

Guide to Graduating (PhD)

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. The form is due 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 3 of the committee members must have faculty-level appointments in the Physics Department (i.e., be listed as [faculty](#)).
- At least 2 of the members with faculty-level appointments in the Physics Department must each previously have served on at least three dissertation committees for Physics PhD students.
- At least 1 member of the committee must be a current tenured/tenure-track (not adjunct or affiliate or emeritus) member of the Physics Department faculty (i.e., be listed as [faculty](#)) who has previously served on at least three dissertation committees for Physics PhD students.

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 Physics 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, the Physics Graduate Coordinator will send you the Notice of Doctoral Defense form. Please complete this information as it will be emailed to the 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 business 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 business days in advance of the examination.

Dissertation Documents

The Physics Graduate Coordinator will email the committee chair (usually your advisor) with the documents needed for your defense.

- An instruction letter to the chair
- A copy of your departmental record
- A copy of your transcript
- An Interim Report of Examining Committee

The Report of Examining Committee (REC) form is sent electronically by the Graduate School to all committee members 3-5 business days before the scheduled defense.

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 defense.

Report of Examining Committee

All members of the committee sign this electronic 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 Graduate School must receive the form before the deadline, which 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.

6. Commencement

Clearance

Complete the [Graduate School's surveys](#). 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 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](#).

Diplomas

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. 301-314-8270 or diploma@umd.edu