## **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 after the mid-point of the semester in which you a	and committee members are correct. Only committee changes can be made re graduating. No other changes allowed.
Have all grade changes for incomplete grades subm	litted. DO NOT DELAY THIS!
IMPORTANTif you made changes to any coursewo signed program of study to the graduate school	rk for a concurrent or non-traditional degree you must resubmit a corrected, ol.
If you are getting a minor you must send me the list of	of courses for the minor so I can submit them to the graduate school.
Confirm on your transcript that courses did transfer f	rom a former Master's program if including them in your PhD program of study.
hours of department coursework for all degree	ework in the major for a Master's program (15 for non-thesis). ABE requires 12 programs (ABE/AOM/PKG) so be sure you have fulfilled this requirement. rams to count in the major may not be approved!
Schedule a conference room (and Polycom if needed	d) for your defense. They book up early so don't wait.
Semester of graduation:	
Register for required number of research hours in (ABE 6971 Thesis/ABE 7980 Dissertation)  3 hours in Fall or Spring (9 if on assistantship/12 hours in Summer (6 if on assistantship/8 if on	
Apply for graduation	On One.UF Student Self-Service
Reserve regalia for ceremony	Registrar's website – graduation checklist
Guide for Preparing Theses & Dissertation	ETD - Grad School Editorial Site ( <a href="http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/">http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/</a> )
Deadline dates list	http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/etd-deadlines/
	Grad School calendar: <a href="http://graduateschool.ufl.edu/graduate-school-calendar/">http://graduateschool.ufl.edu/graduate-school-calendar/</a>
Schedule defense or presentation date	Give to Robin Snyder with date, time, place & title 10 working days prior to defense or non-thesis presentation. Provide email address for all non-UF committee members.
Final exam form- MS non-thesis (REQUIRED)	Request form for Sup. Committee to sign. Return to Robin.
	Link will be sent at end of semester
Complete on-line Exit Survey	Schedule with Shannon Noble
Exit Interview with Department Chair	
Forwarding address	Provide to Robin Snyder
PhD Employment Chart (below)	Fill out (PhD's only) and return to Robin by email
Clean out & wipe down desk	Remove all personal belongings from desk area!
Turn in desk, office key	To ABE facilities manager, prior to graduation

## PhD Employment Survey Graduates

Name			
<b>Email</b>			
Country			
State			
City			
Type of Employment	Select from one category in this column:		Fill out info only for your selected category!
	Post Doc	Source of Funding:	Check one below
		Military	
		US Govt	
		Industry/Business	
		Private Found.	
		Non-Profit Found	
		College/Univ.	
	Faculty 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	
		Title of Appt.	
		Name of Institution	
_			
	Non-Academic	Type of Industry:	Check one below
		US Federal Govt	
		US State Govt	
		US State Govt	
		US State Govt US Local Govt	
		US State Govt US Local Govt Foreign Govt	
		US State Govt US Local Govt Foreign Govt Non-Profit	
		US State Govt US Local Govt Foreign Govt Non-Profit Industry or Business	
		US State Govt US Local Govt Foreign Govt Non-Profit Industry or Business Self-Employed	
	Title of Position	US State Govt US Local Govt Foreign Govt Non-Profit Industry or Business Self-Employed	
	Name of	US State Govt US Local Govt Foreign Govt Non-Profit Industry or Business Self-Employed	
		US State Govt US Local Govt Foreign Govt Non-Profit Industry or Business Self-Employed	

		Research & Development	
		Teaching	
		Management & Admin	
		Professional services to indiv	
		Other	
		Full or Part Time?	
Everyone completes this section:			
Date of Employment	(yyyy-mm-dd)		
<b>Salary</b>			