

- Please check to make sure you are following the [Graduate School Deadlines](#)
- Please see the dissertation examination section of the [UMD Graduate School Catalog](#)
- Dissertations are held in person in room 3400 or equivalent, please contact Gen Cooper at: gcooper@umd.edu to reserve a room.
- Requests for remote members/committees should be made by the dissertation committee chair here. Please read the policy before making a request: [Remote Defense Request](#)
- Students are required to send the dissertation to the dissertation committee at least 10 business days prior to the scheduled defense.
- Students are to announce the dissertation at least 5 days prior to the defense by filling out this form: [AOSC Dissertation Announcement](#) The announcement will go out to the AOSC listserv which includes all faculty tenure, research, affiliates.
- If one or more of the committee member change is needed after you have formed a committee, please submit a new [Nomination of Dissertation Committee form](#) prior to the scheduled defense. If a last-minute substitute is needed, please refer to the [Emergency Substitution Procedure](#) section of the Graduate Catalog and follow the instructions.
- A designee or committee chair (no students) should request the [Report of Exams Committee form](#) after the committee is approved by the Graduate School but no later than 10 days prior to the scheduled defense.
- Please upload the final version of the dissertation to the ETD System: [Dissertation Filing Information](#) If revisions are required by the committee, please DO NOT upload the dissertation until revisions have been approved.
- If you wish to participate in the CMNS commencement ceremony, please RSVP to the CMNS Dean's Office and list the faculty member (advisor) that has confirmed to participate in the hooding ceremony. [Graduation Information](#)