

## Thesis and Dissertation Deadlines

Make your appointment with the [Application Support Center](#) (ASC) consultants early. Students who do not troubleshoot their documents with ASC before making submission to the Editorial Office often have their documents rejected automatically. In most cases, only a slight extension may be granted. Complete each of these milestones as soon as possible, but no later than 5:00 p.m. on the dates listed below.

### Fall 2018

Classes start	August 22
First Submission deadline for doctoral dissertations*	September 28
First Submission deadline for <u>defended</u> master's theses*	October 26
Final Submission deadline for all thesis and dissertation students**	November 19
Last day to achieve Final <u>Clearance</u> (all thesis and dissertation students)***	December 5
Last day to achieve Final <u>Clearance</u> status to clear prior to the spring semester++	January 4

### Spring 2019

Classes start	January 7
First Submission deadline for doctoral dissertations*	February 13
First Submission deadline for <u>defended</u> master's theses*	March 15
Final Submission deadline for all thesis and dissertation students**	April 10
Last day to achieve Final <u>Clearance</u> (all thesis and dissertation students)***	April 24
Last day to achieve Final <u>Clearance</u> status to clear prior to the summer semester++	May 10

### Summer 2019

Classes start	May 13
First Submission deadline for doctoral dissertations*	June 12
First Submission deadline for <u>defended</u> master's theses*	July 12
Final Submission deadline for all thesis and dissertation students**	July 31
Last day to achieve Final <u>Clearance</u> (all thesis and dissertation students)***	August 7
Last day to achieve Final <u>Clearance</u> status to clear prior to the fall semester++	August 21

\* **First Submission:** Master's students must orally defend prior to making First Submission. Accordingly, for master's students, the final exam data must be posted to GIMS by the department prior to the student submitting the thesis for First Submission review by Editorial. It is recommended that as soon as the oral defense has occurred successfully, the final exam data should be posted simultaneously to GIMS by the department, and the student should promptly submit the thesis to the Editorial Office for review. Doctoral students must defend by the Final Submission deadline but are not required to defend prior to submitting their dissertation for First Submission review by the Editorial Office.

\*\***Final Submission:** This date only applies to both thesis and dissertation students who have successfully met the First Submission deadline. This is the last potential day to submit the final document for review by the Editorial Office. If additional revisions, to the thesis or dissertation, after the oral defense, were necessitated, the Committee Chair can hold the ETD Signature Page from posting to GIMS until all changes to the document have been made to the satisfaction of the committee. This form must be posted to the student's GIMS record by the Final Submission deadline, for the intended term of graduation. Students cannot achieve Final Clearance with the Editorial Office without this form in place. Students must not submit the pdf document for final review by the Editorial Office until it has been cleared by their committee for publication, as once accepted by the Editorial Office, no further changes can be permitted. Since there are hundreds of students with this same deadline, our office recommends submitting at least 5 business days in advance of all submission deadlines. Students submitting on or near the submission dates will not hear back from our office until very near the final clearance deadline, and, therefore, take a chance of not graduating in their intended term. For this reason, we recommend submitting the document no later than 5 business days prior to the Final Submission deadline for the term in which you intend to graduate. Students making their final submissions after that are likely to be clearing prior to the next semester.

\*\*\***Final Clearance:** This deadline only applies to students who have successfully met both First and Final Submission deadlines. Among other requirements (checklists below), the final thesis/dissertation must be accepted by 5:00 p.m. on this deadline in order for a degree award this term. Most students complete all requirements well in advance, to ensure they do not face the chance of not graduating in their intended term. As there are hundreds of students with this same final clearance deadline, this deadline is firm.

++**Clearing prior** is a possibility only for thesis and dissertation students who have met all published deadlines for the current term except Final Submission and/or Final Clearance from the Graduate School Editorial Office. No other students are eligible. Clearing Prior permits students to be exempt from registration in their final term (the term in which the degree will be awarded). Among other requirements (checklists below), the final thesis/dissertation must be accepted (not just submitted) by 5:00 p.m. on this deadline. For this reason, we recommend submitting the document no later than 5 business days prior to the deadline.

Checklist for dissertation submission (doctoral students)

<http://graduateschool.ufl.edu/editorial/checklists/dissertation>

Checklist for thesis submission (master's students)

<http://graduateschool.ufl.edu/editorial/checklists/thesis>

ETD Technical Support

<http://helpdesk.ufl.edu/application-support-center/etd-technical-support/>

UF's Guide to Preparing Theses and Dissertations

<http://www.graduateschool.ufl.edu/media/graduate-school/pdf-files/Guide-for-ETDs.pdf>

**For technical help with formatting templates, Trouble-shooting the document, and PDF conversion:**

**For brief questions about the Graduate School Editorial Office's requirements:**

**Application Support Center (ASC)**

224 Hub (Stadium Road)

Website: <http://helpdesk.ufl.edu/application-support-center/>

Phone: (352) 392-HELP Option 5

Email: [asc-hd@ufl.edu](mailto:asc-hd@ufl.edu)

**Graduate School Editorial Office**

121 Grinter Hall

Website: <http://www.graduateschool.ufl.edu/about-us/offices/editorial/thesis-and-dissertation/>

Phone: (352) 392-1282

Email: [gradedit@aa.ufl.edu](mailto:gradedit@aa.ufl.edu)

Updated: October 2017