**Graduating AEC MS with Thesis 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 thesis– 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 Academic Program Specialist and they will be able to assist you.**

1. Make sure you are registered for at least 3 credit hours of AEC6971 in fall/spring or 2 credit hours in summer.
2. Check the deadlines for degree application and first submission.
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 from semester-to-semester, so if your graduation date has changed, you will need to complete a new application. You will find the application via [One.uf](https://one.uf.edu/)
5. Confirm that your information in GIMS is correct:
	1. Major: Agricultural Education and Communication (AEC) – (AEC\_MS)
	2. Degree Attributes: Thesis
	3. Confirm that all committee members (at least a chair and one member) are listed and correct. If the information in GIMS is correct, click ‘verify.’ If it is not correct, contact the graduate program assistant.
6. Defense: To schedule your defense
	1. Send your date, time, thesis title, and the names of your committee member(s) to the academic program specialist, who will then triple check to ensure that all your information is correct and schedule to send your paperwork to your committee. This is very important, so your paperwork is completed in a timely manner.
	2. Send your date, thesis 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.
7. First submission should be made to the Editorial office just after your defense, and no later than 5:00 pm on the first-submission deadline. It should be a properly formatted, near-final draft. 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. 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 Final Submission Deadline and achieve Final Clearance.