

DISSERTATION DEFENSE

Registration

- Add the 0 credit Dissertation Defense course (PSY 8985) to your schedule in the semester you defend.
- Must have registered for at least 2 hours of dissertation every semester until graduation, after admitted to candidacy.
- Must register for a minimum of 2 hours of dissertation in the semester of graduation.
- Must accrue a minimum of 24 dissertation credits (PSY 6980) before graduating with a Doctoral degree.
- All **Incomplete grades** must be resolved by a grade change in order to graduate.
- **Students must provide the Graduate Studies office (A203G) their defense date by the end of the 7th week of classes to remain on the graduation list, and to avoid having the defense dropped from their schedule.** *The defense does not need to take place within the first 7 weeks; the date just needs to be scheduled by that time.*

Supervisory Committee

- Students are expected to form their dissertation committees and complete the Doctoral Supervisory Committee form soon after they begin working on their prospectus. They cannot be admitted to candidacy or register for dissertation hours until a committee is established.

If the committee composition changes, a new form must be completed and submitted no later than the semester prior to an intended defense.

Applying for Graduation

- Apply for graduation during the application period. Dates can be found on the Registrar's website at <https://registrar.fsu.edu/calendar/>. This two-week period begins the week after drop/add ends.

Announcements

- Submit your defense announcement to the Graduate School at least 2 weeks prior to your scheduled defense through the Manuscript Clearance Portal (<https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/manuscript-clearance-portal>). We will use this information to announce the defense to the department.

Manuscript

- Your manuscript must meet 2 clearance deadlines: **1)** the initial, pre-defense format review deadline, and **2)** the final, content-corrected manuscript clearance deadline.
- Visit the 'Thesis, Treatise, and Dissertation' page on the Graduate School's website for current deadlines, manuscript clearance workshop dates, and other important information: <https://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation>
- More information regarding the Manuscript Clearance Portal can be found at <https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/manuscript-clearance-portal>

- If you have questions regarding your manuscript (deadlines, formatting, problems with submission, etc.), please contact the Manuscript Clearance Advisor in the Graduate School. Contact information can be found at the link above.

Departmental Forms

- Submit your signed departmental forms to the Graduate Program Associate after your defense. The required forms can be found on our website. (See 'Department Forms & Resources' page.)

Graduate School Forms

- All required Graduate School documents and forms should be submitted through the Manuscript Clearance Portal or ProQuest. (See Manuscript Clearance Overview tab for instructions.)

Contact Information Form

- Submit the Contact Information Form to the Graduate Studies office in your last semester, after you have established where you will be living & working.