**ABE Graduate Students**

**Graduation Checklist**

- Send Robin Snyder an e-mail the semester prior to graduation to do a requirements check.
- Check GIMS to make sure that your degree program and committee members are correct. *Only committee changes can be made after the mid-point of the semester in which you are graduating. No other changes allowed.*
- Have all grade changes for incomplete grades submitted. DO NOT DELAY THIS!
- **IMPORTANT...**if you made changes to any coursework for a concurrent or non-traditional degree you must resubmit a corrected, signed program of study to the graduate school.
- If you are getting a minor you must send me the list of courses for the minor so I can submit them to the graduate school.
- Confirm on your transcript that courses did transfer from a former Master’s program if including them in your PhD program of study.
- **The graduate school requires 12 hours of dept. coursework in the major for a Master’s program (15 for non-thesis). I may have to petition to have non-ABE/AOM/PKG courses counted, so let me know a full semester before you graduate so I can review your transcript/POS and petition if necessary.**
- Schedule a conference room for your defense. They book up early so don’t wait.

**Semester of graduation:**

- **Register for required number of research hours in final semester** (non-thesis students must be in coursework, not research)
  (ABE 6971 Thesis/ABE 7980 Dissertation)
  - 3 hours in Fall or Spring (9 if on assistantship/12 if on fellowship)
  - 2 hours in Summer (6 if on assistantship/8 if on fellowship)
- **Apply for graduation**
  On ISIS
- **Reserve regalia for ceremony**
  Registrar’s website – graduation checklist
- **Guide for Preparing Theses & Dissertation**
  ETD - Grad School Editorial Site
  [http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/](http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/)
- **Deadline dates list**
  Grad School calendar: [http://graduateschool.ufl.edu/graduate-school-calendar/](http://graduateschool.ufl.edu/graduate-school-calendar/)
- **Schedule defense or presentation date**
  Give to Robin Snyder with date, time, place & title 10 working days prior to defense or non-thesis presentation.
- **Final exam form - MS non-thesis**
  Request form for Sup. Committee to sign. Return to Robin.
- **Complete on-line Exit Survey**
  Link will be sent at end of semester
- **Exit Interview with Dr. Haman**
  Schedule with Shannon Noble
- **Forwarding address**
  Provide to Robin Snyder
- **PhD Employment Chart (below)**
  Fill out (PhD’s only) and return to Robin
- **Clean out & wipe down desk**
  Remove all personal belongings from desk area!
- **Turn in desk, office key**
  To Daniel Preston, prior to graduation
# PhD Employment Survey
## Graduates

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Country</th>
<th>State</th>
<th>City</th>
</tr>
</thead>
</table>

**Type of Employment**

Select from one category in this column.

Fill out info only for your selected category!

<table>
<thead>
<tr>
<th>Type of Employment</th>
<th>Source of Funding:</th>
<th>Faculty</th>
<th>Type of School:</th>
<th>Faculty Track</th>
<th>AAU Institution</th>
<th>Title of Appt.</th>
<th>Name of Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Doc</td>
<td>Military</td>
<td><strong>Faculty</strong></td>
<td>Doctoral/Research Extensive</td>
<td>Tenure</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>US Govt</td>
<td></td>
<td>Doctoral Research Intensive</td>
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</tr>
<tr>
<td></td>
<td>Industry/Business</td>
<td></td>
<td>Masters Colleges &amp; Univ.</td>
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<tr>
<td></td>
<td>Private Found.</td>
<td></td>
<td>Baccalareate College</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-Profit Found</td>
<td></td>
<td>Bacc/Assoc. College</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>College/Univ.</td>
<td></td>
<td>Associate’s College</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Non-Academic**

Type of Industry:

US Federal Govt
US State Govt
US Local Govt
Foreign Govt
Non-Profit
Industry or Business
Self-Employed
Other

Title of Position

Name of Organization

Work Activity:
<table>
<thead>
<tr>
<th>Research &amp; Development</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Teaching</td>
<td></td>
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<tr>
<td>Management &amp; Admin</td>
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<tr>
<td>Professional services</td>
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<tr>
<td>to indiv</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

**Full or Part Time?**

**Everyone completes this section:**

<table>
<thead>
<tr>
<th>Date of Employment</th>
<th>yyyy-mm-dd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td></td>
</tr>
</tbody>
</table>