

Preparing for Graduation



Preparing for Graduation



Preparing for Graduation



- https://youtu.be/x_DA3dgRSrw?si=BD5twccPKP3qQT
[Xu](#)
- Yoann Bourgeois, a French dancer and choreographer, performed his famous 'staircase' routine before a rapt audience in London on October 6.

Preparing for Graduation

Erin Golembewski, PhD

Senior Associate Dean, Graduate School

egolembewski@umaryland.edu

Jamila Savage

Assistant Director, Registration & Enrollment

jsavage@umaryland.edu

Preparing for Graduation

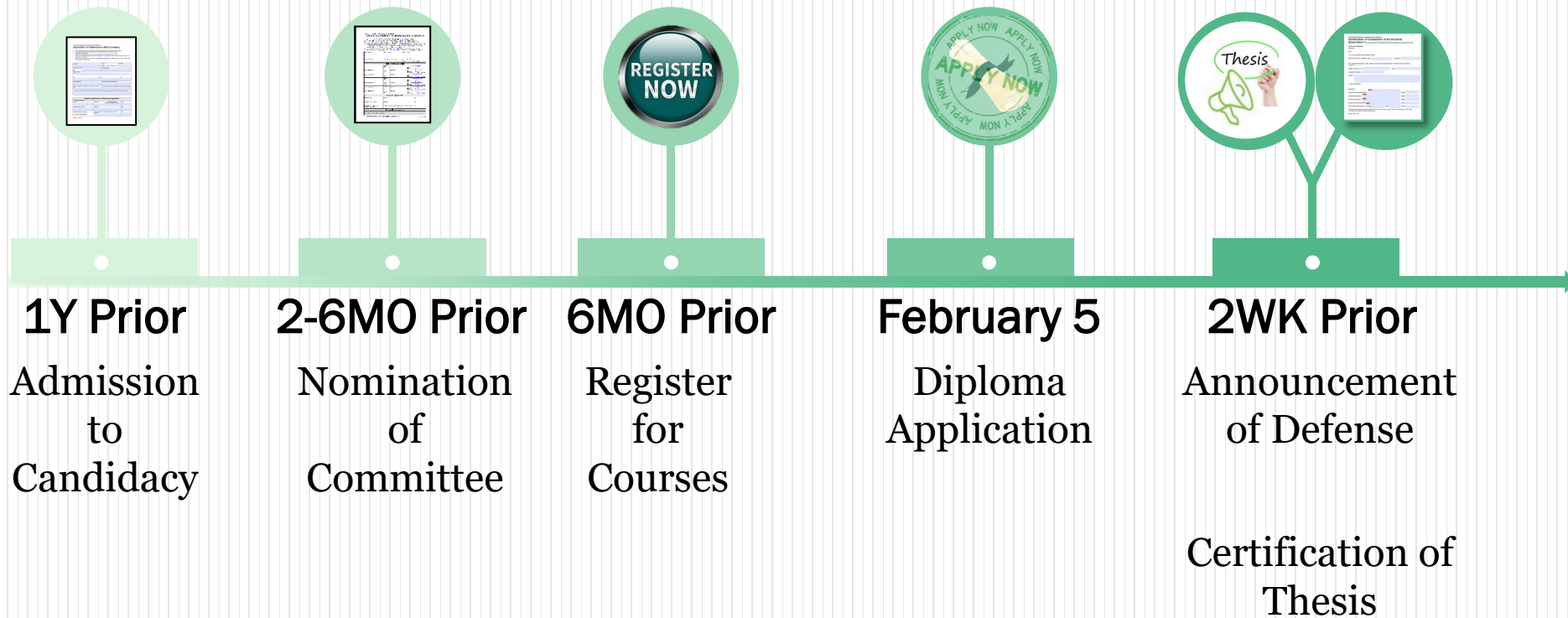


Erin Golembewski, PhD



Jamila Savage

Timeline to Defense



Admission to Candidacy

University of Maryland Graduate School, Baltimore
Application for Admission to PhD Candidacy

