

Preparing for Graduation

Erin Golembewski, PhD

Senior Associate Dean, Graduate School

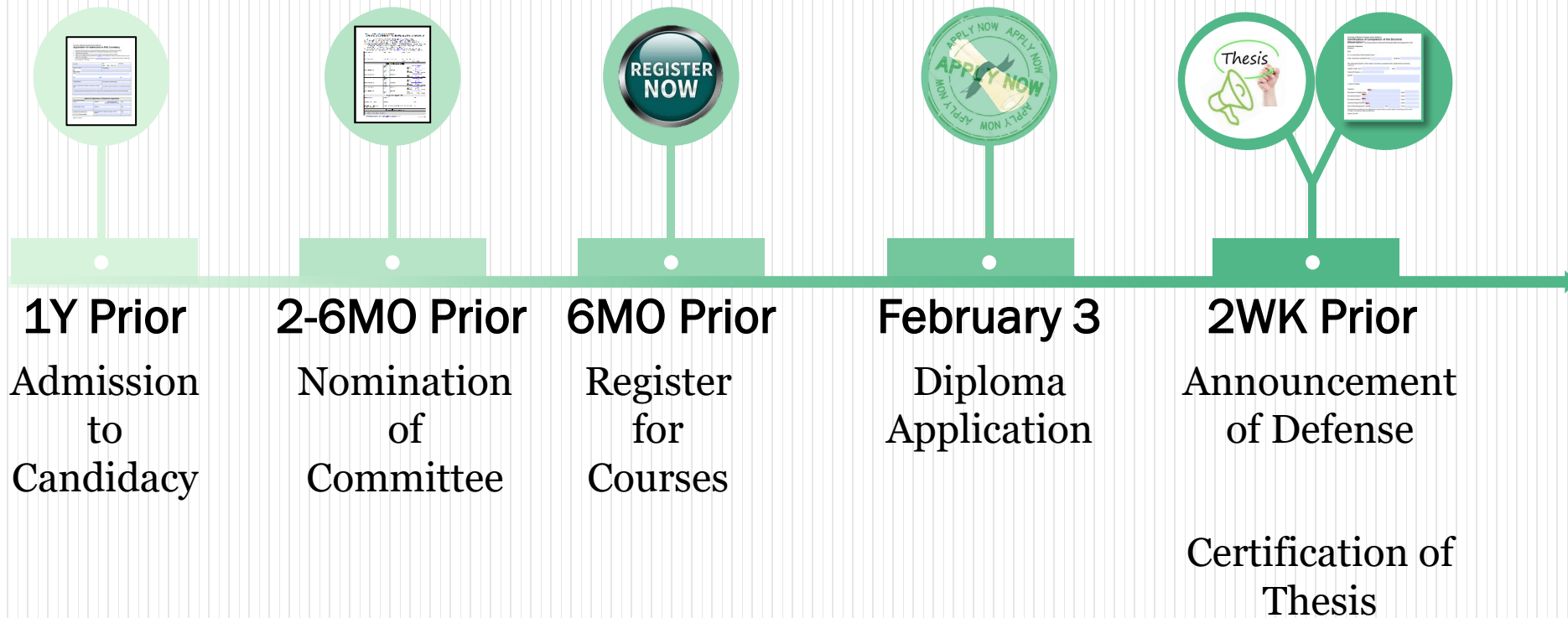
Colleen Knapp

Associate Director, Records and Registration

Kristin James

Academic Coordinator, Registration & Enrollment

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

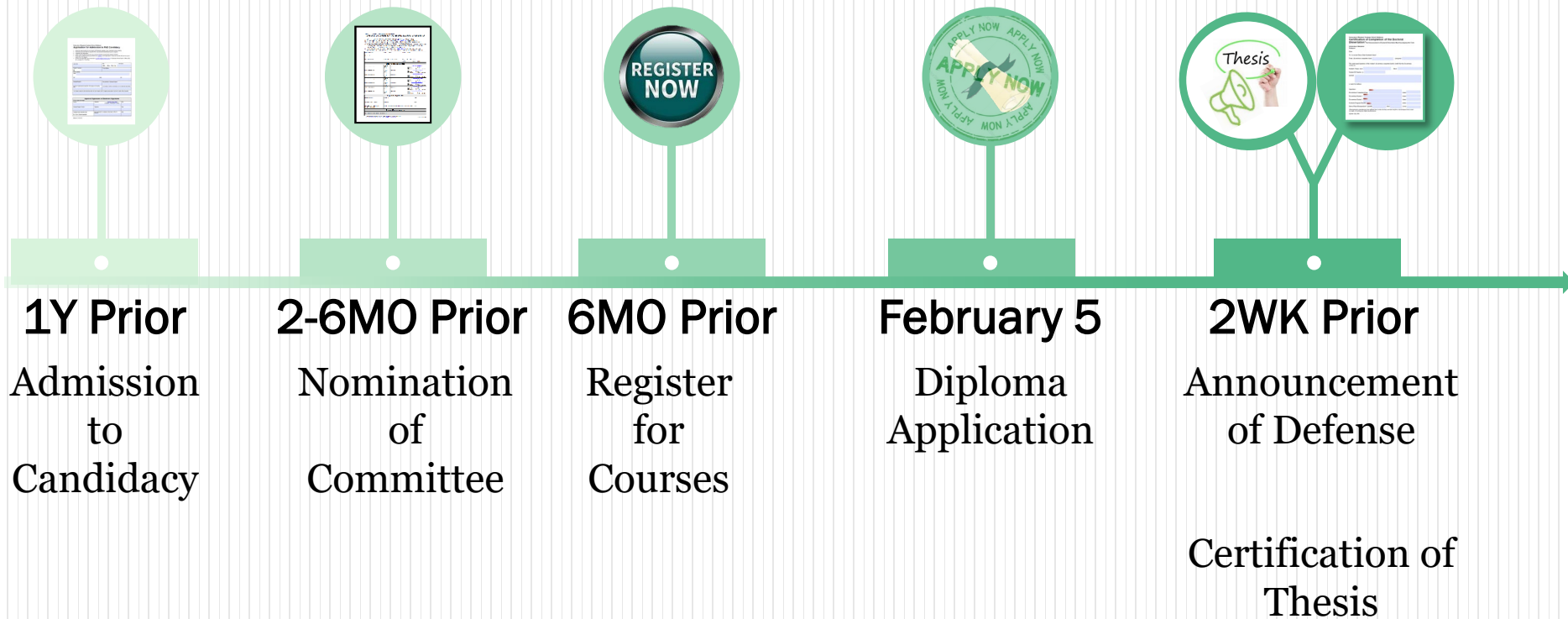
Last Name:		Title		First Name	
		<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> No Title			
Student ID Number:		E-mail address:			
Mailing Address:					
Street					
City		State		ZIP	
Graduate Program:			Date admitted to Graduate Program:		
Number of credits earned 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>

