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Chapter 1: The Graduate Council and The Graduate School

The University of Maryland Board of Regents mandates that a Graduate Faculty and a Graduate Council provide the organization by which the Graduate Faculty discharge its responsibilities for graduate education. The Graduate Council includes faculty representatives elected by the Graduate Faculty and appointed by the Dean of the Graduate School, as well as graduate students appointed by the Dean of the Graduate School. The Graduate Council recommends to the Dean, the Provost and the President policies that affect graduate students, graduate programs, and graduate degrees.

The Graduate School, under the leadership of its Dean, establishes and oversees procedures to enact these policies and serves as an advocate for excellence in all aspects of graduate education. The Graduate School, on behalf of its Dean, officially admits all students into graduate degree programs and acts as the conferring body for all graduate degrees.

Specifically, the Graduate School, in conjunction with the Graduate Council:

1. Administers all policies that affect graduate education, that have been passed by the Graduate Council, and that have been approved by the Dean of the Graduate School and the Provost.
2. Sets high standards for admission to, and continuation in, graduate programs.
3. Reviews, for attainment of minimum standards, applications for admission to the Graduate School.
4. Admits graduate students to all programs.
5. Administers the processes for graduate students' grievances, in conjunction with the Ombudsperson for Graduate Students as appropriate.
6. Admits students into Advanced Special Student / non-degree status and oversees the academic progress of these students.
7. Reviews and approves all new graduate programs.
8. Allocates its budgeted fellowship funds among the colleges annually, sets minimum stipend levels, and monitors their use by the colleges.
9. Recommends annually minimum stipend levels for fellowships and teaching and research assistantships.
10. Sets policy for and awards its budgeted tuition remission as a component of University fellowship awards, external fellowships, and training grants.
11. Establishes qualifications necessary for faculty to serve on and to chair dissertation and thesis examining committees.
12. Sets policy that governs the composition of the Thesis and Dissertation Examining Committees and the conduct of the examinations.
13. Establishes qualifications for and approves membership in the Graduate Faculty.
14. Oversees the process of submitting approved dissertations and theses. (Preservation of and access to the documents are the responsibilities of the University Library.)
15. Sets University-wide requirements for awarding graduate degrees.
16. Recommends to the President that persons who meet established requirements be awarded graduate degrees.
17. Reviews and approves as appropriate requests for exceptions to University policies on graduate matters.
18. Ensures that the University maintains official graduate student records. (Records are kept in the Office of the Registrar.)
19. Approves and directly oversees programs created by interdisciplinary Field Committees.
20. Administers university-wide graduate programs. Approves the programs for the Master's degree and the graduate certificate in Professional Studies.
21. Prepares and disseminates an annual report on graduate education.
22. Administers the General Research Board, the Creative and Performing Arts Awards, the Nagel Travel Grants, the Goldhaber Travel Grants, and other programs.
23. By appointment of a Dean's representative, oversees dissertation defenses to assure quality and uniformity of standards across academic units.
24. Assumes leadership in the recruitment and retention of graduate students with special emphasis on students from under-represented groups.
25. Provides orientation programs, advising, and other support services that contribute to the successful matriculation, retention, and graduation of graduate students, with special attention to the needs of international students.
26. Supports the Graduate Student Government, graduate student groups, and the Office of Graduate Student Life.

The policies and procedures that are found in this document have been approved by the Graduate Council, the Dean of the Graduate School, the Provost, and the President.
Chapter 2: Introduction

The University of Maryland

The University of Maryland, the flagship institution of the University System of Maryland, originated in 1856 as the Maryland Agricultural College and became one of the country's first land-grant institutions in 1867. The state assumed authority over the College in 1920 and formed the University of Maryland by joining the College with long-established professional schools in Baltimore. In 1988, the General Assembly of Maryland designated the College Park campus as the flagship institution for the University System of Maryland, which comprises 13 institutions across the state. The College Park campus is built around a central mall, anchored by McKeldin Library and the Main Administration Building. Fanning out from the mall are thirteen academic colleges. The University's mission is to provide graduate and undergraduate education of the highest quality, to pursue advanced research, and to serve the needs of the State of Maryland.

The University of Maryland and its surrounding area provide boundless opportunities for conducting research. The University's dynamic research environment allows students from all disciplines to undertake scholarly exploration of their special interests and to gain valuable practical experience. It also enables faculty members to advance their own areas of expertise and bring their research insights into the classroom. On campus, special facilities and a number of organized research centers, bureaus, and institutes promote the acquisition and analysis of new knowledge in the arts, sciences, and applied fields.

Location of Campus and Nearby Academic Resources

Situated on 1,300 acres in the suburban town of College Park, the University is centrally located in the Baltimore-Washington corridor. This unique location, just nine miles from downtown Washington, D.C., and approximately 30 miles from both Baltimore and Annapolis, enhances research opportunities for faculty and students by providing access to some of the finest libraries and research centers in the country.
Resources in Education, the Humanities, The Social Sciences and Other Disciplines

Resources in the Physical and Biological Sciences and in Engineering
Campus Libraries

The University houses seven separate libraries. Together they contain 3 million books, 5,000 journal titles, and 2.3 million microforms. The University’s main library is the Theodore R. McKeldin Library. Its collection of books, reference materials, newspapers, journals, and electronic resources is especially strong in the life sciences, social sciences, and humanities. Among its 1.2 million volumes is one of the best collections of Judaica in the region.

In addition to the general collection, the University of Maryland is home to several archives: The Gordon W. Prange Collection is one of the world’s largest repositories of published and unpublished Japanese-language materials from the period of the Allied Occupation. It contains Japanese newspapers, monographs, periodicals, pamphlets and newsletters, textbooks, maps, news photographs, and political posters produced primarily between 1945 and 1949, a time of Allied civil censorship controls. The collection is especially rich in fiction and poetry, including reprints and first editions. These rare manuscript materials have attracted scholars from around the world and have been utilized frequently in recent Japanese and Western scholarship on post-World War II Japan. They are complementary to the American government documents that are housed in National Archives II, immediately adjacent to the College Park campus.

The East Asia Collection, available since the mid-1960s, includes Japanese, Korean, and Chinese language monographs, periodicals, and newspapers. It currently contains about 74,000 catalogued items, and is particularly strong in scholarly works in the humanities, in the behavioral and social sciences and in reference and serial publications. With the exception of the Japanese Division of the Library of Congress, this is the largest East Asian language collection to be found in any academic institution in the tri-state region of Delaware, Maryland, and Virginia.

The University’s collection of Government Documents and Maps is the Regional Federal Depository Library for Maryland, Delaware, and the District of Columbia. This collection includes more than one million government publications from 1789 to the present, spanning virtually all subjects from arts to zoology. Congressional documents and laws, census data, and consumer guides are among the most popular items. The map collection contains nearly one-half million topographic and thematic maps from federal agencies as well as some produced by foreign governments, including a collection of World War II maps. Accompanying the paper maps are GIS workstations with gigabytes of map files and geo-referenced statistical data.

The UM Libraries system includes six branch libraries in addition to McKeldin:

The Engineering and Physical Sciences Library (EPSL) contains materials in physics, engineering, mathematics, and geology, with other significant collections in computer science, environmental sciences, water resources, and aerospace science. EPSL is also a U.S. patent and trademark depository library, and its large Technical Reports Center contains collections from NASA, ERDA, Rand Corporation, and other agencies and organizations.

The Charles E. White Memorial Library (Chemistry) is a collection of 80,000 volumes covering chemistry, biochemistry, cell biology, enzymology, immunology, microbiology, and molecular genetics. Materials include books, periodicals, major indexes, and comprehensive spectra collections.

The Architecture Library contains materials on architectural design, theory and history, urban design, landscape architecture, and building technology. This library’s special collections include rare architecture books dating as far back as the 17th century, with materials on world expositions from 1851 to 1937.

The Art Library collects materials in art history, studio art, art education, photography, graphic arts, interior design, and textiles. Special collections include art reproductions and art exhibition catalogs.

Opened in 2000 as part of the Clarice Smith Performing Arts Center, the Michelle Smith Performing Arts Library is the central location on the College Park campus for music, theatre, and dance materials. Included in the Performing Arts Library is the International Piano Archives at Maryland (IPAM), which houses one of the world’s most extensive concentrations of piano recordings, books, scores, and related materials, including the personal papers of many great classical pianists.
Special Collections in Performing Arts houses research collections maintained through joint agreements with national and international performing arts organizations, as well as collections donated by individuals, such as the Charles Fowler Papers and the Howe Collection of Musical Instrument Literature.

Hornbake Library is home to the bulk of the University’s special collections.

The Maryland Collection represents a variety of materials, including more than 60,000 books and periodicals about Maryland, current and historical. A fine collection of rare Maryland items includes scarce copies of the almanac published by Benjamin Banneker, early American imprints, and strong holdings in literature by and about Marylanders. The Baltimore News American Photograph Archive of over 1.5 million images dating from 1920 to 1986 is part of the Maryland Collection, which also features broad holdings in Maryland newspapers both on microfilm and in original form.

The Rare Books Collection in Hornbake contains books and pamphlets from the 15th to 20th centuries. Approximately 17,000 volumes represent all areas of the humanities and sciences, with strong holdings in natural history, especially in botany and agriculture. Other notable rare book collections include French political pamphlets published during the civil war of 1649-1652 and the French Revolution, pamphlets documenting slavery and African-American life in America, and works by and about William Morris.

The National Trust for Historic Preservation Library Collection in Hornbake Library includes 13,000 volumes covering preservation topics from the technical to the aesthetic and more than 300 periodical titles on international, national, state, and local historic preservation issues.

The Archives and Manuscripts Department is also located in Hornbake Library. Historical Manuscripts collections include holdings pertaining to the Maryland region, labor union history, women's history, and University of Maryland faculty and administrators. Highlights of the historical manuscripts collection include the papers of political leaders from Maryland, such as U. S. Senator Milliard E. Tydings, Governor Theodore R. McKeldin, State Treasurer Lucille Maurer, and Vice President Spiro T. Agnew. Significant holdings documenting women's history include the papers of the League of Women Voters of Maryland, the Association for Intercollegiate Athletics for Women, and the Association for Childhood Education International. The details of day-to-day life throughout Maryland history are recorded in the personal and family papers collections, which include diaries, correspondence, and photographs. The literary manuscript collections center on the papers of two prominent twentieth-century women writers: Katherine Anne Porter and Djuna Barnes. The Katherine Anne Porter Room is a permanent installation in Hornbake Library that houses Porter's library, art, and artifacts. On display are photographs, furnishings, decorative arts, and books that belonged to Porter. The University Archives is the repository for a broad range of materials, including official office records, printed publications, photographs, and memorabilia, documenting the history and present activities of the University of Maryland. The University Archives’ photograph collection features campus views and scenes, individual and group portraits, and University of Maryland events.

Established at the University of Maryland in 1990, the National Public Broadcasting Archives serves as the official archival repository for the primary national agencies of noncommercial broadcasting in the United States. Organizations represented include the Corporation for Public Broadcasting, the Public Broadcasting Service, National Public Radio, and the Children’s Television Workshop. The Library of American Broadcasting holds a wide-ranging collection of materials devoted exclusively to the history of radio and television broadcasting in the United States. Representative collections include material from the papers of broadcasting giant Arthur Godfrey and the papers of Edythe Meserand, radio executive and first woman president of the American Women in Radio and Television.

Nonprint Media Services is the central audiovisual department for the University of Maryland Libraries. In addition to American movies and documentaries, its holdings include the complete BBC Shakespeare Plays, the JVC/Smithsonian Video Anthology of World Music and Dance, and the Library of African Cinema.

Research is supported in the UM Libraries with a variety of technological tools. The online catalog identifies library materials from the collections of libraries on all campuses in the University of Maryland System. Access to this information is available through public terminals located throughout the library systems and can be accessed through internet connections in homes, offices, and libraries around the country. Research Port allows students, faculty, and others connected with the University of Maryland to access databases and e-journals from on and off campus. Patrons can search for journal articles and books in databases, e-journals,
and library catalogs; access databases and e-journals from on and off campus; search an individual database OR several databases simultaneously; search databases and the UM Libraries' catalog simultaneously; and find full-text articles. They can save lists of databases, e-journals, searches, and articles in My Research Port, as well as e-mail and save citations.

The Digital Repository at the University of Maryland (DRUM) provides digital repository services for the University. Currently three types of materials are being collected: faculty deposited documents, a Library managed collection of UM doctoral dissertations and master’s theses, and a collection of technical reports. DRUM provides a distribution service by making files available via the Internet. As a repository, DRUM offers long-term maintenance of files and resources. Unlike the web, where pages come and go and addresses to resources can change overnight, DRUM items have a permanent URL.

Borrowing library materials is aided by several services in addition to basic circulation assistance. Direct borrowing privileges at the other University of Maryland System libraries are available for registered UMCP graduate students. Through Inter-Library Loan, one can obtain loans or photocopies of materials from other libraries that are not available at the University. All of the University libraries are equipped with study carrels and group study areas, wireless internet access, and computer terminals.

**Accreditation**

The University of Maryland is accredited by the Middle States Association of Colleges and Secondary Schools and is a member of the prestigious Association of American Universities. Individual graduate programs may be accredited by their appropriate agencies. Students should check with their graduate program of interest for particular accreditations.

**Non-Discrimination Statement**

The University of Maryland is committed to the elimination of discrimination on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution. The Human Relations Code is established to prevent or eradicate such discrimination in accordance with due process within the University community. In doing so, the University recognizes that it must strive actively and creatively to build a community in which opportunity is equalized.

Every effort will be made to make students and potential students, employees and potential employees, faculty members and potential faculty members aware of the opportunities that the University provides for every individual to develop and utilize his or her talents and skills. It is the intent of the University to observe and promote respect for each member of the community’s own race, ethnic background, sex, or sexual orientation. The Human Relations Code is accessible in its entirety at [http://www.ohrp.umd.edu/compliance/hrc/intro.html](http://www.ohrp.umd.edu/compliance/hrc/intro.html).

Under advice of the Maryland Attorney General’s Office, the University may interpret the Code to include both gender identity and gender expression.

**Disclaimer**

The provisions of this publication are not to be regarded as an irrevocable contract between the student and the University of Maryland. Changes are effected from time to time in the general regulations and in the academic requirements. There are established procedures for making changes that protect the institution's integrity and the individual student's interest and welfare. A curriculum or graduation requirement, when altered, is not normally made retroactive unless the alterations are to the student's advantage and can be accommodated within the span of years normally required for graduation. When a competent authority judges the actions of a student, using established procedures, to be detrimental to the interests of the University community, that person may be required to withdraw from the university.
Chapter 3: Admissions

Admission to Graduate School

Responsibility for admitting applicants to graduate programs rests with the Dean of the Graduate School. Academic department and program offices review admissions applications and credentials and make admissions recommendations to the Graduate Dean. In cases where credentials were earned abroad, the staff of the International Education Services Office is consulted. The standards maintained by the Graduate School and individual departments and programs are applied to ensure that applicants admitted to the University are well qualified and trained to study at this institution and have a reasonable expectation of successfully completing a graduate program. Standards for admission to doctoral degree programs are frequently higher than those for admission to master's degree programs. In many degree programs, the number of applications received from individuals qualified for graduate study regularly exceeds the number of applicants who can be accommodated. In such cases, only the most highly qualified are offered admission. The number of spaces available in various departments is limited according to the availability of faculty, special resources, and funds for students requiring financial assistance.

Criteria for Admission

Those applicants who have earned or will earn a bachelor's degree at a regionally accredited college or university in the United States (or the equivalent of a baccalaureate degree in another country) are eligible to be considered for admission to the Graduate School at the University of Maryland. With the exception of established dual-degree programs, an applicant can matriculate in only one graduate program at a time.

Admission to graduate programs is highly competitive, and space is limited. The decision to admit an applicant to a program is based primarily on a combination of the following criteria, evaluated from a complete application:

- **Quality of previous undergraduate and graduate work.** The Graduate School requires as a minimum standard a B average (3.0 on a 4.0 scale in all undergraduate courses taken at a regionally accredited college or university.) Adequate performance in prerequisite courses is required. Applicants with international credentials must submit in the original language those academic records that are not written in English. Such credentials must be accompanied by a literal English translation. Both must be submitted at least six months prior to the first day of classes of the semester for which the applicant seeks admission.

- **Strength of letters of recommendation from persons competent to judge the applicant's probable success in graduate school.** These letters are usually from the applicant's former professors who are able to give an in-depth evaluation of the applicant's strengths and weaknesses with respect to academic work. Additional recommendations may come from employers or supervisors who are familiar with the applicant's work experience.

- **Scores on a nationally standardized examination.** The three most widely used standardized examinations are the Graduate Record Examination (GRE), the Graduate Management Admissions Test (GMAT) and the Miller Analogies Test (MAT). Because the predictive utility of these test scores may vary from one group of applicants to another, a discriminating use of all relevant materials will be made in each applicant's case. The TOEFL is required of international applicants who are not native speakers of English.

- **Applicant's statement of his or her academic career objectives and their relation to the intended program of study.** These statements help the program to identify students whose goals are consonant with the program's objectives and expertise.

- **Other evidence of potential success in graduate studies.** Some programs require other evidence of potential for success in graduate study, such as a portfolio of creative work, completion of specialized examinations, personal interviews, or an example of scholarly work.

- **Availability of an advisor in the applicant's specific field, available space in the program, and
Prospective students may apply for admission to the University of Maryland during or after their final year of undergraduate study but must furnish proof of graduation before the end of their first semester of enrollment at the University. Students applying for admission to a graduate degree program in a field of specialization in which they already hold that same degree or its equivalent may do so only if the previous degree program was of substantially different character or was not accredited. Summer-only students applying for entrance in either of the two summer sessions should check the Summer Sessions Bulletin to determine if the courses they wish to take will be offered. To obtain this publication, write to the Office of Continuing Education, Summer and Special Programs, 2103 Reckord Armory, University of Maryland, College Park, MD 20742-5321. This information may also be accessed online at http://www.summer.umd.edu. The Admission Process To be considered for admission to the Graduate School, each applicant must complete the Graduate School Application, available at http://www.gradschool.umd.edu/admission, and pay the requisite application fees. Individual graduate programs also have specific requirements of which applicants should be aware prior to beginning the application process. Should the application and fee arrive after the stated deadline, the application will automatically be considered for the next admissible semester. The most efficient and effective method of applying to the University of Maryland is by completing our online graduation application. Applying online saves time and money, is more environmentally friendly than the traditional application, and reduces the chances for human error in processing. The University strongly encourages all eligible applicants to the Graduate School to apply online. Note: Those applying for the MBA or joint degrees in Business Administration may not use this Internet process. Please contact the Smith School of Business at www.rhsmith.umd.edu to request the appropriate application materials. Those applying for a Master of Life Sciences also may not use this Internet process. Please go to: http://www.e-learning.umd.edu/old_index.html for further information and to apply. The online application is the first part of the application process; both the Graduate School and the graduate programs require additional supplemental information from all applicants. Some graduate programs require students to complete an online Application Supplemental Form (ASF), which asks for more program-specific information; these programs notify their applicants via email of this requirement. Some departments require applicants to download and print additional forms. To print these required forms, you will need Adobe Acrobat Reader. Required Materials for All Applicants The following materials should be submitted online or sent to:

Enrollment Services Office-Graduate Admissions  
Box G, Mitchell Building  
University of Maryland, College Park  
College Park, MD 20742


- A non-refundable application fee of $60.00. If an applicant did not process his or her fee payment online via the on-line application, he or she may send it to the Enrollment Services Office using the Credit Card/International Check form.

- One complete set of transcripts reflecting all undergraduate and graduate work elected or in progress. Each transcript must bear the signature of the Registrar and the seal of the granting institution and should include the years of attendance, courses taken, grades received, class standing and the degree, certificate or diploma received. If the applicant attended the University of Maryland, the Graduate School will obtain his or her records of courses completed on the College Park campus. To facilitate the
processing and review of an application, unofficial copies of transcripts from institutions other than the University of Maryland may be used for review processes. Official copies of those transcripts are required, however, before full admission can be granted.

- **A Maryland In-State Status Form** is required for those who wish to apply for Maryland resident status. This form is included on the online application.

- **Three letters of recommendation** submitted by professors or others who can assess the quality of the applicant’s academic performance and scholastic potential. The applicant’s full name must be included on each recommendation. Most programs allow online letters of recommendation through the program’s Application Supplemental Form (ASF). If your program allows this, you will be notified via email after completing the initial graduate application.

- **Statement of Goals, Research Interests, and Experiences** Many graduate programs require applicants to prepare a statement of his or her goals and objectives in pursuing graduate study. This is collected on the program’s Application Supplemental Form (ASF).

- **Standardized Test Scores.** Many graduate programs require applicants to submit scores of standardized examinations, such as the Graduate Record Examination (GRE), the Graduate Management Admission Test (GMAT), or the Miller Analogies Test (MAT). Applicants wishing to determine if one of these examinations is required for admission to the program to which they are applying should consult the program listing in the online application. If standardized test scores are required, applicants may write to the following addresses for further information:
  
  - Graduate Record Examinations
    - [http://www.gre.org](http://www.gre.org)
    - (609) 771-7670
  
  - Graduate Management Admissions Test
    - (609) 921-9000
  
  - IELTS
    - [International English Language Testing System](http://www.ets.org/toefl/)
    - 1-626-355-0650
  
  - Miller Analogies Test
    - Psychological Corporation
    - [http://www.milleranalogies.com](http://www.milleranalogies.com)
    - 1-800-228-0752
  
  - Test of English as a Foreign Language (TOEFL)
    - [http://www.ets.org/toefl/](http://www.ets.org/toefl/)
    - 1-877-863-3546

  Examination scores should be sent to the University via the testing authority. The **University of Maryland, College Park institutional code for the GRE and GMAT is 5814**.

- **Any Additional Graduate Program Requirements.** Some graduate programs require that additional information such as a portfolio, resume, writing sample, or other supplementary materials be sent directly to them in hard-copy. **It is important that applicants contact the graduate program to which they are applying for information concerning additional admission requirements.** The application may not be considered if these requirements are not met. The graduate program’s Application Supplemental Form (ASF) often solicits additional required information from the applicant.

- **International Applicants:** In addition to submitting the above materials, international applicants must also do the following:
  
  - Submit official academic credentials (transcripts or mark sheets) in the original language with literal English translations.
  - Demonstrate proficiency in reading, writing, and speaking English by taking the Test of English as a Foreign Language (TOEFL) or the IELTS Test. Applicants who wish to be considered for a teaching assistantship may be required to take the Test of Spoken English (TSE). Check with the graduate program in which you are interested to see if the TSE is required.
  - Furnish a statement of Financial Status that indicates sufficient financial resources to pursue graduate study in the United States. The amount required for tuition and living expenses can be found in the Schedule of Classes, [http://www.testudo.umd.edu](http://www.testudo.umd.edu).
  - Print and send the Certification of Finances Form to the office of International Education Services,
Admission Records Maintenance and Disposition

All records, including both standardized test scores and academic records from other institutions, become part of the official file and can neither be returned nor duplicated for any purpose. Students should retain an additional copy of their official credentials to keep in their possession for advisory purposes and for other personal requirements.

