



Thesis Approval Form Checklist

- File your Intent to Graduate in myUCF. The ability to file online opens at mid-term of the semester prior to the semester of graduation. Intents to graduate should be filed online no later than the last day of registration for the semester of graduation.
 - Log in to myUCF and navigate to Student Center – Academics > Undergraduate and Graduate Careers > Intent to Graduate: Apply.
- Submit for initial format review by the format review deadline in your final term and receive format approval before the final submission deadline in your final term.
- Submit your official Thesis Defense Announcement to svadadvising@ucf.edu for dissemination 2 weeks prior to scheduled defense date. *Please see the Thesis & Dissertation Manual for appropriate formatting of announcement.*
- Verify that your Approval Form has the correct committee chair and committee members
- Verify that that the release option information appears correctly on the form
 - Submit the Thesis and Dissertation Release Option form at myUCF by navigating to:
 - Student Self Service
 - Find Graduate Students section
scroll down on the Student Center page; do not use "Graduate Students" link in left-hand menu
 - Find "Choose Graduate Form" drop down menu
 - Choose TD Release Option from menu
 - This form must list the term in which you will be submitting your thesis or dissertation; if the correct term is not listed, please check your Intent to Graduate
 - This form **MUST BE SUBMITTED AT LEAST ONE WEEK PRIOR TO YOUR DEFENSE** to allow time for processing
- Print your Approval Form from the Thesis & Dissertation Services site (with correct committee and release option information)
- Successfully defend your thesis
- Collect the signatures of your committee chair and committee members upon successful defense and completion of your thesis document
- Submit your final, bookmarked PDF thesis file to the Final Submission page in the Thesis and Dissertation Services site by the final submission deadline
 - NOTE: Final submissions cannot be changed or replaced unless requested by the College of Graduate Studies, so please submit the proper file
 - Your file will not be approved until the College of Graduate Studies receives your Thesis or Dissertation Approval Form
 - Once all final submission information is processed, your milestones will be marked as "completed" and this will serve as your notification of completion



- Milestones are viewable in your myUCF Student Center under Graduate Students then Thesis and Dissertation Status
- Contact Graduate Program Coordinator, Yulia Tikhonova at Yulia.Tikhonova@ucf.edu to schedule a time for her to sign the Program Director approval line.
- Contact SVAD Administrative Assistant Janki Maraj at Janki.Maraj@ucf.edu or 407-823-3145 to schedule a time for SVAD Director Byron Clercx to sign the Chair/Director approval line.
- Contact College of Arts & Humanities (CAH) Assistant Director Trisha Farmer at Trisha.Farmer@ucf.edu or 407-823-4239 to schedule a time for Associate Dean Lynn Hepner and Dean Jose Fernandez to sign the College Associate Dean and College Dean approval lines.
 - *After the Deans' signatures have been collected, the form is considered complete and ready to be turned in to the College of Graduate Studies.*
- Submit the completed form to the College of Graduate Studies, Millican Hall-Suite 230, where it will be signed by the Vice Provost and Dean of the College of Graduate Studies.

Resources

- Thesis and Dissertation Manual (*PDF document*)
<http://www.students.graduate.ucf.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=783>
- Thesis and Dissertation Services
https://ww2.graduate.ucf.edu/ETD_Student_Services/
- Completing your Thesis or Dissertation (ETD)
http://www.students.graduate.ucf.edu/ETD_process/
- Formatting the ETD
http://www.students.graduate.ucf.edu/ETD_formatting/
- Thesis & Dissertation Workshops
http://www.students.graduate.ucf.edu/ETD_workshops/
- Copyright Information
http://www.students.graduate.ucf.edu/ETD_publishing/
- Academic Calendar (*choose appropriate term*)
<http://calendar.ucf.edu/>
- Thesis & Dissertation Editor
editor@ucf.edu
- UCF Digital Collections-ETDs
<https://digital.library.ucf.edu/cdm/landingpage/collection/ETD>