**Graduation & You!**

This checklist is designed to assist you in navigating the rough administrative waters of graduation, but does not replace the Official Graduate School policies on dissertations.

☐ **Review the** **Dissertation & Defense Deadlines posted** [**at the Graduate School website**](http://www.gradschool.umd.edu/current_students/deadlines_for_graduate_students.html)**.**

☐ **Notify the BISI office that you’re planning to graduate in the upcoming semester!**

**☐ Apply for graduation** [**through Testudo**](http://www.testudo.umd.edu/candapp/)**.** Applications roll over in the event that you do not complete the requirements for graduation in your initially chosen semester.

**☐ Complete a “**[**Nomination of Thesis or Dissertation Committee**](https://gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/Forms/umd_nomination_of_thesis_or_dissertation_committee_01-31-2022.pdf)**” form.**

* Your committee must consist of 5 (or 6, if you have a co-advisor) faculty members.
  + 3 must be UMD tenure track faculty
  + Dean’s rep must be a full or associate professor whose tenure home is different from your on campus advisor’s tenure home (e.g. your advisor is in CBMG, the Dean’s rep cannot be a faculty member in CBMG or an assistant professor in any department)
  + *Off campus members must be approved members of the Graduate Faculty* ([you can search a current list here](https://academiccatalog.umd.edu/graduate/programs/biological-sciences-bisi/#facultytext)). BISI office personnel can help you determine if they are approved. If someone on your committee is NOT a member of the Graduate Faculty, they must be nominated, approved by a vote of the BISI faculty, and then approved by the Graduate School. This takes between **6-8 weeks**, and must be done **before** you submit the Nomination of Committee form, so plan accordingly.
* Copies of your research approvals (e.g. IRB, ACUC) are to be submitted with the nomination form.
* **Submit your form to the BISI office by Noon on the deadline indicated** [**on the Grad School site**](http://www.gradschool.umd.edu/current_students/deadlines_for_graduate_students.html)**.** (Forms must be submitted before the semester deadline and **a** **minimum of 6 weeks before you defend**.)
* The BISI office will review your paperwork and then get the DGS signature and submit your form.
* Once your Committee is approved it stays valid and rolls over to subsequent semesters. If you need to revise the committee members at some point you do have to submit a new form.

**☐ Determine a defense date.**

Your defense must be held **Before** the deadline for submission of your Dissertation to the Graduate School. The submission to the Graduate School is the very last step in the process and is done electronically. **Scheduling is complex!**  It requires balancing your needs, the schedules of your committee members, & the availability of rooms on campus. The sooner you start the easier it is to make everyone happy.

* **Step 1 - Tell the BISI office you are starting the scheduling process!**
* To schedule in BRB or BPS book through BISI.
* To schedule in another building on campus, book through that department but **also CC BISI**.
* Check with the seminar coordinator to see if there are any open dates for student defenses during a BISI or Dept. seminar time. (BEES- Dr. Emme Bruns; MOCB - Dr. Shunyuan Xiao; CBBG – Dr. Steve Mount; CBMG RIPS – Dr. Gilad Adi Ofek; CBMG – Paul Keem, CBBG/CBCB RIPS – Dr. Steve Mount)
* Be sure that you have enough time to defend, complete your corrections, and submit your dissertation before the deadline for the semester you wish to graduate. Deadlines can be found [here](http://www.gradschool.umd.edu/current_students/deadlines_for_graduate_students.html) (we suggest at least 2 weeks)

**☐ Provide your committee with a complete version of your dissertation at least 2 weeks prior to your defense.** Send your abstract to [bisi@umd.edu](mailto:bisi@umd.edu) at the same time.

**☐ Before your defense:** You or Your Advisor needs to [request the electronic Report of Examining Committee form](https://docs.google.com/forms/d/e/1FAIpQLSd4WIiwfvTjhTk6GrHDLercSYF7XwfITvn12nNr6KqvxIw8Dw/viewform) a minimum of 10 days prior to you scheduled defense. Please also email [bisi@umd.edu](mailto:bisi@umd.edu) to request the dissertation assessment form.

**☐ Immediately after your defense:** Your advisor should return all forms to the BISI Office by Close of Business.

**☐ Complete your corrections and format your dissertation to fit the style guide** ([at the Grad School site](http://www.gradschool.umd.edu/current_students/etd_style_guide.html)).

**☐ Submit dissertation on the ProQuest website (**<http://www.etdadmin.com/cgi-bin/school?siteId=76>).

**☐ Registering to walk in Commencement –**

* Once you schedule your defense (or at the latest 1 month before Commencement) register with CMNS via this [RSVP Form](https://www.surveymonkey.com/s/cmns-phd-rsvp). The form is also sent out by email the second month of each semester.
* Email [bisi@umd.edu](mailto:bisi@umd.edu) to notify them you have completed the RSVP form.
* If you defend in an off period of time (like summer or winter) you can walk in either the ceremony before or after your official submission date.