The admission credentials and the application data of applicants are retained from the date of receipt for 12 months only and then destroyed in the following cases: 1) Applicants who do not register for courses at the time for which they have been admitted; 2) Applicants whose applications have been disapproved; 3) Applicants who do not respond to graduate program requests for additional information; and 4) Applicants whose applications are not complete with respect to the inclusion of all transcripts or test results.
Chapter 4: Admission Status

Admission to Degree Programs

Graduate students are admitted to a particular program for a specific degree objective (M.A., Ph.D., Ed.D, etc.). With the exception of established dual degree programs, joint-degree programs, and certificate programs, graduate students are permitted to matriculate into only one graduate degree program at a time. Graduate students are admitted to either full or provisional status as outlined below:

Full Graduate Student Status
Students may be admitted to full graduate status if they have submitted official documents indicating a completed baccalaureate degree from a regionally accredited institution or have earned a degree equivalent to a baccalaureate degree from another country, and are fully qualified in the judgment of the individual program and the Graduate School.

Provisional Graduate Student Status
Students may be admitted to provisional status if:

1. The previous academic record is not outstanding; or
2. The prerequisite course work in the chosen field is insufficient; or
3. The applicant has majored in another field with a creditable record but has not yet clearly demonstrated abilities in the proposed new field; or
4. The applicant has not provided official verification of information required by the graduate program or the Graduate School, such as the last semester's work or receipt of a degree.

Official transcripts indicating receipt of the degree must be submitted before the end of the first semester. Registration for a second semester will not be permitted unless these documents are received by the Graduate School.

Offer of Admission

All completed applications will be reviewed by the Graduate School, the graduate program to which the applicant applied, and, if necessary, the Office of International Education Services. Applicants may receive correspondence from each of these offices requesting clarification or additional information or documents. Responses should be directed to the inquiring office directly.

Formal admission to The University of Maryland is offered only by the Graduate School. Applicants admitted to the Graduate School will receive a written offer of admission from the Dean of the Graduate School. To accept or decline the offer, applicants must notify the Graduate School by the first day of classes of the semester for which the applicant was accepted or the offer becomes void. Immediately following written acceptance, applicants should contact the graduate program for registration information. Applicants are allowed a one-time only deferral of the admission of up to one year, subject to approval by the graduate program. Applicants who are unsuccessful in gaining admission to a graduate program are also notified in writing by the Graduate School.

Admission Semester Changes

The Offer of Admission is extended to the applicant for a particular semester. The Graduate School will allow one (1) semester change requested by the program, and one (1) requested by the admitted student, contingent upon the approval of the graduate program. Any further changes will require a new application to the Graduate School.
**Other Admissions**

**Advanced Special Student Status**

Although the primary mission of the Graduate School is to conduct programs of graduate instruction leading to advanced degrees, the Graduate Faculty will admit qualified students without degree objectives as advanced special students, to the extent that resources allow. Unofficial transcripts or photocopies of diplomas will be accepted with the application for evaluation purposes, but the student must submit official copies of all required documents before the end of the first semester of enrollment. Official transcripts must be submitted from all institutions except the University of Maryland, College Park.

The Advanced Special Student status is not available to students in F-1 or J-1 status. These students should consult with the Office of International Education Services at (301) 314-7740 if they have questions about exceptions in this category.

Applicants for admission to Advanced Special Student status must hold a baccalaureate degree from a regionally accredited institution, with a cumulative 3.0 grade point average, and:

- Submit official transcripts covering all credits used in satisfying the baccalaureate degree requirements, or
- If the applicant holds a master's or doctoral degree from a regionally accredited institution, submit an official transcript showing the award of a master's or doctoral degree, or
- Achieve a score that places the applicant in the upper 50th percentile of appropriate national standardized aptitude examinations, including the Graduate Record Examination, the Miller Analogies Test, and the Graduate Management Admissions Test. (where different percentiles are possible, the Graduate School will determine which score is acceptable), or
- Provide a strong letter of support from the Graduate Director of the program in which the applicant plans to take a course.

Admission to Advanced Special Student status will continue for five years. If there is no registration in two consecutive academic semesters (Fall and Spring), the admitted status will lapse and a new application will be required.

Advanced Special Students must maintain a 2.75 grade point average. Advanced Special Students whose grade point average falls below 2.75 will not be permitted to register.

Advanced Special Students must pay all standard graduate fees. Students in this status are not eligible to hold appointments as Graduate Teaching or Research Assistants or Fellows, or to receive other forms of financial aid. All other services available to them (e.g., parking, library privileges) are the same as those accorded to other graduate students.

Successful completion of courses taken as an Advanced Special Student does not guarantee admission to a graduate degree or certificate program. Each program may accept such courses in satisfaction of program requirements to a maximum of twelve (12) credits, contingent on admission to the degree or certificate program and on the approval of the faculty in the program. For consideration of admission to a degree program at a later time, the student must submit a new application. See the Transfer Credit section for more information.

**Advanced Graduate Specialist Certificate Status - College of Education**

The Advanced Graduate Specialist Certificate Program is designed to promote a high level of professional competence in an area of specialization in the field of education. The candidate must be able to demonstrate that he or she can operate as an effective counselor, administrator, teacher, or skilled person in a major field of professional endeavor. The Advanced Graduate Specialist Certificate is offered through most of the programs in the College of Education. This Certificate is awarded only by the College of Education. Requirements are as follows:
• The same general criteria for admission to degree programs are applicable to Graduate Specialist Certificate applicants. Additionally, the applicant must have completed a master's degree or the equivalent in credits earned either at the University of Maryland or at another regionally accredited institution. Entrance exams are required at the time of application and vary for each department. Examinations that may be required are the Graduate Record Examination (GRE) or the Miller Analogies Test.

• Course work totaling not more than 30 credits with grades of at least a "B" from an accredited institution may be transferred to the program at the University.

• The program must be developed in cooperation with an advisor and filed with the Graduate Studies Office in the College of Education.

• The Advanced Graduate Specialist Certificate program requires a minimum of 60 semester hours of credit with no fewer than 30 semester hours of credit completed at the University of Maryland. At least one half of the credits earned either at other institutions or at the University of Maryland must be in courses comparable to those in the 600-800 series. The student may be required to take a substantial portion of the program in departments other than those in the College of Education. Registration in certain kinds of field study, field experience, apprenticeship, or internship may also be required.

The Certificate requires completion of 60 hours of graduate credit with a 3.0 grade point average and no grades of "D" or "F". There will be a written examination of not less than six hours. For additional details see "A Guide for Student Advisors," issued by the College of Education Graduate Studies Office, Room 1204, Benjamin Building, University of Maryland, College Park, MD 20742-1121 or visit the website at www.education.umd.edu/studentinfo/graduate_info/Grad_Guide/.

Visiting Graduate Student Status
A graduate student matriculated in another graduate school who wishes to enroll in the Graduate School of the University of Maryland and who intends to return to the graduate school in which he or she is matriculated, may be admitted as a Visiting Graduate Student.

To apply, the applicant must submit a completed application (http://www.gradschool.umd.edu/admission) and pay the $60 application fee. Transcripts, letters of recommendation, and test scores are not required. In lieu of transcripts, the applicant must submit a letter from the Graduate Dean at the applicant's institution confirming that the applicant is in good academic standing and that courses taken at the University of Maryland will be transferred to the home institution.

Golden Identification Card for Senior Citizens of Maryland
The University's services and courses are available without charge to citizens who are residents of the State of Maryland, 60 years of age or older, and retired (retired persons will be considered those who affirm that they are not engaged in gainful employment for more than 20 hours per week). Individuals who meet these requirements may apply for graduate admission, either as degree-seeking or non-degree-seeking students, and must meet all admissions criteria. Once admitted and issued the Golden Identification Card, senior citizens may register for courses in any session on a space-available basis, and may use the library and other University facilities during the time they are enrolled in courses. Tuition will be waived for Golden Identification Card holders, but mandatory fees must be paid. Golden ID Card holders may register during the first week of classes for up to 3 courses; they may not pre-register. Please refer to the Schedule of Classes for more information on the Golden ID registration procedures.

Change of Status or Program
Students are admitted with a particular status to a specified program for a specified objective. A new application is required if:

• The student wishes to change programs (students may be admitted to only one graduate program at any
one time); or

- The student wishes to change status (from non-degree to degree); or

- The student wishes to pursue a new degree objective (e.g., change from master's to doctoral degree).

Admission to a new program and/or status is not granted automatically. Each application is subject to review and approval.

**Admission of Members of the Faculty**

No member of the faculty who is employed by the University of Maryland with the position of assistant professor or higher is permitted to enroll in a program leading to an advanced degree in his or her academic college or school. A faculty member who wishes to take course work for personal enrichment in his or her academic college or school may choose to investigate the Advanced Special Student status. A faculty member who wishes to pursue an advanced degree in a graduate program outside his or her academic college or school may do so by obtaining written consent from the Deans of both the academic college/school in which he or she is employed and that from which he or she seeks a degree, and, subsequently, from the Dean of the Graduate School.

**Admission to An Institute**

Application for admission to an institute should be made directly to the director of the institute. If admission to the Graduate School is also necessary, the decision will be based on the same criteria for admitting other degree applicants. Admission to an institute does not imply that the individual will be automatically admitted in any other status at the University of Maryland at a later date. The status terminates upon completion of the institute in which the student is enrolled. A new application and fee must be submitted for admission to any other graduate status or program.

Students already admitted to a regular graduate degree or non-degree status may also qualify for participation in an institute.

**Immunization**

The University of Maryland requires all freshmen, new graduate students, and transfer students to provide documentation of measles, mumps, rubella, and tetanus / diphtheria immunizations. It is a student's responsibility to provide this information to the Health Center before school begins. This requirement will not be waived.

**Residency Classification**

An initial determination of in-state status for admission and tuition charges will be made by the University at the time a student's application for admission is under consideration. The determination made at that time and any determination made thereafter will prevail in each semester unless the determination is successfully challenged in a timely manner. Please be advised that all students who are originally classified as nonresident students when they begin their studies at the University retain that classification unless they file a petition for resident status with the University's Residency Classification Office. The deadline for meeting all requirements for resident status and for submitting all documents for reclassification is the last day of late registration for the semester for which the student wishes to be classified as a resident student.

The volume of requests for reclassification may necessitate a delay in completing the review process. It is hoped that a decision in each case will be made within ninety (90) days of a request for determination. During this period of time, or any further period of time required by the University, fees and charges based on the previous determination must be paid. If the determination is changed, excess charges will be refunded.
All Graduate Assistants and Graduate Fellows are responsible for the status of their own residency classification. Classification does not officially change when the student begins his or her appointment. Assistants and Fellows should be familiar with the policies regarding tuition remission and residency classification. The fact that Fellows and Teaching Assistants are billed at the In-State rate does not change their residency status.

**Regents' Policy on Residency**

The University of Maryland Board of Regents have developed a policy and procedure that define a Maryland Resident for tuition and charge-differential purposes. This information, and all relevant procedures, is maintained on the Residency Classification Office’s web site: [http://www.testudo.umd.edu/rcp/policy.html](http://www.testudo.umd.edu/rcp/policy.html).
Chapter 5: Registration

Registration and Credits

Information concerning registration procedures, deadlines, late fees, and current tuition and expenses is found in the Schedule of Classes, published regularly by the Office of the Registrar. Students interested in summer session courses should obtain the Summer Guide and address any questions to the Single Point of Contact (SPOC), Mitchell Building First Floor, University of Maryland, College Park, MD 20742; phone (301) 314-3572 or 1-877-989-SPOC. Registration information for all academic sessions is also available on the University's web page (http://www.umd.edu).

Designation of Full-Time and Part-Time Status

The Graduate School uses a unit system in making calculations to determine full-time or part-time student status. Please note that graduate units are different from credit hours. The number of graduate units per credit hour is calculated in the following manner:

- Courses in the series: 000-399 carry 2 units per credit hour.
- Courses in the series: 400-499 carry 4 units per credit hour.
- Courses in the series: 500-599 carry 5 units per credit hour.
- Courses in the series: 600-897 carry 6 units per credit hour.
- Master's Research course: 799 carries 12 units per credit hour.
- Pre-candidacy Doctoral Research courses: 898 carries 18 units per credit hour.
- Doctoral Dissertation Research: 899 carries 18 units per credit hour. All doctoral candidates must pay candidacy tuition for which they will be registered for six (6) credit hours of 899; this defines all currently registered doctoral candidates as full-time.

To be certified as full time, a graduate student must be officially registered for a combination of courses equivalent to 48 units per semester. Graduate assistants holding regular appointments have full-time status if they are registered for at least 24 units in addition to the assistantship; holders of half-time assistantships are considered full-time if registered for 36 units. Audited courses do not generate graduate units and cannot be used in calculating full-time or part-time status.

Continuous Registration Requirements

All graduate students must register for courses and pay associated tuition and fees each semester, not including summer and winter sessions, until the degree is awarded.

A student who fails to register and who has not requested and received a waiver of registration or “Leave of Absence for Childbearing, Adoption, Illness or Dependent Care” will be notified by the Graduate School after the first day of classes that the student must register for the current semester. The Graduate School will also inform the Graduate Director of the graduate program that the student is in jeopardy of termination. If the student does not register, he or she will be dismissed from the Graduate School at the end of the semester for failure to comply with the continuous registration requirement.

A student who is dismissed for non-registration may appeal dismissal during a 30-day period following the end of the semester of non-registration. If the student does not appeal, or if the appeal is denied, and the student wishes to continue in the Graduate School, the student must apply for readmission. In this case, readmission does not alter the initial requirements for time to complete the degree or advance to candidacy.
Waiver of Registration for Certificate, Master’s, and Pre-Candidacy Doctoral Students
Certificate, Master’s, and pre-candidacy Doctoral students who will be away from the University for a semester or a year may request a waiver of continuous registration and its associated tuition for the semester or year. Waivers of registration will be granted only if the student is making satisfactory progress toward the degree and can complete the degree requirements within the required time limits. Interruption of registration cannot be used to justify a time extension.

Permission for non-registration is obtained from the Graduate Director of the student’s program and the waiver must be filed with the Graduate School. Students who are not registered may not use any University facilities, including the library, and should expect to consult with members of the Graduate Faculty seldom or not at all.

A request for a waiver of registration should be filed 30 days before the beginning of the semester or year for which the waiver is sought. Tuition waiver requests will be granted only when the student affirms in writing that he or she will not be using any University resources, including the time of faculty members, during the waiver period.

Waiver of Registration for Doctoral Candidates
Doctoral Candidates are not eligible for Waivers of Continuous Registration. Each doctoral Candidate must maintain continuous registration in 899 (Doctoral Dissertation Research) until the degree is awarded. Waivers of Registration may be granted only under the University’s policy for Leave of Absence for Graduate Students for Childbearing, Adoption, Illness or Dependent Care (see below).

Waiver of Mandatory Fees
A waiver of Mandatory Fees may be granted to any graduate student, including Doctoral Candidates, if the student will be away from the University for a semester or a year. An application for waiver of Mandatory Fees must be submitted to the Graduate School 30 days before the beginning of the semester for which the waiver is sought. The waiver may be granted for a semester or a year.

Leave of Absence for Childbearing, Adoption, Illness or Dependent Care
In recognition of the effects that childbirth, adoption, illness, and caring for incapacitated dependents (such as children, ill or injured partners, or aging parents) may have on the time and energy that graduate students have to devote to their educational programs, the University allows students in such circumstances to apply for a leave of absence of up to two semesters during which time they do not intend to make academic progress toward the completion of their degree. The time taken on an approved leave of absence is not included in the time limitations for degree completion and advancement to candidacy.

Length of Leaves
A leave of absence may be made on a one- or two-semester basis. A leave of absence ordinarily will not be granted for more than one academic year. Leaves requested for a longer period are approved only in exceptional circumstances. An approved leave for one semester will be extended to two semesters as needed, if so requested by the applicant prior to the expiration of the approved one-semester leave of absence.

Application Procedures
A leave of absence for childbearing, adoption, illness, or dependent care normally must be requested and approved prior to the beginning of the academic term for which it is being requested. A letter of request should be addressed to the Dean of the Graduate School and should provide a detailed explanation of the circumstances leading to the request and a justification of the time requested (one semester or one year). The request must be approved by the student’s faculty advisor and Graduate Director prior to submission to the Graduate Dean. The faculty advisor, Graduate Director, and/or Graduate Dean may request a doctor’s statement. Approved leaves will stop the student’s “time-to-degree clock.”
Special Considerations

- **Registration Requirements.** Students on approved leaves of absence are not registered at the University and, therefore, do not have the rights and privileges of registered students. Students must be registered during a semester in which they fulfill a University or departmental degree requirement, such as taking qualifying exams or submitting a dissertation/thesis. In addition, students must also be registered in order to be eligible for any form of University financial aid (e.g., a teaching or research assistants hip) and to be certified as full-time students.

- **Impact on Funding.** When contemplating a leave of absence, graduate students are advised to consult with the sources of their funding to determine whether a leave might involve a long-term financial loss. Because academic programs and financial aid packages may be constructed and sequenced over a period of years, individual interruptions to the normal sequence of academic progress and scheduled employment may result in a loss of future funding and a slower time to completion of degree. In some programs, a leave of absence may mean that students may have to join a new project upon return, with the likelihood that their research may take longer to complete. Whenever a leave of absence is being considered, a student should meet with the advisor to develop a plan for resumption of study and gain a clear understanding of future funding opportunities. Some outside funding agencies frown on interruptions to a degree program. Some only allow leaves for medical reasons or military service. Others require prior approval of the fellowship agency.

- **Students with outstanding educational loans** need to consider the effect of taking a leave of absence on their loan status. For some student loans, a grace period for repaying the loan begins once the student stops registering. If the leave period is longer than the grace period, then the student may have to begin repaying the loan while on a leave of absence. Prior to taking a leave, students should arrange to meet with a Student Financial Aid officer, and/or contact their lenders.

- **International students.** Non-immigrant F-1 and J-1 students and their dependents must maintain legal immigration status at all times. Students with F-1 or J-1 visas must be enrolled full-time every semester at the University while they remain in the United States. The only possible exception that might allow a student to remain in the United States while on an approved leave of absence might be a serious illness or medical condition. Students are advised to consult with the staff of the Office of International Educational Services for more information when considering a leave of absence.

- **Student Accounts.** Students are advised to check with the Bursar’s Office prior to taking an approved leave of absence in order to determine the status of their student accounts. Students are advised that accounts that are overdue will be subject to regular procedures in accordance with University guidelines, notwithstanding any approved leave of absence: specifically, late fees and finance charges will continue to accrue, students will be blocked from future registration upon their return, and accounts will be referred to the State Central Collection Unit, with the imposition of additional collection charges, for non-payment in accordance with regular timeframes.

- **University Housing.** The University’s general policy is that students must be registered to be eligible for University housing. For specific information about continued eligibility for University housing during an approved leave of absence, students are advised to contact the Department of Resident Life. Additional restrictions may apply to students leasing housing through Southern Management Corporation. For specific information, students should contact the appropriate rental agent.

- **Access to University Resources.** Students who are on a leave of absence do not have a valid University of Maryland Identification card and therefore are not entitled to use University resources, such as the libraries, recreational centers, shuttle buses, and other services covered by mandatory fees. Students seeking information on use of the libraries while on an official leave of absence may find it at [http://www.lib.umd.edu/PUBSERV/spcmck.html](http://www.lib.umd.edu/PUBSERV/spcmck.html), or they may contact the McKeldin Library Circulation Department, Special Borrowers Office, Monday-Friday, 9:00 a.m. – 4:00 p.m.

### Academic Calendar

The Academic Calendar is printed in the Schedule of Classes each semester. This Calendar contains key deadlines for all graduate students. Graduate students preparing to graduate must consult the Academic Calendar during the first week of the semester in which they plan to graduate.
Course and Credit Changes

A graduate student may drop a course, add a course, change between audit and credit status, change the number of credits for a course within the listed range, cancel registration, or withdraw from the University without special approval until the tenth class day each semester. No credit level changes or grading option changes are permitted after the tenth week of classes. The deadlines are published each semester in the Schedule of Classes; the procedures governing each of these transactions are listed below. Drop/Add and other changes may be done in person at the Registrar's Office or online at www.testudo.umd.edu. Full refunds are not available for reductions in total credits after the first day of classes.

Exceptions to the published deadlines require a petition to the Graduate School which must include the written approval of the instructor and the Graduate Director of the program. Petitions should be submitted to the Graduate School, 2123 Lee Building. The graduate program stamp must be placed on the change of grading option/credit level form.

Withdrawal from Classes

The term "withdrawal" means termination of enrollment with the concomitant withdrawal from all classes for a given semester. The date of the withdrawal is indicated on a graduate student's academic record. To withdraw from a semester on or before the last day of classes a graduate student must notify the Office of the Registrar, 1113 Mitchell Building, in writing or in person. Withdrawal becomes effective on the date notification is received in the Records Office. The University Refund Policy applies to withdrawals after the first day of classes. Students who withdraw may be in violation of the University's continuous registration requirement, unless they have received a waiver of registration from the Graduate School.

If the time limitation in a master's or pre-candidacy student's program has not lapsed (5 years to obtain a master's degree and 5 years to reach doctoral candidacy), the graduate student is eligible to re-enroll without readmission provided he or she has received a waiver of registration from the graduate program or has received an approved Leave of Absence from the Graduate School; withdrawal by a doctoral candidate without an approved Leave of Absence or Waiver of Registration will officially end the student’s status as a graduate student.

Resignation from the University

A graduate student wishing to withdraw from the University and terminate his or her graduate student standing may do so by submitting a letter to the Graduate School. The Graduate School will then cancel the student’s admission status, effective the date the letter is received. If the student is registered for classes at the time of his or her resignation, the Graduate School will ask the Office of the Registrar to withdraw the student effective the date of the resignation. The University Refund Policy applies for resignation after the first day of classes. A graduate student seeking to return to the University of Maryland after resigning must reapply for admission and is subject to all graduate program and Graduate School requirements. He or she may be required to repeat previously elected courses (see time limits for relevant degree or certificate programs).

Grading Systems

The conventional A through F grading system is used in graduate level courses. A "Satisfactory or Failure" (S-F) grading system may be used for certain types of graduate study at the discretion of the graduate program. These include courses that require independent fieldwork, special projects, or independent study. Graduate program seminars, workshops, and graduate program courses in instructional methods may also be appropriate for the S-F grading system. The "Pass-Fail" grading system is not available for graduate students. However, a graduate program may allow, in certain cases, a graduate student to use the Pass-Fail option for 100-300 level courses. Graduate credit may not be earned for these courses. Either the A-F or the S-F grading system may be used for master's thesis (799), and pre-candidacy (898) and doctoral dissertation (899) research, as well as for courses labeled "Independent Study" or "Special Problems."
Only one grading system may be used per course in a particular semester except for thesis and dissertation credits. The grading system will be designated by the student's graduate program or the graduate program offering the course.

**Graduate Credit for Undergraduates**

An undergraduate degree-seeking student at the University of Maryland may register for graduate-level courses (600-897) with the approval of the Dean of his or her academic college, the chair of the department, the instructor offering the course, and the Dean of the Graduate School. These courses will be recorded as “for graduate credit only” and may ONLY be applied toward an advanced degree at this university or elsewhere. Students eligible for this option normally will have achieved Junior standing, will have a GPA of at least 3.0, and will have successfully completed the prerequisite courses with a grade of “B” or better. The student must submit a plan of study showing that taking graduate courses will not unduly delay completion of the requirements for the bachelor’s degree. The total of graduate and undergraduate credits attempted in any semester may not be more than eighteen. The graduate credits so earned will not count toward any requirements for the bachelor’s degree. A maximum of 12 credits may be taken for graduate credit by a student during his or her tenure as an undergraduate at the University.

**Undergraduate Credit for Graduate Courses**

Subject to requirements determined by the Graduate Faculty of the department or program offering the course, undergraduate degree-seeking students may register for graduate level courses, (those numbered from 600 to 897) with the exception of 799, for undergraduate credit. The student must obtain the prior approval of the department and instructor offering the course.

