



University of Maryland
CENTER FOR ENVIRONMENTAL SCIENCE

STEPS FOR GRADUATION

A guideline for UMCES students affiliated with the MEES program

We have included comprehensive guidelines in this document to facilitate student's access to a timeline and relevant contacts in preparation for their thesis or dissertation defense. As the UMCES labs associated with the UMD MEES Program are distributed geographically, we have updated the names of contact persons along with the process and timeline for reaching out to them for the 2024 academic year.

It is important to note that the defense planning process is solely focused on defense planning. International students must also consult with UMD International Student and Scholars Services (ISSS) (<https://globalmaryland.umd.edu/offices/international-students-scholar-services/final-term>) to get information on their final semester as international students. This includes signing up for credits in the final semester, receiving information on visa status, planning for life after graduation, and participating in relevant workshops.

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All Students – Prior to and During the Semester You Plan to Defend

a. When should I begin planning for my defense? What should I do?

- i. Submit your Application for Graduation. Deadlines are outlined on the Academic Deadlines website.
(<https://gradschool.umd.edu/calendar/deadlines/academic-deadlines>)
- ii. You should receive approval from your advisor to schedule your defense, including ensuring that all committee members are available for your chosen defense date and time.
- iii. Six (6) weeks prior to your intended defense, the following needs to occur:
 1. Ensure proper forms are filled out with UMCP:
 - a. UMCP Graduate School website
(<https://gradschool.umd.edu/calendar/deadlines/academic-deadlines>)
 - b. Check deadlines, complete any required revisions and submit thesis/dissertation in time for any upcoming deadlines.
 - c. Deadlines differ for MS and PhD students, make sure you read carefully.
 2. Complete: Nomination of Thesis or Dissertation Committee Form - <https://gradschool.umd.edu/forms>. This should be done six (6) weeks before, but no later than one (1) month will be accepted.
 - a. For your nomination of thesis or dissertation committee form, you will need the following:
 - i. Student UID
 - ii. Address
 - iii. Declarations on whether the research involved:
 1. Human subjects (IRB)
 2. Animals (IACUC)
 3. Recombinant RNA/DNA
 - iv. Graduate faculty status of all committee members; UMCES faculty members on the UMCES Graduate Faculty are considered full members of the UMD Graduate Faculty. Check with the UMCES Education Office or MEES if you are unsure.
 - v. **NOTE:** if a committee member is outside of UMCES or UMCP, you should have a copy of their

professional CV available. These members need to be nominated for Special Member status. Students should provide the MEES Office with the DOB (can be submitted to MEES by the committee member directly) and CV.

- vi. **Ph.D. Committee Dean's Representative:** If your dean's representative is not part of your committee, reach out to your advisor or the MEES Director for suggestions. If they are on your advisory committee, they can qualify as a Dean's Representative if they have a tenure appointment in a department/program separate from the dissertation committee chair.

- 1. *Per the UMD Graduate School: The person nominated to become the Dean's Representative may serve as a regular (Full) member of the student's Doctoral Graduate Committee from the time it is first convened. Alternatively, the person nominated to be the Dean's representative may be added to the Doctoral Graduate Committee at a later date and either take part in some Committee meetings including the qualifying examination, or only join as a Doctoral Dissertation Committee member for the final dissertation defense. In all cases, the Dean's Representative must be present for the full dissertation defense and serve to adjudicate the defense. The Dean's Representative must hold tenure in a department other than the department/program of the Dissertation Committee Chair.*

b. **Who needs to sign/review my Nomination of Thesis or Dissertation Committee Form?**

- i. After receiving your advisor's sign-off, email the form to the MEES office.
- ii. MEES office will review and sign-off.

iii. MEES office will submit the form to the registrar.

At least one month prior to your defense

CBL Students

- Email Betty Carrico <bcarrico@umces.edu>
 - (a) Requesting a room for the public seminar (usually BFL1101) and a separate room for the oral defense (Boynton or Truitt Conference Rooms)
 - (b) Requesting a zoom link for the defense. The link is typically set using the account for the room your defense will be in. **NOTE: All CBL students must use a CBL Zoom account for their defense. This ensures IT can provide full support and that the defense runs without issues.**
- When available, students should send their Title, Abstract and any other important announcement information to Betty Carrico <bcarrico@umces.edu> so that it may be provided in the calendar details on the CBL Events Calendar.

Appalachian lab students

- Please Email Kristen Harper (kharper@umces.edu) with a copy to Heather Johnson (hjohnson@umces.edu) to reserve the room. Room used for defenses - 315 -AL Library.
- Email Kristen Harper (kharper@umces.edu) with a copy to Heather Johnson (hjohnson@umces.edu) to set up a zoom link/invitation.
- Practice sessions can be scheduled based on availability of the library.
- Email Kristen Harper (kharper@umces.edu) with a copy to Heather Johnson (hjohnson@umces.edu) to add to the AL Events Calendar.

