

PLANT BREEDING GRADUATE PROGRAM (PBGP)
CHECKLIST FOR STUDENTS ADMITTED IN A FALL SEMESTER



FIRST YEAR		NOTES
FALL 202_	Take AGR 5266C, HOS 6932 (Prof. Devel. Plant Breeders), STA 6093, PCB 6555 & Journal Colloquium	
	Submit official credentials to UF Admissions Office ◦ <i>Final official transcripts & diplomas or certificates of conclusion</i>	
	Start MDA or Transfer of Credits ◦ <i>Must be finalized before the candidacy exams</i>	
	Start forming Supervisory Committee	
SPRING 202_	Take AGR 5321C, AGR 6325L, HOS 6932 (Survey Breed. Tools & Methods) & Journal Colloquium	
	Supervisory Committee members list is shared with Eliana and PBGP Director	
SUMMER 202_	Complete <i>Program of Study</i>	
	Complete <i>Research Prospectus</i> (or proposal)	
	Schedule meeting with Supervisory Committee to present the Research Prospectus & Program of Study and obtain signatures	
	Submit Annual Evaluation and IDP ◦ <i>Meet with chair and obtain signature</i>	
SECOND YEAR		NOTES
FALL 202_	Take elective courses	
SPRING 202_	Start preparing for the candidacy (qualifying) exams – Ask us questions!	
	Finalize MDA and/or Transfer of Credits	
SUMMER 202_	Written Candidacy Exams ◦ <i>Schedule 6 weeks in advance of oral exam</i>	
	Candidacy Public Seminar and Oral Exam ◦ <i>Submit full research proposal to committee 2 weeks in advance of exam</i> ◦ <i>Arrange room reservation for seminar and defense (3 hours normally)</i> ◦ <i>Request seminar announcement 2 weeks in advance: title, date, time, location (room), mode of delivery, zoom link, and portrait.</i>	
	Submit Annual Evaluation and IDP ◦ <i>Meet with chair and obtain signature</i>	
THIRD YEAR		NOTES
ALL SEMESTERS	Research	
	Prepare journal articles – Please consider submitting to Q1 journals to receive funding for Open Access from IFAS Dean for Research	
FOURTH YEAR		NOTES
FINAL SEMESTER	◦ Submit at least 1 manuscript as first author in a scientific peer-reviewed journal before final defense ◦ Follow Final Semester Dissertation Checklist on the next page	

PLANT BREEDING GRADUATE PROGRAM (PBGP)
CHECKLIST FOR STUDENTS ADMITTED IN A SPRING SEMESTER



FIRST YEAR		NOTES
SPRING 202_	Take AGR 5321C, AGR 6325L, HOS 6932 (Survey Breed. Tools & Methods) & Journal Colloquium	
	Submit official credentials to UF Admissions Office ◦ <i>Final official transcripts & diplomas or certificates of conclusion</i>	
	Start MDA or Transfer of Credits ◦ <i>Must be finalized before the candidacy exams</i>	
	Start forming Supervisory Committee	
SUMMER 202_	Supervisory Committee members list is shared with Eliana and PBGP Director	
	Submit Annual Evaluation and IDP ◦ <i>Meet with chair and obtain signature</i>	
FALL 202_	Take AGR 5266C, HOS 6932 (Prof. Devel. Plant Breeders), STA 6093, PCB 6555 & Journal Colloquium	
	Complete <i>Program of Study</i>	
	Complete <i>Research Prospectus</i> (or proposal)	
	Schedule meeting with Supervisory Committee to present the Research Prospectus & Program of Study and obtain signatures	
SECOND YEAR		NOTES
SPRING 202_	Take elective courses	
SUMMER 202_	Start preparing for the candidacy (qualifying) exams – Ask us questions!	
	Finalize MDA and/or Transfer of Credits	
	Submit Annual Evaluation and IDP ◦ <i>Meet with chair and obtain signature</i>	
FALL 202_	Written Candidacy Exams ◦ <i>Schedule 6 weeks in advance of oral exam</i>	
	Candidacy Public Seminar and Oral Exam ◦ <i>Submit full research proposal to committee 2 weeks in advance of exam</i> ◦ <i>Arrange room reservation for seminar and defense (3 hours normally)</i> ◦ <i>Request seminar announcement 2 weeks in advance: title, date, time, location (room), mode of delivery, zoom link, and portrait.</i>	
THIRD YEAR		NOTES
ALL SEMESTERS	Research	
	Prepare journal articles – Please consider submitting to Q1 journals to receive funding for Open Access from IFAS Dean for Research	
FOURTH YEAR		NOTES
FINAL SEMESTER	◦ Submit at least 1 manuscript as first author in a scientific peer-reviewed journal before final defense ◦ Follow Final Semester Dissertation Checklist on the next page	

FINAL SEMESTER in the PLANT BREEDING GRADUATE PROGRAM



PBGP students and their respective chairs (and co-chairs, if applicable) are responsible for following all UF official regulations and guidelines to ensure compliance and acceptance of the dissertation on time for graduation. Follow the steps and guidance offered by the Thesis, Dissertation and Publication office at <https://success.grad.ufl.edu/td/>. The most important information is found at:

- [Deadlines](#)
- [Submission Process](#)
- [Formatting Requirements](#)
- [Resources](#)

Below is a summary of the steps required to graduate.

FINAL SEMESTER	NOTES
Degree application	You must submit a degree application in ONE.UF by the deadline. ◦ If you miss any of the listed deadlines, you MUST re-apply to graduate the following semester. Degree applications do NOT carry over from semester to semester.
Transmittal Letter	A transmittal letter signed by your advisor must be submitted <u>before</u> you can submit your dissertation for First Submission. Request Eliana to provide this letter in advance of this deadline.
First Submission	This must be a near-final version of your document. ◦ Check https://success.grad.ufl.edu/td/faq/ for further details.
Schedule Final Oral Seminar and Defense	◦ A public oral seminar needs to be scheduled before you can make Final Submission. ◦ The final seminar must be scheduled at least 3 weeks in advance. ◦ Eliana must receive the following information 3 weeks before the seminar date: title, date, time, location (room), mode of delivery, zoom link, and portrait.
Final Submission	These forms must be posted in GIMS by Eliana before you can submit your Final Dissertation Document (PDF): ◦ Final Exam Form: must signed by all committee members after you successfully defend. ◦ ETD Signature Page: also signed by your committee. If dissertation changes are requested, your committee chair may hold the ETD Signature Page until all committee members are satisfied with the dissertation.
	These forms need to be completed and submitted by the student : ◦ UF Publishing Agreement (in GIMS) ◦ ProQuest Publishing Agreement ◦ Survey of Earned Doctorates (SED)
	Student submits Final Dissertation Document (PDF) ◦ This should be the final PDF version of your dissertation that is ready for publication.
Peer-reviewed Journal Publication	Send the link of your first author publication (or letter of acceptance) from a peer-reviewed journal.

The [UFIT Help Desk's Thesis and Dissertation Support Center](#) offers assistance with tutorials, one-on-one consultations, seminars, and formatting templates. Students are encouraged to schedule a 30-minute appointment before starting the writing process and well before the initial submission deadline. All services are available online.

These convenient checklists will help you keep track of your progress:

- [Final Semester Checklist: Dissertation](#)
- [Final Semester Dissertation Checklist](#) (UF Grad Student Success Center)
- [Dissertation Research Action Plan](#) (UF Grad Student Success Center)