



**DEPARTMENT OF SOCIOLOGY:
RECOMMENDED TIMELINE FOR ADMINISTRATIVE STEPS WHILE COMPLETING A DISSERTATION**

This timeline is intended to be a recommended guideline to the administrative steps involved in advancing to candidacy and completing a dissertation. Note that the linear timeline has some flexibility within steps and there may be additional administrative steps associated with your experience that are not listed here. While this timeline does not provide set deadlines, some of the forms associated with the Graduate School have set deadlines within a semester. Please continue to check these formal deadlines on the Graduate School website (<http://www.gradschool.umd.edu/>) as you approach each administrative step. If you have questions about this information, please contact the Graduate Office, 4103 Art-Sociology Building, for more information.

ADMINISTRATIVE STEPS	RECOMMENDED DEADLINE
File your Application for Admission to Candidacy form.	After you have passed Specialty Exams
Develop your dissertation proposal and work with your advisor to think about possible dissertation committee members. Schedule a date for the proposal with all committee members.	Within one year of the completion of your specialty exams
E-mail the Graduate Office (efloyd@umd.edu) with the following information for the announcement of the proposal: <ul style="list-style-type: none"> • Date, time and location of proposal (contact Zinia to reserve a room) • Title of proposal • Anticipated Committee Members 	One week before the proposal date
If necessary, apply for IRB approval .	Shortly before or just after your proposal date
If you will be nominating someone from outside the University of Maryland to serve on the dissertation committee, contact the Graduate Office (efloyd@umd.edu) to begin paperwork to appoint them as a special faculty member.	As soon as you have finalized your committee, but no later than three months before your final defense
Submit your Nomination of Thesis or Dissertation Committee form.	After you have your IRB approval, but no later than six weeks before your final defense
Apply for graduation with the Graduate School.	Within the first two weeks of the semester you intend to graduate
Prepare to defend your dissertation. Schedule a date for the defense with all committee members.	After your research is complete
E-mail the Graduate Office (efloyd@umd.edu) with the following information for the announcement of the final defense: <ul style="list-style-type: none"> • Date, time and location of defense (contact Zinia to reserve a room) • Title of dissertation • Committee Members 	One week before the final defense
Make any necessary revisions to your dissertation. Your advisor will sign off on the Report of the Examining Committee form once your work is finished.	After the defense
Submit the Thesis and Dissertation Electronic Publication form to the Office of the Registrar.	As soon as you have a final approved version of your dissertation
Upload your dissertation electronically to the Maryland ETD site.	As soon as you have a final approved version of your dissertation
Watch your e-mail for any changes that are necessary to your electronic dissertation.	After you have uploaded your dissertation
Attend your commencement ceremony and celebrate!	