Enrollment in a graduate-level course does not in any way imply subsequent departmental or Graduate School approval for admission into a graduate program. The course may not be used as credit for a graduate degree at the University of Maryland except as part of an approved Bachelor’s/Master’s program into which the student has been admitted.

**Partial Credit for Students With Disabilities**

The Graduate School recognizes that students with documented disabilities may be prevented from participating courses that include laboratories, studio work, or other non-classroom activities in which the student is prevented from participating because of the disability. Therefore, it is the Graduate School's policy to allow students with disabilities to enroll in such courses, complete only those parts of the course that their capabilities permit, and receive credit for the course proportionate to their levels of participation. Students with disabilities should contact Disability Support Services (DSS) for information and assistance with any disability related issue. Phone (301) 314-7682 (V/TTY). Graduate students with disabilities who wish to enroll under this policy should consult the Associate Dean for Student Affairs in the Graduate School. The Dean, in consultation with DSS, will assist the student in making the necessary arrangements with the graduate program offering the course, the graduate program in which the student is enrolled, and the Office of Registrar. The final agreement as to the student's level of participation and the amount of credit to be awarded will be specified in an agreement to be drawn up by the Associate Dean of the Graduate School for Student Affairs and signed by all parties concerned.

**Inter-Institutional Registration, University System of Maryland**

A student admitted to the Graduate School in any institution of the University System of Maryland is eligible to take courses at any other institution of the University System of Maryland subject to the approval of the Graduate Directors and the Graduate Deans of the home and host institutions. Credits earned at a host institution are considered resident credit at the home institution, and, following normal procedures for graduate program approval, these credits may be used to meet University of Maryland graduation requirements. Transcripts of courses taken at another institution will be maintained at the home institution and fees will be paid to the home institution.
Forms for registration as an inter-institutional student may be obtained from the Office of the Registrar.

**The Washington Consortium Arrangement**

The University of Maryland is a member of the Consortium of Universities of the Washington Metropolitan Area. Other institutions currently associated with the consortium include American University, The Catholic University of America, the University of the District of Columbia, Gallaudet University, George Mason University, Georgetown University, George Washington University, Howard University, Marymount University, Trinity University, the National Defense University, The Joint Military Intelligence College, and Southeastern University. Students enrolled in any one of these institutions are able to attend certain classes at the other institutions and have the credit considered “residence” credits at their own institutions. Grades in these courses are calculated into the student's GPA. Tuition remission awarded to graduate assistants and fellows may not be used to pay for courses at other consortium universities. Graduate assistants and fellows must pay for any courses that they take under the consortium arrangement. Students from schools in the Consortium of Universities of the Washington Metropolitan Area may register for University of Maryland courses on a space-available basis beginning with the first day of classes.

The policies governing registration through the Consortium Arrangement are listed below.

- Courses for majors in graduate programs at the University of Maryland that have restricted enrollment will not be available to students from other consortium schools. Similar rules may apply at other consortium universities.

- Students from consortium schools are expected to meet all prerequisites for University of Maryland courses for which they wish to enroll. Similar rules may apply at other consortium universities.

- Students from consortium schools will not be permitted to register for practica, workshops, internships, and other experiential courses at the University of Maryland. Similar rules may apply at other consortium universities.

- Students from consortium schools who have previously applied for admission to a University of Maryland graduate degree program and have been denied admission will be permitted to register for graduate courses in that program only with the specific approval of the Director of Graduate Studies of the program.

- Students from consortium schools who have been dismissed from the University of Maryland for disciplinary or financial reasons will not be permitted to enroll in courses at the University of Maryland under the consortium arrangement.
Chapter 6: Tuition, Fees, and Financial Aid

Payment of Tuition and Fees

Tuition rates and fees are posted on the University’s web site at http://www.testudo.umd.edu/soc/feesspring.html.

Tuition, fees, and other University charges may be paid by mail or in person at the Cashier’s Window of the Bursar’s Office, 1135 Lee Building, 8:30 a.m.-4:30 p.m., Monday through Friday. The University accepts checks and VISA, MASTERCARD, and DISCOVER cards for payment. Checks should be made payable to “The University of Maryland.” Students can also obtain their account balances through TESTUDO (http://www.testudo.umd.edu).

It is the policy of the University not to allow deferment of payment pending the result of an application for financial assistance to an outside agency, including Veterans Administration benefits, bank loans, or guaranteed student loan programs.

Each student is individually responsible for his or her bill and for meeting payment deadlines. Failure to meet these deadlines may result in late charges or cancellation of registration. The University will suspend services to students for delinquent indebtedness and failure to pay bills. The University will also transfer delinquent accounts to the State Central Collections Unit, which will levy further late fees and take necessary steps to obtain payment.

See the most recent Schedule of Classes for more detailed information about payment, fees, and delinquent accounts. All payment deadlines are published in the Schedule of Classes.

Forms of Financial Aid

The Office of Student Financial Aid administers a number of programs to assist graduate students (e.g. loans and federal work study). Please see http://www.financialaid.umd.edu for more information.

Emergency Loans

Students may receive up to $500 as an interest-free loan that must be repaid in 60 days. If the loan is not repaid within 60 days, the amount will be charged against the student’s account and late fees may be incurred. These loans are available from the Office of Student Financial Aid, 1135 Lee Building. Applicants should bring documentation of their need. They will then be asked to complete a short loan application form. They will subsequently meet briefly with a loan counselor who will review their need. The loan counselor will either approve or deny funds.

Refunds

University Refund Statement

Tuition, fees, and refundable deposits are authorized for refund only if the student completes the prescribed withdrawal procedures or is dismissed from the University. Residence Hall and Dining Services charges are authorized for refund only if the student completes the prescribed residence hall and dining services contract release procedures. Please refer to the current Schedule of Classes for complete refund information and procedures.
Refunds for Withdrawal from All Classes

A Cancellation of Registration submitted to the Registrar’s Office before the first day of classes entitles the student to a full credit or refund of semester tuition and fees.

After classes begin, students who wish to terminate their registration and withdraw from all classes must follow the withdrawal procedures specified in the Schedule of Classes. Students will find the necessary forms for withdrawal in 1101 Mitchell Building. The effective date used in computing refunds is the date the withdrawal form is filed with the Registrar’s Office. Stopping payment on a check, failure to pay the semester bill, or failure to attend classes do not constitute withdrawal.

Students withdrawing from the University will be credited for tuition in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Period from date instruction begins</th>
<th>Refundable tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two weeks or less</td>
<td>80%</td>
</tr>
<tr>
<td>Two to three weeks</td>
<td>60%</td>
</tr>
<tr>
<td>Three to four weeks</td>
<td>40%</td>
</tr>
<tr>
<td>Four to five weeks</td>
<td>20%</td>
</tr>
<tr>
<td>Over five weeks</td>
<td>no refund</td>
</tr>
</tbody>
</table>

*Fees are non-refundable*

Refunds for Dropping Individual Courses

Graduate students may obtain refunds for courses that are dropped (if dropping a course results in the overall number of registered credits) during the first ten days of classes. Students may drop and add courses without penalty provided that the changes are made on the same day and that the total number of credits does not change. Graduate students are charged by the credit hour. A percentage charge and/or complete charge will be imposed according to the schedule below:

<table>
<thead>
<tr>
<th>Prior to the first day of classes -- no charge</th>
<th>100% refund.</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the first ten days of classes -- 20% charge.</td>
<td>80% refund.</td>
</tr>
<tr>
<td>After the first ten days of classes -- 100% charge.</td>
<td>0% refund.</td>
</tr>
</tbody>
</table>

For funds to be returned, students must file a request for a refund with the Office of the Bursar. If a request for refund is not filed, credit on the student account will automatically be carried over to the next semester. Refund requests may be made by addressing a letter to the Office of The Bursar, Lee Building, University of Maryland, College Park, 20742, visiting the Student Financial Service Center, Lee Building, Room 1135, between 8:30 am to 4:30 pm, Monday-Friday, or requesting a refund online through Testudo. A credit balance is not automatically refunded.

Fellowships, Assistantships, and Financial Assistance

The University of Maryland recognizes the high cost of education today and makes every effort to offer financial assistance to qualified students through a variety of programs. Approximately seventy percent (70%) of all full-time graduate students receive financial support, which may include remission of tuition, teaching and research assistantships, work-study support, and University and other fellowships. Referrals for University or area employment opportunities for students and students’ spouses are also available in various graduate programs and in specific student service centers at the University.

Admission to a graduate degree program is a prerequisite for the award of a teaching or research assistantship, a fellowship, a traineeship, a loan, or a work-study award.

Graduate Fellowships

Graduate Fellowships are funded by the Graduate School through grants allocated to the academic colleges.
specifically for this purpose. Applicants or current students must apply directly to their Graduate Programs. The Graduate School offers a limited number of dissertation fellowships. Applications are solicited annually. More information may be obtained from the Graduate School, http://www.gradschool.umd.edu/fellowship.

Graduate Assistantships
A graduate assistantship is an academic appointment not involving academic tenure. Such assistantships take the form of teachings assistantships, research assistantships or, in a few cases, administrative assistantships. Offers of these positions are made to graduate students directly by the programs and departments.

The assigned duties of a graduate assistant are consistent with the aims and objectives of the teaching and research missions of the University. An appointment of 20 hours per week is considered a full-time assistantship. An appointment of 10 hours per week is considered a half-time assistantship. The responsibilities assigned to a graduate assistant should take into account what may be reasonably expected given the graduate assistant’s education and experience.

For further information on fellowships and assistantships, please see the Graduate Assistantship and Graduate Fellowship chapters of this handbook.

Overload Payments for Graduate Students
Under certain circumstances, fellows and graduate assistants may be offered employment in addition to their normal appointments. As outlined in Chapter 15: Graduate Assistants and Chapter 16: Graduate Fellows, approval for such overload payments must be obtained from the Graduate School in advance of the appointment. The required request form can be found at http://www.gradschool.umd.edu/fellowship/forms.

Travel Grants
The Graduate School administers the Jacob K. Goldhaber and Ilene H. Nagel travel grants for graduate students. Goldhaber grants are available to support part of the cost of attending conferences at which graduate students will present the results of their research. Nagel grants, when available, provide assistance for students who need to travel in order to pursue dissertation research. Because funding is limited, students are urged to apply as soon as their presentations have been accepted. More information is available at http://www.gradschool.umd.edu/fellowship/travelgrants.htm.
Chapter 7: The Academic Record and Satisfactory Progress

Developing a Program

The student is responsible for ascertaining and complying with the policies and procedures of the Graduate School and all applicable graduate program requirements that govern the individual program of study. Registration for the newly admitted graduate student seeking a certificate or degree begins with a visit to the student's academic advisor in the graduate program to which the student has been admitted. There the student will obtain information about specific certificate or degree requirements for satisfactory progress that supplement those of the Graduate School. The student should consult the Schedule of Classes, and should develop an individual program of study and research in consultation with his or her graduate advisor. Students admitted as Advanced Special Students may seek advice from the Graduate School, Graduate Directors, or from appropriate faculty members. Petitions for waivers of regulations of graduate degree requirements or for appeals of decisions of graduate program faculty or administrators should be directed to the Dean of the Graduate School, 2125 Lee Building.

Academic Integrity

The University is an intellectual community. Its fundamental purpose is the creation and dissemination of knowledge. Like all other communities, the University can function properly only if its members adhere to clearly established goals and values. Essential to the fundamental purpose of the University is the commitment to the principles of truth and academic honesty. The Code of Academic Integrity is designed to ensure that the principle of academic honesty is upheld. While all members of the University community share this responsibility, The Code of Academic Integrity is designed so that special responsibility for upholding the principle of academic honesty lies with students.

Honor Pledge

On every examination, paper or other academic exercise not specifically exempted by the instructor, the student will write by hand and sign the following pledge:

I pledge on my honor that I have not given or received any unauthorized assistance on this examination.

Failure to sign the pledge is not an honors offense, but neither is it a defense in case of violation of this Code. Students who do not sign the pledge will be given the opportunity to do so. Refusal to sign must be explained to the instructor. Signing or non-signing of the pledge will not be considered in grading or judicial procedures. Material submitted electronically should contain the pledge; submission implies signing the pledge.

On examinations, no assistance is authorized unless given by or expressly allowed by the instructor. On other assignments, the pledge means that the assignment has been done without academic dishonesty, as defined in the Code of Academic Integrity, available at http://www.studenthonorcouncil.umd.edu/code.html.

The pledge is a reminder that at the University of Maryland students carry primary responsibility for academic integrity because the meaningfulness of their degrees depends on it. Faculty are urged to emphasize the importance of academic honesty and of the pledge as its symbol.

Penalties for Violations of Academic Integrity

Students who are found to have falsified, fabricated, or plagiarized in any context, such as course work,
laboratory research, archival research, or thesis / dissertation writing--will be referred to the Office of Student Conduct. The Office of Student Conduct has some discretion in determining penalties for violations of the University's standards of academic integrity, but the normal sanction for a graduate student found responsible for a violation of academic integrity will be dismissal (suspension or expulsion) from the University.

To review the whole policy on academic integrity, see the University of Maryland Code of Academic Integrity at http://www.studenthonor council.umd.edu or http://www.osc.umd.edu. The Code was amended on May 5, 2005.

**Academic Record (Transcript)**

A graduate student's academic record (transcript) is intended to serve as a complete history of the student's academic progress at the University of Maryland. Under no circumstances will academic records be altered because of dissatisfaction with a grade or other academic accomplishment.

**Grade Point Average Computation**

The A is calculated at 4 quality points, B at 3 quality points and C at 2 quality points. The grades of D, F and I receive no quality points. Students do not earn credit toward the degree for courses in which they receive a grade of D or F. For graduate students, all courses taken that are numbered 400 and above (except 500-level courses, those numbered 799, 898, or 899, and those graded with an S) will be used in the calculation of the grade point average. A student may repeat a course in an effort to earn a better grade. Whether higher or lower, the most recent grade will be used in computing the grade point average. Grades for graduate students remain as part of the student's permanent record. Changes in previously recorded grades may be made if timely (within one semester) and if the original instructor certifies that an actual mistake was made in determining or recording the grade. The change must be approved by the department chair and the Dean of the Graduate School. Graduate credit transferred from another institution will not be included in the calculation of the grade point average.

**Criteria for Courses to be Accepted for Graduate Credit**

Any courses, workshops or seminars that take place in a span of time less than a normal academic semester or summer session and offering graduate credit to the participants must meet the following criteria:

- There must be 15 "contact hours" per graduate credit.
  - Lectures: 50 minutes of lecture are equivalent to 1 contact hour.
  - Non-lecture contact (laboratories, workshops, discussion and problem-working sessions, etc.): One two-hour or three-hour session is equivalent to one contact hour.

- No more than three "contact hours" per day will be permitted. (Three "contact hours" are equivalent to 0.2 credits).

- Credit may be accumulated at the rate of no more than one credit per week.

**Credit by Examination**

Credit by examination will be awarded upon successful completion of a formal examination (typically written) at a normal standard for examinations within the department/program. The examination must be approved by a committee composed of the examiner plus two Full Members of the Graduate Faculty. A copy of the examination, the student's answers, and the names of the examiner and the approving faculty member must be placed in the student's file in the department/program.

Normally, credit by examination is not available for 600 level and higher courses. The maximum number of credits by examination that can be applied to a master's degree is 12 for a non-thesis master's degree and six for the thesis option. The graduate program in which the student is enrolled may establish a limit on the number
of credits that may be earned in this manner. Information on fees for Credit by Examination is available from the Registrar.

Incomplete Grades

An incomplete is an exceptional mark that an instructor may award to a student whose work in a course has been qualitatively satisfactory, but who, is unable to complete some portion of the work required because of illness or other circumstance beyond the student's control. In awarding the mark of "I" for graduate courses other than 799 and 899, instructors must fill out an "Incomplete Contract for Graduate Students." The contract will specify the work remaining to be completed. It must be signed by the instructor and the student and maintained by the department offering the course. The student is responsible for providing a copy of the contract to the director of graduate studies in his or her program.

The mark of incomplete in 500-, 600-, 700-, and 800-level courses will not automatically roll-over to letter grades. Normally, students are expected to complete courses in which they have received an "I" by a date no more than twelve months from the beginning of the semester in which the course was taken. The mark of incomplete in 400-level courses will be governed by the rules for awarding incompletes to undergraduate students, including the provision of automatically converting an "I" to a letter grade.

Advisors should stay current with their students in urging completion of incomplete grades, and programs should review the status of incompletes in their annual reviews of students' progress toward their degrees. Students will remain in good standing despite marks of incomplete if the courses are not required for their degrees. For courses required for graduation, students will be considered to be making satisfactory progress only if they fulfill the conditions of any outstanding incomplete contracts in a timely manner. An "I" can remain in place on a student's transcript for a maximum of one year.

Departments and programs may specify the maximum number of incomplete credits students may carry, exclusive of credits in 799 and 899.

Transfer of Credit

All graduate study credits offered as transfer credit must meet the following criteria:

- No more than six credit hours of graduate work may be transferred from another institution, unless the program has special approval by the Graduate Council. When changing programs within the University of Maryland, the student may request inclusion of credits earned at the University of Maryland. When moving from non-degree to degree-seeking status, Advanced Special Students may transfer up to twelve (12) graduate credits to the degree program, subject to the approval of the Graduate Program.

- The advisor and Graduate Director will need to certify that transfer courses are applicable to the student's program and, for non-University of Maryland courses, that the courses have been revalidated.

- Credit must have been granted by a regionally accredited U.S. institution or foreign university. If the latter, evaluation by the staff of the International Education Services and the Graduate School is required.

- The courses must be graduate level and have been taken for graduate credit at the original institution.

- The student must have earned a grade of "B" or better in the course.

- The credit must not have been used to satisfy the requirements for any other degree.

- The student must furnish an official transcript to the Graduate School.

- Transfer work satisfies only the 400-level requirements for the master's degree and does not apply to the upper-level requirements.
• The transfer course work must have been taken within seven years of the award of a University of Maryland master's degree for which the student is currently enrolled. (All other course work must be taken within five years of the award of master’s degree.)

A student seeking acceptance of transfer credit is advised to submit the necessary transcripts and certification of program approval to the Graduate School as promptly as possible for its review and decision. It should be noted that programs may impose more stringent requirements and time limitations concerning the transfer of credits. In such cases the Graduate School must be notified accordingly. A form for Transfer or Inclusion of Credit is available online on the Graduate School's webpage: http://www.gradschool.umd.edu/forms

Satisfactory Progress

The admission of all graduate students is continued at the discretion of the Graduate Director of the program and the Dean of the Graduate School, consistent with the policies and practices of the Graduate School and graduate program. A student must make satisfactory progress in meeting programmatic requirements, must demonstrate the ability to succeed in his or her course of studies or research, and must attain performance minima specified by the graduate program in all or in particular courses; otherwise his or her enrollment will be terminated. Determinations of satisfactory progress occur at the graduate program level. Please contact the Graduate Director for conditions for satisfactory progress.

Academic Probation and Dismissal

In order to maintain good academic standing, every graduate student must maintain a cumulative grade point average (GPA) of 3.0 for all courses taken at the University. A student whose cumulative grade point average falls below 3.0 will be placed on academic probation by the Graduate School. When a student is placed on probation, the Graduate School will notify both the student and the Graduate Director of the student's program. Permission of the academic advisor and the Graduate Director will be required for a student on probation to register for courses. Probation will be lifted when the student achieves a cumulative GPA of 3.0.

A student on probation who has completed fewer than 15 credits must raise the GPA to 3.0 or above by the end of the semester in which the student completes 15 credit hours or be dismissed from the Graduate School. A student who has completed 16 or more hours of course work and whose cumulative GPA falls below 3.0 will be placed on probation and will have one semester in which to raise his or her GPA to a 3.0 or be dismissed from the Graduate School.

Time Limitations for Master's Degrees and Certificates

With the exception of the six semester hours of graduate level course credits applicable for possible transfer to the master's degree and certificate programs, all requirements for the master's degree or graduate certificate must be completed within a five-year period. Time taken for an approved Leave of Absence for Childbearing, Adoption, Illness or Dependent Care does not count toward this five-year limit.

Time Limitations for Doctoral Degrees

Students must complete the entire program for the doctoral degree, including the dissertation and final examination, during a four-year period after admission to candidacy, but no later than nine years after admission to the doctoral program. Students must be advanced to candidacy within five years of admission to the doctoral program. Under certain circumstances, time extensions may be granted by the Graduate School as outlined below. Admission to the degree program terminates if the requirements are not completed in the time specified. Time taken for an approved Leave of Absence for Childbearing, Adoption, Illness or Dependent Care is not counted in these time limitations.
**Time Extensions**

**Master's Degree and Certificate Students**
A student who has failed to complete all requirements by the prescribed deadlines may petition his or her graduate program for a one-year extension of time in which to complete the outstanding requirements. This extension may be granted by the graduate program, which must then notify the Graduate School in writing of its decision. The Graduate School will confirm this decision in writing to the student.

A student who has failed to complete all requirements for the degree following the granting of an initial time extension by his or her graduate program, and who wishes to pursue the degree, must seek an additional extension by petitioning the graduate program. If the graduate program supports the request, the request must be forwarded to the Graduate School for review with a letter of support from the Graduate Director that includes a statement that the graduate program has approved the request. Departmental approval may be either a vote of the department as a whole or of a committee designated to deal with such matters, such as the Graduate Committee. The letter must include a timetable listing specific goals to be accomplished at various points during the extension period. The letter should also include a request for revalidation of courses that will be more than five years old at the time of graduation. Typically, this extension will be for a maximum of one year. The Graduate School's decision will be communicated in writing to the petitioner and a copy will be sent to the student's graduate program.

**Doctoral Students**

Extensions of time for doctoral students must be requested from the Graduate School by the doctoral program. The first request for an extension of the deadline for admission to candidacy or completion of the doctoral dissertation requires a letter of support from the Graduate Director. The letter must include a timetable listing specific goals to be accomplished at various points during the extension period. Normally, the extension will be for a maximum of one year.

The request for a second extension requires a letter of support from the Graduate Director that includes a statement that the graduate program has approved the request. Departmental approval may be either a vote of the department as a whole or of a committee designated to deal with such matters, such as the Graduate Committee. The letter must include a timetable listing specific goals to be accomplished at various points during the extension period. Typically, this extension will be for a maximum of one year.

Requests for a third extension will be honored only in rare instances when serious and unforeseen circumstances that are not covered under the Leave of Absence for Childbearing, Adoption, Illness or Dependent Care policy have interfered with the student's normal progress toward the degree. The request for a third extension requires a letter of support from the Graduate Director that includes a statement that the program has approved the request. The letter must include a timetable listing specific goals to be accomplished at various points during the extension period. Typically, this extension will be for a maximum of one year. The third extension is the final extension. Additional extensions will not be approved by the Graduate School.

In the event that a graduate program wishes to continue a student in the program beyond a third extension, the following procedures must be followed:

- The student must apply to be readmitted to the graduate program. The application must be accompanied by a letter of support from the Graduate Director, which indicates the approval of the program for the readmission.

- The Graduate Director's letter must include a timetable listing specific goals to be accomplished at various points during the re-admission period.

- Doctoral students must be advanced to candidacy within one year of re-admission. No extensions will be given for this deadline.

- Doctoral students who have previously advanced to candidacy and who apply for readmission and re-advancement to candidacy must demonstrate that their knowledge is current and consistent with those
standards that are in effect in the graduate program at the time that the re-advancement to candidacy is made. The program will determine what constitutes an acceptable level of current knowledge on a case-by-case basis and must include this determination in its recommendation for readmission. This could mean that the student will be required to retake the comprehensive examination or otherwise demonstrate that the student's knowledge is consistent with current standards of the graduate program.

