

## Program in Neuroscience Graduation Checklist

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- (at least) 6 months before defense submit final committee to School of Graduate Studies via this form: [Nomination of the Members for Final Doctoral Dissertation](#)
- (semester of anticipated defense) apply for graduation through [SURFS](#)
- Double check transcripts on SURFS for the following and **contact Jenn** if there are any issues:
  - Do you have at least 12 total credit hours of Dissertation Research (GPLS 899)? If not, contact Jenn
  - Do you have any “no marks” or “incomplete” grades? If so, contact Jenn
- Submit first-author publication
  - Send to Jenn:** publication link or email to request permission from Program Director to defend before publication is accepted
    - Provide plan to complete publication via email, and cc mentor
      - Mention the journal’s name and where the publication stands
      - If you’ve heard back from reviewers, include the comments and how these will be addressed through additional experiments
      - Mention when, how, and/or by whom these experiments will be completed
- Schedule 2-hour private defense
- Schedule 1 -hour public defense (ideally a minimum 2 weeks after private defense)
  - Send to Jenn:** Date, time, location any zoom link, and thesis title
- Discuss final day on mentor funds with mentor (typically 2 weeks after public defense)
  - Send to Jenn**
- 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
  - 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 Jenn:** Post-graduation plans and contact email

*Feel free to reach out to Jenn with any questions*