Updated: 3/19/2015

2-6MO Prior

Graduate School Forms Page

UNIVERSITY of MARYLAND
SCHOOL OF GRADUATE STUDIES

Graduation MyUMB Blackboard Program Finder Give (Apply) (Request Information) Q

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

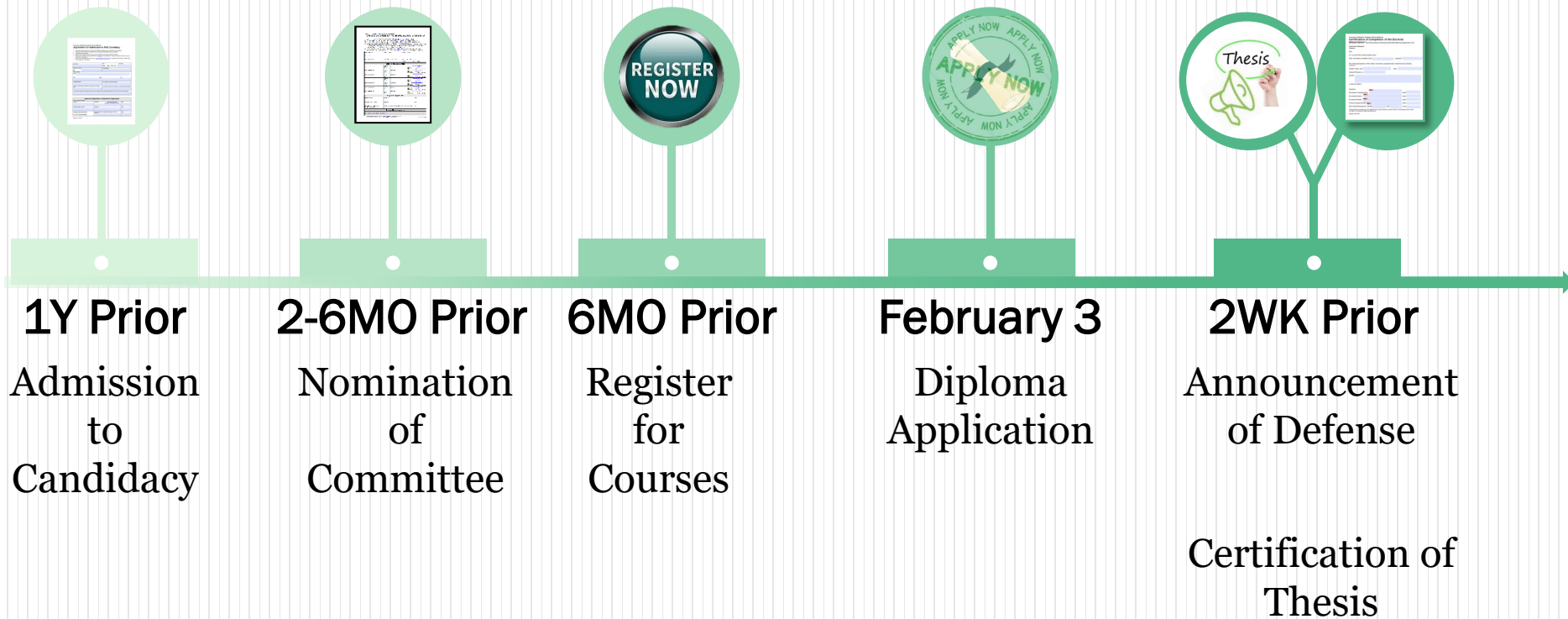