- Re-admitted students who have been advanced to candidacy will be allowed four years to complete the dissertation. No extensions will be given after this deadline.
Chapter 8: Doctoral Degrees

Graduate School Requirements Applicable to all Doctoral Degrees

Credit Requirements
The Graduate School requires that every student seeking the Ph.D. or D.M.A. satisfactorily complete a minimum of 12 semester hours of dissertation credits (899); a student seeking an Ed.D. must satisfactorily complete a minimum of six semester hours of dissertation credits (899). The number of research and other credit hours required in the program varies with the degree and program in question.

Advancement to Candidacy
Preliminary examinations, or such other substantial tests as the graduate programs may elect, are prerequisites for advancement to candidacy. A student must be admitted to candidacy for the doctorate within five years after admission to the doctoral program and at least six months before the date on which the degree will be conferred. It is the responsibility of the student to submit an application for admission to candidacy when all the requirements for candidacy have been fulfilled. Applications for admission to candidacy are made in duplicate by the student and submitted to the graduate program for further action and transmission to the Graduate School. Application forms may be obtained at the Graduate School, Room 2123, Lee Building, or on the web. Paperwork must be received by the Graduate School prior to the 25th of the month in order for the advancement to become effective the first day of the following month.

Research Assurances

Human Subject Research
Everyone at the University of Maryland who is conducting research that involves human subjects must obtain approval in advance from the Institutional Review Board (IRB). The IRB is charged with approving the initiation of research involving human subjects and conducts periodic reviews of that research to ensure that all projects comply with Federal regulations. These regulations are strict, and the Graduate School urges all graduate students to consult with the IRB before beginning any research involving living subjects. For application forms and guidelines on such issues as research involving minors or prisoners, surveys, and the use of audio taping, videotaping, digital recordings, and photographs, please see the Institutional Review Board’s website (http://www.umresearch.umd.edu/IRB/).

Other Research
If the dissertation research involves the use of vertebrate animals, animal use protocols must be approved in advance by the Animal Care and Use Committee. If the dissertation research involves hazardous materials, either biological or chemical, or recombinant RNA/DNA, the research must be approved by the appropriate University committee. These research assurances must be approved prior to the initiation of any dissertation-related research, and the approvals must be provided to the Graduate School at the time the student submits the Nomination of Examining Committee form.

The Doctoral Dissertation and Examination
A dissertation is required of all candidates for a doctoral degree. The Graduate School has established the following procedures for the conduct of the doctoral dissertation examination.

- Eligibility. A student is eligible to defend a dissertation if the student (a) has advanced to candidacy, (b) has met all program requirements for a dissertation examination, (c) is in good standing as a graduate student at the University, (d) is registered for at least one credit, (e) has a valid Graduate School-approved Dissertation Examining Committee, and (f) if this is the second examination, the examination has been approved by the Graduate School.
• **The Dissertation.** The ability to do independent research must be demonstrated by an original dissertation on a topic approved by the graduate program in which the student is earning the degree.

• **Dissertation Examining Committee Membership.** The Committee must include a minimum of five members of the Graduate Faculty, at least three of whom must be Full Members. The Chair of the Committee normally will be the student's advisor, who will be a Full Member of the Graduate Faculty, or who has been granted an exception to the policy by the Dean of the Graduate School. Each Committee will have appointed to it a representative of the Dean of the Graduate School.

• **Nomination of the Dissertation Examining Committee.** Membership on a Dissertation Examining Committee requires nomination by the student's advisor and the Graduate Director of the student's graduate program, and approval by the Dean of the Graduate School. The nomination of a Dissertation Examining Committee should be provided to the Graduate School at least six weeks before the date of the expected dissertation examination. The dissertation examination cannot be held until the Graduate School approves the composition of the Dissertation Examining Committee. Furthermore, if the Graduate Faculty status of any member of an approved Dissertation Examining Committee changes, the approval of the Dissertation Examining Committee may be void, and a new Dissertation Examining Committee nomination form may be required to be approved by the Graduate School.

• **Chair.** Each Dissertation Examining Committee will have a chair, who must be a Full Member of the Graduate Faculty or, by special permission, has been otherwise appointed by the Dean of the Graduate School. Dissertation Examining Committees may be co-chaired upon written recommendation of the program's Graduate Director and with the approval of the Dean of the Graduate School; at least one of the co-chairs must be a Full Member of the University of Maryland Graduate Faculty.

• **Representative of the Dean of the Graduate School.** Each Dissertation Examining Committee will have appointed to it a representative of the Dean of the Graduate School. The Dean's Representative should have some background or interest related to the student's research. The Dean's Representative must be a tenured member of the Graduate Faculty at the University of Maryland and must be from a graduate program other than the home program of the chair and co-chair (if one exists) of the examination committee. In cases where a student is in an interdisciplinary graduate program, the Dean's Representative must be from a unit other than the home unit(s) of the chair of the committee and student's advisor.

• **Special Members.** Individuals from outside the University of Maryland who have been approved for Special Membership in the Graduate Faculty may serve on Dissertation Examining Committees. These Special Members must be in addition to the required three Full Members of the University of Maryland Graduate Faculty. For procedures to nominate an individual for Special Membership, please refer to the section below on Graduate Faculty.

• **Service of former University of Maryland faculty members.** Graduate Faculty who terminate employment at University of Maryland (and who do not have emeritus status) retain their status as members of the Graduate Faculty for a twelve-month period following their termination. Thus, they may serve as members and chairs (but not as Dean's Representatives) of Dissertation Examining Committees during this twelve-month period if they are otherwise eligible. After that time, they may no longer serve as chairs of Dissertation Examining Committees, although, if granted the status of Special Members of the Graduate Faculty, they may serve as co-chairs.

• **Professors Emeriti and Associate Professors Emeriti** may serve on Dissertation Examining Committees provided they are members of the Graduate Faculty;
Open Dissertation Examination

The dissertation examination will consist of two parts:

- **Part 1 will be a public presentation by the candidate** on the main aspects of the research reported in the dissertation. During Part 1, questions from the audience to the candidate will be permitted. For questions from persons who are not members of the Dissertation Examining Committee, the Chair of the Dissertation Examining Committee will have discretion to decide whether such questions are germane to the topic of the dissertation and how much time will be allotted for the answers.

- **Part 2 will be a formal examination of the candidate** by the Dissertation Examination Committee. This part will be open only to the Dissertation Examination Committee, other members of the Graduate Faculty, and graduate students from the candidate's graduate program. During Part 2, only members of the Dissertation Examination Committee will be permitted to ask questions. Programs may vote to establish a policy to have Part 2 be open only to members of the Dissertation Examination Committee and members of the Graduate Faculty.

- **Attendance at the final discussion and vote** will be limited to the members of the Dissertation Examining Committee.

- **Announcements of the date, time, and location of the examination**, as well as the candidate's name and the dissertation title, will be disseminated five working days in advance to all members of the Graduate Faculty and graduate students within the graduate program in which the candidate's degree is to be awarded. Mass-distribution methods, such as e-mail, a faculty/student newsletter, or individual announcements are acceptable. Merely posting a paper notice on a corridor bulletin board will not constitute a sufficient announcement.

- Departments and graduate programs may petition the Dean of the Graduate School for exceptions to these policies.

Procedures for the Oral Examination:

- **Oral Examination Requirement.** Each doctoral candidate is required to defend orally his or her doctoral dissertation as a requirement in partial fulfillment of the doctoral degree.

- **Committee Preparation.** The members of the Dissertation Examining Committee must receive the dissertation at least ten working days before the scheduled examination. Should the Dissertation Examining Committee deem it reasonable and appropriate, it may require submission of the dissertation more than ten working days in advance of the examination.

- **Attendance at the Examination.** Oral examinations must be attended by all members of the student's officially established Dissertation Examining Committee as approved by the Dean of the Graduate School. All examinations must be open to all members of the University of Maryland Graduate Faculty. Programs may wish routinely to open dissertation examinations to a broader audience. In such cases, program policies must be established, recorded, and made available to all doctoral students. Should a last-minute change in the constitution of the Dissertation Examining Committee be required, the change must be approved by the Dean of the Graduate School in consultation with the Graduate Director of the student's graduate program and the chair of the student's Dissertation Examining Committee.

- **Location of the Examination.** Oral examinations must be held in University facilities that are readily accessible to all members of the Dissertation Examining Committee and others attending the examination. The chair of the dissertation examining committee selects the time and place for the examination.

- **The Dean's Representative.** The Dean's Representative must be identified at the beginning of the examination. The responsibilities of the Dean's Representative include the following: ensuring that the procedures of the oral examination comply with those of the Graduate School (as described herein) and
reporting to the Dean of the Graduate School any unusual problems experienced in the conduct of the examination.

- **Invalidation of the Examination.** The Dean of the Graduate School may void any examination not carried out in accordance with the procedures and policies of the Graduate School. In addition, upon recommendation of the Dean's Representative, the Dean may rule an oral examination to be null and void.

- **Emergency Substitution Procedure.** The Graduate School is aware that last-minute emergencies can prevent a committee member from attending a scheduled dissertation examination and will work with the chair of the examining committee and/or Graduate Director to make last-minute substitutions in committee membership to allow the examination to take place as scheduled.

  - The request must be sent in writing to the Dean of the Graduate School. Fax or e-mail requests are acceptable. A telephone call to the Graduate School explaining that an emergency request is coming will facilitate the process.
  - The proposed substitute must be a member of the Graduate Faculty consistent with the rules for committee membership. Thus, if the Dean's Representative (who must be a tenured faculty member) could not attend, the substitution of an untenured member of the Graduate Faculty would not be acceptable.
  - Once the written request has been received, the substitution will be made, usually within the hour, provided that the revised committee meets the requirements for committee membership.
  - When the substitution has been made, a written confirmation, in the same format as the request was received (fax or e-mail) will be sent out, along with a telephone confirmation. The substitution is not official, however, until the written confirmation has been received in the graduate program.
  - An examination that is held with one or more substitute members on the committee, but without prior written confirmation from the Graduate School that the substitution(s) have been approved, will be voided and the examination will have to be repeated.
  - A copy of the written request and the written confirmation must be placed in the student's file for future reference.

- **Remote Participation in a Dissertation Defense**

  All members of a Dissertation Examining Committee must be physically present in the examination room during the entire dissertation defense and during the committee's private deliberations following the examination. Participation by telephone is not permitted under any circumstances. Remote participation by video teleconferencing is permitted under the following circumstances:

  - Permission to conduct a remote-participation defense must be obtained by the dissertation chair from the Graduate School in advance. In making this request, the chair must indicate in writing that he/she has read the rules for a remote defense listed below.
  - A competent video technician must be present at both the University site and the remote location for the entire duration of the defense in the event that technical difficulties arise.
  - Only one remote site may be used during the defense.
  - The candidate, the committee chair, and the Dean's Representative must all be present in the examination room. None of them may be at the remote site.
  - The program must pay for all of the costs of the video teleconferencing arrangements.

- **Student Presentation.** The student is permitted to present briefly a summary of the dissertation, emphasizing the important results and giving an explanation of the reasoning that led to the conclusions reached.
• **Opportunity for Questioning by Members of the Dissertation Examining Committee.** The chair invites questions in turn from each member of the Dissertation Examining Committee. The questioning may continue as long as the Dissertation Examining Committee feels that it is necessary and reasonable for the proper examination of the student.

• **Conclusion of the Examination.** After questioning has been completed, the student and any others who are not members of the Dissertation Examining Committee are asked to leave the room while the Dissertation Examining Committee discusses whether or not the dissertation and its defense are satisfactory. The Committee has the following options:

  - To accept the dissertation without any recommended changes and sign the Report of Examining Committee.
  - To accept the dissertation with recommendations for changes and, except for the chair, sign the Report of the Examining Committee. The chair will check that the changes to the dissertation have been made, and, upon his or her approval, sign the Report of Examining Committee.
  - To recommend revisions to the dissertation and not sign the Report of Examining Committee until the student has made the changes and submitted the revised dissertation for the Dissertation Examining Committee's approval. The Dissertation Examining Committee members sign the Report of Examining Committee if they approve the revised dissertation.
  - To recommend revisions and convene a second meeting of the Dissertation Examining Committee to review the dissertation and complete the student's examination.
  - To accept the dissertation (including its examination) unsatisfactory. In that circumstance, the student fails.
  - Following the examination, the chair, in the presence of the Dean's Representative, must inform the student of the outcome of the examination. The chair and the Dean's Representative both sign a Report of the Examining Committee indicating which of the above alternatives has been adopted. A copy of this statement is to be included in the student's file at the graduate program office, and a copy is given to the student.

• **Passage or failure.** The student passes if one member refuses to sign the Report, but the other members of the Dissertation Examining Committee agree to sign, before or after the approval of recommended changes. Two or more negative votes constitute a failure of the candidate to meet the dissertation requirement. In cases of failure, the Dissertation Examining Committee must specify in detail and in writing the nature of the deficiencies in the dissertation and/or the oral performance that led to failure. This statement is to be submitted to the program's Graduate Director, the Dean of the Graduate School, and the student. A second examination may be permitted if the student will be in good standing at the time of the proposed second examination. A second examination requires the approval of the program's Graduate Director and the Dean of the Graduate School. If the student fails this second examination, or if a second examination is not permitted, the student's admission to the graduate program is terminated.

**Submission and Publication of the Dissertation**

Dissertations are to be submitted to the Graduate School in electronic format after final approval of the dissertation by the Dissertation Examining Committee. See the University of Maryland Electronic Thesis and Dissertation (ETD) website at [http://dissertations.umi.com/umd](http://dissertations.umi.com/umd) or the University of Maryland Thesis and Dissertation Style Guide ([http://www.gradschool.umd.edu/publications](http://www.gradschool.umd.edu/publications)) for the details of this process.

Dissertations submitted to the University through the ETD process will also be deposited in the UM Library's online electronic archive, DRUM (Digital Repository at the University of Maryland, available at [http://drum.umd.edu](http://drum.umd.edu)). This is a free public archive of academic work by University faculty and graduate students. The submission of the thesis to the University in fulfillment of degree requirements grants the University the one-time, non-exclusive right to publish the document on DRUM.

**The University's Rights**

The University of Maryland retains non-exclusive distribution, reproduction, and archival rights to doctoral
dissertations submitted to the Graduate Faculty in fulfillment of requirements for a graduate degree. Such rights
entitle the University of Maryland to reproduce, archive, and distribute dissertations, in whole or in part, in and
from an electronic format, as it sees fit. Distribution is subject to a release date stipulated by the student and
approved by the University.

The Student's Rights and Responsibilities

As the owner of copyright in the thesis or dissertation, students have the exclusive right to reproduce, distribute,
make derivative works based on, publicly perform and display their work, and to authorize others to exercise
some or all of those rights. As a condition of graduation, each student’s thesis or dissertation must be
published. When the student submits his or her work to the Graduate School, they will be given several options
regarding access to their document via ProQuest’s Digital Dissertations and DRUM, the Digital Repository at
the University of Maryland. The student’s options include:

- **Making the thesis or dissertation available via ProQuest and DRUM as soon as it is received**
  The abstract and full text of your work will be present in ProQuest's Digital Dissertations for purchase,
  and will be both freely available and searchable online via DRUM.

- **Restrict online publication of the thesis or dissertation for either 1 or 6 years**
  Students may place an embargo (a restriction) on electronic access to your document through
  ProQuest's Digital Dissertations and DRUM if there is legitimate reason to do so. Patents or future
  publication, for example, might be jeopardized by providing unrestricted access (see below). Should a
  student elect to restrict online publication of his or her work, a description of the research, including the
  student’s name, the document’s title, the advisor’s name, and the abstract will be available via
  ProQuest and DRUM, but the actual electronic file will be unavailable for viewing or download until the
  selected embargo period has passed.

- **Restrict online publication of the thesis or dissertation indefinitely**
  Students may, in rare circumstances, place an indefinite embargo on access to their work. In this case,
  a description of the thesis or dissertation, including the student’s name, the work’s title, the advisor’s
  name, and the abstract will be available via ProQuest and DRUM, but the actual electronic file will be embargoed indefinitely. This option requires the written approval of the Dean of the
  Graduate School. This restriction can be lifted at the request of the author at a later date.

These choices only affect the electronic distribution of the thesis or dissertation document. A non-circulating

copy of each University of Maryland thesis or dissertation will be available for consultation in Hornbake Library’s
Maryland Room, and print copies of the document will be made available upon request to researchers through
inter-library loan.

Inclusion of One’s Own Previously Published Materials in a Dissertation

A graduate student may, upon the recommendation of the dissertation director, and with the endorsement of the
home graduate program’s Graduate Director, include his or her own published works as part of the final
dissertation. Appropriate citations within the dissertation, including where the work was previously published,
are required. All such materials must be produced in standard dissertation format.

It is recognized that a graduate student may co-author work with faculty members and colleagues that should
be included in a dissertation. In such an event, a letter should be sent to the Dean of the Graduate School
certifying that the student's examining committee has determined that the student made a substantial
contribution to that work. This letter should also note that inclusion of the work has the approval of the
dissertation advisor and the program chair or Graduate Director. The letter should be included with the
dissertation at the time of submission. The format of such inclusions must conform to the standard dissertation
format. A foreword to the dissertation, as approved by the Dissertation Committee, must state that the student
made substantial contributions to the relevant aspects of the jointly authored work included in the dissertation.

Inclusion of Copyrighted Materials in a Dissertation

Students are responsible for ensuring that their thesis or dissertation complies with copyright law. Copyright
law gives the owner of a work exclusive rights to reproduce, distribute, display or perform the work publicly and
to modify or adapt the work and the exclusive right to grant others permission to exercise any of those rights in
the work, subject to certain exceptions. Students are responsible for determining if their use of another’s work
requires his or her permission or falls within one of the exceptions. Permission is not required to use a work
when:

- The work never qualified for copyright because, for example, it lacked originality or was created by
  Federal employees in the scope of employment.
- Copyright in the work has expired.
- The use qualifies as a fair use.

Students should consult the following documents for guidance on complying with copyright law:

Did the work ever qualify for copyright protection?

- Copyright Basics http://www.copyright.gov/circs/circ01.pdf
- Works Not Protected by Copyright http://www.copyright.gov/circs/circ32.pdf and
  http://www.copyright.gov/circs/circ34.pdf

Has copyright in the work expired?

- University of North Carolina “When Works Pass Into the Public Domain”
  http://www.unc.edu/~unclng/public-d.htm
- Cornell University When Works Pass Into the Public Domain in the United States: Copyright Term for
  Archivists, Cornell Institute for Digital Collections
  http://www.copyright.cornell.edu/training/Hirtle_Public_Domain.htm
- Center for the Public Domain: http://centerforthepublicdomain.org/copyright.htm

Is the proposed use a “fair use”?

- Copyright Management Center, Indiana University-Purdue University Indiana
  http://www.copyright.iupui.edu/index.htm
- University of Washington Copyright Connection
  http://depts.washington.edu/uwcopy/Copyright_Law/Fair_Use/

Additional Requirements

In addition to those requirements specified above, each graduate program may impose additional requirements.
For these requirements, consult the descriptions that appear under the graduate program listings or the special
publications that can be obtained from the graduate programs or colleges.

Graduate School Requirements for the Degree of Doctor of Philosophy

The Doctor of Philosophy Degree is granted only upon sufficient evidence of high attainment in scholarship and
the ability to engage in independent research. It is not awarded for the completion of course and seminar
requirements no matter how successfully completed.

Foreign Language Requirement

Some graduate programs have a foreign language requirement for the Doctor of Philosophy degree. The
student should inquire in the graduate program about this requirement. Students must satisfy the graduate
program requirement before they can be admitted to candidacy for the doctorate.
Graduate School Requirements for the Degree of Doctor of Education

The requirements for the doctoral degrees in education (Ed.D.) parallel those for the Doctor of Philosophy degree in the College of Education. The Ed.D. requires a minimum of six semester hours of dissertation credit while the Ph.D. requires a minimum of 12 semester hours of dissertation credit. Consult the Graduate Studies Office in the College of Education and the individual graduate program for additional details.

Graduate School Requirements for Other Doctoral Degrees

The particular requirements for the degrees of Doctor of Musical Arts and Doctor of Audiology are given under the corresponding program description. Contact the individual graduate programs with specific questions.
Chapter 9: Master’s Degrees

Graduate School Requirements Applicable to all Master’s Degree Programs

Approved Program
The entire course of study undertaken for any master’s degree must constitute a unified, coherent program that is approved by the student’s advisor and Graduate Director and meets Graduate School requirements.

Credit Hours
A minimum of thirty semester hours in courses acceptable for credit towards a graduate degree is required (some degree programs require more than 30 credits). For a master’s degree with the thesis option, six of the 30 semester hours must be thesis research credits (799). For the master’s degree with the non-thesis option, a minimum of 18 credit hours in courses numbered 600 and above is required, as well as one or more scholarly papers, some portion of which must be written. In many cases, successful completion of comprehensive examinations is required by the program.

Coursework Level
The graduate program must include at least 12 hours of course work at the 600 level or higher; no fewer than 12 hours of course work credit must be earned in the major subject approved by the graduate program in which the student is enrolled.

Prerequisites and Inclusion of Credit
If the student is inadequately prepared for the required graduate courses, additional courses may be deemed necessary; such courses will not be considered part of the student’s approved program of study.

Single Credit Application
Credits to be applied to a student’s program for a master’s degree cannot have been used to satisfy any other previously earned degrees (see policies governing the applicability of previously taken courses to University of Maryland degrees).

Graduate School Requirements for the Degrees of Master of Arts and Master of Science

Thesis Requirement
A thesis must be submitted for the Master of Arts or Master of Science degrees except for those programs for which a non-thesis option has been approved by the Graduate Council. Approval of the thesis is the responsibility of an Examining Committee appointed by the Dean of the Graduate School on the recommendation of the student’s advisor. The advisor is normally the chairperson of the committee, and the remaining members of the committee are members of the graduate faculty who are familiar with the student’s program of study. The chairperson and the candidate are informed of the membership of the Examining Committee by the Graduate School staff on behalf of the Dean of the Graduate School.

Research Assurances

Human Subject Research
Everyone at the University of Maryland who is conducting research that involves human subjects must obtain
approval in advance from the Institutional Review Board (IRB). The IRB is charged with approving the initiation
of research involving human subjects and conducts periodic reviews of that research to ensure that all projects
comply with Federal regulations. These regulations are strict and the Graduate School urges all graduate
students to consult with the IRB before beginning any research on living subjects. For application forms and
guidelines on such issues as research involving minors or prisoners, surveys, and the use of audio taping,
videotaping, digital recordings and photographs, please see the Institutional Review Board’s website
(http://www.umresearch.umd.edu/IRB/).

Other Research
If the dissertation research involves the use of vertebrate animals, animal use protocols must be approved in
advance by the Animal Care and Use Committee. If the dissertation research involves hazardous materials,
either biological or chemical, or recombinant RNA/DNA, the research must be approved by the appropriate
University committee. These research assurances must be approved prior to the initiation of any dissertation-
related research, and the approvals must be provided to the Graduate School at the time the student submits
the Nomination of Examining Committee form.

The Master’s Thesis Examination
A final oral examination of the thesis will be held when the student has completed the thesis to the satisfaction
of the student’s advisor, all other requirements for the degree have been completed, and a 3.0 grade point
average (computed in accordance with the regulations described under “Grades for Graduate students”) has
been earned.

Establishment of the Thesis Examining Committee. The Thesis Examining Committee is appointed by the
Dean of the Graduate School, in accordance with the policies listed below:

• **Eligibility.** A student is eligible to be examined on a thesis if the student: (a) has met all program
requirements for a thesis examination, (b) is in good standing as a graduate student at the University, (c) is
registered for at least one credit, (d) has a valid Graduate School-approved Thesis Examining Committee,
(e) has at least a 3.0 grade point average, and (f) if this is the second examination, the examination has
been approved by the Graduate School.

