minor requirement in about one year.

Submit the minor form (and syllabi if available) to Laura Pierce. Available on the department students forms website. She will obtain the Graduate Program Committee’s approval, and ensure return to your departmental student file. You will receive an email confirming the minor approval.

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TOOLS OF RESEARCH FORM – CNS and IO students only
http://psychology.usf.edu/policies/forms/research_tool_form0703.pdf
Must be submitted and approved before beginning tools program. Students must submit a detailed description of the proposed tools courses to their M.A. or Ph.D. committee for approval. This proposal will contain descriptions of courses planned, an explanation of the relationship of the proposed courses to the primary course of study, and an appropriate time for completion of the courses. Submit the form to Laura Pierce. Available on the department students forms website. She will obtain the Graduate Program Committee’s approval, and ensure return to your departmental student file. You will receive an email confirming the tools of research approval.

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REQUEST FOR REDUCTION IN REGISTRATION HOURS –
http://psychology.usf.edu/policies/forms/RequestReduction.doc
This department Request for Reduction in Registration Hours form must be submitted along with a Graduate School Petition form, appropriate Instructor signature(s), and an attached justification statement. Both forms and attachment should be
submitted at least two months prior to the semester in question. See the Psychology Dept Graduate Handbook and the University Graduate Catalog regarding course load requirements. Available on the department students forms website.

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REQUEST TO SIT FOR COMPREHENSIVE EXAMINATION FORM – Clinical students only
http://psychology.usf.edu/policies/forms/requestToSit.doc
Form must be submitted to Laura Pierce at least one month prior to beginning comprehensive exams. The RAS committee members and dates must be arranged, and the form signed by your major professor. Your dissertation committee should be formed and the committee forms approved before taking the exams. Rules for exams are available at http://psychology.usf.edu/policies/forms/CompsRules_03012005ToStudents.doc. Available on the department students forms website.

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APPROVAL OF THE PLAN FOR THE CNS COMPREHENSIVE EXAM/MAJOR AREA PAPER (A) – CNS students only
http://psychology.usf.edu/policies/forms/CNS_CompForm.doc
Plan and reading list must be documented and approved before taking comps/proposing MAP. Submit to Dr. Judith Bryant.

CERTIFICATION THAT THE CNS COMPREHENSIVE EXAM/MAJOR AREA PAPER HAS BEEN PASSED (B) – CNS students only
http://psychology.usf.edu/policies/forms/CNS_CompFormFinal.doc
Successful completion of comps/MAP defense must be documented afterwards. Submit to Dr. Judith Bryant.

Forms are available on the department students forms website.

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DISSERTATION COMMITTEE FORMS – To create a NEW dissertation committee.
The faculty member serving as major professor must be an active scholar and have at least one refereed publication in the prior three years. If the major professor is not a member of the Psychology Department, a co-major professor from the Department must be appointed.
The Ph.D. supervisory committee must consist of at least five full-time tenured or tenure-earning faculty members. Three members must be full-time faculty within the Department of Psychology and in the student's departmental program area. At least one of the remaining two members must be a full-time faculty member from within the Department of Psychology but outside the student’s departmental program area (for CNS students, outside the student’s CNS concentration). The fifth member may be chosen from within or outside the Department of Psychology but must be outside the student's departmental program area. For example, a clinical psychologist from another department may not serve as the “outside of program area” member for a clinical student. For the purpose of determining to which concentration CNS faculty belong, please refer to the Department’s webpage listing of CNS faculty concentrations or to the CNS Area Director.

A. Psychology Department Doctoral Dissertation Committee Form –
http://psychology.usf.edu/policies/forms/doctoral_dissertation_committee.doc
Must be submitted with Graduate Student Supervisory Committee Appointment form New Appointment (B) before the dissertation proposal defense.

B. Graduate Student Supervisory Committee Appointment Form, New Appointments –
http://www.cas.usf.edu/gus/data/CommitteeForm.doc
Must accompany the Psychology Department Doctoral Dissertation Committee Form (A). Available on the department students forms website. Complete both forms and obtain the signatures of all committee members. For any non-USF faculty a vita is required and must be attached. Then submit all documents (and vita if applicable) to Laura Pierce. She will obtain the Graduate Program Committee’s approval, track the form in route to the college, and ensure return to your departmental student file. You will receive an email confirming the committee approval.

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CHANGE OF COMMITTEE FORMS – To change committee member(s) of previously approved doctoral dissertation committee. Students are required to justify changes. Typically, scheduling difficulties are not sufficient reasons for requesting such changes.

A. Psychology Department Change of Committee Form –
http://psychology.usf.edu/policies/forms/change_committee.pdf
Must accompany Changes to the Graduate Student Supervisory Committee form (B) before the final defense.

