

Program in Neuroscience Graduation Checklist

- ☐ (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