All Faculty & Staff

PROGRAM

All Programs

Search

Timeline to Defense



Register



Register for Courses

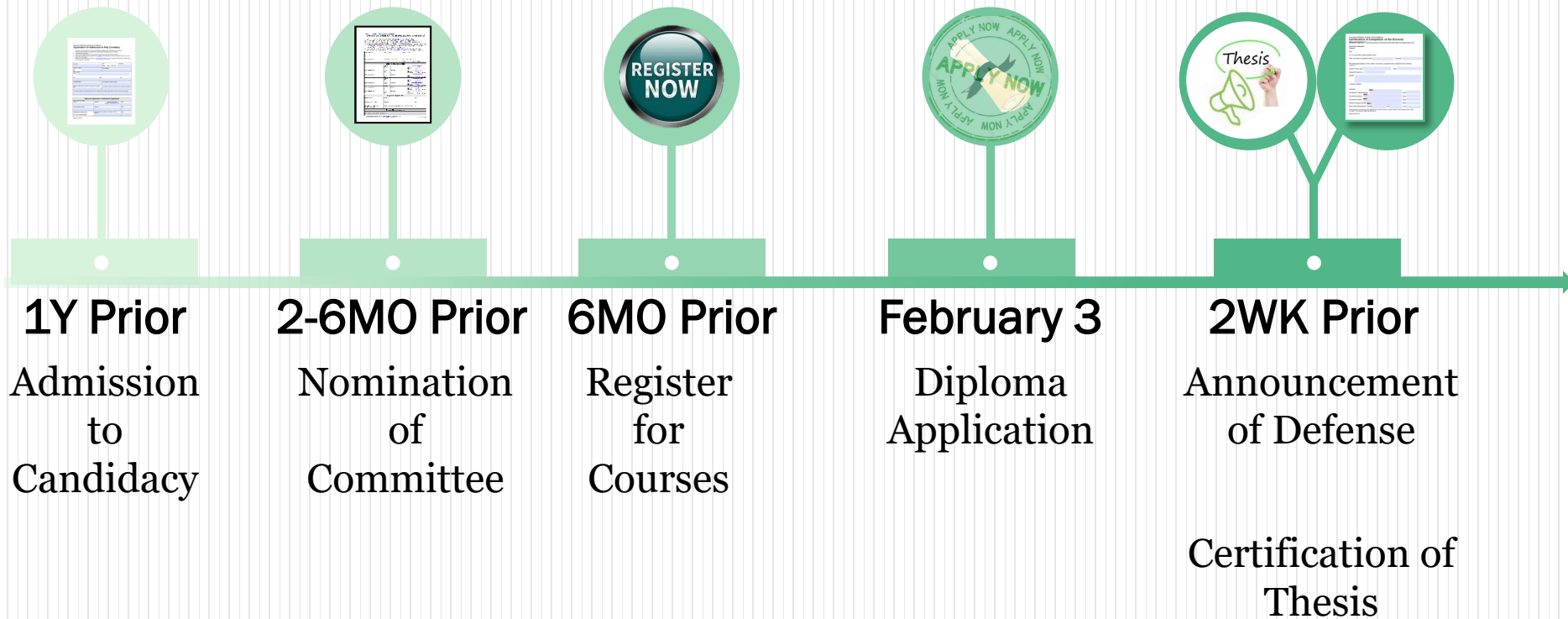
ABGA 7 credits

799 2-6 credits or

899 2-12 credits

6 MO Prior

Timeline to Defense



Application for Diploma



