

Final Term Graduate School Checklist 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 [ONE.UF](#) by the published deadline. Print and save confirmation.
- 3. From ONE.UF, select “[Graduate Information Management System \(GIMS\)](#)” and log into GIMS (using your Gatorlink username and password).
- 4. View Degree Program **in GIMS and make sure the follow information is correct:**
 - Major
 - Concentration (*if applicable*)
 - Degree
 - Minor Member on Committee (*if applicable*)
 - Degree Type (dissertation, thesis, project in-lieu of thesis, non-thesis)
 - Degree Details (blank or combined, joint, concurrent, or nontraditional doctoral/master’s participants)
 - Degree Date (blank until updated with date the degree is officially awarded by UF)
- 5. View Supervisory Committee and make sure it’s correct according to degree type:
 - a. [Non-Thesis](#)
 - Confirm your committee composition with your academic unit
 - b. [Thesis/Dissertation/Project/Project in-lieu of thesis](#)
 - View Committee in GIMS; make sure names, committee roles, and titles are correct
- 6. If all information is correct, click the “Verification” button in GIMS. If information is NOT correct, contact your Academic Unit immediately. Do not forget to allow for processing time.
- 7. View the following Milestones **in GIMS** and make sure they are correct **before** the published deadline:
 - a. [Non-Thesis](#)
 - Final Exam data (mm/dd/yyyy) submitted by Department by published deadline
 - b. [Thesis](#)
 - Last day to submit **defended** master’s thesis to the Editorial Office by published deadline.
 - Final Exam data (mm/dd/yyyy) 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.*)
 - Document Title
 - Embargo Period (also known as UF Publishing Agreement)
 - Final Thesis Clearance with Graduate School Editorial Office
 - c. [Dissertation](#)
 - Admitted to Candidacy data (mm/dd/yyyy) and Qualifying Exam data (mm/dd/yyyy)
 - Last day to submit doctoral dissertation to the Editorial Office by published deadline
 - Final Exam data (mm/dd/yyyy) 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 dissertation. You must ensure this has been posted to GIMS by the published deadline.*)
 - Document Title
 - Embargo Period (also known as UF Publishing Agreement)
 - Final Dissertation Clearance with Graduate School Editorial Office