B. Changes to the Graduate Student Supervisory Committee Form –
http://www.cas.usf.edu/gus/data/ChangeCommitteeForm.doc
Must accompany the Psychology Department Change of Committee Form (A). Available on the department students forms website. Complete both forms and obtain the signature(s) of added committee member(s) and major professor. For any non-USF faculty a vita is required and must be attached. Then submit both forms (and vita if applicable) to Laura Pierce. She will obtain the Graduate Program Committee’s approval, track the form in route to the college, and ensure return to your departmental student file. You will receive an email confirming the committee changes.
I/O INTERNSHIP COMPLETION PETITION –
http://psychology.usf.edu/policies/forms/IO_Internship_Completion.doc
Successfully completed internship requirements should be documented along with an attached letter from the internship training director (Part 2). Workshop and for the schedule
The student must submit a Degree Application form if expecting to graduate in the semester (indicate Ph.D. at doctoral level).
level
Successfully completed internship requirements should be documented along with an attached letter from the internship Program's Verification of Internship Eligibility and Readiness Form, completed by both the applicant and his/her academic separate downloads: (1) the standardized application form, completed by the applicant (Part 1), and (2) the Academic Program's Verification of Internship Eligibility and Readiness Form, completed by both the applicant and his/her academic training director (Part 2).

PETITION TO SUBSTITUTE DIRECTED RESEARCH HOURS for Thesis or Dissertation Hours Form –
Dissertation level
http://psychology.usf.edu/policies/forms/SubDirResHrsForDissHrs.pdf
With the approval of the Graduate Program Committee, students may count up to 6 hours of Directed Research (PSY7918) toward the required 12 dissertation hours. Typically requests will be granted only for hours taken the semester in which students applied for admission to candidacy and when students can document that they have been working on their dissertation proposals. Available on the department students forms website.

APPIC INTERNSHIP APPLICATION – CL students only
The Association of Psychology Postdoctoral and Internship Centers (APPIC) internship procedures, directory, application, and match information are available on the APPIC website at http://www.appic.org/. The AAPI application consists of two separate downloads: (1) the standardized application form, completed by the applicant (Part 1), and (2) the Academic Program's Verification of Internship Eligibility and Readiness Form, completed by both the applicant and his/her academic training director (Part 2).

I/O INTERNSHIP COMPLETION PETITION – IO students only
http://psychology.usf.edu/policies/forms/IO_Internship_Completion.doc
Successfully completed internship requirements should be documented along with an attached letter from the internship supervisor. Requires major advisor and area director signatures before submitting to Laura Pierce. Available on the department students forms website.

TIME LIMIT EXTENSION REQUEST FORM –
http://www.grad.usf.edu/inc/linked-files/Time_Limit_Extension_Form.pdf
The doctoral student has five (5) years to obtain the Master’s degree. Doctoral degrees must be completed within eight (8) years from the student’s original date of admission for doctoral study. Under rare circumstances, the Graduate School may approve a Time Limit Extension (TLE) Request form. However, students are allowed only one TLE during their graduate training. Any TLE request must contain a comprehensive work action plan showing benchmarks that will be completed during the extension. The TLE form and benchmarks must be submitted at least one semester prior to the end of the time limit for the student’s course of study, candidacy, or degree requirements. A TLE request for a student already out of compliance will not be approved. Generally, students that have had a previous Leave of Absence will not be approved for a TLE unless there are exceptional and unavoidable circumstances. Must be coordinated with your major professor, area director, and submitted via Laura Pierce. Form is available on the Graduate School forms website.

The student must submit a Degree Application form if expecting to graduate in the semester (indicate Ph.D. at doctoral level). The deadline is usually within the first month of the semester. The form is usually submitted in the semester of dissertation defense, format check and final manuscript submission. Please complete, sign and submit the form to Laura Pierce. She needs to keep a copy for department records and tracking purposes. Laura will submit to the College, who must approve it before the Registrar’s Office will process. The form is available on the Registrar’s forms website, named Graduate Degree Graduation Application, and the link usually changes every academic year. Students must be enrolled for at least two graduate credit hours in semester of degree.

ETD Processes and Formatting Workshops -- Workshop registration and attendance at one of the workshops is required in the semester PRIOR TO final manuscript submission, see their website http://www.grad.usf.edu/thesis.php to register for a workshop and for the schedule. There is an online option for off-campus students, see their website for instructions. ETD
ETD REGISTRATION – Doctoral dissertation level


Students that intend to complete the thesis or dissertation are required to register for ETD submission on the Graduate School ETD Registration website [https://www.grad.usf.edu/etd/](https://www.grad.usf.edu/etd/) by June 8. (Do not confuse this with the Workshop registration above, it is a separate step.) ETD Registration is a web-based form (estimated approximately 20 minutes to complete) accessed through the Graduate School Thesis/Dissertation website. More detailed information on the ETD process and requirements can be found on their website at [http://www.grad.usf.edu/thesis.php](http://www.grad.usf.edu/thesis.php).

