

Thesis and Dissertation Deadlines

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. 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 deliver the thesis to the Editorial Office for review.

Should the committee require additional revisions to the thesis or dissertation after the oral defense, the ETD Signature Page should be upheld 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.

Make your appointment with the [Application Support Center](#) (ASC) consultants early. Students who do not troubleshoot their documents with ASC before making First Submission to the Editorial Office often have their documents rejected. In most cases, only a 24-hour extension may be granted.

Complete each of these milestones as soon as possible, but no later than the dates listed below.

Fall 2011

Classes start	August 22
First Submission deadline for doctoral dissertations	October 7
First Submission deadline for <u>defended</u> master's theses	November 2
Final Submission deadline for all thesis and dissertation students*	December 2
Last day to achieve Final <u>Clearance</u> (all thesis and dissertation students)**	December 9
Last day to achieve Final <u>Clearance</u> status to clear prior to spring***	January 6

Spring 2012

Classes start	January 9
First Submission deadline for doctoral dissertations	February 20
First Submission deadline for <u>defended</u> master's theses	March 19
Final Submission deadline for all thesis and dissertation students*	April 13
Last day to achieve Final <u>Clearance</u> (all thesis and dissertation students)**	April 23
Last day to achieve Final <u>Clearance</u> status to clear prior to summer***	May 11

Summer 2012

Classes start	May 14
First Submission deadline for doctoral dissertations	June 22
First Submission deadline for <u>defended</u> master's theses	July 6
Final Submission deadline for all thesis and dissertation students*	July 26
Last day to achieve Final <u>Clearance</u> (all thesis and dissertation students)**	August 3

**This date applies to both thesis and dissertation students who successfully met the First Submission deadline. This is the last potential day to submit your final document for review by the Editorial Office. Since there are hundreds of students with this same deadline, our office recommends that you submit your document for review long before this deadline. Students submitting on this date 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.*

***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 for 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 this deadline.*

EDM System Login	http://edm.gradschool.ufl.edu
Checklist for dissertation—doctoral students	http://gradschool.ufl.edu/pdf-files/checklist-dissertation.pdf
Checklist for thesis—master's students	http://gradschool.ufl.edu/pdf-files/checklist-thesis.pdf
Format requirements	http://gradschool.ufl.edu/editorial/format.html
Registrar's checklist	http://www.registrar.ufl.edu/commencement/gradchecklist.html
Graduate School checklist for all students	https://gradschool.ufl.edu/downloads/graduation-checklist.pdf

For technical help with formatting templates (MS Word and LaTeX), troubleshooting the document, and PDF conversion contact:

Application Support Center (ASC)

224 Hub (Stadium Road), University of Florida, Gainesville FL 32611-8461
Phone: (352) 392-HELP Option 5 Email: etd@grove.ufl.edu
Website: <http://etd.circa.ufl.edu>

For brief questions about Graduate School Editorial Office requirements:

Graduate School Editorial Office

224-B Hub (Stadium Road), University of Florida, Gainesville FL 32611-8461
Phone: (352) 392-1282 Email: gradedit@aa.ufl.edu
Website: <http://gradschool.ufl.edu/editorial/introduction.html>