

DOCTORAL DEGREE COMPLETION AND GRADUATION CHECKLIST

Contact: Graduation Clearance, x48259 (ARHU, BSOS, CMNS, EDUC); x48226 (AGNR, ARCH, BMGT, ENGR, INFM, JOUR, PUA, SPHL)

All forms listed available at: http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html.

All updated deadlines at: http://www.gradschool.umd.edu/current_students/deadlines_for_graduate_students.html.

- 1) Advance to Candidacy.** After completing program benchmarks, submit an *Application for Admission to Candidacy Form* to the Grad Clearance office (signed by your Advisor and DGS). The form is due by the 25th of the month before candidacy takes effect.
- 2) Register for 899.** Candidates are automatically registered for 6 credits of 899 (charged at 1.5 credits) before Fall and Spring semesters. Students who advance mid-semester are registered for 899 the next semester, but you can request your department to ask Graduation Clearance to retro-actively add 899 or convert 898 credits. Financial holds prevent registration but Graduation Clearance can register you once it is removed.
- 3) Get research approved before research.** Research involving human subjects must be either approved or be classified as exempt by the Institutional Review Board (IRB) (applications at: <http://www.umresearch.umd.edu/IRB/initialapp.html>). All vertebrate species research must be pre-approved by the Institutional Animal Care and Use Committee (IACUC) (information at: <http://www.umresearch.umd.edu/IACUC/index.htm>). All recombinant RNA/DNA research must be approved by the Biosafety Committee (<http://www.des.umd.edu/general/committee/ibc/index.html>).
- 4) Form a Committee.** Dissertation committees must have at least 5 members of the Graduate Faculty (listed in the Graduate Catalog at: http://www.gradschool.umd.edu/catalog/grad_faculty_policies.htm). Three must be full members. The committee chair should be the student's advisor and a full member of the Grad Faculty. A student must have a Dean's Representative as part of the committee, filled by a tenured member of the Grad Faculty outside the committee chair's home program.
- 5) Nominate Special Members.** People not on the Graduate Faculty must be nominated as special members to serve on a committee. A *Nomination for Membership on the Graduate Faculty Form*, signed by the DGS, must be submitted to the Grad School at least 8 weeks before the defense. It should include the nominee's full CV and DGS confirmation that the nomination was supported in a department-wide vote. Special and adjunct members cannot serve as committee chairs or Dean's Reps without Dean's permission. They do not count toward the minimum of 3 full members.
- 6) Register to Graduate.** Apply for graduation on Testudo at the beginning of your final semester. Applications automatically roll over to the next semester if you are unable to graduate that semester.
- 7) Submit Nomination of Committee Form.** Submit a *Nomination of Committee Form*, signed by the Advisor and DGS, to Graduation Clearance. Any IRB documents must be included. The form is due on the date comes first: either 6 weeks before the defense or by the Graduate School deadline.
- 8) Defend Dissertation.** Give your committee the dissertation 10 working days before the oral defense. The defense must be publicized and on UMD grounds. The presentation portion must be open to the public. All members must attend, but a Graduate Director can petition the Graduate School before the defense to allow one member to participate remotely. This person cannot be the chair, the department pays for videoconferencing equipment, and a technician must be present both places. The committee chair should contact the Grad School for emergency substitution. If more than one member does not pass the student, the student has failed. Students can be given departmental permission to defend once more.
- 9) Your Chair Submits Report of Examining Committee.** Graduation Clearance sends the report to the committee chair once a *Nomination of Committee Form* is approved. It is brought to the defense and is signed by all members. Chairs submit it to the Graduation Clearance office by the deadline set by the Graduate School.
- 10) Submit Dissertation.** Format the document to fit the style guide: (available at: http://www.gradschool.umd.edu/current_students/etd_style_guide.html). Students then submit an *Electronic Thesis and Dissertation Electronic Submission Form* to the Graduation Clearance office. Finally, you submit the formatted PDF document on the ProQuest website (<http://www.etsadmin.com/cgi-bin/school?siteid=76>) by the deadline posted on the Graduate School website. If formatting changes are needed, Graduation Clearance will email you and allow you to fix the changes and re-upload.