- Read the requirements for the Doctor of Philosophy degree in the Graduate School catalog
- Familiarize yourself with the specific PhD requirements established by your program
- Complete this application
- Obtain approval signatures from your primary adviser and graduate program director
- Attach your unofficial transcript printed from [SURFS](#) to this application; cross out courses that will not count toward this PhD degree
- Submit this application and transcript to: gradforms@umaryland.edu or Graduate School Dean's Office, 620 W. Lexington St., First Floor

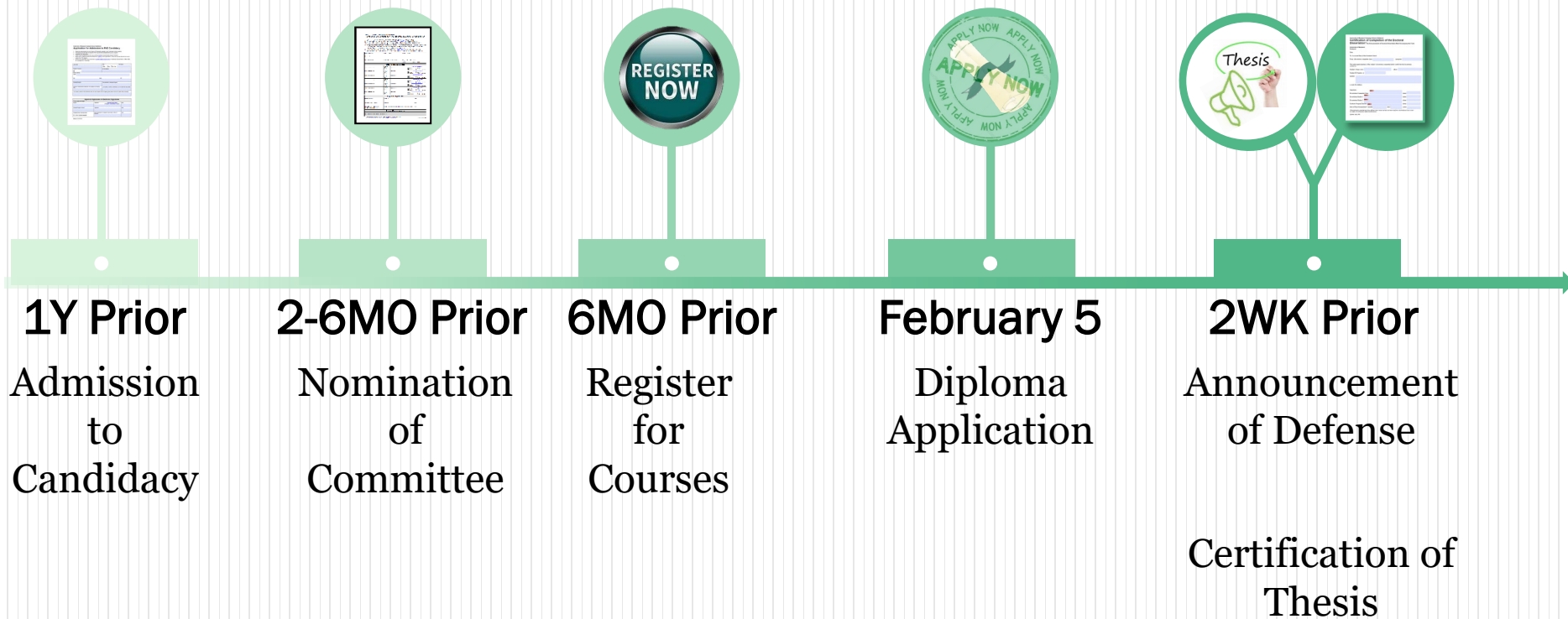
Last Name:		Title		First Name	
		<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> No Title			
Student ID Number:		E-mail address:			
Mailing Address:					
Street					
City		State		ZIP	
Graduate Program:			Date admitted to Graduate Program:		
Number of credits earned toward this PhD Degree (not including 899):			List course(s) in which a incomplete (I) or no mark (NM) was earned:		
List course(s) earned at other institutions which will count towards this PhD degree (grade earned must be =B, attach official transcript):					

