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Please note that all ESSIE Graduate student forms must be completed via DocuSign only. We will no longer accept emailed or printed form submissions.

NOTE: All completed DocuSign forms are automatically set to the ESSIE GradForms email inbox!

ESSIE Final Examination Checklist

- Be certain to schedule a room several weeks in advance of your defense.
- Complete the packet of forms and provide them to your committee chair at least 2 business days prior to your defense date. Be certain to also include a current resume with your packet.
- Make certain that you sign the Publishing agreement at the defense and respond to all items on the form.
- Follow-up with your committee chair to be certain the completed forms have been submitted for processing.
- Check in GIMS to be certain your graduate record has been updated. Note that it takes up to 24 hours for the information to update in your record from the time the forms have been processed by the Graduate Records office. Check with the Graduate Records office **PRIOR** to the final submission deadline if your information doesn't appear in your GIMS record and you have already defended.
- To send an Announcement of Final Examination to the ESSIE Events page, you should have the following information available to be included in the announcement:
 - The event name should be your First, MI, Last name with your degree and "Final defense" (John E Smith's XX final defense, where the XX is MS, ME or PhD)
 - The date, time and location of your exam
 - Your Department, your committee chair's name and your dissertation title should be included in the Event Description
 - SUBMIT TO - essie.ufl.edu/news-events/submit-an-event

As a reminder, be certain to submit your thesis/dissertation to the Editorial office by the posted final submission deadline.

We know you are ready so be certain to show your committee that you are now the expert and.....don't forget to BREATHE! You've got this!

ESSIE – Master's Thesis Final Exam Form



Master's Electronic Thesis and Dissertation Signature Page Submission

Last Name: _____ First Name: _____ MI: _____
 UFID: _____ - _____ Email: _____@ufl.edu
 Student Phone number: (____) _____ - _____
 Exam Date: _____ Degree: MS _____ ME _____
 Program: Civil _____ Coastal _____ Environmental _____
 Title of Thesis: _____

COMMITTEE MEMBER ACKNOWLEDGEMENT:

Exam Result: _____ Pass _____ Fail _____

MEMBER ROLE (Chair, Co-Chair, Member, External-[is a UF Graduate Faculty member outside of program department], Special Member-[this individual is not a UF faculty member])	Printed Name	Signature
Chair		
Co-Chair		
Member		
Member		
Member (Minor)		
Member		
Special Member		

THE **FACULTY CHAIR (not the student)** SHOULD RETURN ALL COMPLETED FORMS TO THE GRADUATE RECORDS STAFF FOR PROCESSING. IF THERE IS A DELAY, IT COULD CREATE ISSUES IN REFERENCE TO THE STUDENT'S GRADUATION.

Last: _____ First: _____ MI: _____
 UFID: _____ - _____ Email: _____@ufl.edu
 MAJOR: Civil: _____ Coastal: _____ Environmental: _____
 Thesis title: _____

 (To be completed by Committee)

This document has been reviewed and accepted by the student's supervisory committee.

All of the following supervisory committee members or their designated substitutes must approve this form before it is submitted to the UF Graduate School.

MEMBER ROLE (Chair, Co-Chair, Member, External-[is a UF Graduate Faculty member outside of program department], Special Member-[this individual is not a UF faculty member])	UFID	Printed Name	Signature
Chair			
Co-Chair			
Member			
Member			
Member (Minor)			
Special			
Special			

The Chair should submit this completed form to the department graduate personnel for processing.

Form revised 10.1.19

Form created- 10.1.19



UF Publishing Agreement Submission

Last: _____ First: _____ MI: _____
 UFID: _____ - _____ Email: _____@ufl.edu
 MAJOR: Civil: _____ Coastal: _____ Environmental: _____ DEGREE: MS: _____ ME: _____ PhD: _____

Publishing Agreement Details

- I have certified that I have obtained written permission from the owner(s) of any copyrighted matter to be included in my electronic dissertation (hereinafter referred to as ETD), allowing distribution as specified. I have further certified that I maintain copies of all such permissions in my files.
- I retain ownership of the copyright of my ETD along with all rights associated with such ownership, including but not limited to, the right to use all or part of my ETD in future works (such as articles or books).
- I have hereby granted to the Board of Trustees of the University of Florida (hereinafter referred to as UF) and its agents, principals, successors and assign the nonexclusive license to archive, preserve and grant access to my ETD. This nonexclusive license is bound by the conditions specified below, in all forms of media, now and hereafter. I have also hereby granted permission to UF to display portions of my bibliographic information and the dissertation's abstract.
- I also acknowledge if a restriction is not selected, or once said restriction is lifted, Google et al. will be able to harvest the ETD from the UF library catalog.

Campus-Restricted means the ETD will be available to UF faculty, staff, or students or to anyone accessing the UF Library Catalog from a UF IP address.

Secret means the only information appearing in the UF Library Catalog is the student's name, Committee Chair's name, the department, and the date of degree award.

Fully released means the ETD and bibliographic information is accessible to anyone worldwide with internet access.

Choices marked here must match choices entered in the Editorial Document Management (EDM) system. Beginning on the date the student's degree is awarded by UF, the student grants access to his/her ETD subject to the following limitations:

☐ **Immediate release:** ETD will be posted to the UF library catalog, and the content will be fully released immediately upon Completion of library processing.

☐ **6-month campus restriction, then immediate release:** ETD will be available to UF faculty, staff, or students, or anyone accessing the UF library catalog on a UF IP address during the restriction period. The student also grants permission to UF to display portions of his/her bibliographic information and the dissertation's abstract during the restriction period. After the restriction period has expired, all content will be fully released.

☐ **1-year campus restriction, then immediate release:** ETD will be available to UF faculty, staff, or students, or anyone accessing the UF library catalog on a UF IP address during the restriction period. The student also grants permission to UF to display portions of his/her bibliographic information and the dissertation's abstract during the restriction period. After the restriction period has expired, all content will be fully released.

☐ **2-year campus restriction, then immediate release:** ETD will be available to UF faculty, staff, or students, or anyone accessing the UF library catalog on a UF IP address during the restriction period. The student also grants permission to UF to display portions of his/her bibliographic information and the dissertation's abstract during the restriction period. After the restriction period has expired, all content will be fully released.

☐ **Secret for 2 years (generally for patent or proprietary purposes), then immediate release:** The only information appearing in the UF library catalog is the student's name, the Committee Chair's name, the department, and the date of degree award during the secret period. After this period has expired, all content will be fully released.

The student has authorized UF to send the content of the ETD to ProQuest at the end of the above designated period.

☐ **Yes:** Print the ProQuest Publication Agreement and provide it to the student.

☐ **No:** Print the ProQuest Abstract Only Publication Agreement and provide it to the student.

☐ **Not Selected**

The undersigned have agreed that this UF Thesis/Dissertation Publishing Agreement updates any and all previous statements submitted heretofore.

STUDENT: _____

CHAIR: _____