IMET students

- Email Jacqueline Joubert (imetdirectoroffice@umces.edu) and CC Michael Paszkiewicz (paz@umbc.edu) to reserve The Multi-Purpose Room for defense. You can request a smaller conference room for when you meet with your committee. This meeting could be held in G020, 5089A, or G025.
- The student can reach out to Jacqueline Joubert (imetdirectoroffice@umces.edu) and CC Michael Paszkiewicz (paz@umbc.edu) to create a Zoom session link. Jacqui will create a zoom link using IMET's account and assign a host (you can tell her who you would like the host to be if it is not yourselves- the person you select must have an UMCES email address).
- You can email Jacqueline Joubert (imetdirectoroffice@umces.edu) requesting access to the multi-Purpose Room ahead of your defense date and time. Jacqui can book it for your practice session as long as the multi-Purpose Room is available.

- Send all details to Jacqueline Joubert (jjouber1@umbc.edu), she will add the defense to the IMET-All Google Calendar. Please also send the title, abstract, date, time, and advisor name so Jacqui can send out a reminder email beforehand.

Horn Point Students:

- You can reserve the AREL lecture hall with Jamie Shockley when you know the date and time of your defense. You might mention that she should reserve 1 hour for your public defense seminar and then an additional 2 hours for your committee meeting.
- You can also reserve a room for your practice session in the day(s) leading up to your defense.

All Students- At least ten days prior to your defense

- After the graduate school has approved the committee members, you may wish to request remote participation. The chair, the student, and the Dean Representative cannot participate remotely. Also, the chair should be the one to make the request.
 - Please use this form (https://umdsurvey.umd.edu/jfe/form/SV_8pF3dSW00iuA2Ym) to request remote participation for one or more committee members.

All Students- Five Days Prior to your defense

- Submit your Dissertation and/or Thesis Announcement via the MEES Website (https://umdsurvey.umd.edu/jfe/form/SV_8pF3dSW00iuA2Ym)
 - NOTE: There are separate forms for MS and PhD Defenses. Announcements must be made at least 5 business days prior to the defense date.
- **At least three to five (3-5) days prior to your defense**
 - Submit a Request for Electronic Report of Examining Committee Form (<https://docs.google.com/forms/d/e/1FAIpQLSd4WliwfvTjhTk6GrHDLercSYF7XwfiTvn12nNr6Kqvxlw8Dw/viewform>)
 - Outcomes of all defenses are now reported automatically on an e-form that collects and assembles everyone's signatures (without the need for physically signed versions).
 - To complete the form, the committee chair:
 - Must have a copy of the approved Nomination of Committee form.
 - Have the student's information including full name and UID.
 - Have all committee members' names and email addresses.

- NOTE: The email address provided for each committee member will serve as authentication when accessing the Electronic Report of Examining Committee Form via Adobe Sign. Ensure that email addresses are accurate in the request form.

Coordinate with IT of your department

AL Students

- Email presentation (if requesting to be loaded on the computer in advance) to Kristen Harper (kharper@umces.edu) with a copy to Heather Johnson (hjohnson@umces.edu)
- Practice sessions can be scheduled based on availability of the library.

CBL Students

- ***At least twenty-four (24) hours prior to the defense***
 - CBL students must meet with CBL IT to load a draft presentation on to our system to ensure compatibility (format, fonts, and layout, video, and sound files)
 - Email CBL IT (cbl-it@umces.edu) to schedule your practice session in the room where you will be presenting. Practice sessions will take place at minimum twenty-four (24) hours prior to your defense.
 - Use of CBL's conference room PC will ensure smooth operations and full IT support if there is a technical difficulty.

HPL Students

- Make sure your room gets reserved and send a helpdesk request to HPL IT to ensure you have technical set-up and support as needed for the day of your defense.
- Students can use a USB for their presentation as need be. Work with IT on your plans.

IMET students

- Students can send an email to ccsupport@umbc.edu requesting IT assistance the day of their defense. Sam Sibanda (IT Specialist) can help get the zoom, presentation, and microphone set up for the defense. Please send the request more than 5 days in advance and provide as many details as possible including the date, time, and specific needs. The students can connect to the multi-Purpose room system using their laptop or a thumb drive. Students must come with all the required "dongles", chargers, etc. The Multi-purpose room has an HDMI cable, laser pointer, and lavalier microphone.

All Students – Post-Defense

- ***Following your defense:***

- Each committee member must sign the e-form acknowledging your pass. Members will receive an email from the graduate school (coming from adobesign@Adobe.com) with the e-form provided.
- **Within that week:**
 - All committee members should fill in a learning outcomes survey: <https://www.mees.umd.edu/learning-outcome-assessments-1-1>
 - If you would like your degree to be a joint degree between UMCES and UMD (rather than strictly UMD), you will need to submit [a joint degree request](#) to education@umces.edu with the top sections (name, advisor's name, degree information) filled out.
 - Students should [Fill out the UMCES Exit Survey](#)
- **Once Completed:**
 - Submit your thesis or dissertation through ProQuest after you have made necessary edits (<https://www.etdadmin.com/main/home?siteId=76>).
 - Thesis or dissertation [electronic publication form](#) to the Registrar
 - Approved Program Form ([Masters](#) or [PhD](#)) to the MEES Office