For guidance, please review our submission tutorials here: https://helpdesk.ufl.edu/application-support-center/online-tutorials/

For current deadlines, please visit: https://grad.ufl.edu/academics/editorial/etd-dates/

___Degree application through ONE.UF: Students must submit a degree application for the intended term of degree award by the published degree application deadline. Degree applications do not carry over from previous semesters. Without a proper degree application in place, our office is not authorized to move forward with the processing of the thesis. **Please be aware the degree application deadline falls in advance of the submission deadline with our office.**

First Submission (after a Successful Oral Defense)

Submit the document for review after the oral defense but no later than the Thesis Submission Deadline. Students will not be able to submit to our office without a degree application and a final exam on file and reflecting within the Graduate Information Management System (GIMS).

The department must submit the following via UF's Student Information System (SIS):

_____ **Final Exam Form:** The graduate designee submits confirmation of successful completion *electronically* through SIS once the student has successfully orally defended the thesis. This form should be submitted in the Student Information System (SIS) as soon as the student successfully defends the thesis—the department should not hold this form for revisions to the thesis. If revisions to the document are necessitated, the ETD Signature Page should be held instead; the ETD Signature Page is not due until final submission.

The following must be submitted by the student via the Graduate Information Management System (GIMS) no later than the Master's Thesis Submission Deadline:

_____ **Thesis** in PDF electronic format: This is not a draft; it must be near-final and must be formatted entirely using the templates provided by the Help Desk Thesis & Dissertation Support Center (T&D) in order for students to successfully meet the first submission requirements—troubleshoot the thesis first with the (T&D) to ensure you are not rejected upon first submission. The(T&D) will help Students to upload and submit the document as well. There are tutorials on the submission and formatting of the document. Students can find those by visiting: https://helpdesk.ufl.edu/application-support-center/online-tutorials/

Next, via email, the student is advised if they successfully met the first submission requirements—if rejected, students only have until the close of business on deadline day to remedy the situation. Once the first submission requirements are met, students will receive another email within 7-10 business days with recommended changes and directions on making the required final submission to our office. Students should not wait until deadlines to submit, as there are several hundred students in the process. Please get on the list early; we recommend submitting at least five (5) business days in advance of all deadlines; however, students must submit the finalized document no later than the Final Submission Deadline within the intended term of degree award.

Final Submission

Submit the document for review no later than the Final Submission Deadline. Students will not be able to make final submission to our office without meeting all of the above requirements. Additionally, an ETD Signature Page must be on file and reflecting within the Graduate Information Management System (GIMS).

Updated February 26, 2024

The department designee submits this form via GIMS:

_____ ETD Signature Page: The entire supervisory committee addresses this form at the defense. Students remain unable to submit their final thesis submission to our office without this form in place. If the committee requires revisions to the thesis, the chair (or cochair or designee) should not post this form until all revisions are completed to the satisfaction of the entire committee, and all stipulations are met. Since students cannot submit the final thesis document for review by our office until this form has been posted, please allow your department adequate processing time in advance of all deadlines.

The student submits the following items via GIMS:

_____ Keywords: These are used for meta-data and search purposes. The thesis document cannot be submitted without at least one keyword on file. Do not use special characters, spaces, or hyphenated/compound words; enter each word individually (without placing a space at the end of the word).

_____ Final Thesis Document in PDF Format: After making all required revisions to the document, Students must submit the final document for approval by our editors.

Final Clearance

Students must achieve final clearance status by the Final Clearance Deadline listed for the intended term of degree award. No exceptions can be granted to this deadline. It is the student's responsibility to ensure all forms are recorded accurately in the Editorial Package portal found within GIMS and that the status with our office reflects Final Clearance by the 5:00 p.m. deadline. Please be aware a library ETD processing fee of $12.80 will appear in the student's ONE.UF account for the services provided by the UF Libraries; this library fee is not a charge associated with any Graduate School or Help Desk Thesis & Dissertation Support Center (T&D) assistance provided to you. Our services remain free of charge at this time.

Contacts for Assistance

Graduate School Editorial Office: Our office can be reached via an email to grad-edit@ufl.edu or a phone call to (352) 392-1282.

Application Support Center: Help Desk Thesis & Dissertation Support Center(T&D) provides technical support to graduate students preparing their theses before submission to the Graduate School Editorial Office. The UF Computing Help Desk Application Support Center is a service of UFIT. They provide informational seminars, formatting templates, online tutorials, and one-on-one consultations (electronically and by appointment as available). Contact the (T&D) by calling (352) 392-HELP (4357) and choosing option 5 on their menu. They can also be reached via an email to T&DSupport-hd@ufl.edu