



## THE GRADUATE SCHOOL

### *Doctoral Degree Completion Checklist*

- Accept your offer to earn a degree at a world-class research and training university.
- Maintain continuous registration until degree conferral, which is explained [here](#).
- Submit an Application for Admission to Candidacy [form](#) to [Graduate Degrees Clearance Services](#) after completing all pre-candidacy degree requirements set by your [program](#).
- Complete at least 12 credits of doctoral dissertation research 899. See related dissertation [policies](#).
- Get your research approved before you begin any data collection.
  - Human subjects: [Institutional Review Board](#) (IRB)
  - Vertebrate species: [Institutional Animal Care and Use Committee](#) (IACUC)
  - Recombinant RNA/DNA research: [Biosafety Committee](#)
- Form a Dissertation Examining Committee as described under Dissertation and Examination [policies](#). Submit the Nomination of Committee [form](#) signed by your Advisor and DGS to [Graduate Degrees Clearance Services](#) by the posted [deadline](#).
- Apply for graduation in the beginning of your final semester. [Applications](#) automatically roll over to the next semester if you are unable to graduate that semester.
- Review the Open Dissertation Examination [policies](#) and Procedures for the Oral Dissertation Examination prior to defending your dissertation.
- Your committee chair submits the Report of the Examining Committee to [Graduate Degrees Clearance Services](#) once your committee approves of your dissertation and any revisions, if applicable.
- Format your document to fit the ETD style [guide](#) and submit an Electronic Thesis and Dissertation Electronic Submission [form](#) to [Graduate Degrees Clearance Services](#).
- Submit your formatted dissertation to the ProQuest [website](#) by the posted [deadline](#).
- Get used to being called “Doctor” (it takes a while)!

### Questions?

Email us at [gradschool@umd.edu](mailto:gradschool@umd.edu)