

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 Morgan Nagatani, mnagatan@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> **