

First Submission

For guidance, please review our submission tutorials: <https://helpdesk.ufl.edu/application-support-center/online-tutorials/>

____ **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. Degree applications do not carry over from previous semesters. Without a proper degree application in place, our office is not authorized to move forward with the processing of your dissertation.

The following items must be submitted through the [Graduate Information Management System \(GIMS\)](#) by the First Submission Deadline:

____ **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 for you through GIMS before you attempt to submit your document for review by the Editorial Office. Please allow your home academic unit adequate time for processing this form.

____ **Dissertation*** in PDF electronic format: This is not a draft; it must be near-final and must be formatted entirely using the templates provided by the Help Desk T&D support(T&D) in order for you to successfully meet the first submission requirements—troubleshoot your dissertation first with the [T&D Support](#) to ensure you are not rejected upon first submission. The [Help Desk T&D](#) will help you to upload and submit the document. There are tutorials on the submission and formatting of the document. <https://helpdesk.ufl.edu/application-support-center/online-tutorials/>

____ **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 you used to format your reference list.

Next, you are advised, via email, if you successfully met requirements—if rejected, you may only have until the close of business on deadline day to remedy the situation. Once you pass the first submission and within 15 business days, you will receive another email with recommended changes and directions on the final submission. Do not wait until deadlines to submit, as there are several hundred students in the process. Please get on the list early; we recommend submitting at least five (5) business days in advance of all deadlines, but you must submit your finalized document no later than the [Final Submission Deadline](#).

After Your Oral Defense

Your department must submit the following via UF's Student Information System (SIS):

____ **Final Exam Form:** Your graduate designee submits confirmation of completion of the oral defense through SIS *electronically* directly following a successful oral defense. This Final Exam Form must be submitted in the Student Information System (SIS) as soon as you successfully defend. Your department should not hold this form should revisions to your dissertation be necessitated. If revisions to the document are required before publication, the ETD Signature Page should be held instead by the academic unit. Students remain unable to submit their final document for review without an ETD Signature Page in place.

Final Submission

Your department designee submits this item via GIMS:

____ **ETD Signature Page:** Your supervisory committee addresses this form at your defense. If your committee requires revisions to the dissertation, your chair (or cochair or designee) may hold posting this form to [GIMS](#) until all stipulations are met. However, no later than the final submission deadline and only after the entire Committee fully approves the final dissertation for publication should your graduate designee submit this form *electronically* through GIMS. You are unable to submit your final document for review until this form has been posted.

You submit the following items via GIMS:

____ **Final Dissertation Document in PDF Format:** After making all required revisions to your document, you must submit your final document for approval by our editors.

____ **UF Publishing Agreement:** As the copyright holder of the dissertation, this is an agreement between you and the UF Libraries; however, we recommend you keep in mind it is the tradition for students to discuss these publishing options with their Committee Chair(s), ensuring the release option chosen does not negatively impact students or others you may have been working with during the study. Most students choose a 2-year Campus-Restriction if planning to publish their research in an outside publication or journal. The 2-year Secret option is intended for those obtaining a patent, etc. This publishing agreement also addresses if you want the full text of your dissertation document or simply only the abstract released to ProQuest. Even if only forwarding your abstract, you still must complete the ProQuest Publication Agreement linked here: <https://www.etdadmin.com/student/inst?siteId=259>.

Final Clearance

While waiting to hear back from your editor with their final review comments and recommended revisions to your dissertation document, 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 three (3) business days and before the final clearance deadline if this remains a deficiency in your Editorial Package. Completion of this survey is required for all UF doctoral dissertation candidates.

You must achieve final clearance status by the Final Clearance Deadline listed for your intended term of degree award. No exceptions can be granted to this deadline. It is your responsibility to ensure all forms are recorded accurately in the Editorial Package portal found within GIMS and that your status with our office reflects Final Clearance. 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 any Graduate School or Application Support Center (ASC) assistance provided to you. Our services remain free of charge.