**Graduating PhD – Final Term Procedures**

Editorial Deadlines here: <http://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/>

All other deadlines can be found via the graduate school academic calendar here:
<http://graduateschool.ufl.edu/graduate-school-calendar/>

If you need assistance with your dissertation – first or final submission – help can be found at the Application Support Center at the HUB. <http://helpdesk.ufl.edu/application-support-center/>

**Checklist**

**The following is a checklist put together by the department to help you synthesize the Records and Editorial checklists, and department level requirements. To make the process simpler, complete the steps in the order listed. If you have any questions regarding the checklist, please feel free to contact the Graduate Program Assistant and they will be able to assist you.**

1. Make sure you are registered for at least 3 credit hours of AEC7980 in fall/spring or 2 credit hours in summer.
2. Check the deadlines for degree application and first submission to the Editorial Office. First submission requires a fully formatted dissertation draft (at least 3 chapters).
3. Check your unofficial transcript for any errors. If you find an error or an incomplete, let the academic program specialist know.
4. Submit your degree application by the deadline of the semester you intend to graduate. Degree applications do not carry over semester-to-semester, so if your graduation date has moved forward, you will need to complete a new application. You will find the application via <One.uf>
5. Confirm that your information in GIMS -- Degree program, Supervisory Committee, Admitted to Candidacy date, and Qualifying Examination date -- is accurate. If the information is correct, click ‘verify.’ If it is not correct, contact the academic program specialist.
6. Transmittal Letter: this form must be submitted, and first submission made by the Editorial Office First Submission deadline. Before you are ready to submit, email the academic program specialist and have them send your transmittal letter to your chair via docusign. The Transmittal Letter must be signed and returned before first submission.
7. First submission: Submit via EDM in GIMS or directly to the Editorial Office. After first submission, you will receive emails from the Editorial Office regarding how you should proceed. Follow these emails closely.
8. Defense: There is no deadline for defense. There is, however, a deadline for final submission and your defense must take place beforehand. You will need to give yourself time to make content and formatting revisions, which are often recommended by your committee at your defense and give the academic program specialist time to process your paperwork. It is a good idea to allow yourself plenty of time between defending and the final submission deadline.
	1. Send your date, time, defense title, and the names of your committee member(s) to the academic program specialist, who will then triple check to ensure that all of your information is correct and schedule to send your paperwork to your committee.
	2. Send your date, dissertation title, and time to Catherine Clark and she will schedule a room if necessary and send out calendar invitations. If you are defending via zoom, she will send out the zoom link as well.
	3. The graduate program assistant will send your paperwork to your committee electronically via docusign. The paperwork will be completed by your committee and returned to the program assistant automatically.
9. Final Submission
	1. As soon as your ETD page has been signed and submitted to GIMS, you should submit your final dissertation document for review by Editorial.
	2. You must then submit both the UF Publishing Agreement and the ProQuest Publishing Agreement by logging into GIMS. Please read the Publishing Agreements carefully as they determine how the university will handle your dissertation upon your graduation. If you would like some guidance regarding your choice, please contact your committee chair.

Continue to be attentive to any correspondence from the Editorial Office, the Graduate School, and/or the department until you submit your final document via GIMS by the deadline and achieve Final Clearance