

Dear PBGP Graduating Student,

To help you successfully plan your final semester and ensure a timely graduation, we've outlined the guidelines below. Please note that graduation at UF involves two distinct procedures:

**Commencement** is the ceremony at which UF publicly recognizes you as a degree program graduate. If you plan on attending your commencement ceremony, please check the [UF Commencement](#) website for deadlines to order your cap and gown.

**Degree Certification** is the official awarding of your degree after PBGP, the Graduate School, and the Registrar's Office have confirmed that you met all their requirements. Your diploma is available about eight weeks after degree certification. The Registrar's Office will mail to the address you have on your degree application. For more details and instructions, click here: [Diplomas](#).

The UF Graduate School provides important graduation details, key information, and resources at <https://grad.ufl.edu/academics/graduation/>. To simplify the process during what we know is a hectic semester, we've outlined the essential UF and PBGP steps and requirements for your reference:

## **PBGP REQUIREMENTS**

- Have passed candidacy and be a Ph.D. candidate.
  - At least one semester must have passed between qualifying exams and graduation
- Have taken 20 credits of core courses, including 3 credits of Journal Colloquia and 1 credit of HOS 6932 Professional Development for Plant Breeders, as well as 20 credits of elective courses.
  - In total, you must have a total of 40 credits of coursework to graduate. This total may include approved transfer credits from a previous graduate degree, if applicable.
- Pass final Ph.D. examination and defense:
  - Present the dissertation to the supervisory committee at least 14 days before the defense.
- Have the doctoral dissertation accepted by UF's Thesis, Dissertation, and Publication office.
- Have submitted at least one manuscript for publication as a first author in a scientific peer-reviewed journal before your final defense.
  - Make sure to list your affiliation as 'Plant Breeding Graduate Program, University of Florida' (regardless of your advisor's department or unit).
- We strongly encourage students to maintain updated LinkedIn and Google Scholar profiles, listing their publications, awards, and other achievements.
  - These platforms are not only vital for potential employers but also for UF and PBGP to keep track of your accomplishments and successes.
- Schedule an exit interview with the PBGP Director and Academic Coordinator after your final dissertation has been accepted.

## **GRADUATE SCHOOL REQUIREMENTS**

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. Students and faculty MUST strictly adhere to the [Thesis, Dissertation and Publication](#) official procedures including:

**DEADLINES:** Dates students need to meet to submit their dissertations in time to graduate.

**SUBMISSION PROCESS:** Follow the outlined steps on this page for a smooth submission of your dissertation:

1. **Degree Application:** To graduate (whether or not you plan on attending your commencement ceremony), you must submit a degree application via the [ONE.UF](#) portal online by the deadline for the semester you plan to graduate. If you miss any of the listed Deadlines below, you MUST re-apply to graduate the following semester. Degree applications do NOT carry over from semester to semester.

2. **Doctoral First Submission**

- You must submit your formatted dissertation into [GIMS](#) by this deadline.
- A **transmittal letter** signed by your advisor must have been submitted by Eliana before you can submit your dissertation. **Request this letter before the first submission deadline.**
- Although the letter states the dissertation is “complete”, additional content can be added, changed, or removed. The word “complete” simply means the formatting is complete and your dissertation includes all the required sections.

3. **Doctoral Final Submission**

The following forms need to be posted on GIMS by Eliana before you can submit your final document for review:

- *Final Exam Form* is signed by all committee members and can be submitted as soon as the student successfully defends.
- *ETD Signature Page* is 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 additional forms need to be completed and submitted by the students:

- [UF Publishing Agreement \(in GIMS\)](#)
- [ProQuest Publishing Agreement](#)
- [Survey of Earned Doctorates \(SED\)](#)

**FORMATTING REQUIREMENTS:** All students must follow these basic format requirements to write their dissertations. Keep in mind that the editors will only make sure your dissertation follows UF formatting guidelines. They do NOT examine or critique content, scholarship, research methods, or writing style, which is the responsibility of the student and supervisory committee.

The Graduate School offers many additional resources and information such as workshops, online guides, and individual consultations to help students write, format, and submit dissertations. Please read the many services available at [Resources](#).

The [UFIT Help Desk's Thesis and Dissertation Support Center](#) also offers assistance with tutorials, one-on-one consultations, informational seminars, and formatting templates. **Students are strongly encouraged to schedule a 30-minute appointment with the Support Center well before starting the writing process and well before the initial submission deadline.** This step will ensure students meet the first submission requirements by verifying the formatting of text, graphs, figures, etc. (content is not reviewed). All their services are available

online.

Most importantly, make sure to use this convenient checklist to keep track of your progress:

- [Final Semester Checklist: Dissertation](#) (PDF file)

### SCHEDULING THE FINAL EXIT SEMINAR

A public oral seminar needs to be scheduled as part of your final Ph.D. defense and before you can make the First Submission. **The final exit seminar date must be scheduled at least 3 weeks in advance** to avoid conflicts with other program activities. It's crucial to set the date well in advance and keep Eliana informed.

Provide Eliana with the following information **at least three weeks before the seminar**:

- Seminar title
- Seminar date and time
- Physical location, room number
- Good resolution picture (or portrait) to be used in the announcement

Eliana can set up the UF Zoom link and will make you and your advisor (co-advisor) co-hosts. Please let her know if anyone else needs to be included as co-hosts. Dennis Brown [dennisb@ufl.edu](mailto:dennisb@ufl.edu), Horticultural Sciences IT manager, has kindly volunteered to help connect the Zoom the day of the seminar and record your presentation.