



University of Maryland
CENTER FOR ENVIRONMENTAL SCIENCE

Office of the
Vice President for Education

Horn Point Laboratory
2020 Horns Point Road
Cambridge, MD 21613
Tel: 410-221-8429
lsanford@umces.edu
www.umces.edu

MEES-UMCES Graduation Steps

Calendar of important deadlines: [here](#) and [here](#)

1. Apply for [graduation through UMD](#)
2. Nomination of [Dissertation/Thesis Committee form](#)
3. University of Maryland [Approved Program Completion](#) to MEES for signing
4. Request for Electronic Report of Examining Committee (REC) form
 - a. Please note that a Report of the Examining Committee (REC) form request is required for all thesis and dissertation defenses regardless of whether the defense is in person or remote. All thesis and dissertation chairs, or their designates, are required to submit a request for the electronic report of the examining committee ten business days before the scheduled final oral defense. For more information about REC requests, please go to gradschool.umd.edu/electronicrecrequest.
 - b. Also submit [remote defense request form](#) if you will be defending remotely
5. [Thesis](#) or [Dissertation](#) announcement form from MEES
6. Submit your thesis/dissertation through [ProQuest](#) after you have defended
7. Thesis/dissertation [electronic publication form](#) to the Registrar
8. [Joint degree \(UMD/UMCES\) form](#)
9. Fill out the [UMCES Exit Survey](#)

Summer Defense

Students defending during the summer semester and wanting to graduate during the summer semester will need to be registered for 1 credit (this can be MEES799 or 1 credit of MEES899), as it is a requirement of the graduate school that students be registered the semester they are defending and graduating. Students should follow the summer graduation deadlines; to receive the waiver of registration for the fall semester, then everything (including thesis and dissertation edits) should be submitted by the last business day before the fall semester begins. If a student is defending in the summer semester, but plans to graduate during the fall semester, then the student does not need to register for 1 credit during the summer semester.

Please note: In order to register for a summer research credit, students must contact the MEES Office for registration information. Students should also contact their local HR representative to ensure tuition remission is paid for the summer. Students are not able to request a waiver of mandatory fees during the summer semester.

Winter Defense

Students defending during the winter semester would follow the Spring Deadlines typically found [here](#); if students are trying to receive the waiver of registration for spring semester, then



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everything (including thesis and dissertation edits) should be submitted by the last business day before the Spring semester begins. There is no official winter graduation.

Commencement

As a reminder, the UMCES commencement exercises take place in the spring of each year. Please contact education@umces.edu if you have any questions about commencement.