• **Thesis Examining Committee Membership.** The Committee will include a minimum of three members of
the Graduate Faculty, at least two of whom will be Full Members. The Chair of the Committee normally will
be the student’s advisor, who will be a Full or Adjunct Member of the Graduate Faculty, or who has been
granted an exception to the policy by the Dean of the Graduate School.

• **Membership on a Thesis Examining Committee** requires nomination by the student’s advisor and
Graduate Director in the student's graduate program, and approval by the Dean of the Graduate School.
The nomination of a Thesis Examining Committee should be provided to the Graduate School at least six
weeks before the date of the expected thesis examination. The thesis examination cannot be held until
the Graduate School approves the composition of the Thesis Examining Committee. Furthermore, if the
Graduate Faculty status of any member of an approved Thesis Examining Committee changes, the
approval of the Thesis Examining Committee may be voided, and a new Committee nomination form will be
required for approval by the Graduate School.

• **Chair.** The Thesis Examining Committee will have as chair the student’s advisor, who must be a Full or
Adjunct Member of the Graduate Faculty or, by special permission, has been otherwise appointed by the
Dean of the Graduate School. Thesis Examining Committees may have co-chairs upon the written
recommendation of the Graduate Director and with the approval of the Dean of the Graduate School;

Procedures for the Oral Examination:

• **Oral Examination Requirement.** Each master's thesis student must defend orally his or her master's
thesis as a requirement in partial fulfillment of the master's degree. (An additional comprehensive
written examination may be required at the option of the program.)
Committee Preparation. The members of the Thesis Examining Committee must receive the thesis at least seven working days before the scheduled examination. Should the Thesis Examining Committee deem it reasonable and appropriate, it may require submission of the thesis more than seven working days in advance of the examination.

Attendance at the Examination. Oral examinations must be attended by all members of the student's officially established Thesis Examining Committee as approved by the Dean of the Graduate School. All examinations must be open to members of University of Maryland Graduate Faculty. Programs may wish routinely to open thesis examinations to a broader audience. In such cases, program policies must be established, recorded, and made available to all master's students. Should a last-minute change in the constitution of the Thesis Examining Committee be required, the change must be approved by the Dean of the Graduate School in consultation with the program's Graduate Director and the chair of the student's Thesis Examining Committee.

Remote Participation in Examinations. The Graduate School policy is that all members of a Thesis Examining Committee must be physically present in the examination room during the entire defense and during the committee's private deliberations following the examination. Participation by telephone is not permitted under any circumstances. While re-affirming this policy, the Graduate Council approved a policy to permit remote participation by video teleconferencing under the following circumstances:

- Permission to conduct a remote-participation defense must be obtained by the thesis chair from the Graduate School in advance. In making this request, the chair must indicate in writing that he or she has read the rules for a remote defense listed below.
- A competent video technician must be present at both the University site and the remote location for the entire duration of the defense in the event that technical difficulties arise.
- Only one remote site may be used during the defense.
- The candidate and the committee chair must both be present in the examination room. Neither may be at the remote site.
- The department/program must pay for all of the costs of the video teleconferencing arrangements.

Location of the Examination. Oral examinations of theses must be held in University facilities that are readily accessible to all members of the Thesis Examining Committee and others attending the examination. The chair of the Thesis Examining Committee selects the time and place for the examination and notifies the other members of the committee and the candidate.

Emergency Substitutions. The Graduate School is aware that last-minute emergencies can prevent a committee member from attending a scheduled thesis examination. We are prepared to work with the thesis supervisor and/or Graduate Director to make last-minute substitutions in committee membership to allow the defense to take place as scheduled. Please follow these steps to assure a smooth substitution.

- The request must be sent in writing. Fax or e-mail requests are acceptable. A telephone call to the Dean of the Graduate School to alert the Dean that the emergency request is coming will facilitate the process.
- The proposed substitute must be a member of the Graduate Faculty consistent with the rules for committee membership. Thus, if a Full Member could not attend, the substitution of an Adjunct or Special Member of the Graduate Faculty would not be acceptable.
- Once the written request has been received, the substitution will be made, usually within the hour, provided that the revised committee meets the requirements for committee membership.
- When the substitution has been made, a written confirmation, in the same format as the request was received (fax or e-mail), will be sent out, along with a telephone confirmation. The substitution is not official, however, until the written confirmation has been received in the department or program.
- A defense that is held with one or more substitute members on the committee, but without prior written confirmation from the Graduate School that the substitution(s) have been approved, will be voided and the defense will have to be repeated.
- A copy of the written request and the written confirmation will be placed in the student's file for
future reference.

- **Invalidation of the Examination.** The Dean may void any examination not carried out in accordance with the procedures and policies of the Graduate School. In addition, upon the recommendation of the Thesis Examining Committee or any member thereof, the Dean of the Graduate School may rule an oral examination to be null and void.

- **Conclusion of the Examination.** After the oral examination, the student and any others who are not members of the Thesis Examining Committee will be asked to leave the room and the Thesis Examining Committee will discuss whether or not the thesis (including its examination) has been satisfactory.

- **The Committee has the following options:**
  
  o To accept the thesis without any recommended changes and sign the Report of Examining Committee.
  o To accept the thesis with recommendations for changes and, except for the chair, sign the Report of Examining Committee. The chair will check the thesis and, upon his or her approval, sign the Report of Examining Committee.
  o To recommend revisions to the thesis and not sign the Report of Examining Committee until the student has made the changes and submitted the revised thesis for the Thesis Examining Committee's approval. The Thesis Examining Committee members sign the Report of Examining Committee when they approve the revised thesis.
  o To recommend revisions and convene a second meeting of the Thesis Examining Committee to review the thesis and complete the student's examination.
  o To rule the thesis (including its examination) unsatisfactory. In that circumstance, the student fails.

Following the examination, the chair must inform the student of the outcome of the examination. The chair signs the Report of the Examining Committee indicating which of the above alternatives has been adopted. A copy of this statement is to be included in the student's file at the graduate program office, and a copy is given to the student.

- **Passage or Failure.** The student passes if all members of the Thesis Examining Committee accept the thesis (including its examination) as satisfactory. One or more negative votes constitute a failure of the candidate to meet the thesis requirement. In cases of failure, the Thesis Examining Committee must specify in detail and in writing the nature of the deficiencies in the thesis and/or the oral performance that led to failure. This statement is to be submitted to the program's Graduate Director, the Dean of the Graduate School, and the student. A second examination may be permitted if the student will be in good standing at the time of the proposed second examination. A second examination requires the approval of the program's Graduate Director and the Dean of the Graduate School. If the student fails this second examination, or if a second examination is not permitted, the student's admission to the graduate program is terminated.

- **The Decision to Accept the Examination as Satisfactory Must Be Unanimous.** Students may present themselves for examination only twice. The report of the committee, signed by each member, must be submitted to the Dean of the Graduate School no later than the appropriate date listed in the Schedule of Classes if the student is to receive a diploma at the Commencement ceremony for the semester in which the examination is held.

**Submission and Publication of the Thesis**

Theses are to be submitted to the Graduate School in electronic format after final approval of the document by the Thesis Examining Committee. See the University of Maryland Electronic Thesis and Dissertation (ETD) website at [http://dissertations.umi.com/umd](http://dissertations.umi.com/umd) or the University of Maryland Thesis and Dissertation Style Guide (http://www.gradschool.umd.edu/etd) for the details of this process.

Theses submitted to the University through the ETD process will also be deposited in the UM Library's online
This is a free public archive of academic work by University faculty and graduate students. The submission of the thesis to the University in fulfillment of degree requirements grants the University the one-time, non-exclusive right to publish the document on DRUM.

The University’s Rights

The University of Maryland retains non-exclusive distribution, reproduction, and archival rights to doctoral dissertations submitted to the Graduate Faculty in fulfillment of requirements for a graduate degree. Such rights entitle the University of Maryland to reproduce, archive, and distribute dissertations, in whole or in part, in and from an electronic format, as it sees fit. Distribution is subject to a release date stipulated by the student and approved by the University.

The Student’s Rights and Responsibilities

As the owner of copyright in the thesis or dissertation, students have the exclusive right to reproduce, distribute, make derivative works based on, publicly perform and display their work, and to authorize others to exercise some or all of those rights. As a condition of graduation, each student’s thesis or dissertation must be published. When the student submits his or her work to the Graduate School, they will be given several options regarding access to their document via ProQuest’s Digital Dissertations and DRUM, the Digital Repository at the University of Maryland. The student’s options include:

- Making the thesis or dissertation available via ProQuest and DRUM as soon as it is received
  The abstract and full text of your work will be present in ProQuest’s Digital Dissertations for purchase, and will be both freely available and searchable online via DRUM.

- Restrict online publication of the thesis or dissertation for either 1 or 6 years
  Students may place an embargo (a restriction) on electronic access to your document through ProQuest’s Digital Dissertations and DRUM if there is legitimate reason to do so. Patents or future publication, for example, might be jeopardized by providing unrestricted access (see below). Should a student elect to restrict online publication of his or her work, a description of the research, including the student’s name, the document’s title, the advisor’s name, and the abstract will be available via ProQuest and DRUM, but the actual electronic file will be unavailable for viewing or download until the selected embargo period has passed.

- Restrict online publication of the thesis or dissertation indefinitely
  Students may, in rare circumstances, place an indefinite embargo on access to their work. In this case, a description of the thesis or dissertation, including the student’s name, the work’s title, the advisor’s name, and the abstract will be available via ProQuest’s Digital Dissertations and DRUM, but the actual electronic file will be embargoed indefinitely. This option requires the written approval of the Dean of the Graduate School. This restriction can be lifted at the request of the author at a later date.

These choices only affect the electronic distribution of the thesis or dissertation document. A non-circulating copy of each University of Maryland thesis or dissertation will be available for consultation in Hornbake Library’s Maryland Room, and print copies of the document will be made available upon request to researchers through inter-library loan.

Inclusion of One’s Own Previously Published Materials in a Thesis or Dissertation

- A graduate student may, upon the recommendation of the thesis director, and with the endorsement of the home graduate program Graduate Director, include his or her own published works as part of the final thesis. Appropriate citations within the thesis, including where the work was previously published, are required. All such materials must be produced in standard thesis format.

- It is recognized that a graduate student may co-author work with faculty and colleagues that should be included in a thesis. In such an event, a letter should be sent to the Dean of the Graduate School certifying that the student’s Examining Committee has determined that the student made a substantial
contribution to that work. This letter should also note that inclusion of the work has the approval of the thesis advisor and the Graduate Director. The format of such inclusions must conform to the standard thesis format. A foreword to the thesis, as approved by the Examining Committee, must state that the student made substantial contributions to the relevant aspects of the jointly authored work included in the thesis.

Inclusion of Copyrighted Materials in a Thesis or Dissertation
Students are responsible for ensuring that their thesis or dissertation complies with copyright law. Copyright law gives the owner of a work exclusive rights to reproduce, distribute, display or perform the work publicly and to modify or adapt the work and the exclusive right to grant others permission to exercise any of those rights in the work, subject to certain exceptions. Students are responsible for determining if their use of another’s work requires his or her permission or falls within one of the exceptions. Permission is not required to use a work when:

- The work never qualified for copyright because, for example, it lacked originality or was created by Federal employees in the scope of employment.
- Copyright in the work has expired.
- The use qualifies as a fair use.

The following resources may be helpful in deciding whether permission is required.

Students should consult the following documents for guidance on complying with copyright law:

- Copyright Basics [http://www.copyright.gov/circs/circ01.pdf](http://www.copyright.gov/circs/circ01.pdf)
- Works Not Protected by Copyright [http://www.copyright.gov/circs/circ32.pdf](http://www.copyright.gov/circs/circ32.pdf) and [http://www.copyright.gov/circs/circ34.pdf](http://www.copyright.gov/circs/circ34.pdf)

Has copyright in the work expired?

- University of North Carolina "When Works Pass Into the Public Domain" [http://www.unc.edu/~unclng/public-d.htm](http://www.unc.edu/~unclng/public-d.htm)
- Cornell University When Works Pass Into the Public Domain in the United States: Copyright Term for Archivists, Cornell Institute for Digital Collections [http://www.copyright.cornell.edu/training/Hirtle_Public_Domain.htm](http://www.copyright.cornell.edu/training/Hirtle_Public_Domain.htm)
- Center for the Public Domain: [http://centerforthepublicdomain.org/copyright.htm](http://centerforthepublicdomain.org/copyright.htm)

Is the propose use a “fair use”?

- Copyright Management Center, Indiana University-Purdue University Indiana [http://www.copyright.iupui.edu/index.htm](http://www.copyright.iupui.edu/index.htm)
- University of Washington Copyright Connection [http://depts.washington.edu/uwcopy/Copyright_Law/Fair_Use/](http://depts.washington.edu/uwcopy/Copyright_Law/Fair_Use/)

Non-Thesis Option
The requirements for Master of Arts and Master of Science degrees without thesis vary slightly among graduate programs in which this option is available. The quality of the work expected of the student is identical to that expected in the thesis programs.

Generally, the non-thesis program requires:

- a minimum of 30 credit hours in courses approved for graduate credit
• a minimum of 18 credit hours in courses numbered 600 or above
• the submission of one or more scholarly papers
• in many cases, successful completion of a comprehensive final examination, at least some portion of which must be written.

A student following a non-thesis master's program will be expected to meet the same deadlines for application for a diploma and for final examination reports as those established for all other degree programs.

Requirements for the Degree of Master of Education

Nearly all graduate programs in The College of Education offer the Master of Education (M.Ed.) degree with the following requirements:

• A minimum of 30 semester hours in course work.
• A minimum of 15 hours in courses numbered 600-800 with the remainder in courses numbered 400 or higher. Some graduate programs require courses outside the College of Education.
• A comprehensive written examination taken at the end of course work.
• EDMS 645.
• One or two seminar papers as determined by the advisor.

Requirements for the Degree of Master of Engineering

All graduate programs in The Clark School of Engineering offer the Master of Engineering (M.Eng.) degree with the following requirements:

A minimum of 30 semester hours of approved course work in an engineering option. The student's program must be approved by the engineering graduate program that offers the option.

Requirements Applicable to Other Master's Degrees

The particular requirements for the degrees of Master of Applied Anthropology, Master of Architecture, Master of Business Administration, Master of Community Planning, Master of Fine Arts, Master of Historic Preservation, Master of Information Management, Master of Library Science, Master of Music, Master of Public Health, Master of Public Management, Master of Public Policy, and Master of Professional Studies are given under the individual graduate program entries in those fields.
Chapter 10: Combined Bachelor’s / Master’s Programs

In a combined bachelor's/master's program, some graduate level courses initially taken for undergraduate credit may also be applied towards the graduate credit requirements for a master's degree program at the University of Maryland. A bachelor's/master's program may be developed for an individual student, or it may be a structured program.

Individual Student Bachelor's/Master's Program

A program may be developed by an individual student in consultation with his/her academic advisor. Such a program is available only to students whose academic performance is exceptional. It is to be developed according to the individual career interests and goals of the student and should be an integrated learning experience rather than merely the completion of a certain number of graduate and undergraduate credits. The proposed program requires the approval of the Directors of both the undergraduate and the graduate programs involved and of the Dean for Undergraduate Studies and the Dean of the Graduate School. Normally no more than nine credits of graduate courses applied to the bachelor's degree may be counted also for graduate credit in an individual student's program. Courses to be double-counted must be at the 600 level or above and must be passed with at least a “B” grade. Individual study courses, internships, or courses given as credit by examination are not eligible. The credits to be double-counted will be designated as applicable to the graduate program of study after the student receives the bachelor's degree and matriculates in the Graduate School.

Structured Bachelor's/Master's Program

A structured bachelor's/master's program is a clearly defined curriculum combining an existing undergraduate program and an existing master's program at the University of Maryland, offered by the same or by different departments. It is designed for students whose academic performance is exceptional and should be an integrated learning experience rather than merely the completion of a certain number of graduate and undergraduate credits. A proposal for such a program should be submitted by the colleges housing the academic programs concerned and requires the approval of the Graduate Council, the Dean of the Graduate School, the Senate PCC Committee, and the President.

Necessary features of a structured bachelor's/master's program include the following:

- Specific requirements for admission to the combined program that speak to the exceptional performance of the students to be admitted. At a minimum, students accepted for the program must be clearly admissible to the graduate program portion.

- The program should be designed so as not to unduly delay the completion of the bachelor's degree. Taking graduate credits should not unduly limit the breadth of the student's experience through premature specialization.

- All requirements of the bachelor's program and of the master's program must be completed before the student may receive both degrees. Where appropriate, graduate courses taken while an undergraduate may substitute for courses required in the undergraduate major program.

- The students may be offered deferred admission to the Graduate School at the end of the junior year program, subject to completion of the senior year program in a timely fashion and with a specified level of achievement. Formal admission to the Graduate School will require completion of all requirements for the bachelor's degree.

- The credits to be double-counted will be designated as applicable to the graduate program after the student receives the bachelor's degree and matriculates in the Graduate School.
A structured bachelor's/master's program may normally include up to nine credits of graduate level courses that are counted both for the bachelor's program and the master's program. More than nine double-counted credits may be allowed if both of the following conditions are satisfied:

- The additional graduate credits applied to the undergraduate program do not unduly limit the breadth of the student's experience through premature specialization.
- The master's program requires more than thirty credits.
Chapter 11: Dual Doctoral and Master's Degree Programs

Graduate students who are enrolled in a doctoral program in one department/program may enroll concurrently for a master's degree in a related area. Examples would be a doctoral student in Physics enrolling concurrently for a master's in Mathematics or a doctoral student in Economics enrolling concurrently for a master's in Business and Management.

The following rules govern the dual-enrollment process:

- The student must be in good academic standing.
- Both graduate departments/programs must agree to the dual-degree enrollment.
- The full degree requirements must be met in both programs.
- The same course cannot be applied to both programs.
- A written plan for the dual enrollment must be worked out between the two departments/programs regarding credits, advising, semester loads, etc. Copies of this plan must be placed in the student's file in each program and a copy sent to the Graduate School to be included in the student's records here.

Once the written plan is filed with the Graduate School, the student's doctoral program will be designated as the primary degree and the masters program will be designated as the secondary degree. Students and advisors should bear in mind that our present computer system has no way of knowing towards which degree a given course grade should be applied for purposes of computing the GPA. Therefore, students enrolled in dual-degree programs will only have an overall GPA, which reflects their combined performance in the two programs. We are unable to provide separate GPAs for the masters and doctoral components of the two programs. Students therefore should be advised that poor performance in their masters program would affect their overall GPA as it is calculated on their transcript.
Chapter 12: Certificate Programs

A post-baccalaureate certificate is awarded for the successful completion of a minimum of 12 credit hours of graduate-level work in a defined subject area under the following conditions:

- The program must include a minimum core requirement of nine credit hours chosen from a limited list as designated by the graduate program.
- Non-core courses must be chosen from a specific list of acceptable options.
- No fewer than nine credit hours must be earned at the 600 level and above.
- In a twelve credit certificate program three credits may be earned at the 400 level; for certificate programs requiring more than 12 credits, a maximum of six credit hours may be at the 400 level.
- All credits for a certificate must be completed at the University of Maryland.
- A minimum grade point average of 3.0 is required for the award of a graduate certificate.
- All requirements for the graduate certificate must be completed within a five-year period.
Chapter 13: Field Committees

The Graduate School supports and encourages intellectual exchange and collegiality among the academic fields and disciplines. These exchanges and interactions distinguish the University from a collection of isolated teaching centers and research institutes, produce advancements in knowledge and intellectual synergy, and promote a dynamic curriculum that reflects the current development of research and scholarship. To foster these activities, the Graduate School encourages the formation of interdisciplinary Field Committees. The purpose of these committees is to enhance collaborative research, foster intellectual achievement, use the Graduate School’s resources to support advanced research, elevate the visibility of the University's expertise in interdisciplinary areas, and attract graduate students.

Groups of faculty who are engaged in a common research area that crosses disciplinary or sub-disciplinary lines may seek formal recognition as a Field Committee from the Graduate School. It is assumed that these committees will find ways to sponsor collaborative scholarship by faculty and graduate students through the sponsorship of symposia and lectures, the creation of courses, the direction of master's and doctoral research, and so on.

To receive formal recognition as a Field Committee, the following conditions must be met:

- A minimum of five Full Members of the Graduate Faculty, representing at least two disciplines or sub-disciplines, must agree to participate.
- The Field Committee faculty must commit to meeting at least twice a semester.
- The Field Committee faculty must keep regular minutes of the meetings.
- The Field Committee faculty must select a spokesperson or convener for the Committee.

If the Committee wishes to offer courses, and mentor and advise students:

- A set of regularly taught graduate courses must be identified in the Field Committee area.
- The department chair of each member of the Committee must agree to the faculty member's participation in the Committee.
- Approved graduate programs must be willing to admit qualified students who express a prior interest in the Committee, and departments must be willing to consider them for department/University support in an open competition.
- The spokesperson for the Committee must report each semester to the respective Graduate Program Directors on the progress of graduate students who are affiliated with the Committee.

University resources available to support Field Committees:

- The Committee may request financial assistance from the Graduate School for brochures and web site development to advertise and promote the field.
- The Committee may request financial support for speakers, symposia, and other intellectual events from the Graduate School.
- The Committee may request a sum equivalent to the cost of a course buy-out for the development of a new course to be offered in the field. Funds will be available for up to two years. In order to receive Graduate School funds, a department must be willing to support the course at the end of the two-year period if student demand warrants.
The Graduate School will list the Field Committee in the Graduate Catalog. The Graduate School will recognize Field Committees for an initial period of five years. At the end of that period, the activities and accomplishments of the Committee will be reviewed. If the Committee members and the Graduate Dean are both satisfied that the Committee is able to foster and enhance intellectual achievements, the Committee's recognition by the Graduate School will be extended for another period of five years, at which point it will be reviewed again. The criteria for each review will be the Committee's accomplishments in enhancing collaborative research and intellectual achievement, and its success in attracting and educating graduate students.
Chapter 14: The Graduate Faculty

Minimum Qualification

To qualify for appointment to the Graduate Faculty, individuals normally will hold the terminal degree in their discipline.

Membership – Graduate Faculty Categories

There are three categories of membership of the Graduate Faculty: Full Members; Adjunct Members; and Special Members. All members of the Graduate Faculty will be associated with a home unit. For Full Members of the Graduate Faculty, the home unit is the primary unit of appointment to rank. For Adjunct and Special Members of the Graduate Faculty, the home unit is the academic unit responsible for the particular graduate program initiating the request for nomination. Once appointed, members of the Graduate Faculty are available to serve across units and within multi-/cross-/interdisciplinary graduate programs.

Appointment procedures

Full Members

Full Members of the Graduate Faculty are tenured or tenure-track faculty at the University of Maryland, College Park, with duties in teaching and research (Assistant and Associate Professors, Professors, and Distinguished University Professors); and College Park Professors. Appointment to the Graduate Faculty is automatic on appointment to the University of Maryland faculty. The appointment is terminated upon resignation or retirement; however, faculty awarded Emeritus status continue as Full Members of the Graduate Faculty for five years after retirement and may be reappointed for additional five-year terms thereafter, subject to nomination by the home unit.

