

FINAL SEMESTER Dissertation Checklist

Thesis, Dissertation, and Publication Team
Graduate Student Success Center
University of Florida Graduate School





Here is everything you need to submit to our office in order to graduate in your final semester! We recommend not waiting until deadlines to submit! As there are several hundred students in the submission process, the earlier you submit, the quicker you will receive feedback from our office.

Need help formatting your document? Please reach out to UFIT Help Desk's Thesis and Dissertation Support Center in advance of submission to our office.

<https://it.ufl.edu/helpdesk/graduate-resources/>

1 FIRST SUBMISSION

Each of the following items must be completed to successfully complete First Submission:

-  **Degree Application** You must submit a degree application in [ONE.UF](#) for the term in which you intend to graduate. These do not carry over from previous semesters.
-  **Transmittal Letter** This must be signed by your committee chair and submitted by your department in [GIMS](#). Your first submission will not be accepted without this letter.
-  **Dissertation (PDF)** This must be a near final version of your document. Please review our website [FAQ](#) for more information on how complete this document must be for first submission.
-  **Sample Journal Article** A full sample article from the journal whose reference system you used as a model when formatting your document's reference citations and list.

Need Help Submitting to GIMS? View Submission Tutorials here: <https://success.grad.ufl.edu/td/resources/>

After submitting your first submission to GIMS, our team will notify you within 1 full business day if you have successfully met requirements for first submission. If rejected, you may only have until the close of business on deadline day to remedy the situation. Once you pass the first submission, you will receive another email within 7 to 10 business days, with recommended changes for you to make and directions on the final submission process.

2 ORAL DEFENSE

Your department must submit your Final Exam form in UF's Student Information System (SIS). This will then migrate to GIMS. This form **MUST** be in place for you to be able to complete final submission. For this reason, we recommend defending well in advance of the final submission deadline.

If revisions to the document are required by your Chair/committee before publication, the ETD Signature Page should be held by the academic unit. Students remain unable to submit their final document for review without an ETD Signature Page in place.

3 FINAL SUBMISSION

Each of the following items must be completed to successfully complete Final Submission:

- Final Exam Form** Your department will submit this form in SIS on your behalf after your oral defense.
- ETD Signature Page** Your department will submit this form on your behalf. It must be signed by your supervisory committee after your oral defense and all revisions are met. You will be unable to submit to GIMS until this is posted.
- Final Dissertation Document (PDF)** This should be the final PDF version of your dissertation that is ready for publication. If approved, no further changes will be allowed to be made to this version of the document.
- UF Publishing Agreement** This is an agreement between you and the UF Libraries, you can find it in [GIMS](#). We recommend discussing the embargo options for publishing with your supervisory chair. Typically, a 2-year Campus-Restriction is selected if planning to publish your research in an outside publication or journal. The 2-year Secret option is intended for those obtaining a patent, etc.
- ProQuest Publishing Agreement** This is an agreement between you and ProQuest. However, we recommend discussing the embargo options for publishing with your supervisory chair. Complete it here: <https://www.etdadmin.com/student/inst?siteId=259>

4 FINAL CLEARANCE

Each of the following items must be completed to successfully complete Final Clearance:

- Survey of Earned Doctorates (SED)** This survey is required to achieve final clearance. Please email gradedit@aa.ufl.edu if you have not seen this updated in your GIMS package 3 business days after submission. Complete it here: <https://sed-ncses.org>

You must achieve final clearance status by the Final Clearance Deadline in order to graduate in the current semester. No exceptions can be granted to this deadline.

It is your responsibility to ensure all forms are recorded accurately in the Editorial Package portal found within GIMS and that your status reflects Final Clearance.

Please be aware that a library ETD processing fee of \$12.80 will appear in your [ONE.UF](#) account for the services provided to you by the UF Libraries; this library fee is not a charge associated with the Graduate School.