Approval Signatures or Electronic Signatures		
Please type and sign		
Adviser:	Signature: Graduate Faculty Status: <input type="checkbox"/> Regular <input type="checkbox"/> Associate <input type="checkbox"/> Special	Date:
Graduate Program Director:	Signature:	Date:
Graduate School Associate Dean:	Submit application to Graduate School Dean's Office for Signature.	Date:
Dr. Erin Golembewski		

Revised: 10/10/2019

1Y Prior

Timeline to Defense



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)	(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.umaryland.edu/Faculty-and-Staff/Graduate-Faculty>

2-6MO Prior

Graduate School Forms Page

UNIVERSITY of MARYLAND
SCHOOL OF GRADUATE STUDIES

Graduation MyUMB Blackboard Program Finder Give Apply Request Information

About Admissions Academics Student Life Opportunities UMB Outcomes

Faculty Directory

Home > About > Faculty Directory

PAGES IN THIS SECTION

- Graduate Council
- Graduate Faculty
- Program Directors and Coordinators
- Leadership and Support Staff
- Faculty FAQ

NAME

ROLE

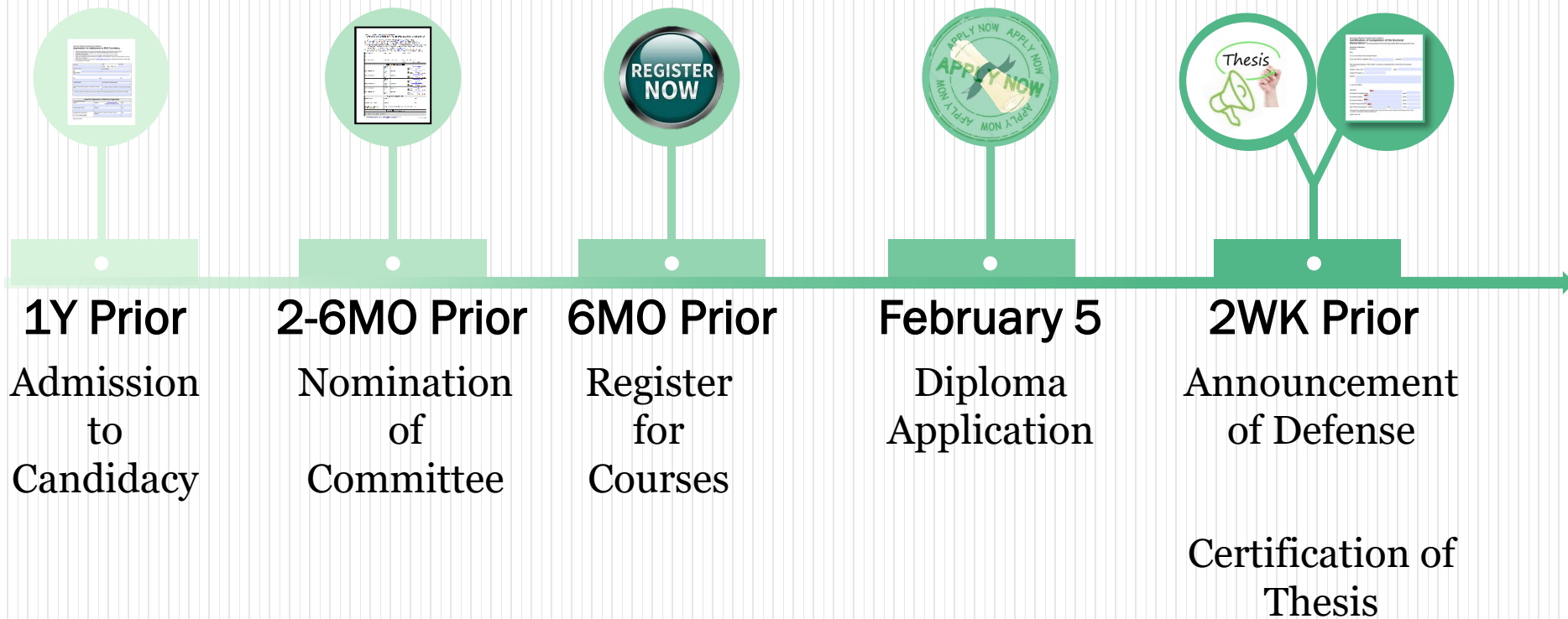
All Faculty & Staff

PROGRAM

All Programs

Search

Timeline to Defense



Register



Register for Courses

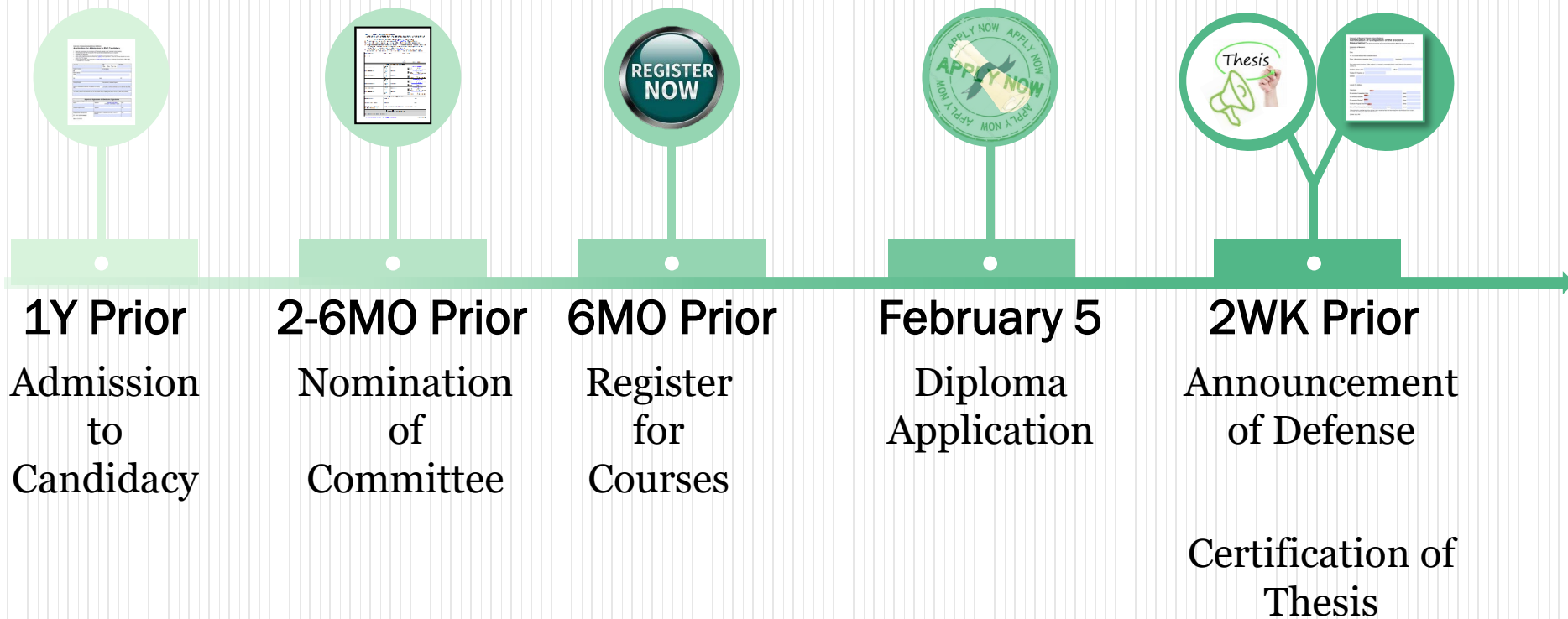
ABGA 7 credits

799 2-6 credits or

899 2-12 credits

6 MO Prior

Timeline to Defense



Application for Diploma



Complete Diploma Application in SURFs

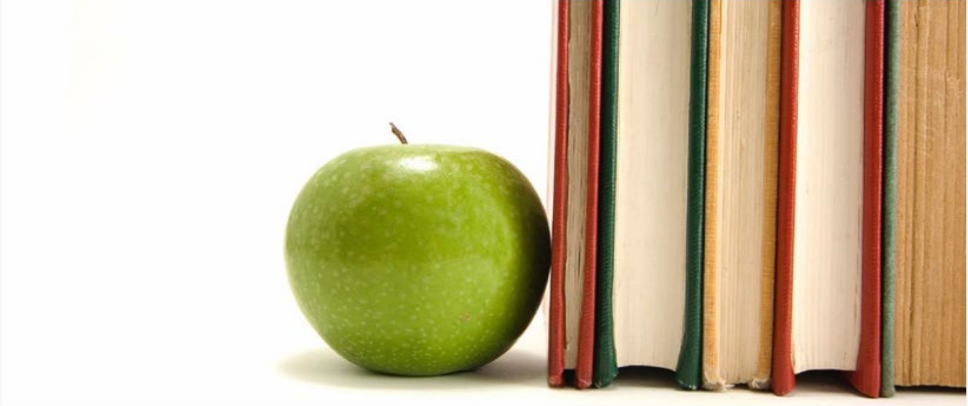
September 10

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

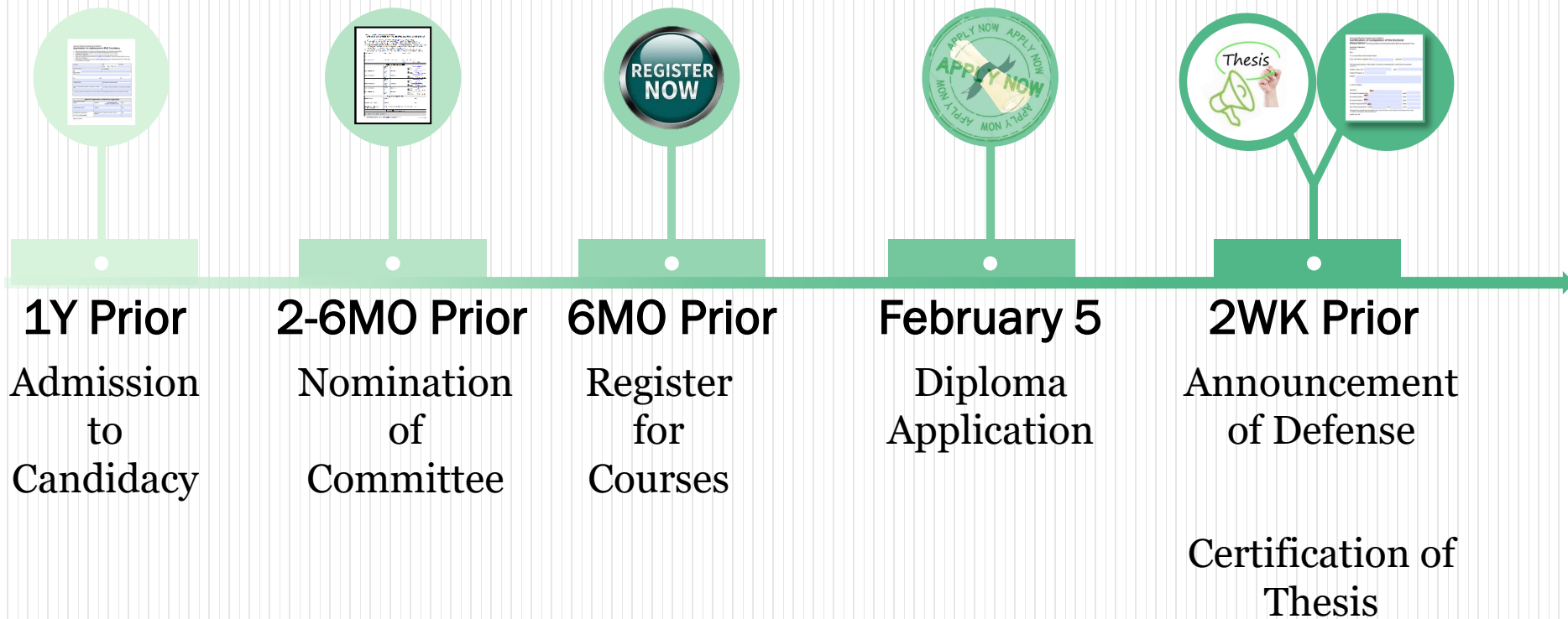
Email: help@umaryland.edu

QUICK LINKS

- UM shuttle
- Calendar of Events

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

Timeline to Defense



Announcement and Certification



Announcement of Defense

About
Admissions
Program Explorer
Costs and Aid
Campus Life

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 *

Select a 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

2WK Prior

Announcement of Defense

University of Maryland Graduate School, Baltimore
Certification of Completion of the Doctoral Dissertation* The Announcement of Doctoral Dissertation Must Accompany this Form

University of Maryland
Baltimore

Date:

To: Associate Dean of the Graduate School

From: (dissertation committee chair) (program)

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

Student's Name: (last) (first)

Student ID Number: @

entitled:

is ready for defense.

