

Thesis Defense Instructions and Forms

It is important you read and follow the instructions. Failure to do so can result in another semester to complete your Thesis defense. Please know your ETD deadline date a semester prior to your defense date.

The Master's student should first establish their supervisory committee. Please use the **"Graduate Student Supervisory Committee Appointment Form."** The committee should consist of the Major Professor and a minimum of two members.

This is a University Office of Graduate Studies requirement: Please make sure you access and follow the ETD process. Please read the "Master's Thesis 4 Step ETD Submission Process Benchmarks and Checklist." Be aware of your graduating semester ETD deadline date for final submission of your Thesis.

The final draft of the written thesis should be distributed to Committee Members a minimum of three weeks prior to the approximate defense presentation date. After the Committee has determined the Thesis is suitable for presentation, the student will schedule the Thesis Defense date and time with the major professor and committee members. Use the **Request for the Thesis Defense** Form.

The student will submit the **"Request for the Thesis Defense," "Thesis Announcement," "ETD Certificate of Approval"** and the College of A&S's **"Successful Defense of the Master's Thesis"** form (the Certificates of Approval should be without signatures) to the Mathematics/Statistics Department Graduate Coordinator. Please submit no later than two weeks prior to the Thesis defense date. Failure to submit the forms at least two weeks prior to the defense date and inaccuracies in the documentation may result in a delay of graduation. When documents are submitted, the Graduate Coordinator will reserve the room and advertise the Defense.

The forms are online at the following websites:

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| Graduate Student Supervisory Committee Appointment Form | http://www.cas.usf.edu/students/grad/forms/ College A&S Form |
| Request for Thesis Defense | http://math.usf.edu/grad/forms/ Department Form |
| Thesis Defense Announcement | http://www.cas.usf.edu/students/grad/forms/ College A&S Form |
| Electronic Thesis & Dissertation (ETD) Certificate of Approval | http://www.grad.usf.edu/ETD_Deadlines.php/ Office of Graduate Studies Form |
| Successful Defense of The Master's Thesis | http://www.cas.usf.edu/students/grad/forms/ College A&S Form |