



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 Experience Student Portal	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

	Register for ORCID Identifier <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>	Two weeks after defense
	Submit Dissertation	Two weeks after defense
	Submit Electronic Publication Form	Two weeks after defense
	Submit Survey of Earned Doctorates	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](#)