DOCTORAL DEGREE COMPLETION AND GRADUATION CHECKLIST

Contact: Office of the Registrar - Graduation Clearance, x48259 (ARHU, BSOS, CMNS, EDUC, SPHL); x48226 (AGNR, ARCH, BMGT, ENGR, INFM, JOUR, PUAF)

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. Students must advance at least six months before the date on which their degree will be conferred.

2) **Register for 899.** Candidates are automatically registered for 6 credits of 899 (charged flat candidacy tuition) before Fall and Spring semesters. Students who advance after the schedule adjustment period are registered for 899 the next semester. Twelve credits of 899 are required for doctoral student. Financial and immunization holds prevent registration but Graduation Clearance can register you once they are 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/RCO/IRB/forms.html) All vertebrate species research must be pre-approved by the Institutional Animal Care and Use Committee (IUCUC) (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) 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. Request for a co-chair must be approved by the Graduate School.

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 Graduate at 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 two or more members do not pass the student, the student has failed. Students can be given departmental permission to defend once more, providing the department approves it.

9) **Your Chair Submits Report of Examining Committee.** Graduation Degree Clearance Services sends the report to the department once a Nomination of Committee Form is approved. It is brought to the defense and is signed by all members. The Department submits it to the Graduate Degrees Clearance Services by the deadline set by the Graduate School.

10) **Submit Dissertation.** Format the document to fit the ETD style guide. 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.etdadmin.com/cgi-bin/school?siteld=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.
MASTERS DEGREE COMPLETION AND GRADUATION CHECKLIST

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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) Register for 799. For thesis work, register for 799 with your advisor(s). You can register for these credits on Testudo.

2) 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/RCO/IRB/forms.html). All vertebrate species research must be pre-approved by the Institutional Animal Care and Use Committee (IUCAC) (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).

3) Form a Committee. Thesis committees must have at least 3 members of the Graduate Faculty (listed in the Graduate Catalog at: http://www.gradschool.umd.edu/catalog/grad_faculty_policies.htm). At least 2 must be full members. The chair of the committee should be your advisor in addition to being a full member of the Graduate Faculty. Request for a co-chair must be approved by the Graduate School.

4) 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 without Dean’s permission. They do not count toward the minimum of 2 full members.

5) Register to Graduate. Apply for graduation on Testudo at the beginning of the final semester. Applications automatically roll over to the next semester if you are unable to graduate that semester.

6) Submit Nomination of Committee Form or Certification of Master’s without Thesis Form. Thesis students submit a Nomination of Committee Form, signed by the advisor and DGS, to Graduation Clearance. Any IRB documents must be included. Non-thesis students must submit a Certification of Master’s without Thesis Form, signed by the advisor and DGS. Both forms are due to Graduation Clearance by deadline set by Grad School (usually about 10 weeks before graduation).

7) Submit Approved Program Form. The Approved Program Form is signed by your advisor and DGS and submitted to the Grad Clearance office. It details all credits earned (including credits in-process) to fulfill the Masters. Courses must be less than 5 years old or revalidated. The form is due by the deadline set by the Grad School (usually about 10 weeks before graduation).

8) Defend Thesis. Give your committee the thesis before the oral defense. The defense must be on UMD grounds and be open to the Graduate Faculty. 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 must pay for videoconferencing equipment, and a technician must be present at both places. The committee chair should contact the Grad School for emergency substitutions. A student must pass unanimously or defend one more time with departmental permission.

9) Submit 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 Thesis. Format the document to fit the ETD style guide. 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.etdadmin.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.