Adjunct Members

Adjunct Members of the Graduate Faculty normally come from the ranks specified from the following categories in the UMCP Policy on Appointment, Promotion, and Tenure of Faculty: faculty with duties primarily in research, scholarship, or artistic creativity (Research Assistant Professor, Research Associate Professor, and Research Professor; Assistant and Associate Research Scientist, and Senior Research Scientist; Assistant and Associate Research Scholar, and Senior Research Scholar; Assistant and Associate Research Engineer, and Senior Research Engineer; Assistant and Associate Artist-in-Residence, and Senior Artist-in-Residence); field faculty (Agent, Senior and Principal Agent); faculty engaged exclusively or primarily in library service (Librarian 3 and 4); and additional faculty ranks (Adjunct Assistant and Associate Professor, and Professor; visiting appointments that correspond to eligible ranks listed above; and Professor of the Practice). Exceptionally, faculty in other ranks with appropriate terminal qualifications, expertise, and experience may be proposed for Adjunct Membership in the Graduate Faculty.

Appointment is by approval of the Dean of the Graduate School. Nomination for appointment to Adjunct Member of the Graduate Faculty is made by the Head of the home unit, on the recommendation of the Full Members of the Graduate Faculty in the unit. Each nomination will include a letter of support from the Head of the home unit, confirmation of approval of the Full Members of the Graduate Faculty in the unit, and current curriculum vitae. The term of appointment is five years and is renewable upon re-nomination by the Head of the home unit after appropriate review within the unit. The appointment is terminated upon resignation or retirement.
Special Members

Special Members of the Graduate Faculty are scholars who have no official affiliation with the University of Maryland.

Appointment is by approval of the Dean of the Graduate School. Nomination for Appointment to Special Member of the Graduate Faculty is made by the Head of the home unit, on the recommendation of the Full Members of the Graduate Faculty in the unit. Each nomination will include a letter of support from the Head of the home unit, confirmation of approval of the Full Members of the Graduate Faculty in the unit, and current curriculum vitae. The term of appointment is five years and is renewable upon re-nomination by the Head of the home unit after appropriate review within the unit. The appointment is terminated upon resignation or retirement.

Exceptional Appointments

Exceptions to the procedures listed above may be approved by the Dean of the Graduate School and will be reported to the Graduate Council at its final meeting of each academic year. Each request for an exception will include a letter of justification from the Head of the home unit, making a compelling case that the exception is necessary to fill a particular need, confirmation of approval of the Full Members of the Graduate Faculty in the home unit, and current curriculum vitae. All exceptions will be effective for periods of up to five years and may be re-approved for periods of up to five years based on a review in the home unit and the recommendation of the Head of the home unit. The appointment is terminated upon resignation or retirement.

Faculty of Multi-Campus Graduate Degree Programs

Exceptionally, faculty who hold appointments at other institutions of the University System of Maryland and who participate in approved multi-campus graduate degree programs may be appointed Full Members of the Graduate Faculty at the University of Maryland. Such exceptions will be proposed on an individual basis, be subject to approval by the Dean of the Graduate School, and be reported to the Graduate Council at its final meeting of each academic year. Each request for an exception will include a letter of justification from the Graduate Director of the multi-campus program, confirmation of approval of the Full Members of the Graduate Faculty in the program, and current curriculum vitae. All exceptions will be effective for periods up to five years, and may be re-approved for periods of up to five years based on a review by the program and the recommendation of the Graduate Director of the program. The appointment is terminated upon resignation or retirement.

Resolving Conflicts with Past Practice: Any extant Graduate Faculty appointments that do not meet these criteria will terminate by May 2, 2010, five years from the date of implementation of this policy, May 2, 2005. Reappointment to the appropriate category will follow the nomination procedure given above for that category.

Prerogatives of Membership by Category

Full Members

Full Members of the Graduate Faculty are eligible to teach courses restricted to graduate student enrollment; serve on program graduate committees; direct Master's thesis research and chair Master's thesis examining committees; direct doctoral dissertation research and chair doctoral dissertation examining committees; and vote for and serve on the Graduate Council and its committees.

Adjunct Members

Adjunct Members of the Graduate Faculty are eligible to teach courses restricted to graduate student enrollment, serve on program graduate committees, direct Master's thesis research, chair Master's Thesis Examining Committees, and co-direct doctoral dissertation research, but not direct doctoral dissertation research or chair Dissertation Examining Committees.

Special Members

Special Members of the Graduate Faculty are eligible to serve on program graduate committees and co-direct
Master's thesis research, but may not direct or co-direct doctoral dissertation research or chair Master's Thesis or Doctoral Dissertation Examination Committees.

Membership of Former University of Maryland Faculty

Exceptions to Policy

Exceptions to the prerogatives listed above must be approved by the Dean of the Graduate School and will be reported to the Graduate Council at its final meeting of each academic year. In particular, the Dean of the Graduate School may authorize Adjunct and Special Members of the Graduate Faculty to chair a doctoral Dissertation or master’s Thesis Examining Committee on the recommendation of the home unit that the member possesses the requisite skills and scholarly expertise. Each request for an exception will include a letter of justification from the Head of the home unit, making a compelling case that the exception is necessary to fill a particular need, confirmation of the approval of the Full Members of the Graduate Faculty in the home unit, and a current curriculum vitae.
Chapter 15: Other Graduate School Policies

Waiver of a Regulation

All policies of the Graduate School have been formulated by the Graduate Council with the goal of ensuring academic quality and approved by the Provost. These policies are to be equitably and uniformly enforced. Circumstances occasionally occur that warrant individual consideration. A graduate student who believes that there are compelling reasons for a specific regulation to be waived or modified, the student should submit a written petition to the Dean of the Graduate School, Room 2125, Lee Building, explaining the facts and issues that bear on the case. In all instances, the petition must be signed by the student's Graduate Director and, if the petition involves a course, by the course instructor. If these individuals recommend approval, in writing, the petition is then forwarded to the Office of the Dean of the Graduate School for consideration. Forms for Petitions for Waivers of Regulation are available at [http://www.gradschool.umd.edu/forms](http://www.gradschool.umd.edu/forms).

Application for Graduation

During the academic year, applications for graduation must be filed with the Office of the Registrar within the first ten days of the semester in which the candidate expects to obtain a degree. During the summer session, the application must be filed during the first week of the second summer session. Exact dates are noted for each semester and the summer sessions in the Schedule of Classes. Failure to meet specific deadlines may result in a delay of one or more semesters before graduation. In addition, the Thesis and Dissertation Manual contains a timeline for completion of the master's or doctoral degree. If for any reason students do not graduate at the end of the semester in which they have applied for the diploma, the application will automatically transfer to the following semester.

Academic regalia are required of all candidates at commencement exercises. Those who so desire may purchase or rent caps and gowns at the University of Maryland student supply store. Orders must typically be filed eight weeks before the date of Commencement at the University Book Center in the Stamp Student Union.

Arbitrary and Capricious Grading Policies

Policy and Procedures for Review of Alleged Arbitrary and Capricious Grading in Courses

Arbitrary and capricious grading is constituted by the assignment of a course grade to a student on some basis other than performance in the course, or the assignment of a course grade to a student by unreasonable application of standards different from standards that were applied to other students in that course, or the assignment of a course grade by a substantial and unreasonable departure from the instructor's initially articulated standards.

A student who believes he or she has received an improper final grade in a course should inform the instructor promptly. The instructor will meet with the student at a mutually convenient time and place within ten working days of receipt of the information. The purpose of the meeting is to attempt to reach a resolution. If the instructor has left the University, is on approved leave, or cannot be reached by the student, the student should contact the Department Chairperson. The Department Chairperson, or a designee, will meet with the student as described above to attempt to solve the problem.
If these meetings (known as the informal process) do not resolve the problem, the student may initiate a formal appeal. This appeal must be made in writing to the Dean of the Graduate School and must contain: the course title and number; the instructor's name; and a statement detailing why the grade is believed to be arbitrary and capricious as defined in this policy, and providing all relevant supporting evidence. The appeal must be received in the Dean's Office within twenty (20) days of the first day of instruction of the next semester (excluding summer). If these criteria are met, the Dean will institute a formal procedure.

Formal Procedures

Each academic unit will have a standing committee of two tenured professors and two graduate level students to hear appeals of arbitrary and capricious grading. The appeal will be heard within the academic unit offering the course. If the instructor of the course is a member of the committee, that instructor will be replaced by an alternate designated by the Department Chairperson.

Each written appeal is to be reviewed by the entire committee for a decision by the majority. The committee will either dismiss the appeal, or move it forward. Grounds for dismissal are: the student has submitted the same complaint to any other grievance procedure; the allegations, if true, would not constitute arbitrary and capricious grading; the appeal was not timely; or the informal process has not been exhausted. If the appeal is dismissed, the committee will notify the student in writing within ten days of the decision, and will include the reason or reasons for the dismissal.

If the appeal is not dismissed, the committee will submit a copy of the appeal to the instructor. The instructor must reply in writing to the committee within ten days. If, based on the instructor's reply, the committee feels there is a viable solution, that solution pursued with the student and the instructor. If no solution is reached, a fact-finding meeting with should be the student and the instructor will be held promptly. It is to be non-adversarial and informal; with neither party represented by an advocate.

Witnesses may be asked to make statements to the committee if the committee is informed prior to the meeting. The meeting will not be open to the public. The committee will meet privately at the close of the fact-finding meeting to decide whether a majority believes the evidence supports the allegation of arbitrary and capricious grading beyond a reasonable doubt. The committee will notify the student, the instructor, and the Dean of the decision in writing within five days of the meeting. The committee has the authority to take any action it believes will bring about substantial justice, including but not limited to directing the instructor to grade the student's work anew, directing the instructor to administer a new final exam or paper, directing the cancellation of the student's registration in the course, and directing the award of a grade of "pass" in the course. The committee does not have the authority to assign a letter grade for the course or reprimand or take disciplinary action against the instructor.

The decision of the committee is final, and binding on both parties. The decision may not be appealed to any other body within the University of Maryland or the University of Maryland System.

The Dean of the Graduate School will be responsible for implementing the decision of the committee.

Policy and Procedures for Appeals of Alleged Arbitrary and Capricious Grading of Doctoral Qualifying Examinations

The University procedures for reviewing alleged arbitrary and capricious grading of doctoral qualifying examinations envision a multi-step process. (Qualifying examinations are defined as any examinations, oral or written, that are necessary, but not sufficient, for admission to candidacy for a graduate degree.) Prior to filing a formal written appeal, the student must engage in an informal attempt to resolve the problem directly with the Chair of the Examination Committee. The Graduate School's Ombudsperson may be called upon to facilitate resolution if both parties agree. If these informal efforts fail, then the student may file a formal appeal to the Dean of the Graduate School. When such an appeal is received by the Graduate School, the Program will be notified and will receive a copy of the appeal letter. An Appeal Committee of faculty and students established by the Department/Program will then meet to conduct the formal appeal process.

The formal appeal process consists of four phases. In the first phase, the Committee evaluates the student's written appeal and determines, according to certain established criteria, whether it should be dismissed on
procedural grounds or whether the process should move forward to the next phase. In the second phase, the appeal is sent to the Chair of the Examination Committee for a written response.

In the third phase, the Appeal Committee decides if there may be a viable informal solution and if so, pursues it with both the student and the graduate program. If the Appeal Committee does not feel that such an attempt would be feasible, or if the effort is unsuccessful, then the process moves to phase four, which is the fact-finding phase.

In the fact-finding phase, the student, the graduate director, and a member of the Examination Committee meet with the Appeal Committee. Each party may make statements to the Appeal Committee and may call witnesses. This phase, however, is both informal and non-adversarial, and neither side may be represented by an advocate. After hearing both sides, the Appeal Committee meets privately to consider the evidence and decide whether the evidence offered in support of the allegation of arbitrary and capricious grading is clear and convincing. If the Appeal Committee supports the allegation, it then has several options for resolving the issue. Whatever the decision of the Appeal Committee, it is binding on both parties and is final; i.e., it may not be appealed elsewhere in the University of Maryland or elsewhere within the University System of Maryland.

Qualifying examinations are defined as any examinations, oral or written, that are necessary, but not sufficient, for admission to candidacy for a graduate degree. Arbitrary and capricious grading applies only to the grade assigned in a doctoral qualifying examination. Arbitrary and capricious grading is defined as any of the following: a) the assignment of a grade to a student on some basis other than performance in the qualifying examination; or b) the assignment of a qualifying examination grade to a student by an unreasonable application of standards different from standards that were applied to other doctoral students, where an objective comparison of students is possible; or c) the assignment of an examination grade by a substantial and unreasonable departure from the graduate program’s or the Examination Committee’s initially articulated standards or requirements for the doctoral qualifying examination.

The Informal Appeal Process
Before proceeding to a formal appeal, the student should contact the Chair of the Examination Committee and meet, at least once, at some mutually convenient time and place in an attempt to resolve the issue or issues. This meeting should take place within 10 campus business days of the Examination Committee Chair receiving the informal appeal from the student. Campus business days do not include Saturdays, Sundays, and official campus holidays.

If the Examination Committee Chair has left the university, is on approved leave, or cannot be reached by the student, the student should contact the Department/Program Chair. The Department/Program Chair, or a faculty member designated by the Chair, will attempt to resolve the issue.

The Ombudsperson for Graduate Students and/or the Graduate Director may be called upon to facilitate resolution if both parties agree.

The Formal Appeal Process
If the informal process does not resolve the issue, the student must file a written appeal. The written appeal must be received by the Office of the Dean of the Graduate School within 20 campus business days after the first day of instruction of the following semester.

The deadline for appeals of a spring-semester examination, or an examination taken during either semester of summer session, is the 20th campus business day after the first day of instruction of the following fall semester. Appeals of a fall semester examination or a winter term examination must be made by the 20th campus business day after the first day of instruction of the following spring semester.

The letter of appeal should contain the Examination Committee Chair(s) name, the Graduate Director(s) name, the date(s) of the examination, and an explanation of why the student believes the examination result was arbitrary and capricious, as defined by the policy. Any relevant supporting evidence should be included with the letter. Each Program should have a standing committee to hear appeals of arbitrary and capricious grading of doctoral
The Appeal Committee may be the same committee formed within the Program to hear appeals of arbitrary and capricious course grades. This committee should generally be formed specifically for the purpose of hearing appeals of arbitrary and capricious grading and not a subcommittee of any other committee. The Appeal Committee should normally be appointed at the start of the academic year. The terms of its members should be for at least one academic year.

The Appeal Committee should be composed of two tenured faculty and two graduate students appointed by the Graduate Director of the Program offering the course. In addition, the Dean of the College will appoint one additional member to the Appeal Committee who is a member of the Dean(s Office staff and who is also a member of the Graduate Faculty. If no such person is available from the Dean(s Office staff, the Dean will appoint a committee member from a Department/Program other than that of the appellant(s) Department/Program within the college.

No member of the student(s Examination Committee may also be a member of the Appeal Committee. In such a situation, a substitute member should be appointed by the Graduate Director.

All actions of the Appeal Committee are by majority vote. In the event that the Appeal Committee, at any stage of the process, is unable to reach a majority decision, the Dean of the College or his/her designee, should cast the deciding vote. In the case of inter-college programs, the participating deans may decide which of them will have responsibility for casting the deciding vote.

The Initial Evaluation Phase. In this phase, the only task of the Appeal Committee is to review the letter of appeal to determine whether the appeal should be dismissed on procedural grounds or moved forward to the next phase. If any of the specified procedural grounds for dismissal are met, the appeal must be dismissed. The procedural grounds for dismissal are as follows: a) the student did not meet with the Examination Committee Chair to resolve the issue informally; or b) the appeal was not timely (i.e., it arrived later than the 20th campus business day after the first day of instruction of the following semester, as specified above); or c) the student has already submitted the same complaint through another grievance procedure; or d) the allegations, if true, would not constitute arbitrary and capricious grading of a qualifying examination.

During this initial evaluation phase, the Appeal Committee should consider only the student’s letter of appeal; it should not seek or consider comments or responses from the Examination Committee or other faculty or students. During this initial evaluation phase, the Appeal Committee is not to decide the truth of the student’s allegations(s); it should accept the student’s allegations at face value (i.e., assume for the moment the allegations are true). If, based on its evaluation of the student’s letter of appeal, the Appeal Committee decides that one or more of the four procedural grounds for dismissal have been met, the Appeal Committee must dismiss the appeal and the process ends. The Appeal Committee Chair should notify the student, the Examination Committee Chair, the Graduate Director, and the Dean of the Graduate School in writing within 10 campus business days if the appeal is dismissed. The Appeal Committee Chair’s letter should include the reasons for the dismissal.

The Examination Committee’s Response Phase. If the appeal is not dismissed, the Appeal Committee Chair should promptly submit a copy of the student’s written appeal to the Chair of the Examination Committee with a copy to the Dean of the Graduate School. The Chair of the Examination Committee should submit a written response to the Appeal Committee Chair within 10 campus business days of receiving the appeal.

The Dispute Resolution Phase. If, after reviewing the Examination Committee’s response, the Appeal Committee feels that a solution may be possible, the Appeal Committee should meet with the student and the Examination Committee, separately and/or jointly, to attempt to resolve the dispute. The dispute resolution phase should not generally have a duration longer than 30 calendar days from receipt of the Examination Committee’s written response, unless both Committee Chairs agree in writing to continue for a further, brief, specified period. If the Appeal Committee’s resolution efforts are successful, both Committee Chairs should sign a memorandum that states the agreed-upon solution. A copy of this memorandum should be placed in the student’s file in the Department/Program and a copy should be sent to the Graduate School and to the student. If resolution by the Appeal Committee either is not attempted or is unsuccessful, the Department/Program Chair, the Graduate Director, the Examination Committee Chair, and the Dean of the Graduate School should be promptly notified, and the process advances to the fact-finding phase.
The Fact-Finding Phase. If a solution is not attempted or is not reached through dispute resolution, the fact-finding meeting should be held promptly thereafter. In addition to the Appeal Committee members, the student and the Chair of the Examining Committee should be in attendance. Either party may invite witnesses to give evidence if the Appeal Committee Chair is notified prior to the meeting. The Chair of the Appeal Committee should generally be given at least 24 hours advance notice of the intention to call witnesses. During the fact-finding meeting, both the student and the Examining Committee Chair may present statements, oral or written, to the Appeal Committee as well as other documentation to support their positions. Neither party may be represented by an advocate of any kind. The meeting will not be open to the public. The Graduate School may send an administrator to observe the proceedings, but this observer should not participate substantively in the proceedings themselves. The meeting is to be both informal and non-adversarial; its purpose is to determine the relevant facts in the matter. At the close of the fact-finding meeting, the Appeal Committee will meet privately to consider the evidence presented. If the majority of the Appeal Committee believes that the student has not provided clear and convincing evidence of the allegation of arbitrary and capricious grading of a qualifying examination as defined above, the appeal must be denied. If the majority of the Appeal Committee believes that there is clear and convincing evidence that supports the allegation of arbitrary and capricious grading, the Appeal Committee will decide which of the various actions within its authority (see below) should be taken. The Appeal Committee Chair should notify the student, the Department/Program Chair, the Examining Committee Chair, the Graduate Director, and the Dean of the Graduate School in writing of the Appeal Committee’s decision on the appeal within five campus business days after conclusion of the fact-finding meeting.

The Authority of the Appeal Committee. The Appeal Committee generally has the authority to take any action it believes will bring about substantial justice, except a) it may not direct that a passing grade for the qualifying examination be assigned for the student; and b) it may not reprimand or take disciplinary action against the Examination Committee or any of its members.

The following is a list of possible actions that the Appeal Committee may take. The list is not exhaustive; the Appeal Committee may take other appropriate actions in order to achieve what it believes to be substantial justice. a) The Department/Program that the examination be re-graded by a new Examination Committee from within the Program. b) The Appeal Committee may direct the Program that the examination be re-graded by a new Examination Committee from outside the Program. c) The Examination Committee may be directed to administer a new examination. d) The Appeal Committee may direct that a new Examination Committee be formed from within the Department/Program which will administer and grade an entirely new examination. e) The composition of the new Examination Committee will be determined by the Appeal Committee in accordance with the prevailing rules of the Program. At the discretion of the Appeal Committee, the new Examination Committee may have one of its members from outside of the University of Maryland. f) In the event that the qualifying examination was an oral examination, a new oral examination must be administered. In the event of a combined written/oral qualifying examination, a new oral portion must be administered. The Appeal Committee may direct that this new examination be administered by an Examination Committee that consists of some or all members of the original Examination Committee or an entirely new committee.

The Appeal Committee’s Decision. The decision of the Appeal Committee is final and binding on both parties. The decision may not be appealed to any other body within the University of Maryland or within the University System of Maryland. If, as a result of this appeals process, the student’s advisor no longer wishes to advise the student, the Graduate Director will act as the student’s temporary advisor for a period of not more than six months to allow the student time to find a new advisor. If the Graduate Director is a member of the Examination Committee, this assignment will be carried out by the Department/Program Chair.

Implementation of the Appeal Committee’s Decision. The Director of Graduate Studies and the Department/Program Chair will be responsible to the Dean of the Graduate School for implementing the decision of the Appeal Committee.
Chapter 16: Graduate Assistants

Employee and Student Status

A Graduate Assistant is on an academic appointment not involving academic tenure. The appointment may be full-time, (20 hours per week) or half-time (10 hours per week).

Graduate Assistants holding regular 20-hour appointments are considered full-time students by the University if they are registered for at least 24 units. Graduate Assistants who hold half-time (10 hour) assistantships are considered full-time if they are registered for 36 units. Audited courses do not generate units and cannot be used in calculating registration status. Individual departments or graduate programs may have higher registration requirements for their Graduate Assistants.

Qualifications

A Graduate Assistant must be a registered graduate student enrolled in a degree program at the University of Maryland and must be making satisfactory progress toward the degree. Appointments are normally given to those students who have shown superior aptitude in their field of study and who appear likely to render a high quality of service to the university by their teaching or research activities or their work in a non-academic unit. Advanced Special Students are not eligible to hold Graduate Assistantships.

In rare instances, an appointment of a Graduate Research Assistant (RA) may be made for a graduate student who has been admitted into a graduate degree program at another campus within the University of Maryland System. In this exceptional case, the student will be supported by a Principal Investigator whose research contract or grant is administered by the College Park campus. The student's tuition, benefits, etc. will also be paid from research funds.

Categories

The official title of Graduate Assistant is used in all university documents, but in general practice, Graduate Assistants are referred to as either Graduate Teaching Assistants (TAs), Graduate Research Assistants (RAs), or Graduate Administrative Assistants (AAs). There are also a small number of Graduate Assistants who serve as resident life counselors. Qualified graduate students often move between the various kinds of appointments as they progress in their graduate education.

Administration of the Graduate Assistantship

Graduate Assistants at the University of Maryland are directly under the supervision of the department, program, or unit that offers the appointment. The department determines the GA assignment, supervises his or her work, and recommends him or her for reappointment and promotion to various stipend or compensation levels. The department is the primary source of information for any of the details of the assistantship. Within the department, the GA's work assignment is determined by the Department Chair, the Director of Graduate Studies, any duly appointed executive committees and assistants to the chair, and the faculty member assigned to supervise the GA's particular course, laboratory session, or research project. Graduate administrative assistants are under the supervision of the heads of the non-academic units in which they work.

Appointment, Reappointment, Duration of Employment

Most Graduate Assistants are appointed for either one regular academic year (9.5 months) or for 12 months. Some appointments may be for a shorter period. The academic-year appointment begins in mid-August and
ends May 31. All 9.5-month appointments are automatically terminated at the end of the academic year for which they are effective. Students may be reappointed one or more times at the discretion of the department in which they serve. To allow a larger number of qualified students to benefit from these positions, some departments limit the number of years that a graduate student may serve as an assistant in any capacity.