Signatures:

Dissertation Committee Chair: (date)

Dissertation Reader 1: (date)

Dissertation Reader 2: (date)

Graduate Program Director: (date)

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

*The examination committee must have sufficient time to review the thesis and return the form to the Graduate School at least two weeks (10 working days) before the examination.
Updated: May 2006

Certification of Thesis

Graduate School Forms Page

The screenshot shows the University of Maryland School of Graduate Studies website. The top navigation bar includes links for Graduation, MyUMB, Blackboard, Program Finder, Give, Apply, and Request Information. The main navigation menu features About, Admissions, Academics (highlighted with a red checkmark), Student Life, Opportunities, and UMB Outcomes. The page title is 'Student Resources', with a breadcrumb trail: Home > Academics > Student Resources. A photograph of two students studying is shown on the right. Below the title, a list of resources is provided, with 'Forms' circled in red. The resources include: For New Students, For Graduating Students, Graduate School Catalog and Policies, Forms (circled), In State Residency, Professional Development, Fellowships, Three Minute Thesis, Seven Scholars Bookstore, OneCard, SURFS, Pay My Bill, Space Reservations, Writing Center, Intercultural Center, and In State Tuition.

UNIVERSITY of MARYLAND
SCHOOL OF GRADUATE STUDIES

Graduation MyUMB Blackboard Program Finder Give **Apply** Request Information

About Admissions **Academics** Student Life Opportunities UMB Outcomes

Student Resources

Home > Academics > Student Resources

→ For New Students → For Graduating Students → Graduate School Catalog and Policies

→ **Forms** → In State Residency → Professional Development → Fellowships


PAGES IN THIS SECTION → Three Minute Thesis → Seven Scholars Bookstore → OneCard → SURFS






→ Pay My Bill → Space Reservations → Writing Center → Intercultural Center

→ In State Tuition

Graduate School Forms Page

[Home](#) > [Academics](#) > [Student Resources](#) > [Forms](#)



- Enrollment & Registration Forms** 
- Academic Progress Forms** 
- Financial Support Forms** 
-  **Graduation & Degree Certification Forms** 

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.

Defense

Fall graduates must defend on or before, November 30, 2024.

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/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

The screenshot shows the University of Maryland School of Graduate Studies website. The top navigation bar includes links for Graduation, MyUMB, Blackboard, Program Finder, Give, Apply, and Request Information. The main navigation menu features About, Admissions, Academics (underlined), Student Life, Opportunities, and UMB Outcomes. The page title is 'Student Resources' with a breadcrumb trail: Home > Academics > Student Resources. A list of resources is displayed, with 'Forms' circled in red. Other resources include links for new and graduating students, in-state residency, professional development, fellowships, three-minute thesis, Seven Scholars Bookstore, OneCard, SURFS, pay my bill, space reservations, writing center, intercultural center, and in-state tuition. A photograph of two students studying is visible on the right side of the page.

UNIVERSITY of MARYLAND
SCHOOL OF GRADUATE STUDIES

Graduation MyUMB Blackboard Program Finder Give [Apply](#) [Request Information](#)

[About](#) [Admissions](#) [Academics](#) [Student Life](#) [Opportunities](#) [UMB Outcomes](#)

Student Resources

[Home](#) > [Academics](#) > [Student Resources](#)

[→ For New Students](#) [→ For Graduating Students](#) [→ Graduate School Catalog and Policies](#)

[→ Forms](#) [→ In State Residency](#) [→ Professional Development](#) [→ Fellowships](#)

