Checklist for final thesis defense

# preparation for graduation

[ ]  **Deadlines:** Become familiar with deadlines that are imposed by Graduate Studies. Use this link for the Academic Calendar to check the Format Review Deadline, Defense Deadline, and Final Submission Deadlines. <https://calendar.ucf.edu/>

[ ]  **Intent to Graduate:** Go to <https://www.my.ucf.edu> and in your Student Center select “Intent to Graduate: Apply” from the drop-down menu. Please do so by the stated date on the Academic Calendar: <https://calendar.ucf.edu/>

# format review

[ ]  **Format Review:** You must submit your thesis format review to the Thesis and Dissertation Services website by the stated deadline. The required format for your thesis can be found by logging in to this website. <https://ww2.graduate.ucf.edu/ETD_Student_Services/> For any questions, email editor@ucf.edu

# Thesis announcement & ithenticate

[ ]  **Thesis Announcement:** The abstract and announcement form can be found on the CREOL website under Forms. This form must be submitted to the graduate program office 15 days prior to the defense. This announcement must be distributed 10 working days prior to the defense date. Your advisor will need to provide final approval to the graduate program office prior to distribution.

[ ]  **Thesis Release Form:** Prior to your thesis defense announcement, you must login to the thesis and dissertation services website and submit the release form <https://ww2.graduate.ucf.edu/ETD_Student_Services/>

[ ]  **iThenticate:** Your advisor must submit your thesis to iThenticate to verify that your document has not been plagiarized. Your advisor must have the results of the report prior to the defense presentation. <http://www.rcr.ucf.edu/ithenticate.html>

# thesis defense & Approvals

[ ]  **Schedule your defense:** Set your defense date with your committee and contact the front desk reception to reserve a room.

[ ]  **Defense Deadline:** You must defend by the deadline stated on the academic calendar. You will not graduate if you do not defend by the deadline.

[ ]  **Thesis Approval Form:** You must take the approval form with you to your defense and have each committee member sign it. This form can be downloaded by logging in to the thesis and dissertation services site: <https://ww2.graduate.ucf.edu/ETD_Student>

# exit interview

[ ]  **Exit Interview:** After your defense, please contact Rachel Franzetta in the Graduate Program Office to schedule your exit interview. You will need to bring your Thesis Approval Form signed by your committee to your exit interview to be signed by Dr. Hagan and Dr. Saleh. After your interview, please provide Rachel with a copy of your form as well as a pdf version of your final defense.

# finals steps for graduation

[ ]  **Submit Thesis Approval Form:** Submit your form to Graduate Studies, Millican Hall, Room 230 prior to the final submission deadline.

[ ]  **Final Submission Deadline:** Your final document with all updates and changes must be uploaded by the deadline stated in the academic calendar to the thesis and dissertation services site: <https://ww2.graduate.ucf.edu/ETD_Student_Services/>

[ ]  **Commencement:** For information about commencement such as ordering your cap and gown, dates, tickets, etc., please visit <https://commencement.ucf.edu>