

List of Forms used for

MSEE Thesis and MSCpE Thesis

Dates each item is required vary by semester: please refer to UCF Academic Calendar website (<http://www.registrar.ucf.edu>) for specific deadlines referring to the Graduating Semester.

- 1) **Program of Study Form** – to identify courses needed for degree
 - a) Microsoft word template for each catalog year is available via email upon request from the Graduate Student Services Coordinator, Diana Camerino at diana.camerino@ucf.edu
 - b) Student fills out the form for *all anticipated courses* for entire degree consisting of 30 credit hours including course #, course description, credit hours, semesters taken/anticipated and any grades obtained to date. Note that 15 credits must be taken at the 6000-level.
 - c) Student obtains advisor signature on hardcopy form, and submits signed form to Diana Camerino in HEC439B for review and approval.

- 2) **Thesis Advisory Form** – to identify Thesis Committee members
 - a) Available at <http://www.admin.graduate.ucf.edu/formsnfiles/>
 - b) Student downloads and completes, prints out, obtains signatures from all thesis committee members on hardcopy form, and submits signed form to Diana Camerino in HEC439B for review and approval.
 - c) **NOTE:** Thesis committee members not already approved to serve on Thesis Committees require prior completion of the **Nomination and Appointment to Graduate Faculty Scholars Form** available at <http://www.admin.graduate.ucf.edu/formsnfiles/>
This form is completed by the advisor and then provided to Liz Harris in HEC439A for review, along with a CV of the nominated Graduate Scholar. Approval by UCF Graduate Studies may require several weeks.

- 3) **Graduate Special Registration Access Form** - to enroll in Thesis hours
 - a) Available at <http://www.cecs.ucf.edu/students/forms>
 - b) Student completes, obtains signature from Thesis Committee Chair, and submits form to Academic Affairs Office in Engineering Bldg #1 room 107 at least one week prior to the first day of classes.

4) Intent to Graduate, Program Survey, and Graduate Survey

- a) Help Guide is available on <http://www.students.graduate.ucf.edu/formsnfiles/>
- b) Login to MyUCF Student Center and choose *Intent to Graduate*. Select from drop down box as needed.
- c) Mandatory that this be completed prior to the Withdraw Date of the semester **before** the Graduation Semester.

5) Deadline to Request Defense from Advisor

- a) No form is needed, but it is suggested that the student obtain an e-mail from his/her advisor to ensure that the advisor is satisfied with their progress in order that they can now schedule their defense. The student should retain the e-mail for their records. It is suggested to follow the deadline stated in the Academic Calendar.
- b) Advisor will schedule and reserve defense room and time in consultation with student and the thesis committee members.

6) Defense Announcement

- a) Submitted online at <http://www.cecs.ucf.edu/graddefense/>
- b) Mandatory that this be completed at least **2 weeks prior** to the date of the defense

7) Graduate Masters' Thesis Format Review

- a) Students to submit a bookmarked PDF document to the editor_ editor@mail.ucf.edu.
- b) Follow this deadline on the Academic Calendar

8) Thesis MS Assessment Form

- a) This form is emailed to students by the Graduate Student Services Coordinator, Diana Camerino, at diana.camerino@ucf.edu
- b) Student completes the form, prints out, obtains signatures from all thesis committee members at time of defense and then submits the signed form to Diana Camerino in HEC439B.

9) Thesis Prop Defense Form

- a) This form is emailed to students by the Graduate Student Services Coordinator, Diana Camerino at diana.camerino@ucf.edu.
- b) Student completes the form, obtains signatures from all Thesis Committee Chairs at time of defense and submits signed form to Diana Camerino in HEC439B.

10) Thesis Approval Form

- a) This form is emailed to students by the Graduate Student Services Coordinator, Diana Camerino at diana.camerino@ucf.edu.
- b) The student returns it to Graduate Studies office in Millican Hall Bldg, room 230

11) Thesis and Dissertation Attachment Form

- a) This form is available at <http://www.students.graduate.ucf.edu/formsnfiles/>
- b) The student returns it to Graduate Studies office in Millican Hall Bldg, room 230

12) Graduate Thesis Final Submission Deadline

- a) Student follows guidelines for preparation and submission at the editor, editor@ucf.edu.
- b) Follow the deadline on the Academic Calendar