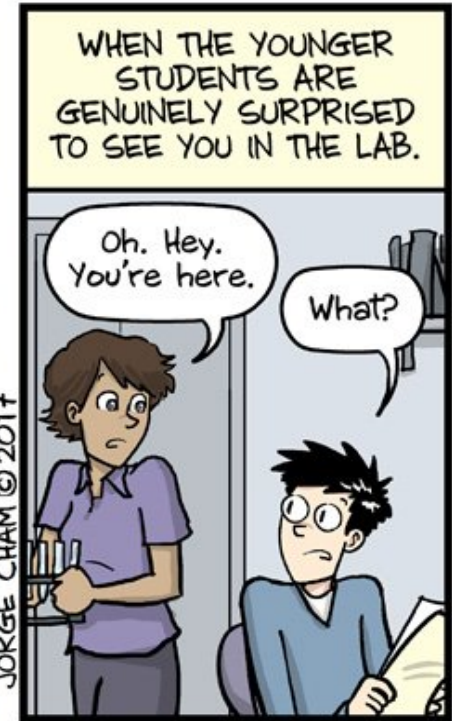


SIGNS YOU'RE READY TO GRADUATE



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Preparing for Graduation

Erin Golembewski, PhD

Senior Associate Dean, Graduate School

egole001@umaryland.edu

Jamila Savage

Academic Coordinator

jsavage@umaryland.edu

Graduation Preparation

Deadlines —

Forms page - <https://graduate.umaryland.edu/Forms/>

Requirements	Deadlines
<i>PhD</i> - Admission to Candidacy	2 semesters before defense
Nomination of Members for Final Examination Committee	PhD – 6 months before defense MS – 2 months before defense
Register for your last semester (SURFS)	August 30, 2020
<i>MS</i> - Fulfillment Form	September 14, 2020
Diploma Application (SURFS)	September 14, 2020
Announcement of Defense	2 weeks before defense
Certification of Completion of the Dissertation/Thesis	2 weeks before defense

Nomination of Committee

Dissertation Committee

File at least six months before your final examination (defense)

Select five to seven members

Three must be Regular members of Graduate Faculty.

Designate the Chair and two members as "readers"

Thesis Committee

File at least two months before your final examination (defense)

Select three to five members

Three must be members of Graduate Faculty.

Designate the Chair and two members as "readers"

Graduate Faculty -

<https://www.graduate.umaryland.edu/About/Faculty/Graduate-Faculty/>

Nomination of Committee

University of Maryland Baltimore Graduate School

Nomination of Members for Final Doctoral Examination Committee

1. File this form with the Graduate School at least six months before your final examination.
2. The chair and at least two committee members must be ****Graduate Faculty** Regular Members.
3. The committee must have between five and seven members, all of whom must hold a doctoral degree.
4. At least one committee member must be from outside the candidate's program.
5. Designate the chair and two other members as "readers". Two weeks before the final examination, the readers must certify that the doctoral dissertation is complete and ready to be defended by filing the *Certification of Completion of the Doctoral Dissertation Form* with the Graduate School.
6. For proposed examiners who are not members of the ****Graduate Faculty**, provide a curriculum vitae.
7. Submit this form to Dr. Golembewski, Associate Dean, Graduate School, 620 W. Lexington St., fifth floor

Student Last Name:	Student First Name:	Student ID Number:
E-mail address:		
Graduate Program:	Date admitted to PhD Candidacy:	Proposed Date of Examination: (month) (day) (year)

Dissertation Committee

Committee Chair (1):	Reader <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Department:	**Graduate Faculty Status: <input type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Associate <input type="checkbox"/> None (CV attached)
Committee Member (2):	Reader <input type="checkbox"/> Yes <input type="checkbox"/> No	Department:	**Graduate Faculty Status: <input type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Associate <input type="checkbox"/> None (CV attached)
Committee Member (3):	Reader <input type="checkbox"/> Yes <input type="checkbox"/> No	Department:	**Graduate Faculty Status: <input type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Associate <input type="checkbox"/> None (CV attached)
Committee Member (4):	Reader <input type="checkbox"/> Yes <input type="checkbox"/> No	Department:	**Graduate Faculty Status: <input type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Associate <input type="checkbox"/> None (CV attached)
Committee Member (5):	Reader <input type="checkbox"/> Yes <input type="checkbox"/> No	Department:	**Graduate Faculty Status: <input type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Associate <input type="checkbox"/> None (CV attached)
Committee Member (6):	Reader <input type="checkbox"/> Yes <input type="checkbox"/> No	Department:	**Graduate Faculty Status: <input type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Associate <input type="checkbox"/> None (CV attached)
Committee Member (7):	Reader <input type="checkbox"/> Yes <input type="checkbox"/> No	Department:	**Graduate Faculty Status: <input type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Associate <input type="checkbox"/> None (CV attached)

