

Graduating –Ph.D.

1. Apply for Graduation

Submit the [Application for Graduation](#) by the end of the second week of the semester in which you intend to graduate.

2. Nominate Your Committee

Submit the [Nomination of Dissertation Committee form](#) to the Physics Graduate Coordinator by the Monday of the fourth week of the semester and at least six weeks before the date of the expected defense.

View the [requirements for the committee](#). The Physics Department imposes the following additional requirements:

- At least three of the committee members must have appointments in the Physics Department (i.e., be listed at <http://umdp.physics.umd.edu/people/faculty.html>).
- At least one member of the committee must be a current regular (not adjunct or affiliate) member of the Physics Department faculty (i.e., be listed at <http://umdp.physics.umd.edu/people/faculty/current.html>).

If any of the members of your committee are not currently on the Graduate Faculty, we will need to nominate them to the Graduate Faculty. The Graduate Coordinator will let you know if this applies to anyone on your committee when you submit the form.

3. Prepare to Defend

Notice of Doctoral Defense

At least two weeks prior to your defense date send the Physics Graduate Coordinator the date, time and location of your defense as well as the title and abstract of your dissertation. This information will be used to complete the Notice of Doctoral Defense, which is posted and sent to all Physics faculty and graduate students.

Send Dissertation to Examining Committee Members

The members of the Dissertation Examining Committee must receive the dissertation at least ten working days before the scheduled examination. Should the Dissertation Examining Committee deem it reasonable and appropriate, it may require submission of the dissertation more than ten working days in advance of the examination.

Dissertation Folder

Notify the committee chair (usually your advisor) that they will need to pick up the dissertation folder from the Physics Graduate Coordinator in the Office of Student and Education Services (1120 PHY) during business hours. This folder contains:

- an instruction letter to chair
- a copy of your departmental record
- a copy of your transcript
- the Interim Report of Examining Committee
- the Report of Examining Committee
- the [Thesis and Dissertation Electronic Publication form](#) (includes instructions for submitting your dissertation online)

4. Defend Your Dissertation

View procedures for the [oral dissertation examination](#).

5. Submit Forms

Interim Report of Examining Committee

The top section of this form should be completed by the student. The committee chair and dean's representative should check a "result" and sign the form. Please return this form to the Physics Graduate Coordinator immediately after the dissertation.

Report of Examining Committee

All members of the committee sign this form at the conclusion of the oral defense. If changes need to be made to the dissertation, the committee chair will withhold their signature until the dissertation is ready to submit. The Associate Chair for Graduate Studies must sign this form. The committee chair must also fill in a grade to replace any missing grades for PHYS899. Return the form to the Physics Graduate Coordinator by the deadline for the semester in which you plan to graduate. The deadline can be found [here](#).

Copy of Departmental Record

Fill in the missing information, indicated by the highlighted fields. Once complete, obtain the signature of the Associate Chair of Graduate Studies and return the form to the Physics Graduate Coordinator at the same time you submit the Report of Examining Committee. Your Report of Examining Committee form will not be processed until you submit a signed copy of your departmental record.

Thesis and Dissertation Electronic Publication

Complete the first page and obtain the signature of your advisor. [Follow the instructions](#) on the second and third page to submit your dissertation electronically. Submit the signed form to the Physics Graduate Coordinator by the deadline for the semester in which you plan to graduate. The deadline can be found [here](#).

6. Commencement

Clearance

Complete the [Graduate School's surveys](#) and the [Physics Department's exit interview](#). Settle balances on your student account.

Regalia

Purchase or rent regalia from the University Book Center. Information about regalia can be found [here](#). You may not participate in commencement without the proper regalia.

Register

You do not need to register to participate in the campus-wide ceremony. However, you must RSVP to participate in the CMNS graduation ceremony. More information about the CMNS ceremony is [here](#).

Diploma

Diplomas will be mailed several weeks after graduation. If you need to update your diploma mailing address please contact Diploma Services as soon as possible at 301.314.8270 or diploma@umd.edu.