DEADLINES FOR SUMMER 2024

GUIDE TO GRADUATING

Ph.D. in Biophysics

This is a summary of the deadlines and procedures. For detailed deadlines and policies, please refer to the Graduate School's Academic Deadlines and Doctor of Philosophy Degree Policies.

1. CHECK THE REQUIREMENTS

Ensure that you have met all the requirements to earn a Ph.D. in Biophysics here.

2. REGISTER FOR THE SUMMER — MAY 26, 2024

If you complete any degree requirements (e.g., defense or submission of the dissertation) during the Summer (May 28 – August 16) you will need to be registered for one of the Summer sessions. Students typically just register for BIPH899, but a new section may need to be created for your advisor. Please notify the Coordinator **at least 2 weeks before the May 26 deadline** to ensure enough time to process this.

3. NOMINATE YOUR COMMITTEE — JUNE 17, 2024

Submit the Nomination of Dissertation Committee Form to the Graduate Coordinator by **JUNE 17, 2024** and **at least six weeks before the expected date of the defense**.

If you are unsure of the exact date of your defense when completing this form, fill in the earliest possible date that your defense could take place. When you determine the final date, inform the Graduate Coordinator to update the Registrar. The Registrar needs the exact date to generate the Report of Examining Committee prior to the defense.

4. APPLY FOR GRADUATION — JULY 15, 2024

Submit the Application for Graduation by **JULY 15, 2024**.

Applications automatically "roll over" to the next semester if you do not graduate.

5. PREPARE TO DEFEND

RESERVE A ROOM

As soon as your committee is approved by the Registrar, reserve a room for your defense.

- Rooms in the PSC can be reserved here
- The IPST Seminar Room (1116 IPST) can be reserved via Stacey Bremerman (sbremerm@umd.edu)

SEND DISSERTATION TO YOUR COMMITTEE

All members of your committee must receive the dissertation **at least ten working days** before your scheduled defense.

Working days include weekdays (Monday through Friday) that are not designated as Federal, State, or University holidays. The committee *can* require submission of the dissertation earlier than this.

NOTICE OF DOCTORAL DEFENSE

At least two weeks prior to your defense date, submit this form with information about your defense.

This information is used to complete the Notice of Doctoral Defense, which is required to be distributed to students and faculty prior to the defense.

DISSERTATION DEFENSE FORMS

After the Notice of Doctoral Defense is sent, the Graduate Coordinator will send the Committee Chair an email with the following:

- A link to a folder containing your departmental records
- The Interim Report of Examining Committee form
  This form should be returned to the Graduate Coordinator immediately following the defense.

The Registrar will send the Report of Examining Committee (REC) to the committee via Adobe Sign 2-3 business days before the defense.

6. DEFEND YOUR DISSERTATION ~ JULY 12, 2024

You should plan to defend at least two weeks before the dissertation submission deadline to allow time for revisions.

Familiarize yourself with the procedures for the oral dissertation examination ("defense").

The REC must be signed by **all committee members** and the **program director** by **JULY 26, 2024**.

7. REVISE & SUBMIT YOUR DISSERTATION JULY 26, 2024

Most students need to revise the dissertation before submission.

The deadline to submit the **final copy** of the dissertation is **JULY 26, 2024**.

Instructions for formatting and submitting your dissertation can be found here.

8. COMPLETE EXIT SURVEYS

The Graduate School requires that you complete two surveys:

- UMD Doctoral Experience Survey
- NSF Survey of Earned Doctorates

Complete the IPST Graduate Student Exit Survey.

It is particularly important that you include an up-to-date email address that you will check regularly in case we have important communications regarding your clearance, diploma, or financial accounts.

9. SETTLE STUDENT ACCOUNT

Settle balances on your student account. Your diploma will be withheld until your balance is paid.

COMMENCEMENT INFORMATION

There is no summer commencement ceremony, but CMNS typically holds a **Celebration of Graduates in early December** for students who have graduated in the Summer and Winter semesters. An invitation will automatically be sent to you from the Dean of CMNS in November.