**Summer 2022 MA Timeline**

1. [Thesis Advisory Committee form](https://nextgensso.com/sp/startSSO.ping?PartnerIdpId=http://federation.net.ucf.edu/adfs/services/trust&TargetResource=https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/a9cce747-256b-43b3-84be-740c0a1778b8) due: **Friday, April 15, 2022**
2. [Restricted Registration Agreements](https://sciences.ucf.edu/politics/wp-content/uploads/sites/2/2020/11/Restricted-Registration-Agreement-Form-New.pdf) due: **Friday, April 22, 2022**
3. Last day to register for classes: **Sunday, May 15, 2022**
4. First day of class: **Monday, May 16, 2022**
5. Last day to submit Thesis Proposal Defense Announcement (if final semester): **Friday, June 3, 2022**
6. [Non-Thesis Proposal Approval form](https://sciences.ucf.edu/politics/wp-content/uploads/sites/2/2019/08/Non-thesis-Research-Paper-Proposal-Approval-Form_08.01.19.pdf) (if final semester) due: **Friday, June 10, 2022**
7. **Thesis Proposal Defense Deadline** (if final semester)**: Friday, June 10, 2022**
8. [MA Comprehensive Exam request form](https://sciences.ucf.edu/politics/wp-content/uploads/sites/2/2020/10/Comp-Exam-Req-Form-09.23.20.pdf) due**: Friday, June 10, 2022**
9. **MA Comprehensive Exam: Friday, June 24, 2022**
10. Thesis Format Review Deadline: **Friday, June 24, 2022**
11. First draft of Non-Thesis Paper due to your readers: **Friday, June 24, 2022**
12. **Thesis Students – Visit myUCF to complete Thesis Release Option before defense.**
13. Last day to submit Thesis/Non-Thesis Defense Announcement**: Friday, June 24, 2022**
14. Thesis/Non-Thesis Defense Deadline:  **Friday, July 8, 2022**
15. Thesis Defense Approval Form and Final Draft Submission Deadline: **Friday, July 22, 2022**
16. Last day of classes (Session D/Session C): **Saturday, July 16, 2022 / Saturday, August 6, 2022**
17. Notification of Approval of Non-Thesis (Chair must sign and submit [Non-Thesis Approval Form](https://sciences.ucf.edu/politics/wp-content/uploads/sites/2/2020/03/Non-thesis-Research-Paper-Approval-Form_3.25.20.pdf) to Program Assistant): **Monday, August 1, 2022**
18. Grades due on myUCF: **Friday, August 10, 2022**
19. Degree Conferral Date**: Saturday, August 6, 2022**

**Committees:**

Thesis committees must be formed, filed, and approved prior to Thesis Hours (POS 6971) enrollment.

Thesis Advisory Committee forms are initiated by the student using a dynamic form and must be fully approved by the posted deadline in order for the student to begin Thesis Hours for the associated term.

Non-Thesis committees should be formed prior to the Non-Thesis Proposal deadline of the semester you intend to graduate. The Non-Thesis Proposal Approval Form serves as record of your committee.

If you need assistance identifying committee potential committee members you can make an appointment to speak with Dr. Boutton.

**IRB Checklist Items:**

Students pursing the Thesis option are required to provide the program assistant with either a IRB approval letter, IRB waiver letter, or statement from your Chair stating that your research does not involve any human subjects/human data/specimens. If you do require IRB approval you must also provide the program assistant with a IRB closure letter once your research is complete. These “to do” items must be completed prior to graduation.

The NIH Decision Tool: Am I Doing Human Subjects Research? https://grants.nih.gov/policy/humansubjects/hs-decision.htm can be used as a starting point to determine what types of studies need to come to the IRB for a determination.

**Defenses and Announcements:**

All defenses must be officially announced prior to the relevant defense date. Non-Thesis students must complete a public final defense. Thesis students must complete a public proposal defense and final defense. All announcements should be formatted with Date, Time, Location, Title, Abstract, Outline of Studies, Educational Career, and Committee. The announcement should be reviewed and approved by your committee chair prior to submitting it to the program assistant. The program coordinator may request edits prior to official announcement. All defenses should be completed in person. If you need to request an accommodation for a virtual defense you must contact Dr. Boutton in advance. You can contact the program assistant to reserve the SPSIA conference room or you can reserve the conference room in the Graduate Student Center by following this link: <https://graduate.ucf.edu/graduate-student-center/room-reservation-request/> . It is highly suggested that you identify a day, time, and location for your defense at the beginning of the semester you intend to defend to ensure committee member and room availability.

**Final Submissions:**

* Non-Thesis – Provide the program assistant your signed proposal approval form by the posted deadline. Proposal approval forms can be turned in prior to the semester you intend to complete your non-thesis paper. Once you successfully complete your final defense and any edits your committee requires, submit the signed non-thesis approval form and a copy of your final paper to the program assistant.
* Thesis – No approval form is required to be submitted following the completion of your proposal defense. The proposal announcement is saved and serves as record of completion. Once you successfully complete your final defense and any edits your committee requires, you will have to obtain the required signatures for your Thesis Approval Form and submit your final draft via the Thesis & Dissertation website.

The signature order is the following:

1. Chair of your committee

2. Member 1

3. Member 2

4. Dr. Boutton – Program Coordinator

5. Dr. Tezcur – School Director

6. Email the completed form to Tonya.Walker@ucf.edu and CC Kyrie.Ottaviani@ucf.edu. Tonya will acquire the College of Sciences Dean’s signature and then submit the form to The College of Graduate Studies for final signatures and processing. This form must arrive at CGS no later than 5pm on the submission deadline.

**Graduation:**

If you intend on graduating this semester you must submit your intent to graduate by the posted deadline. You can file your intent by visiting your student self service page in my.ucf.edu. If you are completing a graduate certificate in addition to your Masters, you will have to file a separate ITG for that certificate program.

Information on Commencement can be found at commencement.ucf.edu once it is established for the term. Graduation regalia and other related items must be pre ordered or reserved well in advance of the end of the semester.

Thesis Students: Please refer to the **Thesis & Dissertation Webcourse** for guidance regarding formatting, procedure, and additional resources.