**Dissertation Final Submission Guidelines**
Information on requirements for submission of the finished and approved manuscript copies is available online at the Thesis and Dissertation website [http://www.grad.usf.edu/thesis.asp](http://www.grad.usf.edu/thesis.asp). Students who fail to submit the final copy of a dissertation by the posted submission deadline will not be considered for graduation. The student may be considered for graduation in the following semester and must therefore apply for the degree (graduation) by the posted deadline, enroll in a minimum of two (2) dissertation hours for that subsequent semester, and meet the submission requirements as posted on the Thesis/Dissertation website. Only after the Graduate School has approved the manuscript can the student be certified for the degree.

**Mandatory Electronic Submission**
Students are required to submit the dissertation in an electronic format (ETD). Requirements and procedures are available at the Graduate School website [http://www.grad.usf.edu/thesis.asp](http://www.grad.usf.edu/thesis.asp)

**Submission to Pro-Quest**
All dissertations are submitted to Pro-Quest for microfilming and archiving.
Changes after Publication
Once a dissertation is approved and accepted by the Graduate School for publication, it cannot be changed.

Release of Dissertation Publications
The University recognizes the benefits from collaboration with sponsors on research projects but also recognizes the possibility of conflicts of interest in the disclosure of the results of the collaborations. While the sponsor’s economic interests in the restriction of disclosure should be considered, the University has a primary mission to extend knowledge and disseminate it to the public and the broader academic community. The University’s “Statement of Policy Regarding Inventions and Works” acknowledges the possible need for delays in publication of sponsored research to protect the sponsor’s interests, but it provides no definite guidelines for the restrictions of publication beyond the statement: “Disclosure delays mutually acceptable to the Inventor, the Vice President for Research, and the sponsor, if any, are authorized in order to allow patent applications to be filled prior to publication, thereby preserving patent rights...”1

To protect the University’s primary goal from un-due compromise, the University has adopted the following guidelines:

1. The recommendations of sponsors, regarding publication of research results should be considered advisory rather than mandatory.

2. In support of academic discourse and the mission to promote and share academic works, Dissertations will be released for worldwide access once submitted to and approved by the USF Graduate School. In the event that a patent or copyright application provides reason to delay the release of the Dissertation, a petition to request a one year delay may be submitted to the Graduate School for consideration. Such requests must be received by the format check of the dissertation.

3. Students should not be delayed in the final defense of their dissertations by agreements involving publication delays.

Duty to Disclose New Inventions and Works
USF 0-300 http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-300.pdf and USF 12.003 http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf12.003.pdf For information about the requirements of this policy contact the Division of Patents and Licensing at (813) 974-0994.

Dissertation Change of Grade
In the semester in which the final manuscript has been received, reviewed, and certified for permanent filing in the University Library, the Graduate School submits the change of grade from “Z” to “S” for the last registration of dissertation courses to the office of the registrar when all grades are due at the end of the semester.

The Use of “Ph.D.” in Credentials and Publication
Students may only use the credential of “Ph.D.” after degree conferral is granted. It is inappropriate to use the credential until it is officially and formally granted. The use of the abbreviation “Ph.D.” in university publications, correspondence, etc., including websites and other electronic media, shall be upper case “P”, lower case “h” followed by a period, an upper case “D” and another period. It shall not be used in the format of all upper case letters without periods, as in “PHD”