

DISSERTATION DEFENSE and GRADUATION

(Updated on February 2019)

Dissertation Defense consists of a public seminar presenting your dissertation research and a subsequent oral examination administered by your Doctoral Supervisory Committee.

- A. **Register for MOB 8985 (0 hrs.)** with your major professor as the instructor of record. Notify the MOB Coordinator the semester before you expect to graduate so a course can be created for you. You must be registered in the final term in which your dissertation is completed. If you are receiving your stipend you will register as a full time student. If not, you may be able to register for fewer hours.
- B. **Apply for graduation** online during the approximately 3 week window at the start of each semester. (Login at my.fsu.edu - from the "my academics" tab select "more...", then Apply for Graduation.) This starts the graduation process and is **in addition** to registering for Dissertation Defense (MOB 8985).
- C. **Know your deadlines.** The Graduate School publishes specific timelines for each semester (<https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation>). Find all necessary forms through this link, including the "Dissertation Forms Checklist". Call 644-0045 if you aren't sure about anything.
- D. **Set your date**, which should be in the first 8 weeks of the semester in order to meet all deadlines. Make sure all of your committee members will be present for your defense; you may need to replace members who are not available on that date.
- E. **Submit the Defense Announcement form** online 2 weeks prior to your defense.
- F. **Notify the MOB Coordinator** of the title, date, time, and location of your defense so notices can be posted in the appropriate buildings and via e-mail.
- G. **Submit your initial manuscript electronically to Manuscript Clearance** before defense for "Initial Format Review." See the date deadline on the Manuscript Clearance website.
- H. **Provide a copy** to each member of the supervisory committee a **minimum of two weeks** before the date of your defense. Check with each member to determine whether they prefer to receive their copy earlier than this time frame. The university recommends 4 weeks in advance of the defense.
- I. International students must submit a **"Final Term Form" to the Center for Global Engagement**. This is signed by the MOB Coordinator as the Academic Advisor.
- J. **Take these forms to your defense:**
 - "Manuscript Signature Form"
 - "University Representative Doctoral Defense Report"
 - "Final Degree Clearance Form"(Find forms on <https://gradschool.fsu.edu/forms>).
(Note—all forms are due to Manuscript Clearance Office, 3rd floor of Westcott, by 5 pm on the day of the Final Manuscript Submission Deadline. This includes the Univ. Rep. report so if you are cutting it close have the Coordinator be involved in submitting all the documents. In this case, don't rely on the Univ. Rep. to get their report in on time.)
- K. The **"Manuscript Signature Form"** is typically signed by the members of your Committee immediately after a successful defense. A member of the committee preferably (or a student; The student should not handle this form after it is signed.) must submit the original, signed copy to the MOB Coordinator, who will forward it to the Graduate School (Rm. 314 Westcott), in a sealed envelope or hand deliver if time is of the essence.
- L. The original, signed copy of the **"University Representative Doctoral Defense Report Form"** should be submitted by the Univ. Rep. to the Manuscript Clearance Advisor in the Graduate School (314 Westcott) within one week after the defense. He or she also submits a copy to the College of Arts & Sciences. The MOB Coordinator can submit this form at the request of the University Representative.
- M. **Submit the final manuscript electronically to Manuscript Clearance** for final clearance. After final clearance, provide a disk copy or email a pdf to the MOB Coordinator. While bound copies are no longer required we would be pleased to include yours in the MOB dissertation library if you choose to provide one.
- N. **Review the Dissertation Forms Checklist** and make sure you have completed all required online surveys.
- O. **The original, signed "Final Degree Clearance Form"** is taken by the student to the College of Arts and Sciences (in Longmire Bldg.) for signature, and then dropped off at the Graduate School Manuscript Clearance (Rm. 314 Westcott Bldg. 644-0045). After assuring that all requirements have been met, the form will be forwarded to A&S and the Registrar for inclusion in the student's permanent file.
- P. **Congratulations!**