You also need to create a new account on the USF ProQuest website [http://www.etdadmin.com/usf](http://www.etdadmin.com/usf), and doctoral dissertation students only need to register to complete the NORC survey [https://sed.norc.org/doctorate/showRegister.do](https://sed.norc.org/doctorate/showRegister.do). Students must be enrolled for at least two thesis or dissertation credit hours.

DISSERTATION DEFENSE FORMS –

Defense Request packets are to be submitted to Laura Pierce two-and-1/2 weeks before the scheduled defense date, or not later than the June 26 deadline date. Dissertations must be defended successfully before or in the semester you expect to graduate, and defended preferably two weeks or at least several days in advance of the Final Manuscript Submission (Dissertation) deadline to allow for revisions. Your major professor can help you select an oral Defense Chair (senior faculty with at least one pub in prior three years, person outside the department and not a member of your committee). ALL THREE Defense forms should be signed and ready to go to Laura for College submission at least TWO-and-1/2 WEEKS BEFORE scheduled defense date, so start getting committee members signatures on the Request form at least three weeks before. All three defense forms are submitted at the time of request. Submit a hard copy of your dissertation to committee members at least FOUR WEEKS BEFORE defense date. Students must be enrolled for at least two dissertation credit hours. Hint: good idea to take the ‘Certificate of Approval Form for Theses and Dissertations’ to your defense since it needs committee signatures (see Final Manuscript Submission section below). Students should try to avoid scheduling defenses during June, July and August.

Please note that the College of Arts and Sciences website has all defense forms posted at this link:

[http://www.cas.usf.edu/gus/grad/forms/](http://www.cas.usf.edu/gus/grad/forms/)

- #1 of 3 Request for Dissertation Defense – Form needs all Committee and Associate Chair signatures at this time:  

- #2 of 3 Defense Announcement – There are several formats available according to committee composition. Please contact Rose Ford to reserve a room (email rford@usf.edu).

[http://www.cas.usf.edu/gus/grad/forms/](http://www.cas.usf.edu/gus/grad/forms/)

- #3 of 3 Successful Defense Form - Fill out completely and submit along with #1 Request and #2 Announcement, but no signatures needed at this time (signed at actual defense, then given to Laura):  
[http://www.cas.usf.edu/gus/data/SuccessfulDefenseForm.doc](http://www.cas.usf.edu/gus/data/SuccessfulDefenseForm.doc)

CERTIFICATE OF APPROVAL FORM for Theses and Dissertations – Doctoral dissertation level (Final Manuscript Submission)


The Certificate of Approval Form for Theses and Dissertations serves as the official record of manuscript submission and is submitted to the Graduate School Editorial Office reception drop off (ADM226) with the student’s final dissertation manuscript copy. It is submitted after successfully defending the dissertation and ETD Registration. Please fill it in electronically and print it out. It is not bound in the dissertation. It must be signed by all of your committee members so it’s a good idea to take it with you to the defense. Laura Pierce can obtain the Graduate Program Coordinator’s signature for the Committee Verification. She will keep a copy of the form for your file, then give you to take to the Final Manuscript Submission. Available on the Graduate School Thesis & Dissertation forms website.

GRADUATE STUDENT EXIT SURVEY – Doctoral dissertation level (Final Manuscript Submission)


Complete online and print out the last page for Final Manuscript Submission to the Graduate School. Available on the Graduate School Thesis & Dissertation forms website.

PROQUEST – Doctoral dissertation level (Final Manuscript Submission)

[http://www.etdadmin.com/usf](http://www.etdadmin.com/usf)

Upload the committee approved thesis PDF file ETD to the USF ProQuest Portal. Pay all fees associated with the ETD submission to ProQuest. Available on the Graduate School Thesis & Dissertation forms website.
NORC SURVEY - Doctoral dissertation level Only (Final Manuscript Submission)
https://sed.norc.org/survey
Complete the online survey (estimated approximately 60 minutes), print out the Certificate of Completion page, and take it to the Graduate School. (For instructions see http://www.grad.usf.edu/inc/linked-files/ETD/NORC-instructions.pdf.) Available on the Graduate School Thesis & Dissertation forms website.

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COMMENCEMENT – Doctoral level
http://usfweb2.usf.edu/commencement/
You can sign up for the Commencement ceremony on-line, and get your doctoral hooding regalia and other merchandise at the USF Bookstore. More information is available on the USF Commencement website.