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). ABE requires 12 hours of department coursework for all degree programs (ABE/AOM/PKG) so be sure you have fulfilled this requirement. Petitions to allow coursework from other programs to count in the major may not be approved!

___ Schedule a conference room (and Polycom if needed) 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

___ Reserve regalia for ceremony

___ Guide for Preparing Theses & Dissertation

___ Deadline dates list

___ Schedule defense or presentation date

___ Final exam form- MS non-thesis (REQUIRED)

___ Complete on-line Exit Survey

___ Exit Interview with Department Chair

___ Forwarding address

___ PhD Employment Chart (below)

___ Clean out & wipe down desk

___ Turn in desk, office key

On One.UF Student Self-Service
Registrar’s website – graduation checklist
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/etd-deadlines/
Grad School calendar: http://graduateschool.ufl.edu/graduate-school-calendar/
Give to Robin Snyder with date, time, place & title 10 working days prior to defense or non-thesis presentation.
Request form for Sup. Committee to sign. Return to Robin.
Link will be sent at end of semester
Schedule with Shannon Noble
Provide to Robin Snyder
Fill out (PhD’s only) and return to Robin by email
Remove all personal belongings from desk area!
To Daniel Preston, prior to graduation
# PhD Employment Survey

## Graduates

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
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<table>
<thead>
<tr>
<th>Country</th>
<th>State</th>
<th>City</th>
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<tbody>
<tr>
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### Type of Employment

Select from one category in this column:  

*Post Doc*  
*Source of Funding:*  
Check one below

- Military
- US Govt
- Industry/Business
- Private Found.
- Non-Profit Found
- College/Univ.

### Faculty

*Type of School:*  
Check one below

- Doctoral/Research Extensive
- Doctoral Research Intensive
- Masters Colleges & Univ.
- Baccalareate College
- Bacc/Assoc. College
- Associate’s College
- Specialized Institutions
- Foreign Institutions
- K-12 Schools

*Faculty Track*  
Check one below

- Tenure
- Non-Tenure

*AAU Institution*  
Check one below

- Yes
- No

### Non-Academic

*Type of Industry:*  
Check one below

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

### Title of Position

<table>
<thead>
<tr>
<th>Name of Organization</th>
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### Work Activity:

Check one below

- Check one below
<table>
<thead>
<tr>
<th>Research &amp; Development</th>
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<tbody>
<tr>
<td>Teaching</td>
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<tr>
<td>Management &amp; Admin</td>
</tr>
<tr>
<td>Professional services to indiv</td>
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<tr>
<td>Other</td>
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| Full or Part Time? |

**Everyone completes this section:**

<table>
<thead>
<tr>
<th>Date of Employment</th>
<th>(yyyy-mm-dd)</th>
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<table>
<thead>
<tr>
<th>Salary</th>
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