UNIVERSITY of MARYLAND
GRADUATE SCHOOL

You're almost there!

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 *Certifies that you are ready to defend. It must be signed by committee chair and readers. Submit around the same time as the defense announcement.*	At least two weeks before defense
☐	Submit Defense Announcement	At least two weeks before defense
☐	Submit Report of Examining Committee Form *The Graduate School will email original form to the assigned Dean's Representative. It indicates a Pass, Provisional Pass, or Fail.*	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 *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.*	Two weeks after defense

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☐	Submit Dissertation	Two weeks after defense
☐	Submit Electronic Publication Form	Two weeks after defense
☐	Submit Survey of Earned Doctorates Brochure Confidentiality Agreement	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