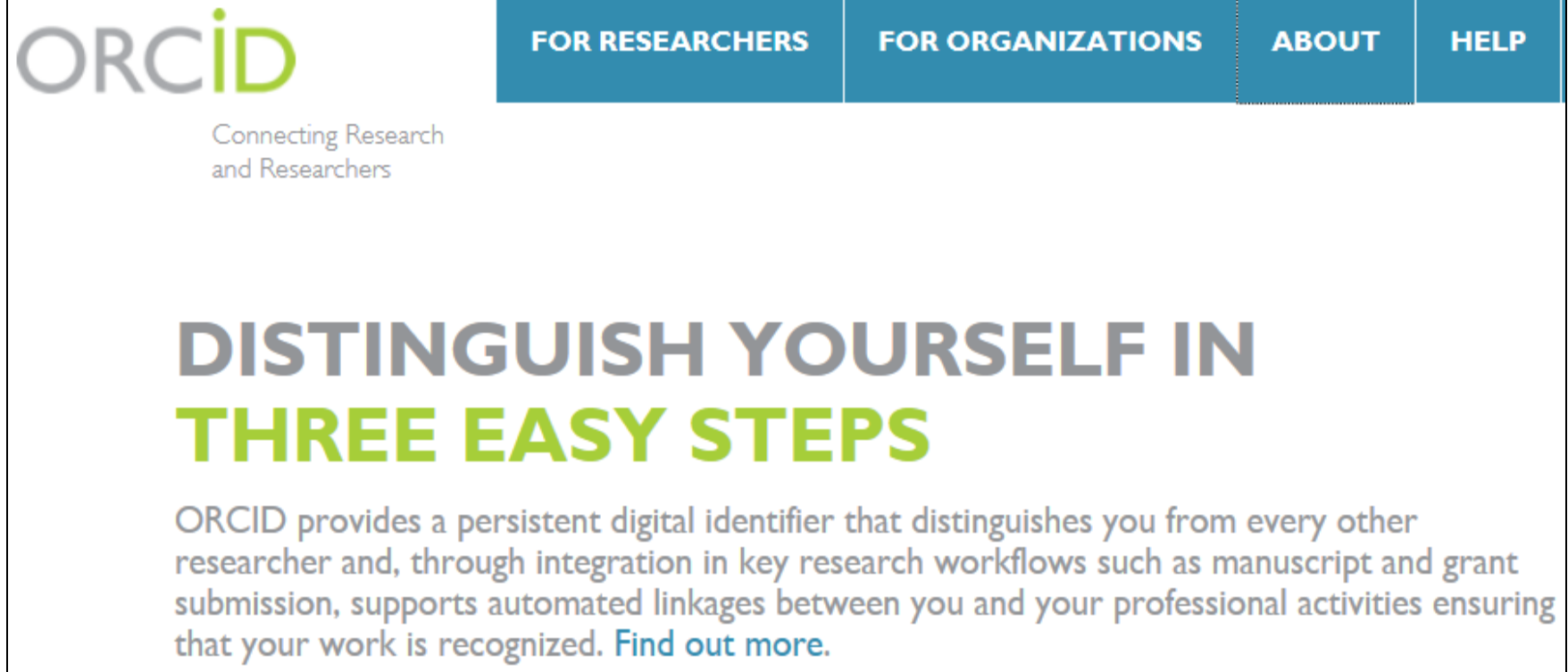
PAGES IN THIS SECTION [→ Three Minute Thesis](#) [→ Seven Scholars Bookstore](#) [→ OneCard](#) [→ SURFS](#)

[→ Pay My Bill](#) [→ Space Reservations](#) [→ Writing Center](#) [→ Intercultural Center](#)

[→ In State Tuition](#)

Register for an ORCID Identifier

Visit <http://orcid.org/> to learn more and register for an ORCID Identifier.



The image shows a screenshot of the ORCID website. At the top left is the ORCID logo, with the tagline "Connecting Research and Researchers" below it. To the right of the logo is a navigation bar with four blue buttons: "FOR RESEARCHERS", "FOR ORGANIZATIONS", "ABOUT", and "HELP". Below the navigation bar, the main heading reads "DISTINGUISH YOURSELF IN THREE EASY STEPS", where "THREE EASY STEPS" is in a larger, green font. Below this heading is a paragraph of text explaining the benefits of ORCID and ending with a link to "Find out more."

