GUIDE TO GRADUATING
Ph.D. in Chemical Physics

1. Check the Requirements
Ensure you have met all the requirements to earn a Ph.D. in Chemical Physics [here](#).

2. Apply for Graduation
Submit the Application for Graduation by **September 11, 2023**.

Applications automatically roll over to the next semester if you are unable to graduate that semester.

3. Nominate Your Committee
Submit the Nomination of Dissertation Committee Form to the Graduate Coordinator by **September 25, 2023** and at least six weeks before the date of the expected defense.

4. Prepare to Defend

**Reserve a Room**
As soon as your committee is approved by the Registrar’s Office, reserve a room for your defense. Rooms can be reserved [here](#).

**Notice of Doctoral Defense**
At least two weeks prior to your defense date submit this form with information about your defense.

This information will be used to complete the Notice of Doctoral Defense, which is posted and sent to all IPST faculty and graduate students.

**Dissertation Defense Forms Email**
After the Notice of Doctoral Defense is sent, the committee chair will receive an email with the following:

- A link to a folder containing your departmental records
- [Interim Report of Examining Committee](#)
Deadlines for Fall 2023

5. **Defend Your Dissertation**

View procedures for the [oral dissertation examination](#). You should plan to defend at least two weeks before the dissertation submission deadline to allow time for revisions.

The signed Report of Examining Committee (REC) must be submitted by **November 10, 2023**.

6. **Publish Your Dissertation**

Instructions for formatting and submitting your dissertation can be found [here](#). The deadline to submit your dissertation is **November 10, 2023**.

7. **Complete Exit Surveys**

The Graduate School requires that you complete two surveys:

- [UMD Doctoral Experience Survey](#)
- [NSF Survey of Earned Doctorates](#)
- [IPST Graduate Student Exit Survey](#)

8. **Commencement**

**Clearance**

Settle balances on your [student account](#).

**Regalia**

[Purchase or rent regalia](#) from the University Book Center. Proper regalia is required to participate in commencement.

**Register**

You do not need to register to participate in the main (campus-wide) commencement ceremony. However, you must RSVP to participate in the CMNS graduation ceremony.

**Diploma**

Diplomas will be mailed several weeks after graduation. If you need to update your diploma mailing address please contact Diploma Services at [diploma@umd.edu](mailto:diploma@umd.edu).