

DISSERTATION Research Action Plan

Thesis, Dissertation, and Publication Team
Graduate Student Success Center
University of Florida Graduate School

This plan has been designed by UF Graduate School Success Center's Thesis, Dissertation, and Publication Team to help you get on track with mapping out a timeline for your dissertation research. Working backwards from when you are planning to graduate, this plan will take you through key dates you need to consider in order to meet your research goals on time!

1 GRADUATING SEMESTER

Which semester do you plan to graduate?

Fill in the dates below based on the dates found on our website or conversations with your advisor:

<https://success.grad.ufl.edu/td/deadlines/>

If the dates for your semester are not yet available, use the dates of an upcoming parallel semester as a guide (i.e. for Spring 2028, you may use Spring 2025 dates to get an idea).

Final Clearance deadline:

By this date, your **completed dissertation** must be received, reviewed, and APPROVED by the Graduate School.

Final Submission deadline:

By this date, you must submit your **publishing-ready dissertation** to the Graduate School in order to graduate this term. You must have defended your dissertation at this point.

Dissertation Defense date:

Meet with your advisor to plan when you will (tentatively) defend your dissertation. You may not know the exact date yet, but you can pick a week to help get an idea of when you will need your dissertation writing completed. **Your defense MUST occur before Final Submission. We recommend leaving some time between your defense and Final Submission in order for you to incorporate any edits your committee suggests for your dissertation BEFORE making Final Submission.**

Committee Review:

Now that you know roughly when your defense will occur, discuss with your advisor when your committee members and advisor need to receive a copy of your dissertation by in order to review it prior to your defense. **This is the date you should set as a target to have a completed draft of your dissertation done.**

First Submission deadline:

By this date, you must submit the first draft of your dissertation to the Graduate School. To meet the Graduate School's requirements, **your document should be at least 75-80% complete, be formatted in the UF template, and contain all the required components of a dissertation** (see our [website](#)). It must have at least 3 chapters and not have any tracked changes, comments, or highlighting.

