

DIRECTOR OF GRADUATE STUDIES HANDBOOK



THE
GRADUATE SCHOOL

Updated January 2024

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NEW DGS/CGS ONBOARDING

ORIENTATIONS: Future orientations are going to happen every semester for new DGS/CGSs. As these new members cycle in and replace you, or your department brings on someone new, please update the Graduate School with the contact information for these new members.

URL: <https://gradschool.umd.edu/faculty-and-staff/dgs-orientation>

SYSTEM ACCESS: For access to systems such as the Student Information System (SIS), uAchieve, and TerpEngage, you will need to submit a UM Account Request Form through the Graduate School. The uAchieve system is used for degree audits that are needed for graduation for Master's degrees, certificate programs, and professional doctorates. Please send the UID, name, role (e.g. DGS or CGS), and program for each person running degree audits to gsuachieve@umd.edu to gain access. TerpEngage is our admissions system. To gain access, please send UID, Directory ID, role (e.g. DGS/CGS) and program name to internalgradsupport@umd.edu. Finally, GradOptix is an imaging system where you can locate official transcripts and the letters sent to students from the Graduate School. Please send the same information as required of TerpEngage to internalgradsupport@umd.edu. Please note, all faculty and staff accessing student data are required to complete FERPA training in Open Learning. If you haven't done it within the last year, there is a new module that everyone is required to complete.

UM Account Request Form: <https://edoc.umd.edu/kew/EDocLite?edl-Name=umd.edoc.reg.AccountAccessRequest&userAction=initiate>

FERPA Training: <https://umd-registrar.catalog.instructure.com/courses/umd-ferpa-tutorial>

CONTACT US: For changes in the DGS or CGS roles, please email graduate-dean@umd.edu. For general operational matters, please email gradschool@umd.edu. Our main phone number is 301-405-3644 and our hours of operation are M-F 8:30am - 4:30pm. For departmental application support, please email us at internalgradsupport@umd.edu.

RECRUITMENT AND ADMISSIONS

OFFICE OF GRADUATE AND INCLUSION (OGDI): The Office of Graduate Diversity and Inclusion, also known as OGDI, is one of many offices within The Graduate School that works collaboratively to support both students and programs in recruitment and retention initiatives. OGDI's mission is to help students from application to graduation with a primary focus on underrepresented populations and especially those populations that have participated in Application Fee Waiver eligible programs.

OGDI oversees recruitment initiatives in The Graduate School and works closely with graduate programs to provide recruitment support including a campus-wide diversity recruitment team, application fee waivers, recruitment fellowships, and cost sharing when appropriate. OGDI also works with the campus community to develop programming to provide current graduate students with academic, professional, and personal support. Partnerships with campus units and graduate students get connected with resources and communities, which work to create a more diverse and inclusive culture of success.

OGDI works with directors and coordinators of graduate studies to ensure, prospective students, current graduate students, and graduate programs accomplish mission of successful recruitment and retention of students through campus partnerships and engagement

URL: <https://gradschool.umd.edu/ogdi>

APPLICANT PORTAL (TERPENGAGE): From the technical side of recruitment & admissions, we have all the tools you will need to successfully support your program's goals. The TerpEngage system and Enrollment Rx have the flexibility to adjust to and support your program's unique processes. In addition to software solutions the Graduate School also provides the training and support to get our new CGS/DGSs up to speed quickly. Whether you prefer our self-lead training options or our one-on-one sessions we are here to support and help you thrive in your new role.

Through the Applicant Portal, applicants will be able to upload supporting documents, make contact with their recommenders, track the status of their application, and be able to review the admissions decisions.