Each department is responsible for determining and communicating its own specific criteria, within the limits of university policy, for assessing student qualification for appointment and reappointment to a Graduate Assistantship. In general, reappointment is dependent upon satisfactory performance and normal progress toward a graduate degree. As with all university faculty and staff positions, appointment and reappointment are contingent upon the availability of funds.

**Letters of Appointment**

It is the responsibility of the department to notify the graduate student in an official letter of the final offer of appointment. These letters provide pertinent information on the terms of the assistantship. A blank contract letter can be found at the following link: http://www.gradschool.umd.edu/gss/forms.

**Duties and Time Commitment**

The assigned duties of a Graduate Assistant are consistent with the aims and objectives of the teaching and research missions of the university. An appointment of 20 hours per week is considered a full-time assistantship for payroll purposes. A 10 hour per week appointment is considered a half-time assistantship.

**Graduate Teaching Assistants:** The specific duties of Graduate Teaching Assistants vary from one department to another. For the majority of teaching assistants, however, assignments and responsibilities fall into five categories:

- assuming teaching responsibility for a laboratory or discussion session of a course;
- assuming teaching responsibility for a classroom section of a multi-sectional course, under the close supervision of the director(s) of the course;
- assisting a faculty member in the grading, advising, and administrative duties necessary for a course(s);
- assisting in general departmental administrative duties, such as advising or the administration of community programs, workshops, etc.
- Within a department, the particular assignment depends on the department's needs and the experience and academic qualifications of the assistant. All graduate TAs serving in any capacity are under the direction and close supervision of a regularly-appointed member of the faculty.

**Time Commitment:** Graduate TAs may be required to come to campus prior to the actual beginning of classes to assist with orientation and class-preparation duties. TAs usually complete their formal duties when examinations have been graded. In theory, the teaching assistantship requires 20 hours per week; however, the actual time TAs devote to their assignments varies. For example, in some disciplines, a new TA may find that a task such as grading initially requires more time than the usual 20-hour week allows. The hours spent in preparation, classroom or laboratory time, and grading differ from one discipline to another.

**Graduate Research Assistants:** The duties of Graduate Research Assistants (RAs) vary according to the nature of the research project in which they participate and the source of the funding. RAs may be asked occasionally to conduct some work at home or to do their research at times when classes are not officially in session. The duties of RAs are also performed under the direction and supervision of a member of the faculty.

**Time Commitment:** Graduate students working on research projects funded by grants are often also working on material that is directly related to their theses or dissertations. It is not unusual in such cases for grant work and personal work to merge and for the work time to consume far more than the usual 20 hours. Graduate RAs usually follow the project director's instructions regarding work when classes are not in session.

**Graduate Administrative Assistants:** A number of administrative offices employ Graduate Assistants. Usually,
Graduate Administrative Assistants (AAs) perform administrative support functions in an office setting. Some administrative appointments are for less than one academic year.

Time Commitment: Unless explicitly stated in writing, AAs are expected to work no more than an average 20 hours per week. If greater amounts of time are periodically required, the administrative unit must provide the AA in the offer letter with a statement of expected duties, approximate dates when extra hours might be necessary, and maximum work hours required. If the AA is required to work more than 20 hours in a given week, then he or she must be given corresponding time off. At times, graduate AAs may be asked to put in more hours to meet certain peak work periods in a campus office. Conversely, assistants may request that they be allowed to take time off to finish a paper or study for an exam and make up the hours later. Such arrangements are allowed and encouraged and should be made between the student and the student's immediate supervisor within the unit. Graduate AAs follow the staff holiday and vacation schedule. Consequently, if the campus is closed (for any reason) for regular staff, AAs who would normally work those days will receive the appropriate compensation and will not be required to make up the hours missed.

**Performance Reviews**

Each department is responsible for determining procedures for review and evaluation of GAs and for informing students of these procedures. The process of evaluation will vary, but it may include written assessment of work by an individual faculty member, classroom visitation by designated faculty members, and written student evaluation. The results of reviews and evaluations should be discussed with the Graduate Assistant concerned.

**Conduct and Professional Behavior**

A Graduate Assistant's teaching, research, and administrative activities are subject to the ethical precepts and code of the academic profession, to the laws of the State of Maryland regarding its employees, and to the university policies that govern institutional obligations. Violation of any of these regulations constitutes the basis for disciplinary action in accordance with procedures set forth in the university's policies. These and other university policies on sexual harassment, academic integrity, and intellectual property rights are included in the Graduate Catalog.

In their interactions with students, faculty, and all other members of the university community, GAs are expected to conduct themselves with the same sensitivity and thoughtfulness that they expect to receive from others. The University Human Relations Code states that the University of Maryland affirms its commitment to a policy of eliminating discrimination on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution.

In the event of violations involving the conduct of GAs as employees of the university, several procedures are available for resolution, some formal and some informal. For details of the formal aspects of the procedures, consult the Graduate Catalog.

**Sexual Harassment**

The University of Maryland is committed to maintaining a work and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally, and socially. Such an environment must be free of intimidation, fear, coercion, and reprisal. The campus prohibits sexual harassment. Sexual harassment may cause others unjustifiable offense, anxiety, and injury. Sexual harassment threatens the legitimate expectation of all members of the campus community. Academic or employment progress is determined by the publicly stated requirements of job and classroom performance, and the campus environment will not unreasonably impede work or study.

Sexual harassment by university faculty, staff, and students is prohibited. This constitutes campus policy. Sexual harassment may also constitute violations of the criminal and civil laws of the State of Maryland and the United States. For the purpose of this campus policy, sexual harassment is defined as follows: 1) unwelcome
sexual advances; or 2) unwelcome requests for sexual favors; and 3) other behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a university-sponsored educational program or activity; or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decision affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with the individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment.

For further details on the sexual harassment policy, see the University of Maryland Policy and Procedures on Sexual Harassment.

**Sexual Relationships and Professional Conduct**

While sexual relationships between instructors and the students in their classes are not prohibited in the sense that penalties are attached to such conduct, all members of the campus community are urged to consider the ethical concerns that may arise as a result of such relationships. All members of the campus community should understand that sexual relationships that occur in the context of educational evaluation are generally deemed very unwise because they present serious ethical concerns. Many professional codes of conduct prohibit sexual relationships that occur within the context of one's profession. Accordingly, Teaching Assistants are warned about the possible costs of even an apparently consenting relationship. The element of power implicit in sexual relationships occurring in the academic-evaluation context can diminish a student's actual freedom of choice. There is doubt whether any such relationship can truly be consensual. In addition, sexual relationships between a Teaching Assistant (or faculty member) and a student create an environment charged with potential conflicts of interest. Questions of favoritism frequently arise. As a result, such conduct may subvert the normal structure of incentives that spur work and learning and interjects attitudes and pressures that are not consonant with the education policies and principles to which the campus is committed.

The full text of the university's policy on sexual relationships and professional conduct can be found at the end of the University of Maryland Policy and Procedures on Sexual Harassment.

**Equal Opportunity Statement**

The University of Maryland is an equal opportunity institution with respect to both education and employment. The university does not discriminate on the basis of race, color, religion, age, national origin, sex, or handicap in admission or access to, or treatment of employment in its programs and activities as required by federal (Title VI, Title IX, Section 504) and state laws and regulations. Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964, as amended, Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, or related legal requirements should be directed to:

Director, Human Relations Program  
Office of Human Relations  
1130 Shriver Lab  
University of Maryland  
College Park, MD 20742  
Telephone: 301-405-2838

Inquiries concerning the application of Section 504 and Part 34 of C.F.R. to the University of Maryland may be directed to:

Director, Disability Support Services  
0126 Shoemaker Hall  
University of Maryland  
College Park, MD 204742
Complaints and Dispute Resolution

GAs should always try to resolve job-related difficulties first at the departmental level. A number of departments have formal, written procedures for handling grievances of GAs. The university has grievance procedures for orderly action on specific issues, including a complete Human Relations Code. If there is a problem or complaint not covered by any specific code or procedure, consult the department or follow the suggestions given below. Please note that these descriptions refer to grievances of Graduate Assistants as employees of the university, not as students with academic grievances. The procedures for dealing with the latter are described in the Graduate Catalog.

Informal Consultation

If the GA is having unusual difficulties with his or her assignment, he or she should first discuss the situation with the individual faculty member or office head who serves as his or her supervisor. These people are very concerned with the success of the project or course to which GAs are assigned, so they are usually eager to help GAs straighten out any difficulties. If the GA is still not satisfied, he or she may wish to discuss the matter with the chair of the department.

If problems arise related to the GA’s academic work, the GA should consult first with his or her academic advisor or major professor; second, the course supervisor; and finally, the department's Director of Graduate Studies. If further discussion is necessary, the GA may wish to contact the chair of the department.

Ombuds Office for Graduate Students

The Ombudsperson is available to all graduate students with questions or concerns related to their graduate experience. The Ombuds Office provides confidential and informal assistance in resolving conflicts and promotes fair and equitable treatment within the University. The purpose of the Ombuds Office is to insure that the graduate student voice is heard and that problems receive impartial attention. The Ombudsperson does not advocate for an individual; rather, the Ombudsperson advocates for a fair process to promote the University's commitment to excellence in graduate education. The Ombuds Office can be reached at 301-405-3132. Please direct all queries to Ms. Joanne DeSio, Graduate Student Ombudsperson, Graduate School, 2103 Lee Building.

Formal Complaints

If a GA wishes to make a complaint about the entire department, he or she should see the Dean of the college. If the college Dean is unable to satisfy the GAs concerns, he or she should feel free to seek counsel from one of the Associate Deans of the Graduate School (2123 Lee Building; 301 405 0376) or from the Graduate Student Ombudsperson.

International Teaching Assistants

English Proficiency Requirements

All International Graduate Teaching Assistants (ITAs) are required to undergo an evaluation of their proficiency in English by the Maryland English Institute (MEI) before they assume any classroom responsibility. The evaluation is paid for by the Graduate School. If the MEI evaluation indicates a deficiency in English, the student will be required to enroll in UMEI 006 (Pronunciation) or UMEI 008 (Advanced Oral Communication Skills); the student will not incur any fees or charges for these classes. The student must pass the required course before the student is assigned any work requiring contact with undergraduates.

If the TA has obtained a score of less than 50 on the TSE, or did not take the TSE at all, and failed to pass the MEI evaluation, the tuition charges for UMEI 006 and/or UMEI 008 will be billed to the graduate program that admitted the ITA.

The following categories of ITAs are exempt from taking the MEI evaluation: 1) ITAs educated in the United Kingdom, English-speaking Canada, Ireland, Australia, New Zealand, or British Commonwealth Caribbean; and
2) TAs who will not have direct contact (classroom, laboratory, advising, etc.) with undergraduate students. ITAs who believe that they belong in either of these categories should consult with their department chair or graduate director to arrange for an exemption from the MEI evaluation. Students who initially were exempted from the MEI evaluation may not be given student-contact assignments at a later time without first passing the MEI evaluation.

**Tuition Remission and Mandatory Fees**

GAs on a full-time appointment receive 10 credits of tuition per semester remitted as a fringe benefit. GAs on a full-time 12-month appointment receive an additional four credits of tuition remitted during the summer sessions (that is, a total of four credits for the entire summer, not four credits for each summer session). Tuition remission does not cover mandatory fees. Please see the Schedule of Classes for a current schedule of Mandatory Fees. Tuition remission benefits are contingent upon the assistant completing his or her duties for the entire semester in which tuition has been remitted.

**Residency Classification**

All GAs who are on a full-time or half-time appointment are billed at the in-state rate for credits taken during their appointment, including any credits they take over the 10-credit tuition remission allowance. Official residency classification, however, does not change. Consequently, at any time when the graduate student is no longer supported by the assistantship—including summer months if the student is on a 9.5-month assistantship—he or she will be billed according to the official residency status which was assigned upon admission. Thus, a student may pay in-state rates during the academic year but out-of-state rates during the summer if that student is classified as out-of-state. We strongly urge all graduate students to be aware of their official residency classification status and address any problems immediately.

Questions about residency classification and changing status for those who intend to become permanent residents of the State of Maryland should be addressed to the Residency Classification Office, Room 1118 Mitchell Building, phone 301-405-2030.

**Compensation and Salaries**

All salaries for GAs, whether in research, teaching, or administration are determined by the University Budget Committee. At present there are three categories (called Steps) for the classification of GAs. These categories, based on experience and progress toward the degree, determine the levels of compensation.

Each department or graduate program is permitted to set their own levels for Teaching Assistants (TAs), Research Assistants (RAs), and Administrative Assistants (AAs), beginning with the base minimums set forth below, as long as they are uniform within the program.

Compensation Ranges for Step I Graduate Assistants and Fellows for the 2006-2007 Academic Year:

<table>
<thead>
<tr>
<th>Assitantship Compensation</th>
<th>9 Month*</th>
<th>9.5 month**</th>
<th>12 month</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$12,528</td>
<td>$13,224</td>
<td>$16,704</td>
</tr>
</tbody>
</table>

* The 9 month assistantship may not be offered to Teaching Assistants. TAs must be offered the 9.5 month appointment.

** The Work appointment is 9.5 months; for payroll and budget purposes, the compensation is paid over 22 equal pay periods.

Departments and programs are permitted to determine their own increments for Step II and Step III, but the increments must be the same for all students within a department or program. In addition to the general criterion
of being a graduate student in good standing, Step II students must possess a master's degree or have been a Graduate Assistant or Graduate Fellow for one year. To qualify for compensation at Step III, in addition to being in good standing, graduate students must have been admitted to candidacy for a doctoral degree.

Supplementation

The compensation of a full-time assistantship may be supplemented by departmental fellowships, gifts, or other special funds in an amount less than one-half the salary of a Step I Graduate Assistantship. The department still may not require the student to work more than an average of 20 hours per week.

Additional Employment

On-Campus Employment: According to policy at the College Park campus, domestic GAs who wish to hold more than one position on campus may do so only if the payment for the second position comes on an hourly basis from Labor and Assistants. This policy is necessary to avoid numerous complications concerning fringe benefits. For such individuals, the only fringe benefits allowed are those that are associated with the Graduate Assistantship. Graduate Assistants may be employed on campus for an additional 10 hours per week beyond assistantship duties, with an overload approval. In addition, no individual may be employed in two capacities in the same department. International students may be limited to a certain number of hours of employment according to their visa status; these students should check with the International Education Services Office, 3117 Mitchell Building, 301-314-7740.

Outside Employment: Although it is expected that the combined responsibilities of graduate student and assistant will occupy all the time available to a student during the academic year, the university does not prohibit GAs outside employment in addition to their university appointment. It is up to the GA to determine how much time, if any, he or she may devote to additional activities while still maintaining satisfactory progress toward the degree and satisfactory fulfillment of the GA's obligations. Departments and programs do have the discretionary right, however, to make appointments to students whose commitment suggests that they are most likely to attain their educational goals and maintain assistantship responsibilities in the most expeditious and effective ways.

Overload Payments for Graduate Assistants

9 ½ month appointments:
Any student employed as a full-time GA, TA or RA (20 hours per week) must have an overload approval for any employment above the assistantship assignment while classes are in session for the Fall and Spring semesters. An overload request must be submitted for Winter Term only if the student is enrolled in, or teaching, a Winter-term class, as a lecturer or TA, in addition to his/her assistantship assignment. Remember, the work dates for a 9 ½ month appointment are August 17th to May 31st. The payroll dates are pay period 04 to pay period 25; any changes to the student’s appointment (work wise) cannot be made effective until June 1st.

12 month appointments:
Any student employed as a full-time GA, TA or RA (20 hours per week) must have an overload approval for any employment above the assistantship assignment for the duration of the appointment, except when classes are not in session. During the Winter and Summer terms, an overload request must be submitted if the student is teaching a class, either as a lecturer or TA, in addition to his/her assistantship assignment.

Duration:
Overload requests should be for temporary, short-term arrangements only. The request must be limited to one semester per request and must be received and approved prior to the beginning of the appointment.

Funding Sources:
Graduate Assistants may not be employed in more than one position that would be eligible for benefits; their percentage on payroll may not exceed 50%. Administrators must pay for additional hours of the student’s time
with Labor & Assistant funds (subcode 2075).

**Same Department Requests:**
No individual Graduate Student may be employed in two capacities in the same department without an overload approval.

**International Students:**
Federal Law prohibits international students from working more than 20 hours per week while classes are in session. Thus, international students holding full-time assistantships (20 hours) are ineligible for overload assignments during the Fall and Spring semesters.

**Summer Appointments:**
If a student is to work during the summer and is currently on a 9-½ month appointment, the student should be on the payroll for the four or five equal pays for summer appointments. Students could also be paid as an hourly student, thereby beginning work as soon as classes are over. If the program elects to use the equal pays for summer and the student is also working in Summer Programs or another department, an overload form is required for the position held in summer programs or the other department.

**Tax Status**
Because of the U.S. federal tax code revisions effective January 1, 1987, all graduate students became liable to pay income tax on compensation received for Graduate Assistantships. The amount remitted for tuition is a fringe benefit and is not taxed. If a GA has questions about tax obligations, he or she should consult a tax counsel or the Internal Revenue Service (1-800-829-1040).

**Health Insurance**
Graduate Assistants, both full- and half-time, may enroll in the university employee health benefits program. The personnel coordinator in the department should be able to provide the appropriate forms. GAs must enroll within 60 days of their initial employment to be eligible for a health care program. Any graduate student who is ineligible for the employee health care programs may enroll in the student health insurance programs offered by the University Health Center to all students. GAs may also enroll their spouses and children under this program. For more information, call the University Health Center Insurance Office at 301-314-8165.

**Retirement and Social Security (FICA)**
Retirement benefits are not withheld from the salaries of Graduate Assistants. Graduate Assistants are exempt from Federal Insurance Contribution Act (FICA) taxes provided that they maintain enrollment and are registered with at least half-time status.

**Vacation and Sick Leave**
9-month and 9.5 month Graduate Assistants are not eligible to earn credit hours for vacation or sick leave credit. If a Graduate Assistant does become ill, sick leave should be supported collegially. In the event that sick leave extends for a period of time longer than two weeks, the Graduate Assistant should be kept on the payroll for the balance of the semester. In order to be allowed sick leave in excess of two weeks, the Graduate Assistant must provide a letter from a physician or other licensed health-care professional that states (1) the nature of the illness, (2) that the Graduate Assistant should not return to work for health reasons, and (3) the duration of the required sick leave.

Maternity leave is not regarded as sick leave. If maternity leave is required, it should be discussed with the Graduate Assistant’s graduate director or supervisor as soon as possible.
All graduate assistants will twelve-month appointments will have time away from their duties during the course of the appointment. A twenty-hour assistantship over a twelve-month period carries with it the expectation the student will be allowed five days (20 hours) of collegial absence. This time away from duties must be taken during the current appointment and may not be accumulated or transferred, nor does it include time when the University is closed. It may be taken following reasonable prior notification and the agreement of the student’s supervisor.

Facilities

Departments generally provide GAs with suitable workspace, laboratory space, and office space, when necessary. Also, GAs usually have access to desks, file space, mail-boxes, computers, telephones, and duplicating machines or services. Contact the individual program or department for more specific information.

Parking

All vehicles must display a valid UMCP parking permit or be park in metered spaces. GAs are not assigned to faculty parking lots, but the Department of Campus Parking does try to assign GAs to a student lot close to the building where they work. Those who register early have the best choice of parking assignments. The Department of Campus Parking is located on the ground floor of Parking Garage II, 301-314-PARK.

Termination

The appointment may be terminated before expiration of the specified time under certain conditions, such as:

- incompetence, inefficiency, or neglect of duty;
- misconduct that is job-related
- delinquency in academic work;
- sexual harassment or other unethical or illegal behavior;
- loss or cancellation of funding source;
- voluntary mutual agreement.

Graduate Assistants will receive 30 days notice if their contracts are to be terminated before the original date specified in the offer letter. Egregious violation of the terms of the contract may result in the assistant's immediate removal from his or her assignment and termination of the contract within two weeks.
Chapter 17: Graduate Fellows

Graduate Fellowships and Scholarships

The Graduate School offers support to graduate students in the form of fellowships and scholarships. Two-year fellowships are awarded to students who have been admitted to a doctoral program or who have been admitted to a master's program that is a required step in the progression towards a doctorate. One-year scholarships are awarded to students who are enrolled in professional or terminal master's programs, such as Business Administration or Architecture, or in certain master's programs, such as Classics or Conservation Biology, in which the doctorate is the highest degree of the profession, but is not awarded on this campus. The Graduate School also holds an annual competition for the Ann G. Wylie Dissertation Fellowships, awarded each year to outstanding students working on the final stages of their dissertations.

Graduate fellowships and scholarships are awarded on the basis of academic merit, intellectual ability, and the student's potential to make a unique contribution to the diversity of the educational experience on this campus. Fellowships and scholarships are awarded to students by their graduate program using Block Grant funds awarded to them by the Graduate School. The Graduate School also sponsors a university-wide competition for year-long dissertation fellowships. In addition, fellowships and scholarships are awarded by federal and state governments, private foundations, and industry. Regardless of the source of funding, the rules and policies in this handbook apply to all students who hold fellowships and scholarships.

Status

Fellowships and scholarships are offered only to graduate students admitted to or enrolled in graduate degree programs at the University of Maryland. Fellows and scholars are expected to devote themselves full time to graduate study and to register full time as defined by the unit system. Students on fellowships and assistantships must be registered for 48 units. Audited courses do not generate units and cannot be used to determine full-time status. Fellows who also hold half-time assistantships need only register for 36 units to maintain full-time status.

Doctoral Candidates need only register for Candidacy Tuition (899) in each semester. This will satisfy the unit requirement for full-time status.

Qualifications

Students whose records indicate superior academic achievement and promise and who will increase diversity in their graduate program may be nominated for fellowships and scholarships. The determination of academic merit is based on undergraduate and graduate Grade Point Averages (GPA); scores on such national tests as the Graduate Record Examination (GRE), Graduate Management Admissions Test (GMAT), and the Miller Analogies Test (MAT); the judgment of academic professionals in letters of recommendation; the nominee's Statement of Goals and Research Interests; and the nominee's Statement of Experiences. Individual departments and graduate programs administer fellowships and scholarships funded by the Graduate School, designated departmental funds, or external sources such as government agencies and private foundations.

External Funding for Fellowships and Scholarships

The National Scholarship Office (NSO) has information regarding external funding opportunities for pre-doctoral study, theses, and dissertations. Upon request, the NSO will generate a customized listing of funding sources focused on a particular research project or idea. Information will include agency priorities, application restrictions, and contact information. To make an appointment for a funding search, contact ns@umail.umd.edu or call the office at 301-314-1289.
Transfer of Fellowships and Scholarships

A graduate school fellow is awarded a fellowship by a particular program. Fellows or scholars awarded a departmental award may not transfer that support when changing departments or programs. This includes all University-funded fellows whose support starting in or after Fall 2004.

A fellow whose support started before Fall 2004 may transfer from one program to another after going through the normal admissions procedure. He or she must request, however, in writing, permission from the Dean of the Graduate School to continue the support in the new program. Permission is not automatic and will be determined by the student's academic record in his or her original program, as well as by the appropriateness of his or her academic background for study in the new program.

Duration of Fellowships and Scholarships

The term of a one-year scholarship is one academic year, both fall and spring semesters. Students in professional or terminal master's programs (MBA, MLS, MFA, etc.) are offered one-year appointments only.

Students eligible for two-year fellowships are those admitted to doctoral programs or those who intend to pursue a doctoral degree; the latter have been admitted to master's programs that are required in progression to the doctorate. The continuation of the second year of the fellowship for a student with a two-year offer is dependent upon the following two factors:

- The student must apply and be accepted to the doctorate program
- The student's continuing academic performance should be deemed satisfactory by the department.