Complete Diploma Application in SURFs

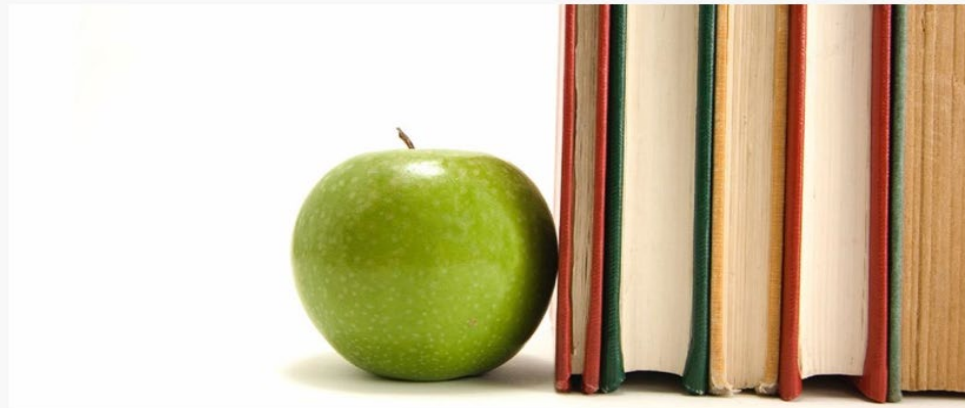
February 3

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

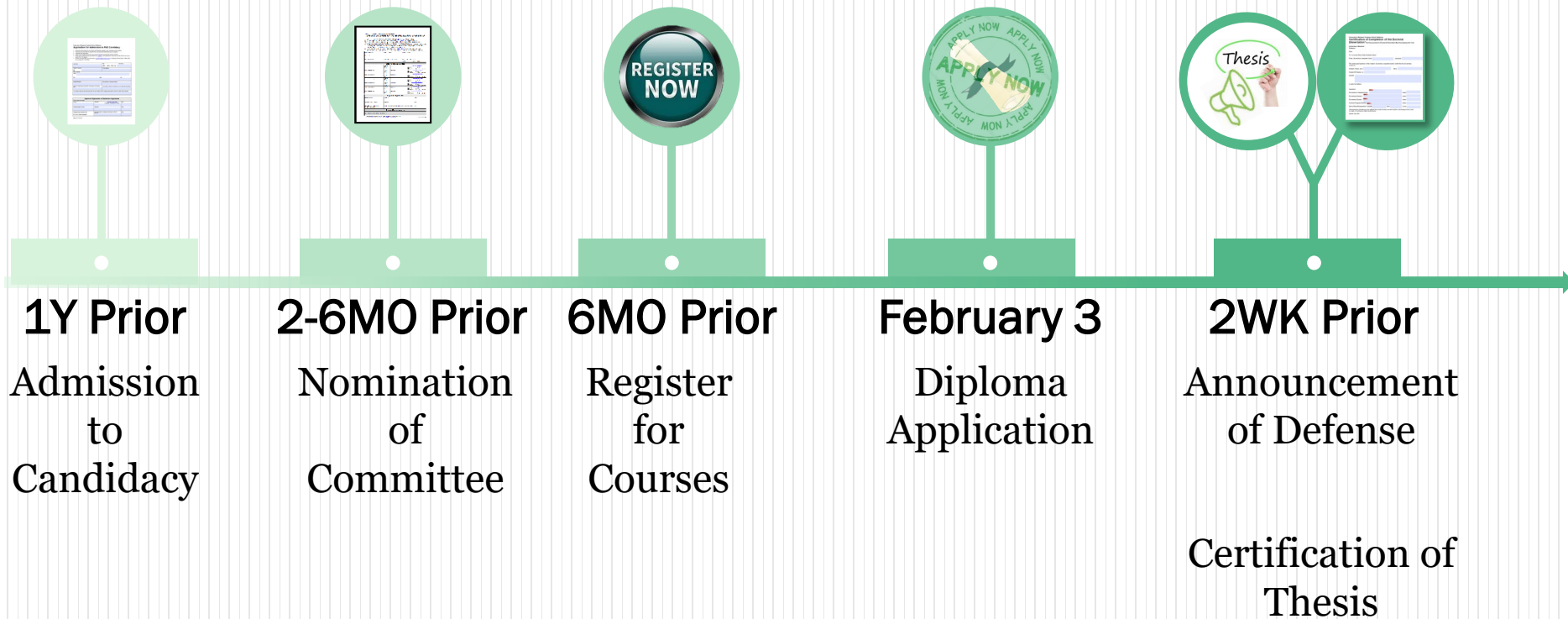
Email: help@umaryland.edu

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)