Applicant Portal: <https://terpengage.force.com/community/CustomLoginPage>

TerpEngage: <https://umd.lightning.force.com>

APPLICATION PROCESSES: Once an applicant submits an application, it goes directly to your department for the first level of review. Once you've finished review, you will make a recommendation to the Graduate School to admit or reject an applicant. Rejections get processed automatically and students receive a decision letter from the Graduate School. Recommendations for admission lead to a second (and final) review by the Graduate School, including an international credential evaluation for students who earned degrees outside of the United States. This ensures eligibility. Basic standards for admission are detailed in the Graduate Catalog in the link below. Departments may provide justification for admitting any student not meeting the basic requirements in their decision submission via the Application Portal to the Graduate School. If you recommend a student for admission and they are missing documents, the Graduate School will reach out directly to the student to gather missing information.

Admissions Requirements:

<https://academiccatalog.umd.edu/graduate/policies/admissions-policies/#criteria-for-admission>

Admissions Toolkit: <https://blog.umd.edu/toolkit/terpengage>

English Proficiency:

<https://gradschool.umd.edu/admissions/english-language-proficiency-requirements>

ASSISTANTSHIP OFFER LETTERS: All graduate students who are to receive support should receive an offer letter. The GS website has an assistantship offer letter template in Word that includes important pieces of information that should be included in all offer letters. These may be modified by each unit, as long as the salient points are included. These assistantship appointments should be done annually and update any changes such as stipend amounts, length of the appointment, or duties. Minimum stipend levels are set each year by the GS and distributes to campus during working budget. These memos can be found on the GS website at the link shown. The GS website also includes additional guidance for programs on items that should be included in the assistantship offer letter or may affect assistantships such as accommodating outside activity for international students.

Offer Letter Template accessed at: <https://gradschool.umd.edu/forms>

DEAN'S FELLOWSHIP PROGRAM: The Dean's Fellowship program is a \$5M block grant fellowship program used primarily as a recruitment tool for prospective students but may also be used as retention for current students. These funds are allocated to each college dean who distributes it to their departments/programs. The departments/programs should report up to the college who then reports to the GS as to the use of the funds as fellowship payments for their awardees.

DF guidelines are short but fixed.

- Funds must be awarded in the year allocated and are limited to a four year spending period.
- Unawarded funds will remain with the GS - there are no rollovers to future years. You may reassign within the current funding year if there are changes.
- The DFs must be awarded in multiples of \$2500 with no one year receiving less than \$2500.
- The DFs may be used as part of a base package (½ assistantship, ½ fellowship) or to enhance other funding as a supplement (generally not to exceed a ½ fellowship, which will be \$10k in FY24).
- There is an additional incentive available to convert \$20k of DFs into a Special University Fellowship to receive an additional \$5k for a total of \$25k. Please see the link for the form which requires pre-approval from the GS.

Tuition Awards for DFs are strict and come into play after all other sources of tuition coverage are exhausted:

- If awarded \$20k or more in one year, they are eligible for up to 10 credits each Fall and Spring semester, as long as they are paid DFs that semester.
- If between \$10-\$20k in one year, they are eligible for up to 5 credits each Fall and Spring semester, again, as long as they are paid DFs that semester.
- If paid less than \$10k in DFs, there is no tuition award available.
- The totals for each year do not include summer payments, and as I stated, they must be receiving DFs in the semester they request tuition.

Please feel free to contact Patty Woodwell (paw@umd.edu) if you have any specific questions related to Dean's Fellowships.

URL: <https://gradschool.umd.edu/funding/student-fellowships-awards/university-deans-and-merit-program>

EXCEPTIONAL RECRUITMENT FUNDS: The Exceptional Recruitment Fellowships are meant to help increase diversity in PhD programs by helping programs make enhanced offers to exceptional and diverse students, depending on what diverse may mean to that particular program. These funds match enhanced funding (meaning additional funding to a standard assistantship offer) from the department and/or college up to \$10k. The department/college funds cannot be from other GS funded fellowships and are not available to applicants receiving Flagship, President's or McNair fellowships. The DGS must submit Exceptional Recruitment fund requests to the GS Dean via an online form - the solicitation emails come from the GS usually around December/January for the coming academic year. If approved, the DGS/CGS has the responsibility to notify the GS that the student will be attending and, perhaps more importantly, to contact the GS with the request for payment of promised funds in the award year for each of their Exceptional Recruitment awardees.

