DEFENSE AND DISSERTATION PREPARATION INFORMATION

Please make sure to complete the following:

1) Complete and submit the "Dissertation Committee" form. It can be found at:
    https://ngp.usc.edu/files/2016/08/Appointment_Change_of_Committee_Form_Doctoral.pdf

2) Complete the "Doctorate Verification" form, including your faculty mentors signature, and send back to me so that I can get Dr. Levitt's signature. Please print out your STARS report and submit it with the form. The form can be found at:
    https://ngp.usc.edu/files/2015/08/Doctorate_verification_Fillable.pdf

3) Schedule an appointment with Dawn Burke, dawnburk@usc.edu, to discuss any further graduation requirements.

4) You are responsible for scheduling your defense location. Once you have the date/time confirmed, reserve a room.

5) Email the following information to Ariana Perez, arianape@usc.edu, so that she can create and distribute your dissertation defense announcement.
    a. Date
    b. Time
    c. Location
    d. Title
    e. Mentor name

6) Complete the "Approval to Submit" form and have your committee sign it at your defense. Once you have the signatures please send it to me. It can be found at:
    https://ngp.usc.edu/files/2015/08/Approval-to-Submit_Fillable.pdf

7) Graduating/Alumni Student Survey
    https://goo.gl/forms/V73td8snenFH4PHj2

**When students are ready to start the process of uploading their dissertation, refer to the Graduate School website: http://graduateschool.usc.edu/

There is a link for the "*Thesis Center Submission Information*" to guide the process.

In the upper right hand corner of the website is the myGradSchool link. Clicking on this link will take students to the "*Thesis Center Login*" page:
https://gradweb01.provost.usc.edu/MyGradSchool/login.aspx?ReturnUrl=%2fMyGradSchool%2fdefault.aspx **