

Thesis and Dissertation Reminders

See the Thesis and Dissertation Advising section in the Faculty Guide for guidance and best practices for advising graduate students in the stages of thesis and dissertation work.

<http://www.admin.graduate.ucf.edu/> > Faculty Guide > Thesis and Dissertation Advising

Format Reviews

- Students must follow the formatting guidelines at http://www.students.graduate.ucf.edu/ETD_formatting
- Students must submit a formatted file for format review by the deadlines listed in the Academic Calendar.
- Submissions for format review must be made through the Format Review page on the student's Thesis and Dissertation Services site at http://ww2.graduate.ucf.edu/ETD_Student_Services
- Students can also request assistance through the Format Help page on this site.

Forms

There are two forms related to thesis/dissertation completion and the student must submit them in this order.

1. Thesis and Dissertation Release Option eForm in the student's myUCF Student Center

The student must submit this form at least 5 business days BEFORE the student's defense date

2. Thesis/Dissertation Approval Form in the student's Thesis and Dissertation Services site The student prints this form. The graduate program or chair of the student's committee should ask the student to deliver this form **BEFORE** the defense date, so there is time to correct the form, if necessary.

- The Release Option eForm updates the student's records in the university system and the next day this information displays on the Thesis/Dissertation Approval Form in the student's Thesis and Dissertation Services site. The College of Graduate Studies editor must approve the eForm before this update can occur.
- Students must use the Thesis/Dissertation Approval form generated in the **Thesis and Dissertation Services** site for signatures after their defense.
- The Thesis/Dissertation Approval form must list the correct information, including the student's name, thesis/dissertation title, release option(s), semester, defense date, and committee information before being signed.

Deadlines

It is the student's responsibility to be aware of thesis/dissertation deadlines listed on the Academic Calendar and to check their Knights E-mail regularly.

- The College of Graduate Studies sends reminders to students of thesis/dissertation deadlines to their Knights E-mail.
- If a student misses a thesis/dissertation deadline, the student will not be eligible for that semester's commencement and must enroll for the next semester and file an Intent to Graduate Form for the next semester.

Add Graduate Thesis and Dissertation Release Option

Step 1 of 2: Enter Graduate Thesis and Dissertation Release Option

Please complete this form after you have discussed dissemination (release) options with your faculty adviser (chair of your committee), but before the final submission of your thesis or dissertation.

The form is sent for review and approval by the College of Graduate Studies Thesis and Dissertation Office. You and your faculty adviser will receive e-mail notification from the Graduate College when the form is processed.

If any of the Student Information below is incorrect, please do not submit this form. Instead, send an e-mail to editor@ucf.edu and list the specific mistake so your record in the university system may be updated first. If you do not complete your thesis or dissertation during the term listed below, please complete this form again in your final term.

Current Student Information

EmpID: eForm ID:

First Name: Last Name:

Student Program (major):

Student Sub-Plan (track), if applicable:

Preferred Phone Number:

Preferred Email Address:

Intent to Graduate Filed:

Format Review Status:

Committee Chair:

Academic Level:

Thesis or Dissertation Information

Title:

Type the title of your thesis or dissertation below. Please do not copy or paste or use all capital letters.

Defense:

What is the date of your thesis or dissertation defense?

Patent Disclosures:

Yes No Have any patent disclosures related to your thesis or dissertation study been made to the UCF Technology Transfer Office? Please be sure to discuss this with your faculty adviser (chair of your committee) before submitting this form.

Recommendation for Availability of Thesis or Dissertation:

The faculty adviser and student recommend the above mentioned document be placed in the ETD archive with the following status.

Choose one of the options below. Choices marked with an asterisk (*) do not require thesis and dissertation adviser approval.

- Immediate worldwide dissemination with no restrictions. [Public]
- Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once the patent and proprietary issues are resolved, we recommend immediate worldwide dissemination with no restrictions. [Patent 6 Months, then Public]
- Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once the patent and proprietary issues are resolved, we recommend dissemination with limited access to the UCF community for a period of:
 - One Year [Patent 6 Months, UCF Community 1 Year, then Public]
 - Three Years* [Patent 6 Months, UCF Community 3 Years, then Public]
 - Five Years* [Patent 6 Months, UCF Community 5 Years, then Public]
- Dissemination with limited access to the UCF community for a period of:
 - One Year [UCF Community 1 Year, then Public]
 - Three Years* [UCF Community 3 Years, then Public]
 - Five Years* [UCF Community 5 Years, then Public]

Submit

Add Graduate Thesis and Dissertation Release Option

1. The student meets with their faculty adviser (committee chair) prior to submitting the form to agree upon the details required to do this submission.
2. The student submits the TD Release Option form **at least 5 business days BEFORE the student's defense date.**
3. When the Graduate College processes the form, both the student and faculty adviser receive an e-mail that includes the student's defense date and release options and dates.
4. After the College of Graduate Studies processes the form, the **NEXT day** the information displays on the student's Approval Form in the Thesis and Dissertation Student Services website.