



(Co-) Major Professor Responsibilities Office of Graduate Studies (OGS)

4202 East Fowler Ave, ALN226

Tampa, FL 33620

TEL: (813) 974-2846

<http://www.grad.usf.edu/>

Graduate Faculty at the University of South Florida hold certain responsibilities academically and administratively. Currently there are a few items for inclusion. Additional information will be provided on faculty responsibilities in the future.

(Co-) Major Professor(s) of the Graduate Student Supervisory Committee are responsible for:

- Approving and submitting the *Graduate Student Supervisory Committee Form* to the Program, and if necessary, the College
- Approving and submitting the *Admission to Candidacy Form*.
- Specifying the style manual to be used for the thesis/dissertation **before** the student begins writing the manuscript. The style manual should be appropriate to the discipline.
- Students **should not** be told to follow other theses/dissertations.
- Referring students to the *Thesis and Dissertation Guidelines* (<http://www.grad.usf.edu/ETD-res-main.php>) to obtain information on University Format Requirements.
- Verifying by signing the *Certificate of Approval*, that the student's thesis or dissertation is ready to be submitted to the OGS for publication.
- Verifying, by signing the *Request for the Ph.D./Ed.D. Final Oral Examination Form*, that the student is ready to defend the dissertation.
- Verifying, by signing the *Successful Defense of the Ph.D./Ed.D. Form*, that the doctoral student has successfully defended the dissertation.
- Reading and approving the final copy of the thesis/dissertation for content and format prior to signing the *Certificate of Approval*.

Approved by the Graduate Council on May 15, 2000.

Amended with corrected website information September 29, 2003

Revised and Approved by Graduate Council on February 21, 2005

Revision Approved by the Graduate School on February 21, 2005

Revision Approved by the OGS August 26, 2013

For more information contact Carol Hines-Cobb, 974-4239 or cdh@usf.edu