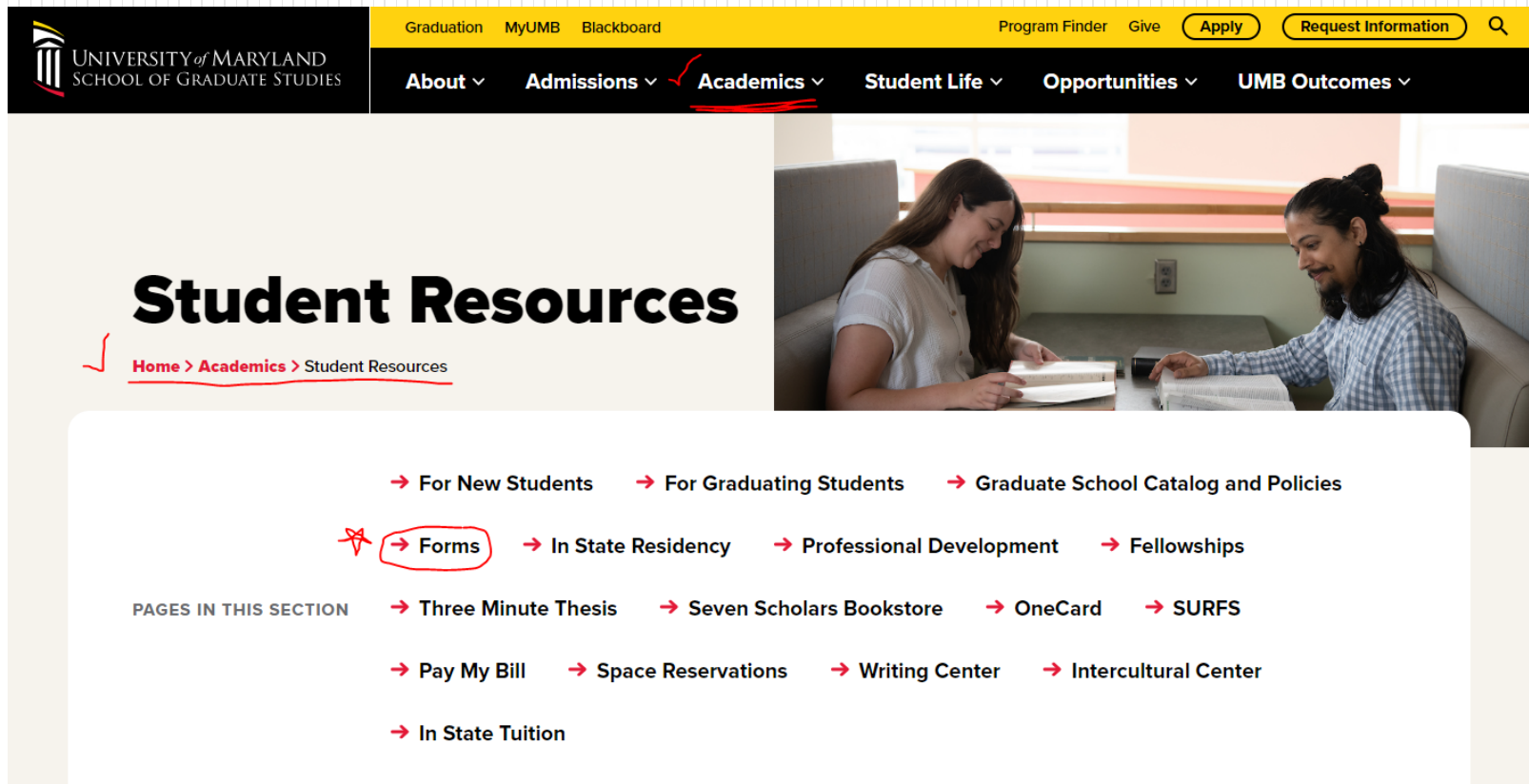
Date of Final Examination*: (month) (day) (year)

*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 navigation bar includes links for Graduation, MyUMB, Blackboard, Program Finder, Give, Apply, and Request Information. The main menu highlights Academics, with sub-links for About, Admissions, Academics, Student Life, Opportunities, and UMB Outcomes. The page title is "Student Resources" with a breadcrumb trail: Home > Academics > Student Resources. A list of links is provided, with "Forms" circled in red. Below the links, a section titled "PAGES IN THIS SECTION" lists various resources.