ORCID
Connecting Research
and Researchers

FOR RESEARCHERS **FOR ORGANIZATIONS** **ABOUT** **HELP**

DISTINGUISH YOURSELF IN THREE EASY STEPS

ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized. [Find out more.](#)

Prepare Your Thesis/Dissertation

Use the style of your discipline

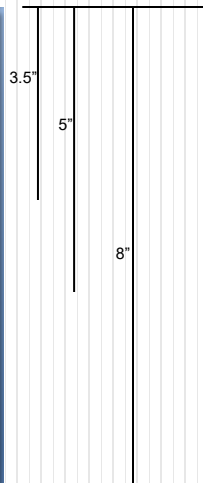
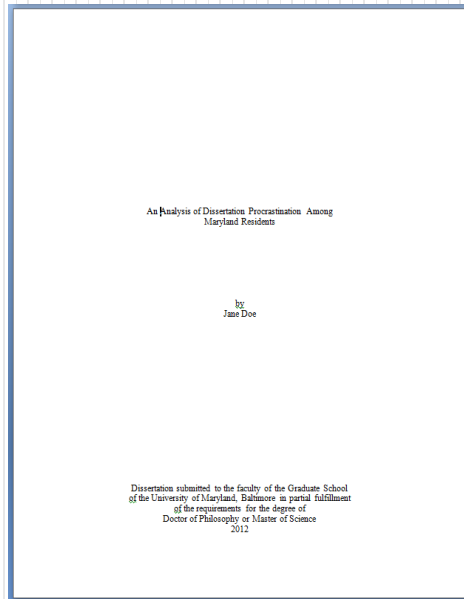
Obtain necessary permissions

Create ProQuest Profile

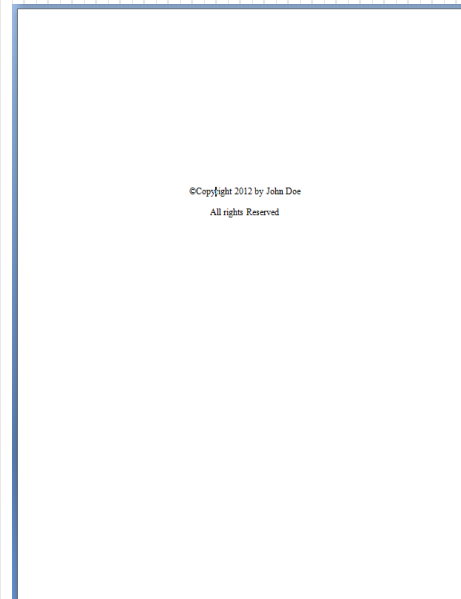
Formal Elements

Curriculum Vitae CV

Abstract



Title Page



Copyright Page

Formal Elements

Preface, Dedication, Acknowledgement

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Submitting

Login

Upload

Complete revisions

Upload again

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](#).

Writing

Fall Writing Workshops

In person

Virtual

Writing Accountability

Group

TBD

UNIVERSITY OF MARYLAND, BALTIMORE
GRADUATE SCHOOL

FALL WRITING WORKSHOP

The Writing Workshop includes team meetings, individual coaching with a facilitator and at least four hours of writing each day

SEPTEMBER 10-12 9AM - 3PM	IN PERSON 620 W. Lexington St. Baltimore, MD 21201
SEPTEMBER 23-27 9AM - 3PM	VIRTUAL

Register
<https://umbforms.wufoo.com/forms/zyelt0dlb49xfs/>

Not an Accredited Institution (ACI) Designated for Librarians and Human Resources (LHR), Division of Human Resources, Development (DHS), and ACI/HR Awards, University of Maryland - Baltimore (UM-B) 04/2024

UNIVERSITY OF MARYLAND, BALTIMORE
PROMISE
Maryland's Alliance for Graduate Education and the Professions

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

Resources & Contacts

Graduate School

620 W Lexington St 1st Floor

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

Document Submission

gradforms@umaryland.edu

Other Questions

egolembewski@umaryland.edu

jsavage@umaryland.edu