COMPETITIVE RECRUITMENT FELLOWSHIPS: In addition to the Dean's Fellowship program, the Graduate School offers several competitive fellowships that are designed to assist programs in their recruitment efforts. The Flagship Fellowship, the President's Fellowship, and the McNair Doctoral Fellowship each provide enhanced funding on top of a program's full support package over a period of 4-5 years. Prospective students must be nominated by the program. To learn more about each award, eligibility requirements, and nomination instructions, please consult the award guidelines by going to the Graduate School's Fellowship and Award website. Additional questions can be directed to Program Director Robyn Kotzker at rkotzker@umd.edu.

Student Fellowships and Awards:

<https://gradschool.umd.edu/funding/student-fellowships-awards>



NEW STUDENTS

ORIENTATION: All new students complete a New Student Orientation that is asynchronous, completed at their own pace. The modules are tailored to the experiences of the degrees (Master's, Ph.D.) and format (online, in-person) and will include the TerrapinStrong initiative. TerrapinStrong is an onboarding experience that promotes inclusivity within our campus community.

URL: <https://gradschool.umd.edu/orientation>

HEALTH INSURANCE: As of Fall 2020, all students enrolled full-time in a master's or doctoral program at the University of Maryland College Park campus are required to have health insurance coverage. More information about the policy can be found on the Graduate School website at <https://gradschool.umd.edu/health-insurance>. Students may enroll in any health insurance plan of their choice, but we strongly encourage them to consider UMD's Student Health Insurance Plan (SHIP). SHIP is reasonably priced coverage comparable to other premium plans. Our broker is Academic HealthPlans (AHP) to service SHIP.

Health Insurance Info: <https://gradschool.umd.edu/health-insurance>

MENTORSHIP EXPECTATIONS: Each department has a published Statement of Mutual Expectations for Graduate Student Mentoring. These are used as a mechanism to communicate to new and current students what they can expect from their mentors, including creating transparency around departmental norms of mentorship. DGSs are responsible for this document, for updating it as needed, and communicating to faculty (especially new faculty) what the norms are in your unit around best practices for mentoring.

GAs and Supervisors need to also fill out an individual form setting expectations at the start of an assistantship. Supervisors use the form as a vehicle for having open conversations around what the expectations are for the Assistantship. This is done at the start of each new Assistantship and then at least once a year afterward.

Mentorship Statement Template: <https://go.umd.edu/mentorship-template>

Graduate Assistant Mutual Expectations Form:
<https://go.umd.edu/mutual-expectations>

CURRENT STUDENTS: RESOURCES AND SUPPORT

GRADUATE PATHWAYS: The Graduate School designed Graduate Pathways as a way to help students understand, develop, and structure the skills and competencies that are both expected and necessary for their holistic development at the graduate level. Graduate Pathways reflect a trend of re-imagining graduate education, affirming that being successful in graduate school involves far more than what happens in courses and in research. The framework of the Graduate Pathways names five categories through which graduate students can orient their development: Set Your Goals, Become an Expert, Manage Your Career, Communicate and Lead, and Engage, Thrive, and Connect. We introduce these to students immediately, with the Graduate School's New Student Orientation. In Orientation, there is a module for each Pathway, and those modules introduce both the idea of the competencies behind the Pathway and the campus resources that will help students build the skills in each Pathway. Programming offered by the Graduate School is also categorized using these Pathways, and we hope that graduate programs will use the Graduate Pathways to help students orient and build their academic success and professional development.