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

Register for an ORCID Identifier

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

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

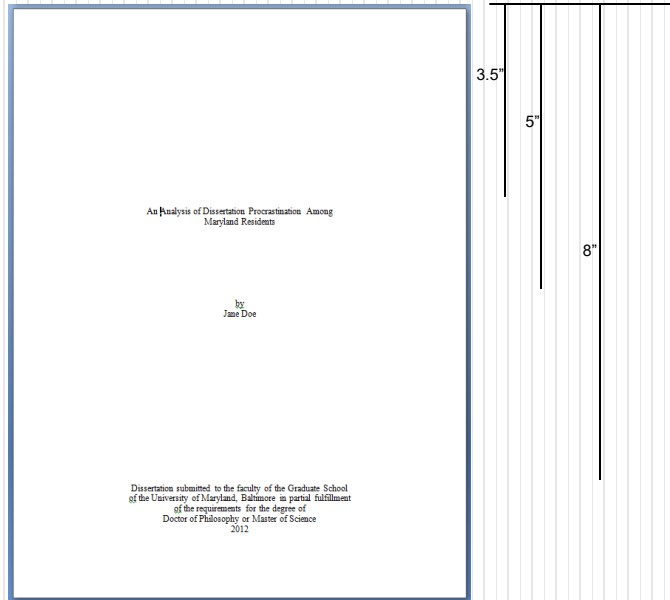
Obtain necessary permissions

Create ProQuest Profile

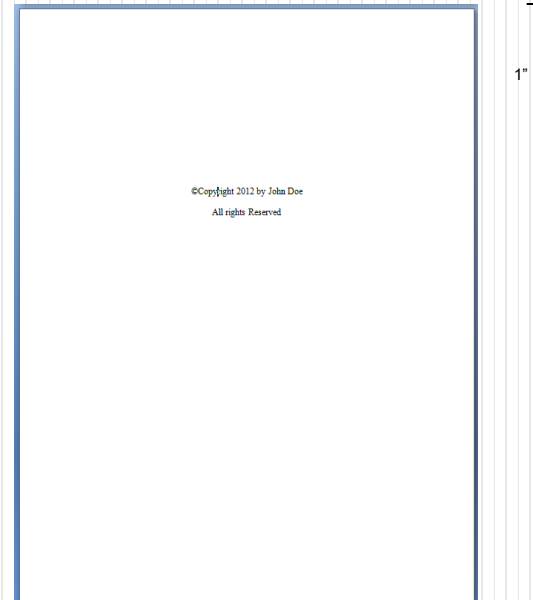
Formal Elements

Curriculum Vitae CV

Abstract



Title Page



Copyright Page

Formal Elements

Preface, Dedication, Acknowledgement

Table of Contents	
Chapter	Page
PREFACE	iii
I. TITLE OF FIRST CHAPTER	1
A. Title of First Major Subheading	1
B. Title of Second Major Subheading	7
1. Title of First Subsidiary Subheading	8
2. Title of Second Subsidiary Subheading	10
C. Title of Third Major Subheading	23
II. TITLE OF SECOND CHAPTER	31
A. Title of First Major Subheading	31
B. Title of Second Major Subheading	33
III. TITLE OF THIRD CHAPTER	43
IV. TITLE OF FOURTH CHAPTER	50
V. TITLE OF FIFTH CHAPTER	100
A. Title of First Major Subheading	102
B. Title of Second Major Subheading	107
APPENDIX 1, TITLE OF FIRST APPENDIX	112
APPENDIX 2, TITLE OF SECOND APPENDIX	113
SELECTED BIBLIOGRAPHY	115]

Table of Contents

Formal Elements

Appendices

References

Index

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

Spring Writing Workshops

In person: February 18, 19, 20

Virtual: March 3-7

Writing Accountability Group

TBD



UNIVERSITY OF MARYLAND, BALTIMORE
GRADUATE SCHOOL

SPRING WRITING WORKSHOP

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

FEBRUARY 18-20 9AM - 3PM	IN PERSON 620 W. Lexington St. Baltimore, MD 21201
MARCH 3-7 9AM - 3PM	VIRTUAL

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

National Science Foundation (NSF) Directorate for Education and Human Resources (DHE), Division of Science Resource Development (DSRD), NSF ACSP-HEC Account, University of Maryland Baltimore County (UMBC)



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

Graduation Ceremonies

MS and Certificate Ceremony
PhD Hooding Ceremony

Hold May 21st and 22nd



Questions

Resources & Contacts

Graduate School - 620 W Lexington St 1st Floor

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

gradforms@umaryland.edu - Document Submission

egolembewski@umaryland.edu

cknapp@umaryland.edu

kjames@umaryland.edu