

College of Education Dissertation Submission Procedure (Effective Fall 2003)

Each semester the Graduate School, University of Florida establishes and publishes a date for "submission of dissertation before the final examination" and a date for "submission of signed defended dissertation" for the students who expect to graduate that semester. On or before the date of first submission the student must submit his/her dissertation, a letter of transmittal from the supervisory committee chair, and related materials* to the Graduate School Editorial Office, 160 Grinter Hall. (See the "Deadline Dates" published each semester by the Graduate School for the submission date.) Therefore, you should do the following in order:

Submission Before The Final Exam

1. Secure a signed letter of transmittal from your supervisory committee chair.
2. Deliver the original letter of transmittal, a copy of dissertation, and related materials to the Editorial Office in 160 Grinter Hall.

Submission of Defended Dissertation

1. After the final examination ("dissertation defense") make the requested corrections. Double check to insure that all typographical/grammatical errors noted by the Graduate School editor are corrected.
2. Before the published date for final submission, secure signatures from all committee members on the dissertation signature page.
3. Bring both the signed original dissertation and a high quality copy (both on 100% rag bond paper), the list of corrections requested by the Graduate School, and the signed final examination sheet to Room 125 Norman Hall to obtain the "dean's signature." Plan to leave the dissertation for at least 24 hours for final checking of your corrections. (To avoid this delay, candidates from out of town may make an advance appointment.)
4. Deliver the signed original dissertation to the Editorial Office, and leave the copy (not for electronic submissions) to be bound and archived by the University Library with the College of Education Office of Graduate Studies.
5. If submitting your final dissertation electronically, you need to bring your signed final exam form, your electronic signature page signed by your committee chair and members, a copy of your editorial corrections from the Editorial Office, and a copy of your completed dissertation (not on bond paper) to 125 Norman Hall at least 24 hours prior to the final submission date provided by the Graduate School. The College of Education requires a Dean's signature on your final exam form and electronic signature page(s) prior to being submitted to the Editorial Office.

*Additional copies of the abstract, title page, etc.--see "Deadline Dates".

Doctoral Student Dissertation Submission Process
Office of Graduate Studies
College of Education

Use the checklist below to prepare your dissertation packet for submission to the Office of Graduate Studies (OGS).

- ___ Final dissertation on plain paper
- ___ Dissertation title page on bond paper*
- ___ Dissertation abstract on bond paper*
- ___ Traditional signature page (see Page 2), bond paper, signed by all committee members*
- ___ Final exam form signed by all committee members and department chair
- ___ ETD signature page signed by all committee members
- ___ ETD Rights and Permission form
- ___ Editorial Office's comment pages
- ___ All items are original documents
- ___ All items are in a brown accordion folder with an identification label on the upper left-hand corner

*Items retained by the OGS

The deadline for submission to the OGS is three business days prior to the Graduate School's final submission deadline for the given term.

[Traditional Signature Page Example]

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a thesis for the degree of Doctor of Philosophy.

[Faculty name]
[Faculty rank] of [Faculty Home

Dept.]

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a dissertation for the degree of Doctor of Philosophy.

[Faculty name]
[Faculty rank] of [Faculty Home

Dept.]

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a dissertation for the degree of Doctor of Philosophy.

[Faculty name]
[Faculty rank] of [Faculty Home

Dept.]

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a dissertation for the degree of Doctor of Philosophy.

[Faculty name]
[Faculty rank] of [Faculty Home

Dept.]

This dissertation was submitted to the Graduate Faculty of the College of Education and to the Graduate School and was accepted as partial fulfillment of the requirements for the degree of Doctor of Philosophy.

[Month] [Year]

Dean, College of Education