URL: <https://gradschool.umd.edu/gradpathways>

GRADUATE ACADEMIC COUNSELOR: The Graduate Academic Counselor has extensive experience in working in the mental health field. Mental health support is offered to graduate students via the graduate student circle sessions, consultations, warm referrals, supporting faculty and staff, encountering students who are in distress, leave of absence coordination as well as red folder distribution. Additionally, as part of the Engage, Thrive and Connect pathway. Individual consultations and classroom presentations are available by request. Lastly, the Red Folder which stressed the "See Something, Say Something, Do Something" model. The Red Folder is to assist students who are in distress via reviewing indicators of stress based on academics, physical appearance, psychological presentation as well as safety risks. The Red Folder can help you determine the best course of action when helping a student.

URL: <https://gradschool.umd.edu/students/gradcounselor>

Red Folder: <https://gradschool.umd.edu/faculty-and-staff/red-folder>

COMPETITIVE FELLOWSHIPS AND AWARDS : The Graduate School offers funding support to doctoral students by offering fellowships and awards. These competitive awards are listed on the Graduate School's Fellowship and Award website. The Graduate School offers recruitment fellowships, dissertation fellowships, research and internship fellowships, and academic achievement awards (endowed awards). Travel grants are also available. Students must be nominated by the program in order to be considered for a competitive fellowship. but students can apply directly for Travel Grants.

Each fellowship award has specific eligibility requirements and rules. Please consult award guidelines to learn details about the award stipends, award eligibility, award restrictions, and nomination instructions. Additional questions can be directed to Program Director Robyn Kotzker at rkotzker@umd.edu.

URL:

<https://gradschool.umd.edu/funding/student-fellowships-awards>

DOCTORAL CAREER DEVELOPMENT: The Graduate School focuses on providing career and professional development opportunities for current doctoral students and Postdoctoral Scholars. A range of efforts, both new and established, support the four stages of career development: exploration, connection, skill-building, and application. Development opportunities include courses, series, workshops based on PhD stage, career interest, international status, Annual Doctoral Career Pathways Conference, Beyond the Professoriate (e-learning platform), and 1:1 consultations. The Graduate School also provides support for programs to help with Individual Development Plan (IDP) & timeline planning, career advising tools, and alumni connections & career outcomes. Please fill out the survey below to let us know about your department's needs.

URL: <https://gradschool.umd.edu/professionaldevelopment>

DGS/CGS Survey About Program Needs:

<https://go.umd.edu/gradcareersurvey>

CURRENT STUDENTS: POLICIES & PROCEDURES

ACADEMIC SERVICES FOR CURRENT STUDENTS: The GS is responsible for reviewing various types of exceptions to policy for current students. Requests for these services come to the GS through various petition forms, which are described in more detail in this handbook. There is a team of petition reviewers at the GS. To make sure your form goes to the correct reviewer, please send it to our Info Desk at gradschool@umd.edu. The Info Desk will enter the form in our tracking system and route it to the appropriate reviewer. Please always go to our website to get the latest version of the forms as we keep updating the forms to reflect policy changes or improve clarity. Form updates are also announced at DGS/CGS meetings.

GRADUATION DEADLINES: In the semester a graduate student wishes to graduate, they must apply for graduation. The deadline for submitting this application as well as other graduation-related documents are listed on our website. The graduation documents should be sent to the Registrar's office, which processes degree clearance.

Graduate School Deadlines: <https://gradschool.umd.edu/calendar/deadlines>

DEGREE CLEARANCE: When a student in a master's, certificate, or professional doctorate program is ready to graduate, one of the documents required for degree clearance is a degree audit generated in u.achieve. To use this tool, please email GSuachieve@umd.edu to request access. Depending on whether you wish to view or modify audits, you may need to attend a half-hour, one-on-one training session with the GS u.achieve teach team before access is granted. A degree audit compares the student's academic progress against the degree requirements. The degree requirements built into u.achieve reflect the curriculum approved by the PCC. Our team monitors PCC-approved curriculum changes and updates the degree requirements in this audit tool as needed throughout the year. Even though the GS is responsible for u.achieve maintenance, user training, and troubleshooting, the audit should be submitted to the Registrar's office, and not the GS. If you have any questions about u.achieve, please email GSuachieve@umd.edu or come to our twice weekly office hours.

