



PhD Graduation Checklist

		Deadline
	Submit Nomination of Exam Committee	6 months before defense
	Attend Graduation Seminar	Fall Term - August Spring Term - January PowerPoint available upon request
	Complete Application for Graduation in SURFS	Second Week of Semester
	Review Procedures for Examination for Doctoral Dissertation	
	Review Thesis/Dissertation Style Guide for writing your Dissertation	
	Create Title Page - template provided under Resources for Graduating Students webpage	
	Submit Certification of Completion for the Doctoral Dissertation <i>Certifies that you are ready to defend. It must be signed by committee chair and readers. Submit with announcement of defense.</i>	At least two weeks before defense
	Submit Fulfillment of Course Requirements Form <i>Must be signed by your advisor and graduate program director. Submit with announcement of defense.</i>	At least two weeks before defense
	Submit Defense Announcement	At least two weeks before defense
	Submit Report of Examining Committee Form <i>The Graduate School will email original form to the assigned Dean's Representative. It indicates a Pass, Provisional Pass, or Fail.</i>	Two DAYS after defense
	Create & Submit Approval Sheet - template provided on the website under Resources for Graduating Students webpage	Two weeks after defense

	<p>Register for ORCID Identifier</p> <p><i>Each thesis/dissertation student must sign up for this - ORCID registration creates a unique digital identifier to link your dissertation, manuscripts, and other research activities.</i></p>	Two weeks after defense
	<p>Submit Dissertation</p>	Two weeks after defense
	<p>Submit Electronic Publication Form</p>	Two weeks after defense
	<p>Submit Survey of Earned Doctorates</p> <p>Brochure</p> <p>Confidentiality Agreement</p>	Two weeks after defense

Failure to submit any of the above items may result in a delay or reverse of your degree conferral.

If you have questions, contact your [Graduate Program Director](#)

Send all completed forms to gradforms@umaryland.edu

Matrix of [Graduation Deadlines](#)

Graduate Degree [Verification Letter Request Form](#)