

Final Term Graduate School Check-list for Graduating Students:

Deadline for all changes is the published Midpoint of term

1. Check the [Academic Calendar](#) for the degree application deadline.
2. Submit an application for degree on ISIS <https://www.isis.ufl.edu> by the published deadline.
3. From ISIS, select the right-hand link to "[Grad School Info Systems \(GIMS\)](#)" and log into GIMS (using your Gatorlink ID and password).
4. **Verify Degree Program**
 - a. Major
 - b. Concentration (*if applicable*)
 - c. Degree
 - d. Minor (*if applicable*)
 - e. Degree Type (dissertation, thesis, project in-lieu of thesis, non-thesis)
 - f. Degree Details (blank or combined, joint, concurrent, or nontraditional doctoral/master's participants)
 - g. Degree Date is updated upon completion of the certification of the degree.
5. **Verify Supervisory Committee**
 - a. Name
 - b. Committee Role
 - c. Title
6. **Verify Milestones**
 - a. [Non-Thesis](#) ; Final Exam submitted by Department by published deadline
 - b. [Thesis](#)
 1. Last day to submit defended master's thesis (*defended, signed, formatted on paper*) to the Editorial Office by published deadline
 2. Final Exam submitted by Department by published deadline (Your graduate coordinator submits a confirmation of successful completion of this form *electronically* through GIMS once you have successfully defended your thesis. You must ensure this has been posted to GIMS prior to submitting your thesis for review).
 3. Document Title
 4. Embargo Period (also known as UF Publishing Agreement)
 5. Final Thesis Clearance with Graduate School Editorial Office
 - c. [Dissertation](#)
 1. Candidacy
 2. Qualifying Exam
 3. Last day to submit doctoral dissertation to the Editorial Office by published deadline
 4. Final Exam (Your graduate coordinator submits a confirmation of successful completion of this form *electronically* through GIMS once you have successfully defended your dissertation. You must ensure this has been posted to GIMS prior to submitting your dissertation for review).
 5. Document Title
 6. Embargo Period (also known as UF Publishing Agreement)
 7. Dissertation Clearance with Graduate School Editorial Office

What happens now? If any of the above information is not correct, contact the Graduate Coordinator or Graduate Administrative Staff in your academic unit immediately as changes to some elements are subject to published deadlines. Make certain that you have checked with your academic unit and college with regard to satisfying all degree requirements. We recommend that you verify your contact information available in the UF Phonebook.

Read GRADSTUDENT-L@LISTS.UFL.EDU e-mails regarding current term graduation for important deadline reminders.