

Ed.D. Dissertation Defense and Upload Guidelines

30 days before:

- Receive approval from your chair to defend your dissertation.
 - Determine day and time that works best for your committee to meet.
 - Once you have a date and time, please contact **Margaret Cyrus** at (213) 740-9323 or via email at cyrus@rossier.usc.edu to schedule a room, reserve AV equipment and/or parking for your Outside Member (if you have one).

14 days before:

- Upload complete dissertation to TaskStream for your committee members to review.
- Create a profile on The Graduate School website: <https://grad.usc.edu/ThesisCenter>
 - Upload your completed and signed **Appointment of Committee** form to create your profile on the Thesis Center website. Please refer to your Academic Advisor for a scanned copy of this form.
 - View the recorded tutorial on how to create your profile in Thesis Center: <http://rossier-mis.adobeconnect.com/p1h7zbwrik5/>

Day of Dissertation Defense:

- We recommend that you arrive early to prepare your room and presentation.
- You should not bring food or drinks to the dissertation defense.
- You should ensure that committee members are aware of the following steps that need to be completed post-defense:
 - An **Approval to Submit** link will be sent from the Thesis Center to your committee members for their approval of your final, completed dissertation.
 - The committee members can open the Approval to Submit link **ONCE**. Therefore, make sure that your dissertation is in its FINAL form (all revisions/edits approved) and that the committee members are ready to approve your dissertation prior to opening the Approval to Submit link.
 - You can monitor the progress of the electronic Approval to Submit form through your Thesis Center profile.
 - It would be helpful to inform your committee members at the final defense that they should expect an email from the Vice Provost for Graduate Programs Office with the subject line "**Action Required: Approval to Submit form available for review.**"

After the Dissertation Defense:

- Once you have uploaded the Appointment of Committee form and your committee members approve your dissertation through the Approval to Submit link, the Thesis Editor will review the approvals and email you permission to upload your dissertation onto Thesis Center. That process will take a few days, so be certain to follow these steps to ensure that you get approval in time from the Thesis Editor to upload your dissertation before the add/drop deadline of the following semester.
- At this time, the manuscript processing fee (\$115) will be applied to your student account in OASIS. Please note that submissions made past the deadline will not be processed until the beginning of the subsequent semester.
- You have until the add/drop deadline of the following semester to receive approval from the Graduate School to upload your dissertation on Thesis Center, in order to avoid registering for the next semester. Please refer to this link for the submission/registration deadlines:

- http://www.usc.edu/schools/GraduateSchool/current_thesis_dissert_03.html
- The Thesis Coordinator will review the manuscript for format and send a notification email should any changes be required. Normally this takes place within three weeks during peak submission times and sooner during off-peak times.
- If required by the Thesis Coordinator, make any requested formatting revisions and upload the revised manuscript to the Thesis Center profile a second time.
- A confirmation email will be sent after manuscript formatting has been approved, after which the USC Digital Library will send an email regarding manuscript publishing options. At this point, you will be able to upload any necessary supplemental media files to accompany the PDF dissertation manuscript.
- USC Degree Progress checks that all degree requirements have been completed prior to conferring your degree.
- Please feel free to contact your Academic Advisor if you encounter any difficulties throughout the process or have any questions. Best of luck!