

## **Department of Wildlife Ecology and Conservation MS Non-Thesis Student Graduation Checklist**

1. In the semester you plan to graduate, register for the correct number of credit hours (3 credit hours for Fall or Spring graduation; 2 credit hours for Summer graduation). Submit a Degree Application online through ISIS.
2. Confirm all Graduate School deadlines that apply to your final exam. These deadlines are posted on <http://gradschool.ufl.edu/students/critical-dates-and-deadlines.html>.
3. Prior to the mid-point of the term, confirm that all members of your Supervisory Committee are correctly identified and titled on GIMS, <http://gradschool.ufl.edu/students/gims.html>. Notify Claire Williams, 102 NZH, immediately of any errors. Changes or corrections to your Committee cannot be made after the mid-point of the term deadline. The Graduate School will not permit any changes or correction to your Committee after the mid-point of the term deadline.  
  
**Note:** At this time, also notify Claire Williams of your plans to graduate. Determine the date, time, and location of your Final Exam. Claire will post the announcement of your Final Exam in the Department (required) and prepare your Final Exam Form.
4. Reserve a room for your Final Exam through Elaine Culpepper, 115 NZH.
5. See reverse side for Final Exam instructions.
6. Deliver a CD of your technical paper, labeled with your name, title, and degree date to Claire Williams.
7. Schedule an exit interview with Dr. Wiley Kitchens, Graduate Coordinator.