

Modeling & Simulation Final Semester Thesis and Dissertation Checklist

BEFORE THE BEGINNING of final semester:

- Intent to graduate
 - ◆ File the intent to graduate via MyUCF. Degree pre-certification begins before the start of the term, so the intent to graduate **MUST** be submitted before the end of the Add/Drop period.
- Enrollment
 - ◆ Ensure the appropriate enrollment (for either thesis or dissertation hours) is submitted and processed before the start of the term.
- Graduate Plan of Study
 - ◆ Set time with the ModSim graduate program to ensure the Graduate Plan of Study (GPS) is accurate and correct.
- Review Committee
 - ◆ Work with the ModSim graduate program to ensure the dissertation committee is up-to-date and accurate with the College of Graduate Studies, as all official university approval forms will populate automatically from their files.
- Submit IRB Information
 - ◆ Forward IRB status information to ModSim Graduate Program for GPS update.
 - Once documentation is received, ModSim Graduate Program will manually input the information for Graduate Studies.
 - If IRB approval was required, please forward a copy of the approval notice from the IRB Office
 - If applied for IRB approval and IRB Office determined no approval was necessary, please forward that notice.
 - If your chair/committee determined that you did not need to apply for IRB approval, please have your chair send an email to the ModSim Graduate Program documenting this.
- Save the Date
 - ◆ Check the Commencement website (www.commencement.ucf.edu) to acquire the ceremony schedule.
 - The ceremony the student should attend is that of the college with which the student is affiliated (either College of Sciences or College of Engineering and Computer Science).
 - The deadlines for ordering regalia are posted here.
 - ◆ Modeling and Simulation Graduation Celebration
 - We celebrate our students in a private ceremony the morning before Commencement. We hope you and your loved ones will plan to join us. This has been temporarily suspended, due to the pandemic.
- Update KnightsMail
 - ◆ **ALL** thesis, dissertation, and commencement information from UCF will be sent to the student's KnightsMail account.
 - For assistance with access, please contact 407-823-5117 (UCF IT)
- Review ETD Deadlines and Requirements
 - ◆ Refer to www.calendar.ucf.edu for the semester's submission deadlines
 - Remember—students **MUST** meet the format review, defense, and submission deadlines in order to be certified to graduate that semester.
 - Students **MUST** have their defense scheduled in order for their format review to be accepted by Graduate Studies
 - ◆ Enroll for Thesis and Dissertation Webcourse (<https://webcourses.ucf.edu/enroll/EREP7Y>) to access and understand university requirements for formatting and submission.

Format Review Submission:

- Schedule the defense
 - ◆ Work with the faculty committee to set a day/time that most can attend. If the defense is held face-to-face, the student and committee chair MUST be present at the defense, and up to one committee member may participate remotely. As of Spring 2020, defenses may be administered 100% remotely, if approved by the student's dissertation director and graduate program.
- Submit for format review:
 - ◆ The College of Graduate Studies will not process a format review unless a defense date has been set and input to the TD Release Option on the ETD Portal.
 - The defense date can be adjusted, if need be, after the format review by updating the TD Release Option and the ETD Final Approval page.
- Submit document for format review via the ETD Portal (see ETD webcourse for specific instructions)

AT LEAST TWO WEEKS BEFORE Defense:

- Confirm defense date
 - ◆ Consult dissertation director and committee to confirm that the defense date set before format review submission is still feasible. Adjust the date, if necessary.
- Confirm modality
 - ◆ If defense is to take place face-to-face:
 - Reserve a room:
 - The defense MUST be completed at a UCF property.
 - To reserve a presentation room at Partnership II or III:
 - Reserve the space as early as possible
 - Contact the School of Modeling, Simulation, and Training (407-882-1300; info@ist.ucf.edu) to schedule a room
 - To reserve a room elsewhere at UCF:
 - Work with the committee chair to contact the location's scheduling coordinator to make arrangements
 - Review the university's regulations and protocol to ensure a safe and sanitary meeting space.
 - ◆ If defense is to take place remotely:
 - Confirm dissertation director and graduate program are amenable to this modality. The Modeling and Simulation Graduate Program will allow this modality until further notice, due to the pandemic.
 - Determine an appropriate virtual meeting computer program to use (most use Zoom, Skype, Ring Central, etc.).
 - Schedule meeting through the program—ensure the settings allow the general public to attend (security settings like a waiting room or password are recommended, to prevent bombing)
- Submit defense announcement
 - ◆ Submit to ModSim@ucf.edu (either the announcement or the link to the announcement) *at least 2 weeks* prior to the defense date. A template can be found in the ETD Manual (available in the ETD webcourse).
 - ◆ Submission varies depending on which college the student is graduating through. If graduating out of:
 - College of Sciences – Send the defense announcement to ModSim@ucf.edu to forward to their listserv.
 - College of Engineering & Computer Science – the student will upload their own defense announcement using the CECS website: <http://www.cecs.ucf.edu/current-students/grad-defenses/>
 - CECS will review and approve the announcement before posting it to their website. Once they approve the announcement, send the link to the ModSim program.
 - ◆ Prepare defense brochures (only if the defense will be face-to-face)

