

CHECKLIST FOR FINAL THESIS DEFENSE

1. PREPARATION FOR GRADUATION

- ☐ **Deadlines:** Become familiar with the deadlines that are imposed by UCF Graduate Studies. Use the following link to review the Academic Calendar and make note of the Format Review, Thesis Release, Thesis Defense, Final Submission, and Intent to Graduate Deadlines: <https://calendar.ucf.edu/>.
- ☐ **Intent to Graduate:** Go to <https://www.my.ucf.edu> and navigate to the Campus Solutions Advisor/ASC Center located under the Essentials tile. Select "Academic Records," then click on "Graduation" and "Apply for Graduation" to file an Intent to Graduate for your program. Please be sure to submit your ITG by the stated deadline on the Academic Calendar. Your degree cannot be conferred if you do not have an active Intent to Graduate on file for your graduating semester.

2. 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://graduate.ucf.edu/thesis-and-dissertation/>. For any questions, email editor@ucf.edu.

3. THESIS ANNOUNCEMENT & iThenticate

- ☐ **Thesis Release Form:** Prior to your thesis defense announcement, you must log in to the Thesis and Dissertation Services website and submit the release form: <https://graduate.ucf.edu/thesis-and-dissertation/>.
- ☐ **Thesis Announcement:** The MS Thesis Abstract and Announcement form can be found on the CREOL website under Forms. This form must be submitted to the CREOL graduate office 15 days prior to the defense. Announcements will be distributed a week prior and on the day of your defense date. Your advisor will need to provide final approval to the graduate program office prior to distribution.
- ☐ **iThenticate:** Your advisor must submit your thesis to iThenticate to verify that your report has not been plagiarized. The results of the report should be sent to the CREOL graduate office prior to the defense presentation: <http://www.rcr.ucf.edu/ithenticate.html>.

4. THESIS DEFENSE & APPROVALS

- ☐ **Schedule your defense:** Set your defense date with your committee and contact the CREOL front desk reception to reserve a room: creol@ucf.edu.
- ☐ **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:** All approval forms must be completed electronically through CGS Dynamic Forms: <https://graduate.ucf.edu/thesis-and-dissertation/>. Once you defend, you must initiate the Thesis and Dissertation Approval by filling out the online form. The form will route to your program to verify your information, then your committee members, department/program representative, and finally your college's dean. The fully signed form must be routed to the College of Graduate Studies by the Final Submission deadline as stated on the Academic Calendar.

5. EXIT INTERVIEW

- ☐ **Exit Interview:** After your defense, please contact the CREOL graduate office (GradProg@creol.ucf.edu) to schedule your exit interview. You will need to fill out the MS Exit Interview Survey and submit it to the graduate office before your 30 minute interview. It can be found on the CREOL website under Forms. After your interview, please provide the graduate office with a pdf version of your final defense report.

6. FINALS STEPS FOR GRADUATION

- ☐ **Submit Thesis Approval Form:** Complete the electronic Thesis Approval form through CGS Dynamic Forms by the final submission deadline: <https://graduate.ucf.edu/thesis-and-dissertation/>.
- ☐ **Final Submission Deadline:** Your final document with all updates and changes must be uploaded to STARS; UCF's institutional repository by the deadline stated in the Academic Calendar: <http://stars.library.ucf.edu/gtd>.
- ☐ **Commencement:** For information about commencement such as ordering your cap and gown, dates, tickets, etc., please visit <https://commencement.ucf.edu>.