



College of Community Innovation and Education

Final Semester Checklist for Doctoral Candidates

Please use the timeline below to assist you in your path to graduation. This list is in addition to what is asked of you by your Committee Chair. Commencement regalia and ticket information is not included in this timeline; visit Commencement.ucf.edu.

TO DO AT THE START OF YOUR FINAL SEMESTER:

- File an Intent to Graduate "ITG" via my.ucf.edu by the end of the first week.
- Identify the 3 mandatory graduation deadlines: Format Review, Defense Deadline, and Final Submission in the [Academic Calendar](#) and review your final semester timeline with your dissertation chair(s).
- Select a defense date that meets the defense deadline listed on the [Academic Calendar](#).
- Schedule ED 306 for your defense by contacting the Dean's Office: 407-823-5391.
- Familiarize yourself with the [ETD Services website](#) where you will complete the format review, print your dissertation approval form, and upload your dissertation for final submission.
- Format your document:** For questions contact Editor@ucf.edu. Sign up for a [free formatting class](#).

TO DO EARLY TO MID-SEMESTER:

- Submit dissertation for Format Review on the [ETD Services site](#) no later than the [published deadline](#); resubmit as needed. Submissions must meet minimum standards outlined in [step 5 on this site](#).
- Use the [Defense Announcement Template/Sample](#) to create your formal defense announcement. Ask your chair to review it for approval and send the approved version to cciegrad@ucf.edu.
- Select a Release Option for your dissertation: my.ucf.edu > Student Self-Service > drop-down box "TD Release Option." This MUST be done no fewer than 5 business days in advance of your defense.
- Chair reviews dissertation for original work via iThenticate. Questions: contact RCR-ucf@ucf.edu.

TO DO 2 WEEKS PRIOR TO DEFENSE:

- Download your personalized Dissertation Approval form via the [ETD Services site](#); review for accuracy.
- Send a PDF version of this form (unsigned) to cciegrad@ucf.edu for review; print form for defense.
- Confirm the time/date/location of your defense with your committee.
- Schedule a time to test the technology for your defense. Contact Edhelpdesk@ucf.edu.

TO DO THE DAY OF DEFENSE:

- Remember to bring your Dissertation Approval Form and other materials (e.g. copies of slides).
- After a successful defense, deliver the Dissertation Approval form to ED 115, Graduate Affairs.

TO DO AFTER DEFENSE:

- Upload your finished dissertation to the [ETD Services website](#) preferably one week--and at the very least 24 hours-- prior to the submission deadline to allow resolution time for any unexpected complications.
- Complete the Survey of Earned Doctorates: <https://sed-ncses.org/GradDateRouter.aspx>
- Review your online GPS audit in my.ucf.edu to verify that all sections are complete.
- Continue to check @Knight's email account for important Commencement information. Congratulations!