Deferral of Support

Fellows and scholars may defer the start of their fellowship or one or more of their fellowship years. They must, however, declare when the fellowship or assistantship is to resume at the time of their deferral. The Graduate School will regard this resumption date as binding; additional deferrals will not be granted except in extraordinary cases and with a strong recommendation from the Graduate Director or Department Chair.

The second year of a fellowship may not be taken until the student has been accepted into a doctoral program. Thus, students who are required to enter in a master's program as a required step in the progression towards a doctorate may not take their second year of fellowship support until they have completed the master's component and have been admitted into the doctoral program.

Matching Requirement

All doctoral students who are offered two-year fellowships must be given at least two years of assistantship support by their graduate programs. The Graduate Council Committee on Fellowships requires this two-year matching support from the graduate program. No matching support from the department is required for one-year scholarships.
**Offer Letters**

A formal letter of a fellowship or scholarship offer from the Dean of the Graduate School is sent to the student in the spring semester. This letter specifies the stipend level, the duration of the appointment (one or two years), the amount of tuition remitted, and the details of the fellowship or scholarship. In the case of a two-year fellowship, a letter confirming the second-year appointment will be sent to the student following verification from the department that the student is making satisfactory academic progress. A sample offer letter is available at [http://www.gradschool.umd.edu/gss/forms](http://www.gradschool.umd.edu/gss/forms).

**Duties**

No service of any kind, either during the tenure of a scholarship or fellowship or in the future, is to be required of a fellow or scholar by their mentor or their graduate program. Fellows and scholars will carry out independent research under the supervision and guidance of-and sometimes in collaboration with-their mentors. Typically, at the start of their tenure as fellows or scholars, inexperienced students will require more supervision and guidance. Eventually, however, fellows in particular, should be treated as junior research associates. Under no circumstances are they to be assigned routine technical or administrative duties or given teaching assignments during the years in which they are supported by fellowships or scholarships.

**Duplication of Support**

Students are not allowed to hold two full fellowships or scholarships, either internal or external awards, or a combination of both, simultaneously. Fellows or scholars who receive offers of external fellowships, such as National Science Foundation, Ford Foundation Fellowships, or any other private or university-administered fellowships may defer their Graduate School fellowship or scholarship offer until such time as their other fellowship expires. Assuming satisfactory academic progress at that time, the student may again resume the Graduate School fellowship or scholarship.

**Supplementation of Fellowships and Scholarships**

Gifts, departmental fellowships, or other special funds may provide additional support, in an amount not to exceed half the stipend of the fellowship or scholarship. A fellowship or scholarship may be supplemented by an appointment to a position such as a half-time or quarter-time graduate assistantship, or by hourly employment not to exceed 10 hours per week. International fellows should consult the Office of International Education Services by phone at 301-314-7740, regarding supplementary employment.

**Additional On-Campus and Outside Employment**

According to university policy, full time fellows and scholars may work on-campus or off-campus for a maximum of 10 hours per week in addition to holding the fellowship or scholarship. In other words, fellows may be hired on a half-assistantship (which requires 10 hours per week) or work 10 hours per week on an hourly basis. This restriction on employment is intended to assure that students make rapid progress toward their degrees.

**Overload Payments for Graduate Fellows**

If a circumstance arises that a fellow must work over the 10 hours per week, an overload form is necessary. This includes the winter term. Overload requests should be for temporary, short-term arrangements only. The request must be limited to one semester per request and must be received and approved prior to the beginning of the appointment.
Stipends

Graduate School fellowships and scholarships are awarded for the academic year only, with the term of contract lasting 9.5 months from August 17 to May 31 of each year. For disbursement purposes, the stipend is paid over a 9-month period, for US citizens and Permanent Residents. This disbursement is processed through the student financial aid system. For international students, those on a J1 or F1 visa, the disbursement is processed through payroll over a 22 equal pay schedule, mid August to mid June. Graduate School fellows and scholars receive stipends within the ranges below. Step I is for students in their first year of support who have no advanced degrees; Step II, for students in a second year of support at UMCP or for students in their first year of support who possess a master's degree; and Step III, for students who have been advanced to candidacy for the doctoral degree.

Stipend ranges for Graduate Fellows for 2006-2007 Academic Year:

Step I $13,319
Step II $13,730
Step III $14,550

Tuition Remission and Mandatory Fees

Graduate School-funded fellowships and scholarships pay for a maximum of 12 credits per Fall/Spring semester of tuition remission, which is more than the requirement to qualify as full-time. The 12 credits of remission are for 'EARNED' credits, not 'AUDITED' credits. Graduate School fellows and scholars are responsible for paying the mandatory fees charged each semester and for any additional credits over the 12 awarded. The full-time mandatory fees for 2006-2007 are $500.00 per semester; current fees are listed in the Schedule of Classes.

Students on federal fellowships or other external fellowships have tuition remission for 10 or 12 credits per semester remitted and may also have funds in the award to cover mandatory fees. Payment of tuition and fees for students on external fellowships is dependent on the terms stipulated in the fellowship awards.

Residency Classification

The official residency classification of students holding fellowships and scholarships does not change as result of their awards, but remains as indicated in the original admissions offer. Fellows and scholars who also hold a half-time graduate assistantship will be billed in-state tuition only while they hold that assistantship. Consequently, at any time when the graduate student is no longer supported by the assistantship-including summer months if the student is on a 9.5-month assistantship-he or she will be billed according to the official residency status which was assigned upon admission. Thus, a student may pay in-state rates during the academic year but out-of-state rates during the summer if that student was originally classified as out-of-state. We strongly urge all graduate students to be aware of their official residency classification status and to address any problems immediately.

Questions about residency classification and changing status for those who intend to become permanent residents of the State of Maryland should be addressed to the Residency Classification Office, Room 1113 Mitchell Building, phone 301-405-2030.

Tax Status

Fellows and scholars must pay tax on the stipends they receive to cover living and general expenses, but may exclude certain educational expenses. Amounts awarded in payment of tuition are not taxable for fellows. Taxes are not withheld from stipends disbursed through student financial aid so you may choose to file an estimated tax return. Please refer to the Internal Revenue Service Publication 520, Fellowships and Scholarships, for more information regarding the tax status of fellowship and scholarship stipends or call 1-800-829-1040.
**Health Insurance**

Because students on fellowships and scholarships are not required to perform any specific duties as a condition of their support, they are not considered employees of the university and are therefore not eligible to participate in the university employee health insurance program. Health insurance benefits may be obtained, however, if the fellowship or scholarship is supplemented (from one source or another) by a half-time assistantship. Fellows with non-supplemented awards may enroll in the student health plan administered through the University Health Center. This plan also allows students to enroll their spouses and children.

Two-year fellowships have a matching requirement of departmental support, usually in the form of an assistantship. These years of assistantship support are often interspersed between fellowship years. A benefit of an assistantship is that it enables a student to participate in the employee health insurance plan. It should be noted, however, that if students are beginning a fellowship semester after having held an assistantship in the prior semester, their health insurance benefits will not continue unless they hold a half-assistantship during their fellowship year. Students without supplementation should enroll in the university's health plan or contact the Benefits Office (301-405-5654) about COBRA health insurance. For further information, please see the University Health Center.

For the 2006-2007 academic year the Graduate School has secured funds to reimburse Graduate School fellows for 50% of the MAMSI health insurance plan offered through the health center. A fellow can request reimbursement for the 'Student Only Plan I' level of coverage. Please contact the Graduate School for details. This support will continue based on future availability of financing.

**Vacation and Sick Leave**

There is no policy on vacation and sick leave for fellows or scholars. Fellows and scholars are required to maintain satisfactory academic performance in order to retain their support. A fellow or scholar may request deferment of a semester or year of fellowship tenure if documented personal illness prevents him or her from satisfactorily completing academic requirements.

**Facilities**

Fellows are fully integrated into departmental activities and are to be provided with the same facilities as other graduate students, such as mailboxes, office space, access to a telephone and computer, and email and internet access.
Chapter 18: Graduate School Services

Ombudsperson for Graduate Students

The Ombuds Office for Graduate Students seeks to ensure that the graduate student voice is heard and that problems receive impartial attention. The Ombuds Office is available to all graduate students with questions or concerns related to their graduate experience. The Ombuds Office provides confidential, informal, and independent assistance to resolve conflicts, and promotes fair and equitable treatment within the University. The office can be reached at 2103 Lee Building, 301-405-3132, http://www.gradschool.umd.edu/ombuds.

The Office of Graduate Recruitment, Retention, and Diversity (OGRRD)

The Office of Graduate Recruitment, Retention and Diversity (OGRRD) is dedicated to fostering a supportive University environment for graduate students from under-represented minority groups, for graduate students who are women, and for graduate students with disabilities. The Office's programs and services serve to attract new students, to build a collaborative and cooperative community, and to promote professional development among graduate students to ensure academic success. Its initiatives include, but are not limited to: conducting student recruitment activities, including a campus visitation weekend, summer undergraduate research programs, and faculty partner programs; building a supportive community by providing an arena for discussion groups on a variety of relevant topics, conducting research symposia, sponsoring an annual team-building retreat, supporting a viable one-on-one peer mentoring program, and supporting graduate student organizations; sponsoring programs and activities designed to foster professional development, including workshops and seminars on academic and research skills, participation at scientific meetings, preparing for the professoriate and other careers, and hosting on-campus scientific presentations and a minority professional seminar series. In addition to its own initiatives, the Office works with the University's various colleges and departments to serve the needs of a diverse student body.

Graduate Legal Aid Office

The Graduate Legal Aid Office provides free legal advice, referrals, and assistance to currently registered University of Maryland graduate students. Staff members give general legal advice on a wide variety of matters, including landlord-tenant issues, consumer problems, traffic accidents, uncontested divorces, and University-related matters. The Office provides direct legal assistance in routine matters, but cannot sue on behalf of students or represent them in court. The Office is staffed eight hours a week for student interviews; staff members see students on a walk-in basis and by appointment. Walk-in and appointment schedules are posted on the Office door. The Office cannot handle disputes between graduate students (though the Ombudsperson for Graduate Students may be consulted for assistance in these disputes) and does not provide emergency services.
English Editing for International Graduate Students

The English Editing for International Graduate Students (EEIGS) program, operating under the aegis of the Graduate School’s Office of Recruitment, Retention, and Diversity, offers editing services for international graduate students who must present required seminar papers, theses and dissertations in English. This program is staffed by volunteers from the University’s “Retired Volunteer Service Corps” and the Golden I. D. Group, and by volunteers from other University and non-University sources. These services are free.

The EEIGS program operates as follows:

• The names and telephone numbers of volunteer editors on whom students may call may be obtained by calling the Graduate School at 301-405-4183.
• The student will be responsible for contacting a volunteer editor to arrange for the editing services. If an arrangement does not work out satisfactorily, either the student or the volunteer editor may discontinue it. The student may then seek another volunteer editor.
• The student should allow a reasonable amount of time for the editing services. Documents cannot be edited on very short notice.
• Editing services are expected to take place on the University of Maryland campus. The student will be responsible for finding working space (for example, an empty classroom or office in the student’s department).
• The student is expected to inform the Director of Graduate Studies of the department in which he or she is majoring about the aid being received through this program.

Graduate students and other members of the University of Maryland community may also offer English language services for a fee. Graduate students in the Department of English who are available for this service, for example, can be contacted through the Director of Graduate Studies, Department of English, 3101 Susquehanna Hall.

Health Insurance

Because the service provided by the Health Center is limited and many students do not have adequate health insurance coverage, a voluntary group insurance policy (MAMSI) is available to graduate students. This policy provides benefits at reasonable rates for hospital, surgery, emergency, laboratory, and x-ray services; some coverage for mental health; and contains a major hospital provision. Students may elect to have family coverage. For additional information and application forms, visit the following website: http://www.mamsi.com/d/m/umd/index.jsp.

Teaching, research, and graduate assistants are also eligible for the State Employee Insurance Plan options. Further information can be obtained from the student’s graduate program payroll and benefits coordinator or the University Human Relations’ Benefits Office: http://www.uhr.umd.edu/benefits/benefits2001/benefits2001.htm.

Graduate fellows can apply for health insurance coverage through MAMSI. Effective Fall Semester 2005, the Graduate School will provide a reimbursement of 50% of the MAMSI insurance premium for individual coverage to full-time graduate students who are supported on full fellowships funded by the Graduate School through the block grant program. Subsidy of coverage for dependents will not be available. Funding for fellows’ health insurance reimbursement is limited and will be provided on a first-come, first-served basis. To obtain more information, go to the following website: http://www.gradschool.umd.edu/Fellowship/insurance.htm.
Promise

Promise - Maryland’s Alliance for Graduate Education and the Professoriate: This office supports activities and programming to enhance community and provide preparation for the professoriate in science, technology, engineering and mathematics (STEM) and all other University programs.
Chapter 19: Other University Services

**Bursar**: Student account information.

**Career Center**: On and off-campus employment, assistantships, career information, TERP Online database.

**Commuter Affairs**, Office of: Commuter information, off-campus housing, community service, Shuttle UM

**Dining Services**: Dining rooms, restaurants, and eateries can be found in over 35 different locations across campus.

**Disability Support Services**: provides and coordinates direct services and assistance for students, faculty, staff, and University visitors with disabilities.

**Graduate Student Housing**: administered by the Vice President for Student Affairs. For information about graduate housing in close proximity to the University, write or call the Office of Resident Life, or e-mail **grad-housing@smc-grad-housing.com**, or refer to the website at **www.smc-grad-housing.com**.

**Human Relations Programs, Office of**: Provides leadership on issues dealing with sexual harassment, affirmative action, recruitment, retention, race relations, conflict management, teaching effectiveness and organizational development to the entire University community.

**Information Technology, Office of (OIT)**: E-mail accounts, dial-in access, helpdesk, other computer-related information.

**Libraries**, University of Maryland: General library information, including online catalogs, electronic databases, and collection information.

**Ombudsperson for Graduate Students**: Provides confidential support for the solution of problems facing graduate students.

**Department of Campus Parking**: Permits, regulations, ticketing, meter, and lot information.

**Recreation Services**: Campus: Intramurals, non-credit instruction, facilities, University programs.

**Residency Classification Office**: Information on in-state / out of state tuition, obtaining Maryland residency, petitions, problems.
**Resident Life:** On-campus housing information.

**Technology Commercialization, Office of:** Office responsible for the protection, marketing, and licensing of University intellectual property.

**Terrapin Trader:** University warehouse of surplus goods - computers, furniture, other equipment.

**Travel Services:** Provides travel policy clarification and information about service providers and discounts; facilitates procurement of travel and expense reconciliation processing.

**University Book Center:** Textbook information, hours, location.
Chapter 20: University Publications

The Graduate Catalog: This document lists the policies of the University of Maryland on all aspects of graduate education; it also lists graduate program information, courses approved for graduate credit, and all current members of the graduate faculty. It is available at http://www.gradschool.umd.edu/catalog.

Departmental Brochures: Small brochures describing many of the departments and programs at the University of Maryland are available free of charge.

Schedule of Classes: The Schedule of Classes lists course offerings, class times, and room assignments, registration dates and procedures, deadlines, fees, and general information. The schedule is published four times a year, twice each semester. The first edition is available prior to early registration for the spring and fall semesters. The second edition, published a few weeks before the beginning of each semester, updates course offerings and registration procedures. The schedule is available to all students free of charge and can be picked up at the Mitchell Building, Stamp Student Union, Hornbake Library and McKeldin Library. An online version is available at http://www.testudo.umd.edu/.

Graduate Application Booklet: For those unable to complete the Online Graduate Application (http://www.gradschool.umd.edu/admissions), a PDF version of the Application and Instructions is available from the Graduate School.


World Wide Web: Visit the University of Maryland homepage, located at http://www.umd.edu. A vast amount of information is available on-line from websites maintained by University offices. Most resources can be accessed or linked through: The Graduate School: http://www.gradschool.umd.edu or through Testudo (Administrative Services): http://www.testudo.umd.edu.
Chapter 21: Academic Resources in the College Park, MD Area
http://www.nih.gov/od/oar/

National Institutes of Health  
Office of Research on Women’s Health  
http://www4.od.nih.gov/orwh/

National Institutes of Health  
Warren Grant Magnuson Clinical Center  
6100 Executive Boulevard, Suite 3001  
Bethesda, MD 20892-7511  
http://www.nih.gov/about/almanac/organization/CC.htm

National Institute of Standards and Technology (NIST)  
100 Bureau Drive, Stop 3460  
Gaithersburg, MD 20899-3460  
http://www.nist.gov/

Building and Fire Research Laboratory  
NIST  
100 Bureau Drive, Stop 8600  
Gaithersburg, MD 20899-8600  
http://www.bfrl.nist.gov/

Chemical Science & Technology Laboratory  
NIST  
100 Bureau Drive, Stop 8300  
Gaithersburg, MD 20899-8300  
http://www.cstl.nist.gov/

Electronics & Electrical Engineering Laboratory  
NIST  
100 Bureau Drive, M/S 8100  
Gaithersburg, MD 20899-8110  
http://www.eeel.nist.gov/

Fire Research Laboratory  
NIST  
100 Bureau Drive, Stop 8600  
Gaithersburg, MD 20899-8600  
http://www.bfrl.nist.gov/866/frd.htm

Information Technology Laboratory  
NIST  
100 Bureau Drive, Stop 8900  
Gaithersburg, MD 20899-8900  
http://www.itl.nist.gov/

Manufacturing Engineering Laboratory  
NIST  
100 Bureau Drive, Stop 8200  
Gaithersburg, MD 20899-8200  
http://www.mel.nist.gov/

Materials Science & Engineering Laboratory  
NIST  
100 Bureau Drive, Stop 8500  
Gaithersburg, MD 20899-8500  
http://www.msel.nist.gov/

NIST Technology Service  
100 Bureau Drive, Stop 200  
Gaithersburg, MD 20899-2000  
http://ts.nist.gov/

Physics Laboratory  
NIST  
100 Bureau Drive, Stop 8400  
Gaithersburg, MD 20899-8400  
http://physics.nist.gov/

National Museum of Women in the Arts  
1250 New York Avenue, N.W.  
Washington, DC 20005-3970  
http://www.nmwa.org/

National Oceanographic and Atmospheric Administration (NOAA)  
14th Street & Constitution Avenue, NW  
Room 6217  
Washington, DC 20230  
http://www.noaa.gov

NOAA  
Center for Coastal Monitoring & Assessment  
1305 East-West Highway, Room 10110  
Silver Spring, MD 20910  
http://ccma.nos.noaa.gov/welcome.html

NOAA  
Center for Operational Oceanographic Products & Services  
1305 East-West Highway  
Silver Spring, MD 20910-3281  
http://co-ops.nos.noaa.gov/

NOAA  
Chesapeake Bay Office  
410 Severn Ave, Suite 107  
Annapolis, MD 21403  
http://noaa.chesapeakebay.net/

NOAA  
Cooperative Oxford Laboratory  
904 South Morris Street  
Oxford, MD 21654-1323  
http://www.chbr.noaa.gov/CooperativeOxfordLaboratory.html

NOAA  
National Centers for Coastal Ocean Science  
1305 East-West Highway, Room 13501  
Silver Spring, MD 20910  
http://www.nccos.noaa.gov/

NOAA  
National Centers for Environmental Prediction  
5200 Auth Road  
Camp Springs, MD 20746  
http://www.ncep.noaa.gov/

NOAA  
National Environmental Satellite, Data and Information Service  
1335 East-West Highway, SSMC1, Room 7216  
Silver Spring, MD 20910  
http://www.nessdis.noaa.gov/

NOAA  
National Weather Service  
1325 East-West Highway  
Silver Spring, MD 20910  
http://www.nws.noaa.gov/

NOAA  
Office of Global Programs  
14th and Constitution Avenue N.W.  
Washington, D.C. 20230  
http://www.openglobalprograms.noaa.gov/

NOAA  
Undersea Research Program  
1315 East-West Highway
Silver Spring, MD 20910
http://www.nrrp.noaa.gov/

NOAA
Office of Coast Survey
1315 East-West Highway
Silver Spring, MD 20910-3282
http://chartmaker.ncd.noaa.gov/

NOAA
Office of Research and Technology Applications
1335 East-West Highway, SSMC-1, Room 106
Silver Spring, MD 20910-3284
http://www.oarhq.noaa.gov/OSS_ORTA.html

NOAA
Air Resources Laboratory
1315 East-West Highway
Silver Spring, MD 20910
http://www.arl.noaa.gov/

National Organization for Women
1100 H St NW, 3rd floor
Washington, D.C. 20005
http://www.now.org/index.html

National Reconnaissance Office
14675 Lee Road
Chantilly, VA 20151-1715
http://www.nro.gov/

National Science Foundation
4201 Wilson Boulevard
Arlington, VA 22230
http://www.nsf.gov/

National Theatre
The National Theatre
1321 Pennsylvania Ave NW
Washington, D.C. 20004
http://www.nationaltheatre.org/

National Women’s Law Center
11 Dupont Circle, NW, #800
Washington, D.C. 20036
http://www.nwlc.org/

The Nature Conservancy
4245 North Fairfax Drive, Suite 100
Arlington, VA 22203-1606
http://www.nature.org

Naval Air Warfare Center—Aircraft Division
Business Development Team
Bldg 304, Unit 10
22541 Millstone Road
Patuxent River, MD 20670-5304
http://www.nawcad.navy.mil/index.cfm

Naval Explosive Ordnance Disposal Technology
Code 50
2008 Stump Neck Road
Indian Head, MD 20640-5070
https://naveodtechdiv.navy.mil/

Science, Engineering
Naval Information Warfare Activity (NIWA)
Fort Meade, MD
http://www.fas.org/irp/agency/navsecgru/niwa/

Naval Medical Research Center
503 Robert Grant Avenue
Silver Spring, Maryland 20910
http://www.nmrc.navy.mil/

Naval Research Laboratory
4555 Overlook Avenue, SW
Washington, DC 20375
http://www.nrl.navy.mil/

Naval Sea Systems Command
4555 Overlook Avenue, SW
Washington, DC 20376
http://www.navsea.navy.mil/

Naval Surface Warfare Center—Carderock Division
9500 MacArthur Blvd.
West Bethesda, MD 20817-5700
http://www.slt.navy.mil/

Naval Surface Warfare Center—Indian Head
101 Strauss Avenue
Indian Head, MD 20640-5035
http://www.ih.navy.mil/

Naval Surface Warfare Center— Dahlgren Laboratory
17320 Dahlgren Road
Dahlgren, VA 22448-5100
http://www.nswc.navy.mil/

Nuclear Regulatory Commission
U.S. Nuclear Regulatory Commission, Office of Public Affairs
Washington, D.C. 20555
http://www.nrc.gov/

Office of Naval Research
800 North Quincy Street
Arlington, VA 22217-5660

Olney Theatre Center
2001 Olney-Sandy Spring Road
Olney, MD 20832
http://www.olneytheatre.org/

Phillips Collection
1600 21st Street, NW
Washington, D.C. 20009
http://www.phillipscollection.org/

The Rand Corporation
Washington Office
Bruce Hoffman, Director
1200 South Hayes Street
Arlington VA 22202-5050
http://www.rand.org

Shakespeare Theatre at the Lansburgh
450 7th Street NW
Washington, DC 20004-2207
http://www.shakespearedc.org/

Smithsonian Institution
PO Box 37012
SI Building, Room 153, MRC 010
Washington, D.C. 20013-7912
http://www.si.edu

Uniformed Services University of Health Sciences
4301 Jones Bridge Road

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## Colleges and Universities in the Baltimore-Washington Metropolitan Area

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