

Step-by-step Pre-Candidacy & Dissertation Defense Procedures:

1. Once you have Completed the coursework
 - Please make sure to check your program handbook for specific credits and requirements. Consult with your academic advisor if you have any questions.

2. To be eligible for admission to candidacy, you must pass the Doctoral Comprehensive exam ([Carol Scott](#) will need email confirmation from your academic advisor on passing your comp exam). The comp exam can be an equivalent course, or Praxis exam or portfolio depending on your program requirement.
 - Please consult with your academic advisor on your program comprehensive requirements and timeline

3. Submit the application for Admission for Advancement to Candidacy form and Signed Doctoral Approved Program Plan form:
 - a) the [application for advancement to candidacy form](#) must be submitted to [Carol Scott](#) on or before the 25th of the month (preferably at least 2 days before the deadline for review) to be automatically advance the following first day of the month

 - b) Complete the [doctoral approved program plan form](#). List all coursework you have completed since you were admitted to the program, courses that your program has approved from another institution to be counted towards meeting the program required credits as necessary including the 12 dissertation (899) credits broken into 2 semesters (6 credits in the fall and 6 credits in the spring). Please add the total cumulative credits at the bottom of the form.

The forms must be signed by your academic advisor and your respective Program Director of Graduate Studies (DGS) then send your documents to [Carol Scott](#) for processing.

- c) [Carol Scott](#) will notify you as soon as the approval of advancement has been received from the Office of the Registrar. You will also receive an email confirmation from the Office of the Registrar.

If you have a **graduate assistantship**, please send the confirmation copy to the Payroll Coordinator where you are hired to process the adjustment of your GA rate from GA II to GA III (University Employee is not eligible for the GA rate adjustment).

You will be automatically registered for 899 (fall and spring), by the Office of registrar one week prior to the start of the semester. ~~*If you want to defer your dissertation registration, please indicate the semester intent either fall or spring.~~ Correction from the video, the dissertation registration deferral option is no longer permitted by the Graduate School. Upon approval of the advancement to candidacy, advanced students will be automatically registered for the dissertation credit in the current semester or within the current semester schedule of adjustment period.

- o **Please note that if the advancement to candidacy is approved after the schedule of adjustment period, you will be automatically registered for 899 the following semester (ex. If the application is approved in the spring, automatic registration will occur in the fall).**

4. Proposal Meeting, no prior approval is needed for a proposal meeting. However, it is the student's responsibility to arrange and submit the [room reservation request electronic form](#). At least three committee members must be present (dissertation chair and 2 committee members) during the proposal meeting.
 - a. Once the proposal is approved, **before the meeting adjourns** committee members must sign the [Certificate of Dissertation Proposal form](#) (at least 3 signatures required, in no specific order). Please email the electronic form to your members in the order you listed their names and ask them to forward the form to the next signatory that way, only one form is being signed. Please submit the signed form to [Carol Scott](#) with your IRB application (part 1 cover sheet).

Note: The proposal form is an internal form and the reason for the IRB application is to confirm the IRB application was sent to the IRB office for confirmation of exempt status. The student is required to complete an IRB application for confirmation of exempt status. The Office of the Registrar will not approve the committee without confirmation of exempt status- no human subjects.
5. Apply online for graduation on [Testudo](#) if you are planning to defend and graduate in the current semester.
6. Submission of the [Nomination of Dissertation form](#) and approved IRB (Part 1 cover sheet) (6 weeks prior to the official Dissertation Defense) to [Carol Scott](#)
 - a) [Graduate Faculty Member Policies](#)

b) Please notify your dissertation chair. if you are adding a UMD non-tenured track faculty or an outside faculty to serve as a Special Member in your committee. Your dissertation chair will submit the updated CV of the nominee to our department chair Dr. William Liu to present it to the CHSE tenured faculty members for votes. If the majority vote "yes", a letter of support (*a draft letter from your dissertation chair can be sent to Dr. Liu so he can modify the letter*) must be sent to [Carol Scott](#). The letter must indicate the expertise of the nominee relevant to your research, the outcome of the vote, and the date of the vote.

In addition to the CV, the nominee must complete the demographic information form that includes the SSN and DOB (for non-UMD faculty only) to establish the UID# and send it to Carol Scott. Please encourage your nominee NOT to indicate their SSN# & DOB information on the form instead they can call Carol Scott directly at 301.405.8384 to provide their SSN and DOB by phone. Once everything is completed, Carol Scott will upload the Graduate Faculty Nomination packet to the Graduate School portal. Upon approval of the Graduate Faculty appointment, Carol Scott will move forward to submit the Nomination of Dissertation form to the College of Education, Student Services for processing.

7. Once the Nomination of the Dissertation Committee is confirmed, Carol Scott will email you and your dissertation chair the following information:

- a) An email confirmation of the committee members' approval.
- b) Special request for remote must be submitted and approved by graduate school: <https://gradschool.umd.edu/remotedefenserequest>

- c) The electronic [Report of Examining Committee \(REC\) form](#) will be emailed to your committee members within **3-5 business days** before your scheduled defense. The Chair of the committee will receive the REC after all members have signed. Carol Scott will also send you the electronic REC copy so you can check with your members if they receive the electronic form. **Your defense meeting cannot proceed if one of your committee members did not receive the electronic REC form. If so, please notify me immediately.**

8. In the meantime, you are responsible to work with your committee members to schedule your dissertation defense and arrange the room reservations.

- a) As soon as the room request is confirmed, please complete, and email the [announcement](#) form to [Carol Scott](#) for distribution. If the remote meeting is approved, please include the zoom link in the announcement as well.

9. On the day of defense, if one of your committee members has an emergency due to:

- a) a member cannot attend face-to-face meeting but is able to participate remotely
or
b) a member needs to be replaced

your defense meeting cannot proceed. Your dissertation chair will need to notify the Graduate School immediately at gradschool@umd.edu with your name and UID# for approval.

10. After the defense, if no revisions to be completed and your defense is approved, all committee members will sign the electronic REC form. In

addition, your dissertation chair will email the Graduate School at gradschool@umd.edu (copy [Carol Scott](#)) with your name and UID# confirming the completion of your defense and requesting to release the electronic REC form. Follow step 11.

However, if revisions are required, your dissertation chair will NOT sign the REC until the revision is completed and approved. Once approved follow steps 11.

11. Submission of the Dissertation Publication

a) Register to [ProQuest](#) and upload your publication. You will receive an acknowledgment receipt. All formatting issues and revisions must be resolved to be cleared.

b) Please periodically log back into [ProQuest](#) to view any updates and approval status.

<https://academiccatalog.umd.edu/graduate/policies/doctoral-degrees-policies/#text>

12. The Office of the Registrar approves your final revision.

a) You will receive an email stating that you have successfully completed the Dissertation process.

13. Complete exit survey (ProQuest)

14. YOU PASSED! TIME TO CELEBRATE!!!!!!!!!!!!!!!!!!!!!!