

Program in Neuroscience Defense Preparation Checklist

□ (at least) 6 months before defense submit final committee to School of Graduate Studies via this form: Nomination of the

Please use this checklist to guide you as you prepare your dissertation for defense.

Members for Final Doctoral Dissertation
(semester of anticipated defense) apply for graduation through <u>SURFS</u>
check transcripts on SURFS for the following and contact program coordinator if there are any issues:
o Do you have at least 12 total credit hours of Dissertation Research (GPLS 899)? If not, contact coordinator
 Do you have any "no marks" or "incomplete" grades? If so, contact coordinator
Submit first-author publication
o Send publication link to program coordinator
o GPILS Policy: GPILS requires all PhD students to have a first-authored (or co-first-authored) publication at the time o
graduation. Occasionally, a student may be ready to defend with a manuscript still submitted or in revision. In such
cases, the mentor and student must submit a waiver request to proceed to the thesis defense. The request should
outline the paper's status and the plan to ensure it reaches publication. In rare circumstances where no manuscript
is in process, it is strongly encouraged that the student first submit a preprint of the dissertation results (e.g.,
bioRxiv.org) before requesting a waiver. The waiver must clearly specify the publication plan, timeline, and include
assurances from the mentor that the work will be published with the student as first author. If a waiver is needed,
the process is as follows:
 Student and mentor agree that a waiver request is necessary.
 Mentor submits the request to the Program Director, with justification and a plan for timely
submission of the manuscript.
 The Program Director forwards the request, along with their recommendation, to the Assistant
Dean for Graduate Education and GPILS.
 GPILS reviews and makes the final determination.
Schedule 2-hour private defense, have Committee-Only Defense Form completed
Schedule 1 -hour public defense (ideally a minimum of 2 weeks after private defense)
 Send to coordinator: Date, time, location any zoom link, and thesis title
Discuss final day on mentor funds with mentor (typically 2 weeks after public defense)
o Send to coordinator
1 month before private defense: submit copy dissertation to readers for feedback
2 weeks before private defense: submit copy of dissertation to full committee to read
Submit all forms and paperwork to the School of graduate studies by the dates listed:
https://www.graduate.umaryland.edu/academics/student-resources/for-graduating-students/graduation-deadlines/
 Note that the "date of defense" acknowledged by the School of Graduate Studies is the public defense
o Note that many major paperwork deadlines are clustered: 1) 2 weeks before public defense (certification and
announcement forms), 2) right around public defense (report of examining committee form, submitted by Deans'
rep), and 3) 2 weeks after the public defense (four items, see link)
Send to coordinator: Post-graduation plans and contact email
If you will begin a new position after defending but within the semester of graduation and need proof of degree completion,
please request degree verification through the Graduate School: https://umbforms.wufoo.com/forms/m1bix1i50kyekk1/
Following the semester, you can request proof of degree from the Registrar's Office