Approval Signatures

Committee Chair:	Signature:	Date:
Graduate Program Director:	Signature:	Date:
Graduate School Associate Dean: Dr. Erin Golembewski	Submit application to Graduate School Dean's Office for signature:	Date:

Dean's Representative

Graduate School assigned Dean's Representative:

**Graduate Faculty membership status (regular, associate, or special) is available:
<http://www.graduate.umbi.edu/Faculty-and-Staff/Graduate-Faculty/>

Updated: 3/19/2015

Application for Diploma

Log in to SURFS to submit by September 14, 2020.

Diploma fee will appear on your bill during your graduation term

If you will NOT graduate as planned:

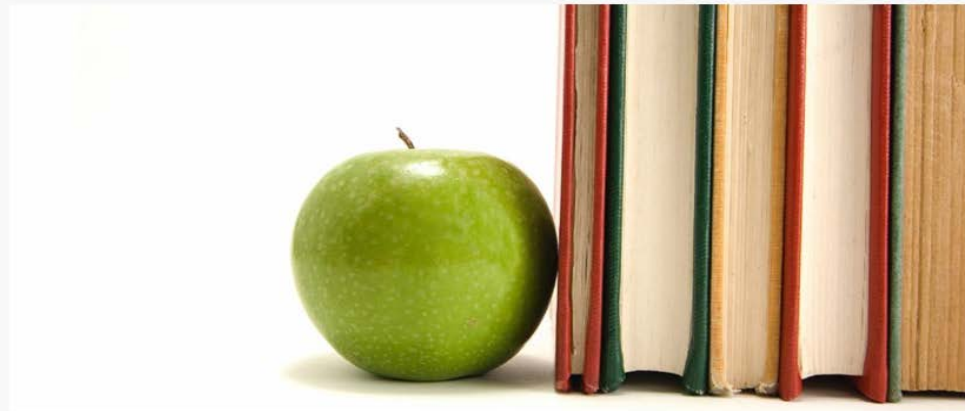
- inform the Graduate School and your Program Coordinator
- submit another diploma application for the semester in which you intend to graduate

Login to SURFS

SURFS



Login to SURFS
Academic Calendar
Class Catalog
Class Schedule
Student Financial Assistance and Education
Online Billpay
International Student Payment
Registration and Transcripts
Student Accounting
Seven Scholars University Store



Your hub for grades, billing, and financial aid information.

Contact Us

If you experience difficulty logging into SURFS, contact the CITS Help Desk. When relaying your message, please include your student ID, name, and a brief description of the problem.

Phone: (410) 706-4357

Email: help@umaryland.edu

QUICK LINKS

- [UM shuttle](#)
- [Calendar of Events](#)

<http://www.umaryland.edu/surfs/>

Graduate School Forms Page

FORMS

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[Academic Progress Forms](#) ▾

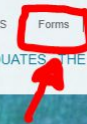
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Thesis/Dissertation Reviewed by Committee

Provide document to committee chair and two readers at least one month before defense

They will decide if it is defensible

Certification of Completion

University of Maryland Graduate School, Baltimore

Certification of Completion of the Master's Thesis*

University of Maryland
Baltimore

Date:

To: Associate Dean of the Graduate School

From: (thesis committee chair) (program)

The undersigned members of the student's thesis committee hereby certify that the thesis written by:

Student's Name: (last) (first)

Student ID Number: @

entitled:

is ready for defense.

Signatures:

Thesis Committee Chair: (date)

Thesis Reader 1: (date)

Thesis Reader 2: (date)

Graduate Program Director: (date)

Date of Final Examination*: (month) (day) (year)

Announcement

About

Admissions

Program Explorer

Costs and Aid

Campus Life

Announcement of Defense

Candidate Name *

Program *

- DBMS Biomedical Science
- DPAT Oral and Experimental Pathology
- GPLS-EPID Epidemiology & Prev Medicine
- GPLS-GERO Gerontology
- GPLS-MBIC Biochemistry
- GPLS-MMED Molecular Medicine
- GPLS-MMIC Microbiology
- GPLS-NACS Neuroscience
- GPLS-PTRS Physical & Rehab Science
- GPLS-TOXI Toxicology
- HGEN Human Genetics
- MEDT Medical and Research Technology
- NURS Nursing
- PATH Pathology
- PHYS Physiology
- PHAR Pharmaceutical Sciences
- PHSR Pharmaceutical Health Serv Res
- SOWK Social Work

Type *

Defense Date *

/ / 
MM DD YYYY

Defense Time *

- Select your Defense Time
- 8:00 am
- 8:15 am
- 8:30 am
- 8:45 am
- 9:00 am

Defense

Fall graduates must defend on or before, November 23, 2020.