uAchieve: <https://uachieve.umd.edu/>

DISSERTATION & THESIS POLICIES :

- **Nomination of Committee:** This form is handled by Office of the Registrar and should be submitted at least 6 weeks before a defense and approval is required before a defense takes place. Masters Thesis committees need at least three members of the Graduate Faculty, at least two need to be Full Members (or TTK faculty). The Chair of the committee needs to be a Full or Associate Member of the Graduate Faculty. These committees can have co-chairs. Doctoral Dissertations must have 5 members, at least 3 whom are Full Members of the Graduate Faculty. Doctoral dissertations also require a Dean's Representative, who is a tenured professor from a different department from the student or chair/co-chairs. This person can be one of the voting members; however, if the committee, student, and Dean's Representative opt to not have this person be a voting member, there will need to be another voting member added to the committee.
- **Nominating Graduate Faculty:** Sometimes, a student will want a faculty member from a different institution or someone who is currently in a professional role serving on the committee. This requires the head of the home unit (i.e. dept chair) to nominate them to the Graduate Faculty. There are various categories of Graduate Faculty. For members outside of UMD, these are typically Special Members of the Graduate Faculty. Nominations also apply to faculty who have left the university. Once appointed, their term is 5 years and it is renewable.
- **Remote Defense Requests:** The Graduate School requires dissertation and thesis defenses to be held in person. Since these defenses are the culmination of a student's time; if a faculty member is showing up to teach in-person classes, they should also show up for the defense. This helps with the success of these defenses and makes it easier for policy to be upheld. Any member who needs to participate remotely needs prior approval. We have key categories that we are on the lookout for, such as a faculty member who is working outside of 50 miles (sabbatical etc), has an ADA accommodation, has Covid or exposure, medical emergency. We do not typically offer approval for remote participation out of convenience or scheduling conflicts.
- **Embargos:** An embargo keeps the dissertation from being published in our DRUM repository for a specified number of years. Form submitted when the student uploads the document. For those who want to embargo, we encourage students to take the standard 2-year that is available through ProQuest — these DO NOT require a form. It's all done through ProQuest. If, when a 2-year embargo is about to expire, reach out to us, and we can extend it.

DETERMINING STATUS: CREDITS VERSUS UNITS: The Graduate School uses a UNIT system, not credits, in making calculations to determine full-time or part-time student status. This is important as many forms of funding require students to have full-time status.

Graduate Units are assigned to credits hours per level of course and is calculated as shown:

- 400-499 courses – 4 units/credit hour
- 600-897 courses – 6 units/credit hour
- 799 Master's Research – 12 units/credit hour
- HESP829 course – 18 units/credit hour
- 898 Pre-candidacy Doctoral Research – 18 units/credit hour
- 899 Doctoral Dissertation Research – 18 units/credit hour.

Please note that all PhD candidates are automatically registered for 6 credit hours of 899 which is paid at the flat candidacy rate (approximately 1.6 credits) which defines them as full-time.

For SEMESTER terms, you must be registered for 48 UNITS to be full-time. Acknowledging the workload of a GAship, if holding a FT assistantship (20 hrs/wk), it counts for 24 units towards the 48 unit total so a student must register for at least an additional 24 units.

If holding a part-time assistantship (10 hrs/wk), it counts for 12 units towards that 48 unit total so a student must register for at least an additional 36 units. For TWELVE-WEEK terms, full-time status is based on 36 units per 12-week term. So, for those holding a full-time (20 hr/wk) GA, they must be registered for at least 18 units in addition to the GA and PT (10 hr/wk) GAs must be registered for at least 27 units in addition to the GA. Please note that AUDITED courses do NOT generate graduate units and cannot be used to determine FT/PT status.

