

Graduation & You!

This checklist is designed to assist you in navigating the rough administrative waters of graduation, but does not replace the Official Graduate School policies on dissertations.

Review the Dissertation & Defense Deadlines posted [at the Graduate School website](#).

Notify the BISI office that you're planning to graduate in the upcoming semester!

Apply for graduation [through Testudo](#). Applications roll over in the event that you do not complete the requirements for graduation in your initially chosen semester.

Complete a "Nomination of Thesis or Dissertation Committee" form. Found [on the Graduate School Forms page](#)

- Your committee must consist of 5 (or 6, if you have a co-advisor) faculty members.
 - 3 must be UMD tenure track faculty
 - Dean's rep must be a full or associate professor whose tenure home is different from your on campus advisor's tenure home (e.g. your advisor is in CBMG, the Dean's rep cannot be a faculty member in CBMG or an assistant professor in any department)
 - Off campus members must be approved members of the Graduate Faculty. BISI office personnel can help you determine if they are approved. If someone on your committee is NOT a member of the Graduate Faculty, they must be nominated, approved by a vote of the BISI faculty, and then approved by the Graduate School. This takes between **6-8 weeks**, and must be done **Before** you submit the Nomination of Committee form, so plan accordingly.
- Copies of your [research approvals](#) (e.g. IRB, ACUC) are to be submitted with the nomination form.
- **Submit your form to the BISI office by Noon on the deadline indicated [on the Grad School site](#).** (Forms must be submitted a **minimum of 6 weeks before you defend** & before the semester deadline.)
- The BISI office will review your paperwork and then get the DGS signature and submit your form.
- Once your Committee is approved it stays valid and rolls over to subsequent semesters. If you need to revise the committee members at some point you do have to submit a new form.

Determine a defense date.

Your defense must be held **Before** the deadline for submission of your Dissertation to the Graduate School. The submission to the Graduate School is the very last step in the process and is done electronically. **Scheduling is complex!** It requires balancing your needs, the schedules of your committee members, & the availability of rooms on campus. The sooner you start the easier it is to make everyone happy.

- **Step 1 - Tell the BISI office you are starting the scheduling process!**
- To schedule in BRB or BPS book through BISI.
- To schedule in another building on campus, book through that department but **also CC BISI**.
- Check with the seminar coordinator to see if there are any open dates for student defenses during a BISI or Dept. seminar time. (BEES- Dr. Kraft; MOCB - Dr. Jose; CBG – Dr. Mount; CBMG RIPS – Dr. Brooks; CBMG – Dr. Lee, BIOL- Bonnie Miranda, CBBG/CBCB RIPS – Dr. Hannenhalli)
- Be sure that you have enough time to defend, complete your corrections, and submit your dissertation before the deadline for the semester you wish to graduate. Deadlines can be found [here](#) (we suggest 3 weeks)

Provide your committee with a complete version of your dissertation at least 2 weeks prior to your defense. Send your abstract to bisi@umd.edu at the same time.

- Before your defense:** You or Your Advisor needs to pick up your file and the necessary paperwork from the BISI office. This will include the Report of the Examining Committee and the Interim Exam Report forms.
- Immediately after your defense:** Your advisor should return your file and all forms to the BISI Office by Close of Business.
- Complete your corrections and format your dissertation to fit the style guide** ([at the Grad School site](#)).
- Submit an [Electronic Thesis and Dissertation Electronic Submission Form](#) to the BISI office for review and submission to the Graduation Clearance Office.**
- Submit dissertation on the ProQuest website** (<http://www.etsdadmin.com/cgi-bin/school?siteId=76>).
- Registering to walk in Commencement –**
 - Once you schedule your defense (or at the latest 1 month before Commencement) register with CMNS via this [RSVP Form](#). The form is also sent out by email the second month of each semester.
 - Email bisi@umd.edu to notify them you have completed the RSVP form.
 - If you defend in an off period of time (like summer or winter) you can walk in either the ceremony before or after your official submission date.