

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 may fall 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.

The following items must be submitted through GIMS:

____ **Transmittal letter:** It is your responsibility to obtain your Committee Chair's signature on this form. Your department's graduate designee can print this form for you and must submit this form through GIMS before you attempt to make submission to the Editorial Office. Please allow staff adequate time for processing.

____ **Dissertation** in PDF electronic format: This is not a draft; it must be near-final and must be completely formatted in order to pass first submission requirements—troubleshoot your document first with the Application Support Center (ASC) to ensure you are not rejected upon first submission. The ASC will help you to upload and submit the document and has developed tutorials on the submission and formatting of your document. You can find those here: <http://helpdesk.ufl.edu/application-support-center/etd-technical-support/>

____ **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. Attach this as a support file within the Editorial Package portal found within the Graduate Information Management System (GIMS), upon your first submission of your dissertation, allowing our editors to see a sample of the style that you used to format your reference list.

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.

After Your Oral Defense

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

____ **Final Exam Form:** Your graduate designee submits confirmation of successful completion *electronically* through SIS once you have successfully orally defended your dissertation. This should be submitted in the Student Information System (SIS) as soon as you successfully defend Your department should not hold this form for revisions to your dissertation. If revisions to the document are necessitated, the ETD Signature Page should be held instead.

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 dissertation, your chair (or designee) may hold off on posting this form until all stipulations are met. However, no later than the final submission deadline and only after the Committee fully approves the final dissertation for publication, should your graduate designee submit confirmation of successful completion of this documentation *electronically* through GIMS. You cannot submit your final document for review until this form has been posted by your academic unit.

The following is submitted by you via GIMS:

____ **Finalized Dissertation Document**

____ **UF Publishing Agreement:** Most students choose a 2-year Campus-Restriction if planning to publish their doctoral 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(s) to ensure the release option chosen does not impact students or others you may have been working with during the study. This publishing agreement also addresses if you want the full-text of your dissertation document or simply the abstract released to outside entities available to you.

Final Clearance

While waiting to hear back from your editor with their review comments and recommendations, please complete the following:

____ **Survey of Earned Doctorates:** Complete the survey at <https://sed-ncses.org>. Keep the confirmation of completion with your permanent records. Check with our office after 3 business days, and before the final clearance deadline, if this remains as a deficiency in your Editorial Package. Completion of this survey is required for all UF doctoral dissertation candidates.

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 deadline.

Please be aware that a library 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 Graduate School assistance provided.

Contact US

Graduate School Editorial Office

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



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Contact the ASC

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, providing informational seminars, formatting templates, online tutorials and one-on-one consultation (by appointment and walk-in as available).

Walk-in: HUB 132 M-F 8AM-5PM
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