

GUIDE TO GRADUATING

Ph.D. in Chemical Physics

1. CHECK THE REQUIREMENTS

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

2. APPLY FOR GRADUATION

FEBRUARY 6, 2024

Submit the [Application for Graduation](#) by **FEBRUARY 6, 2024**.

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

3. NOMINATE YOUR COMMITTEE

FEBRUARY 21, 2024

Submit the [Nomination of Dissertation Committee Form](#) to the Graduate Coordinator by **FEBRUARY 21, 2024** and **at least six weeks before the expected date of the defense**.

If you are unsure of the exact date 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. 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)

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.

5. DEFEND YOUR DISSERTATION

~ APRIL 2, 2024

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

DEADLINES FOR SPRING 2024

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 **APRIL 16, 2024**.

6. REVISE & SUBMIT YOUR DISSERTATION

APRIL 16, 2024

Most students need to revise the dissertation before submission.

The deadline to submit the final copy of the dissertation is **APRIL 16, 2024**.

Instructions for formatting and submitting your dissertation can be found [here](#).

7. 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.

8. SETTLE STUDENT ACCOUNT

Settle balances on your [student account](#). Your diploma will be withheld until your balance is paid.

COMMENCEMENT INFORMATION

Main Commencement Ceremony	CMNS Graduate Student Commencement Ceremony
May 20, 2024 at 7 pm in SECU Stadium	May 20, 2024 at 10 am in Memorial Chapel
RSVP not required	RSVP required to participate
See details here	See details and RSVP here

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) 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.