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

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.