Review the Procedures for Examination

PhD – <https://www.graduate.umaryland.edu/media/Graduate-School/Documents/Procedures-for-Examination-of-the-Doctoral-Dissertation-PDF.pdf>

MS - [https://www.graduate.umaryland.edu/media/Graduation-and-Degree-Certification/Procedures-for-Examination-of-the-Master's-Thesis.pdf](https://www.graduate.umaryland.edu/media/Graduate-School/Documents/Graduation-and-Degree-Certification/Procedures-for-Examination-of-the-Master's-Thesis.pdf)

Defense Announcements Posted on our Website

<http://graduate.umaryland.edu/> under Upcoming Events

Role of the Graduate School Dean's Rep

Document Submission

Please submit the following forms:

Post-Defense Forms	Due Within
Report of the Examining Committee	Two <u>days</u> after your defense
Approval Sheet signed by Committee Chair (PI)	Two weeks after your defense
Electronic Publication Form (Archive Authorization)	Two weeks after your defense
Survey of Earned Doctorates Certificate of Completion	Two weeks after your defense

Graduate School Forms Page

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Forms

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Prepare Your Thesis/Dissertation

Use the style of your discipline

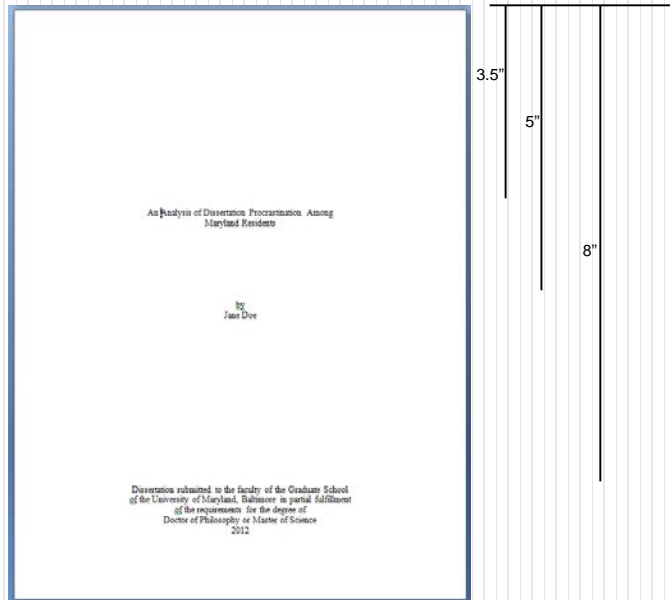
Obtain necessary permissions

Create ProQuest Profile

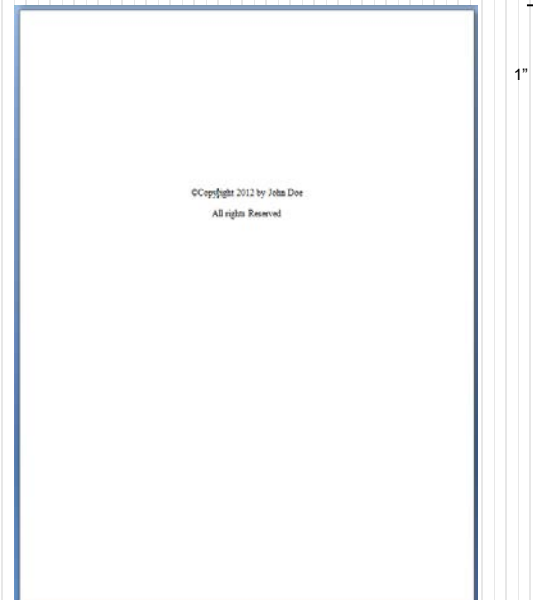
Formal Elements

Curriculum Vitae CV

Abstract



Title Page



Copyright Page

Formal Elements

Preface, Dedication, Acknowledgement

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Degree Verification

A prospective employer may require a letter from the Graduate School to verify that you have completed your degree requirements.

Information on [requesting a verification letter](#).

Student Counseling Center

- short-term
- professional counseling
- psychiatric services

Our mission is to help promote and maintain the emotional well-being of UMB students and serve as a resource to the entire university community.

410-328-8404

Questions

Resources & Contacts

Graduate School - 620 W Lexington St 5th Floor

<http://graduate.umaryland.edu/>

gradforms@umaryland.edu - Document Submission

egole001@umaryland.edu

jsavage@umaryland.edu

Writing

Writing Accountability Group

TBD

Dissertation and Thesis Boot Camp

TBD

Three days

Coaching writing sessions, Protected Reading Time