

Department of Wildlife Ecology and Conservation PhD Student Graduation Checklist

1. In the semester you plan to graduate, register for the correct number of credit hours (3 credit hours for Fall or Spring graduation; 2 credit hours for Summer graduation). Submit a Degree Application online through ISIS>
2. Confirm all Graduate School and Editorial Deadlines that apply to your final exam, as well as the first submission and final clearance of your dissertation. These deadlines are posted on <http://gradschool.ufl.edu/students/critical-dates-and-deadlines.html> and <http://gradschool.ufl.edu/pdf-files/deadlines-editorial.pdf>.
3. Prior to the mid-point of the term, confirm that all members of your Supervisory Committee are correctly identified and titled on GIMS, <http://gradschool.ufl.edu/students/gims.html>. Notify Claire Williams, 102 NZH, immediately of any errors. The Graduate School will not permit any changes or corrections to your Committee after the mid-point of the term deadline.

Note: At this time, also notify Claire Williams of your plans to graduate. Determine the date, time, and location of your Final Exam and the title of your dissertation. Claire will post the announcement of your Final Exam in the Department (required) and prepare your Final Exam Form, Publishing Agreement, and ETD Signature Page.
4. Reserve a room for your Final Exam through Elaine Culpepper, 115 NZH.
5. See reverse side for Final Exam, Publishing Agreement, and ETD Signature Page instructions.
6. Deliver a CD of your dissertation, labeled with your name, title, and degree date, to Claire Williams.
7. Schedule an exit interview with Dr. Wiley Kitchens, Graduate Coordinator.