

# List of Forms used for

## MSEE Thesis and MSCpE Thesis

Dates each item is required vary by semester: please refer to UCF Academic Calendar website (<http://www.registrar.ucf.edu>) for specific deadlines referring to the Graduating Semester.

### 1) **Program of Study Form** – to identify courses needed for degree

- a) Microsoft word template for each catalog year is available via email upon request from the MS Program Assistant, Diana Camerino, Diana.Camerino@ucf.edu
- b) Student fills out the form for *all anticipated courses* for entire degree consisting of 30 credit hours including course #, course description, credit hours, semesters taken/anticipated and any grades obtained to date. Note that 15 credits must be taken at the 6000-level.
- c) Student obtains advisor signature on hardcopy form, and submits signed form to Diana Camerino in HEC439E for review and approval.

### 2) **Thesis Advisory Form** – to identify Thesis Committee members

- a) Available at <http://www.admin.graduate.ucf.edu/formsnfiles/>
- b) Student downloads and completes, prints out, obtains signatures from all thesis committee members on hardcopy form, and submits signed form to Diana Camerino in HEC439E for review and approval.
- c) **NOTE:** Thesis committee members not already approved to serve on Thesis Committees require prior completion of the **Nomination and Appointment to Graduate Faculty Scholars Form** available at <http://www.admin.graduate.ucf.edu/formsnfiles/>  
This form is completed by the advisor and then provided to Diana Camerino in HEC439E for review, along with a CV of the nominated Graduate Scholar. Approval by UCF Graduate Studies may require several weeks.

### 3) **Graduate Special Registration Access Form** - to enroll in Thesis hours

- a) Available at <http://www.cecs.ucf.edu/students/forms>
- b) Student completes, obtains signature from Thesis Committee Chair, and submits form to Academic Affairs Office in Engineering Bldg #1 room 107 at least one week prior to the first day of classes.

#### 4) Intent to Graduate, Program Survey, and Graduate Survey

- a) Help Guide is available on <http://www.students.graduate.ucf.edu/formsnfiles/>
- b) Login to MyUCF Student Center and choose *Intent to Graduate*. Select from drop down box as needed.
- c) Mandatory that this be completed prior to the Withdraw Date of the semester before the Graduation Semester.

#### 5) Deadline to Request Defense from Advisor

- a) No form is needed, but it is suggested that the student obtain an e-mail from his/her advisor to ensure that the advisor is satisfied with their progress in order that they can now schedule their defense. The student should retain the e-mail for their records. It is suggested to follow the deadline stated in the Academic Calendar.
- b) Advisor will schedule and reserve defense room and time in consultation with student and the thesis committee members.

#### 6) Defense Announcement

- a) Submitted online at <http://www.cecs.ucf.edu/graddefense/>
- b) Mandatory that this be completed at least 2 weeks prior to the date of the defense

#### 7) Graduate Masters' Thesis Format Review

- a) Students to submit a bookmarked PDF document to the editor [editor@mail.ucf.edu](mailto:editor@mail.ucf.edu).
- b) Follow this deadline on the Academic Calendar

#### 8) Thesis MS Assessment Form

- a) This form is emailed to students by the MS Program Assistant, Diana Camerino, [Diana.Camerino@ucf.edu](mailto:Diana.Camerino@ucf.edu)
- b) Student completes the form, prints out, obtains signatures from all thesis committee members at time of defense and then submits the signed form to Diana Camerino in HEC439E.

#### 9) Thesis Prop Defense Form

- a) This form is emailed to students by the MS Program Assistant, Diana Camerino, [Diana.Camerino@ucf.edu](mailto:Diana.Camerino@ucf.edu)
- b) Student completes the form, obtains signatures from all Thesis Committee Chairs at time of defense and submits signed form to Diana Camerino in HEC439E.

**10) Thesis Approval Form**

- a) This form is emailed to students by the MS Program Assistant, Diana.Camerino, Diana.Camerino@ucf.edu
- b) The student returns it to Graduate Studies office in Millican Hall Bldg, room 230

**11) Thesis and Dissertation Attachment Form**

- a) This form is available at <http://www.students.graduate.ucf.edu/formsnfiles/>
- b) The student returns it to Graduate Studies office in Millican Hall Bldg, room 230

**12) Graduate Thesis Final Submission Deadline**

- a) Student follows guidelines for preparation and submission at the editor [editor@mail.ucf.edu](mailto:editor@mail.ucf.edu).
- b) Follow the deadline on the Academic Calendar