- ◆ Return this to the ModSim graduate program at least a week before the defense date, so they can print copies on nice paper for the student.
- ◆ Please use the template file to fill in information about the research and the professional profile. This will require you to:
 - Upload a photo (to be used on the back cover in place of the plain Pegasus)
 - Insert information about the academic and professional highlights
 - Template available at: <https://msgrad.ist.ucf.edu/forms>
 - Students with the College of Engineering and Computer Science compile a brochure as part of their announcement. This can be used instead of the ModSim template.
- ◆ The goal is to have approximately 20 copies to distribute at the defense for all attendees (plus a few extra copies for personal files).
- Prepare Public Release Option Form
 - ◆ Should be done at least a week prior to defense date.
 - ◆ Indicate how soon the student and committee want the thesis/dissertation to be publicly available online.
 - Information is available at this link: <https://graduate.ucf.edu/faq/#what-do-the-release-options-mean>
 - Instructions are available on the ETD Services site: https://ww2.graduate.ucf.edu/ETD_Student_Services/
 - ◆ The data entered will be also be used to generate the “Approval Page” that the student will bring to the defense.

AT the Defense:

- Bring the assessment and approval forms
 - ◆ Internal M&S Assessment Form (each committee member must complete one)
 - Thesis: <https://msgrad.ist.ucf.edu/forms>
 - Dissertation: included in this packet
 - This is accessed electronically by each committee member (a “working copy” for use during the defense can be provided upon request)
 - Follow instructions from UCF Editor about filling out the Release Options –this will auto-generate the final signature form.
 - ◆ Final approval form (this is completed through the ETD Portal after the student submits the Public Release Option)
- Collect signatures from committee members upon completion of defense.
 - ◆ If defense is done face-to-face, physical signatures are expected
 - ◆ If defense is done remotely, digital signatures are approved:
 - If a member is unable to perform a digital signature, they can send an email to dissertation director with a message approving the project, which can be attached to the approval form.
 - ◆ Student is responsible for collecting the committee members’ signature. **The Modeling and Simulation graduate program will collect the administrators’ signatures.**

AFTER the Defense:

- Ensure each committee member completes the internal ModSim assessment.
- Return approval form to the ModSim graduate office electronically (if able to provide a clean scan) or personally (we can scan it for the student).
 - ◆ **The student is not required to perform any further action on this form.**
 - ◆ The ModSim graduate program will get Dr. Hughes to sign as program director and Dr. Bochenek as the school director.

ModSim ETD Final Semester Checklist

- ◆ After they sign, the ModSim graduate program will route the form to the students' college, cc-ing the student and committee chair on the message.
- ◆ Once the college dean(s) approve the project, they will send it to the College of Graduate Studies.
- ◆ Dean Klonoff will sign the document when she approves the project on behalf of the university.
- Upload final thesis or dissertation
 - ◆ When the committee approves the student's project, the final document must be uploaded in time for the university deadline.
 - ◆ Students cannot upload a final document until their format (and any format edits requested by the ETD Editor) is approved. Once approved, the student is cleared to upload their final project when it is ready.
 - ◆ The final thesis or dissertation MUST be uploaded via the ETD portal by the university's submission deadline. Failure to do so will result in denial of graduation.

FOR INTERNATIONAL STUDENTS:

If the student is planning to relocate to their home country after graduation, please alert the ModSim graduate office. The student's degree can be processed and approved during the first batch of certification following Commencement, allowing the student to be able to pick up their degree before they leave the country. This is only done upon request.

Please feel free to contact the ModSim graduate office (407-882-1407; modsim@ucf.edu) if you have any questions, concerns, or require further information.

ANNOUNCING THE FINAL EXAMINATION OF [insert student's name] FOR THE DEGREE OF PHILOSOPHY
IN MODELING AND SIMULATION

Date: [insert date of defense]

Time: [insert time of defense]

Location: [insert physical location of defense or Zoom address]

Title: [insert title of project]

[insert short synopsis of project here]

Educational Career:

[insert undergraduate and graduate degree information]

Committee in Charge:

[insert committee chair], Committee Chair

[insert remaining committee members]

The public is invited to attend.

Approved for distribution by [committee chair], Committee Chair, on [date of approval].



Candidate Name
(Please Print):

Program Admit
Term:

Date of
Assessment:

Outcome
(Pass/Fail):

Assess the candidate listed above according to the following outcomes and measures.
Performance rating scale: 1-Poor, 2-Fair, 3-Good, 4-Excellent, 5-Outstanding
Committee chair should average scores of all evaluators and enter the value in the appropriate field below.

Outcome	Measure	Member #1 (name): _____	Member #2 (name): _____	Member #3 (name): _____	Chair (name): _____	Overall Assessment (average)
Core Competencies & Interdisciplinarity	Understands fundamentals of M&S as an interdisciplinary field					
	Demonstrates knowledge of major and minor topic area(s) of work					
Communication	Writing & organization quality					
	Oral presentation quality					
Research Potential & Performance	Demonstrates sufficient awareness of relevant literature					
	Demonstrates sufficient analytical thinking and research skills					
Proposal Preparation	Motivated the proposed topic well					
	Demonstrated strong understanding and awareness of relevant extant literature					
	Provided a sufficiently clear and attainable methodology consistent with the requirements in the topics major field of study					
Ability & Preparedness	Prepared for employment					

Candidate Name
 (Please Print):
 Date of
 Assessment:

Program Admit
 Term:
 Outcome
 (Pass/Fail):

Research Activity	Submitted	Accepted	Rate
Number of conference presentations since admit term			
Number of journal publications since admit term			

Signature

Printed Name

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Program Director: _____
