

## STUDENT PAPERWORK REMINDER

- 1) Before each semester begins, you need to fill out and sign the Course Reservation Form, for which you need to get your advisor's and the program director's (Jodi Crandall's) signature. The form is on the LLC website under "Forms" on the left column. Do not forget to bring a copy of this form to the LLC office.
- 2) In order to register for the LLC 891 Internship course, you have to fill out the form titled, LLC 891 Internship Application. You need your advisor's signature on the form. You are also required to submit a one-page proposal with this form. There are more details in the form, which is on the LLC website.
- 3) In order to register for the LLC 892 Independent Study course, you have to fill out the form titled, LLC 892 Independent Study Application. You need your advisor's signature on the form. You are also required to submit a one-page proposal with this form. There are more details in the form, which is on the LLC website.
- 4) If you want to apply for a tuition award, you have to fill out the Request for a Tuition Award form, which is on the LLC website. You need to do this when you register. Do not wait until the semester begins.
- 5) If you want to take a leave of absence, you still have to register for the course titled LLC 999 Leave of Absence. If you did not register for LLC 999 in time, then, you need to fill out and sign the Request for Retroactive Leave of Absence or Withdrawal from UMBC form. You also need Jodi Crandall's signature and the signature of the Dean of the Graduate School on this form. You can find this form on the LLC website or the Graduate School website.
- 6) Once you are done with *all* of your courses (except 890), you need to take the comprehensive exams, for which first you need to fill out the Request for Comprehensives form. Bring this form to the LLC office. Comprehensives are offered twice a year, in January and August, so time yourself accordingly. You can find more information about comprehensives in the Procedure for Comprehensive Exams form on the LLC website.
- 7) After you successfully complete your comprehensives, you have to fill out the Application for Admission to Candidacy for the Degree of Doctor of Philosophy form.
- 8) After you defend your dissertation proposal, you should fill out the Certification of Completion of Dissertation Proposal Defense form; get the signatures of your dissertation chairperson, the committee members, and the program director. Do not forget to bring a copy of this form to the LLC office.

- 9) You have to submit the Nomination of Members for the Final Doctoral Examination Committee form to the Graduate School six months prior to your dissertation defense date. This form should also include curriculum vitae (CV) for all of the nominees who are not members of the Graduate Faculty. Two members should be designated as "readers." The Graduate School will notify the Chairman of the Committee and the Dean's selected representative of the approved/appointed committee by returning the above form showing Graduate School approval and the appointment of the Dean's representative. Also remember to register for at least one credit during the semester that you intend to graduate before the close of general registration.
- 10) You have to submit the Application for Diploma form to Linda Thomas from the Graduate School within the first ten days of the semester in which you expect to graduate.
- 11) If you plan to participate in the graduation ceremonies, do not forget to order academic regalia from the Campus Bookstore by the deadline date. Inform Linda Thomas from the Graduate School that you plan to attend commencement.
- 12) Submit to the Graduate School the completed Announcement of Ph.D. Dissertation form and the completed Certification of Completion of Doctoral Dissertation form. (The Graduate School will then send the Procedure for the Conduct of Final Doctoral Oral Examination and the Examining Committee form to the Dean's representative on your committee.) This should be done two weeks prior to the defense.

**!!! IMPORTANT NOTE !!!**

**When you are close to the date of your graduation, go to the following website of the Graduate School and enter the semester in which you expect to graduate. The website will give you a calendar with all the deadlines you need to follow. It also tells you which forms you need to fill out as part of the paperwork. Here is the link:**

**[http://www.umbc.edu/gradschool/requirements/doc\\_degree.html](http://www.umbc.edu/gradschool/requirements/doc_degree.html)**