



# Thesis Certificate of Approval Instructions for Completion & Submission

## Office of Graduate Studies

### THESIS

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St. Petersburg, FL 33701

TEL: (727) 873-4567

<http://www.stpete.usf.edu/spgrad>



Please read all instructions prior to form submission!  
Incomplete forms or missing signatures will be returned and will delay  
processing and graduation!



### PURPOSE

Thesis Certificate of Approval serves as the committee and college approval of record that the student's manuscript is complete and ready for publication and archiving by the university.

*Please fill form in electronically.*

### PART 1. STUDENT INFORMATION

- **Name:** Input your last name first, then first name and middle initial (*if applicable*).
- **USF ID#:** Input your new USF ID#, digits only, after the "U" (*DO NOT put in your Social Security Number*)
- **College:** Select from the dropdown list.
- **Degree:** Choose your degree (and manuscript type) from the drop-down box.
- **Degree Program:** Type in your degree program.
- **Manuscript Title:** Type in your thesis/dissertation title as approved by your committee.

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### PART 2. PUBLICATION APPROVAL

- **Student Agreement: READ this!** Contains legal information you will need in regards to publishing your manuscript with USFSP.
- **Electronic Submission: READ this!** Contains legal information regarding publication and access of your Manuscript.
  - ✓ *Worldwide Immediate Publication Access:* Your manuscript will be published by the university as soon as processing is completed by the Graduate School and university library.
  - ✓ *Publication Release Embargo of one (1) year:* Publication by the university will be withheld until one year from the date of final approval by the Graduate School. After this period, the Graduate School will forward to university library for publication.

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### PART 3. APPROVAL OF MANUSCRIPT

- **Review and Acceptance by Committee and College:** Confirmation that you have successfully defended and your committee/college have approved your manuscript by signing below.
- **Major/Co-Major Professor:** Click on the "Co-Major Professor" boxes to change in the appropriate manner to reflect your committee. If you have Co-Major professors, you can leave as is. If you have one Major Professor and two or more members, you can click on the boxes to change.
- **Full Name and Degree/Printed Name/Signature:** Input the appropriate professor's name and his/her highest academic degree (do not list "Dr. Smith"). Obtain the signatures of the faculty members listed (*signature must be an original copy from the person listed, however, a faxed/scanned signature can be accepted*).
- **Date:** Ensure that a date of approval has also been provided by the signatories.

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### PART 4. VERIFICATION OF COMMITTEE

- **Committee verification:**
    - ✓ *Signature of Program Director (not the dept chair) AND/OR*
    - ✓ *Signature of Associate Dean/Dean of the College*
    - ✓ **ALL SIGNATURES MUST BE IN BLUE OR BLACK INK ONLY**
- Notify the editorial office *in advance of final submission* IF there is more than one Program Director in your department.

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### PART 5. FINAL SUBMISSION

- **Deadline for Submission:** Final manuscript submission deadlines for each semester can be found on the thesis/dissertation web site, <http://www.grad.usf.edu/thesis.asp>
  - **Procedure for Submission:** The Certificate of Approval form MUST be submitted with all other final submission paperwork, together in one package when you submit your final manuscript.
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# Thesis CERTIFICATE OF APPROVAL

*This form serves as the official record of MANUSCRIPT APPROVAL and is submitted to the Office of Graduate Studies WITH THE STUDENT'S FINAL MANUSCRIPT paperwork. (Please fill in electronically)*

**STUDENT INFO**

<b>Name</b>	, (last name, first name, middle initial)	<b>USF ID#</b> <i>(type numbers only)</i>	<b>U</b> -
<b>USF College</b>	Choose Your College	<b>Degree</b>	Choose Your Degree
<b>Manuscript Title</b>			
	<b>Degree Program</b> <i>(i.e.-Chemistry)</i>		

**PUBLICATION APPROVAL**

**Student Agreement:**

1. I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third party copyrighted matter to be included in my thesis allowing distribution as specified below.
2. I certify that the version I submitted is the same as the final copy approved by my advisory committee.
3. I hereby grant to USF St. Petersburg and its agents the non-exclusive license to archive and make accessible my thesis in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis. I also retain the right to use in future works (such as articles or books) all or part of the thesis.

**Electronic Submission** *(required as of Fall 2005).*

Document to be submitted electronically (PDF) and archived under the release option noted on this form. If a restriction has been noted, the publication will be released for worldwide access approximately one year from the date of final approval by the USF St. Petersburg Office of Graduate Studies. Release options include (**Select One - please fill in electronically**):

- Worldwide Immediate Publication Access                      **OR**                       Publication Release Embargo of one (1) year.

**COMMITTEE / COLLEGE APPROVALS**

**APPROVAL OF MANUSCRIPT:**

**Review and Acceptance by Committee and College:**

The aforementioned manuscript has been reviewed and approved to meet the thesis requirement by the student's supervisory committee. The undersigned agree to abide by the statements above, and confirm that this Certificate of Approval Form serves as confirmation that the thesis defense has been successfully completed and that the thesis, including the Abstract, is approved and ready for submission and publication through the Office of Graduate Studies.

	Full Name and Degree	Signature – BLUE or BLACK INK ONLY <i>(MUST be signature of person listed)</i>	Date Signed <i>(required)</i>
STUDENT			
Co-Major Professor <i>(Click on box, choose applicable)</i>			
Co-Major Professor <i>(Click on box, choose applicable)</i>			
Member			
Member			
Member			
Member			

**VERIFICATION OF COMMITTEE:**

**Committee verification** by the Associate Dean of the College, or by the Program Director, attests to the accuracy of the committee listed above and of each members signature, and that only the appropriate committee members are signators.

<b>Committee Verification</b>			
<b>Committee Verification</b> <i>(For Interdisciplinary Students)</i>			