MASTER DEGREE COMPLETION AND GRADUATION CHECKLIST

Contact: Office of the Registrar - Graduate Degrees Clearance Services: x48259 (ARHU, BSOS, CMNS, EDUC, SPHL); x48226 (AGNR, ARCH, BMGT, ENGR, INFM, JOUR, PUAF) or email: registrar-graduate@umd.edu

All forms listed are available here. All updated deadlines can be found here.

_____ (1) Register for 799. For thesis work, register for 799 with your advisor(s). You can register for these credits on Testudo. Six credits of 799 are required for graduation with thesis.

_____ (2) Get research approved before research. Research involving human subjects must be either approved or be classified as exempt by the Institutional Review Board (IRB). All vertebrate species research must be pre-approved by the Institutional Animal Care and Use Committee (IUACUC). All recombinant RNA/DNA research must be approved by the Biosafety Committee.

_____ (3) Form a Committee. Thesis committees must have at least 3 members of the Graduate Faculty (listed in the Graduate Catalog). At least 2 must be full members. The chair of the committee should be your advisor in addition to being a full member of the Graduate Faculty. Request for a co-chair must be approved by the Graduate School.

_____ (4) Nominate Special Members. People not on the Graduate Faculty must be nominated as special members to serve on a committee. A Nomination for Membership on the Graduate Faculty Form, signed by the DGS, must be submitted to the Graduate School at least 8 weeks before the defense. It should include the nominee’s full CV, and DGS confirmation that the nomination was supported in a department-wide vote. Special and adjunct members cannot serve as committee chairs without Dean’s permission. They do not count toward the minimum of 2 full members.

_____ (5) Apply for Graduation. Apply for graduation on Testudo at the beginning of your final semester. Applications automatically roll over to the next semester if you are unable to graduate that semester.

_____ (6) Submit Nomination of Committee Form or Certification of Master’s without Thesis Form. Thesis students submit a Nomination of Committee Form, signed by the advisor and DGS, to Graduate Degrees Clearance Services. Any IRB documents must be included. Non-thesis students must submit a Certification of Master’s without Thesis Form, signed by the advisor and DGS. Both forms are due to Graduate Degrees Clearance Services by the deadline set by the Graduate School.

_____ (7) Submit Approved Program Form. The Approved Program Form is signed by your advisor and DGS and submitted to Graduate Degrees Clearance Services. It details all credits earned (including credits in-process) to fulfill the Masters. Courses over 5 years old must be revalidated by the Graduate School (click for form). The Approved Program form is due by the deadline set by the Graduate School.

_____ (8) Defend Thesis. Give your committee the thesis before the oral defense. The defense must be on UMD grounds and be open to the Graduate Faculty. All members must attend, but a Graduate Director can petition the Graduate School before the defense to allow one member to participate remotely. This person cannot be the chair, the department must pay for videoconferencing equipment, and a technician must be present at both places. The committee chair should contact the Grad School for emergency substitutions. A student must pass unanimously or defend one more time with departmental permission.

_____ (9) Submit Report of Examining Committee. The Graduate Degrees Clearance Services sends the report to the department once a Nomination of Committee Form is approved. It is brought to the defense and is signed by all members. The Department submits it to Graduate Degrees Clearance Services by the deadline set by the Graduate School.

_____ (10) Submit Thesis. Format the document to fit the ETD style guide. Students then submit an Electronic Thesis and Dissertation Electronic Submission Form to Graduate Degrees Clearance Services. Finally, you submit the formatted PDF document on the ProQuest website by the deadline posted on the Graduate School website. If formatting changes are needed, Graduate Degrees Clearance Services will email you and allow you to fix the changes and re-upload.