

Deadlines

<http://graduateschool.ufl.edu/editorial/deadlines>

First Submission

Degree application through ONE.UF: You must submit a degree application for the term in which you intend to graduate by the published degree application deadline—this deadline falls before the submission deadline to our office. Degree applications do not carry over from semester to semester. Without a proper degree application in place, our office is not authorized to move forward with the processing of your thesis.

After Your Oral Defense

Submit your document for review after your oral defense but no later than the [Thesis First Submission Deadline](#).

The following items must be submitted by you via the Graduate Information Management System (GIMS):

____ **Thesis** in pdf electronic format, not a draft, near final, and completely formatted—troubleshoot your document first with the ASC to ensure your document will not be rejected upon first submission. The [ASC](#) has developed many tutorials and can guide you through the electronic submission of your document to our office.
<http://helpdesk.ufl.edu/application-support-center/etd-technical-support/online-tutorials/>

____ **Journal article:** Along with your thesis document, you must submit an electronic copy of a sample article from the journal's reference system you used as a model when formatting your thesis reference citations and list.

____ **UF Publishing Agreement:** Most students choose a 2-year Campus-Restriction if planning to publish their master's research in outside publication or journal. The 2-year Secret option is intended for obtaining a patent, etc. As the copyright holder of the document, this is an agreement between you and the UF Libraries, however, we recommend students keep in mind it is the tradition for students to discuss these publishing options with their Committee Chair to ensure the release option chosen does not impact students or others you may have been working with during the study. Next, a Library Processing Fee of \$12.80 soon appears in your ONE.UF account for these services.

The following is submitted by your department to the UF Student Information System (SIS):

____ **Final Exam Form:** Your graduate designee submits a confirmation of successful completion *electronically* through SIS once you have successfully orally defended your thesis. This should be submitted in the Student Information System (SIS) as soon as you successfully defend your thesis—your department should not hold this form for revisions to your 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.

Next, you are advised, via email, if you passed the submission requirements—if rejected you may only have until the close of business on deadline day to remedy the situation. Within 15 business days, you will receive another email with recommended changes and directions on moving forward with final submission. Do not wait until the deadline to submit, as there are hundreds of students in the process. Get in the list early; we recommend submitting at least 5 business days in advance of all deadlines, but you must submit your finalized document no later than the [Final Submission Deadline](#) for potential degree award that term.

Final Submission

The following is submitted by your department via GIMS:

____ **ETD Signature Page:** Your supervisory committee addresses this form at your defense. If your committee wants revisions made to the thesis, your chair (or designee) may hold this form until all stipulations are met. By the final submission deadline and once the Committee approves the final thesis for publication, your graduate designee submits a confirmation of successful completion of this documentation *electronically* through GIMS. You should not submit your final document for review until this has posted.

The following is submitted by you via GIMS:

____ **Finalized Thesis Document**

____ **Keywords:** These are used as a search function after publication with the UF Libraries. You must have one keyword entered in order to make the final submission.

Final Clearance

You also must achieve final clearance status by the [Final Clearance Deadline](#) listed for the term. No exceptions can be granted to these deadlines. It's your responsibility to ensure all forms are recorded accurately in the Editorial Package portal found within GIMS by the 5:00 p.m. deadline.

Application Support Center

The Application Support Center (ASC) provides workspace and technical support to graduate students for the preparation of their theses and dissertations prior to submission to the Graduate School Editorial Office.

The UF Computing Help Desk Application Support Center is a service of UFIT. Their strategy is to provide help desk support for University of Florida faculty, staff, and students in the core desktop applications necessary for them to function effectively. This means one point of contact for desktop application support, as well as their usual Electronic Thesis and Dissertation (ETD) technical assistance.

To accomplish this goal, they provide informational seminars, formatting templates, online tutorials and one-on-one consultation (by appointment and walk-in as available).

Contact the ASC

Walk-in: HUB 132 M-F 8AM-5PM
Phone: (352) 392-HELP (4357) ext. 5
Email: asc-hd@ufl.edu

Contact Us

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