LEAVES OF ABSENCE: After a student's first semester, they are eligible for a leave of absence for any of the approved reason(s) included childbearing/adoption, financial hardship, mental health/physical health condition, dependent care and military leave. Students can request 1 to 2 semesters or three 12-week periods at a time. The leave of absence forms can be accessed on the graduate school website. Leave of absence requests have to be approved by the student's program director and advisor. During the leave of absence, the Graduate Academic Counselor follows with the students and assists the student with returning from the leave of absence. It is important for students to review the impact of leave of absence on funding and assistantship status by reviewing the policy.

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APPLICATION FOR ADMISSION TO CANDIDACY

URL: https://gradschool.umd.edu/sites/default/files/2022-11/application_for_candidacy_202205.pdf

Signatures Needed: Advisor, DGS, and Registrar

Form Owned By: Office of the Registrar

Description: Ph.D. students complete this form to advance to candidacy. The form requires the signature of the student's primary advisor and DGS. The form must be received by The Office of the Registrar prior to the 25th of the month in order for the advancement to be effective the first day of the following month. All admission provisions must be met in order to advance to candidacy.

APPROVED PROGRAM COMPLETION FORM

URL: https://gradschool.umd.edu/sites/default/files/2022-11/apf_masters_and_certificates_202205.pdf

Signatures Needed: Advisor and DGS

Form Owned By: Office of the Registrar

COMBINED BACHELOR'S / MASTER'S DEGREE FORMS

URL: <https://go.umd.edu/combined-degree-sp2024>

Signatures Needed: DGS or Co-DGS, Undergraduate Dept Chair, and Graduate School

Form Owned By: The Graduate School

Description: UMD undergraduate students should submit this form prior to registering for courses to be double-counted in a combined bachelor's/master's program. Undergraduate students may normally register for a maximum of 9 credits to be double counted towards both programs. The courses listed on the form are not included into the graduate program until the student is formally admitted to The Graduate School and completes a request for Inclusion of Credit for Master's Degrees.

COMMUNICATING ABOUT THE NOMINATION PROCESS FOR FELLOWSHIPS AND AWARDS

Description: The DGS is responsible for sharing the nomination process for all awards (internal deadlines) to students. The DGS also is responsible for sharing the nomination process for college-level competitions (e.g., 3MT competition, Distinguished Dissertation Award, and Outstanding Graduate Assistant Awards).

CONVERSION OF DEAN'S FELLOWSHIP TO UNIVERSITY FELLOWSHIP REQUEST

URL: <https://go.umd.edu/conversion-of-df>

Signatures Needed: DGS/CGS and The Graduate School

Form Owned By: The Graduate School

Description: This form is used to request a conversion of DF funds to a more substantial supplemental package on top of full funds (UF). This is used with Dean's Fellowships only. This request is sent directly to Patty Woodwell (paw@umd.edu).

DUAL MASTER'S AND DOCTORAL DEGREE FORM

URL: <https://go.umd.edu/dual-masters-doctoral-sp2024>

Signatures Needed: DGS, Advisor, and The Graduate School

Form Owned By: The Graduate School

EMBARGO REQUEST FOR THESIS AND DISSERTATIONS

URL: <https://go.umd.edu/embargo-request>

Signatures Needed: Advisor, the Graduate School, and Library

Form Owned By: The Graduate School

Description: Graduate students who wish to place an embargo of longer than 2 years on their thesis or dissertation must submit this form. Embargos up to 2 years are handled through ProQuest directly and do not require approval or this form. Embargos longer than 2 years require exceptional circumstances. The form requires the signature and support of the student's primary advisor.

FELLOWSHIP AND AWARD NOMINATIONS (WYLIE AND THORNTON FELLOWSHIPS)

URL: <https://go.umd.edu/fellowship-awards-nominations>

Signatures Needed: DGS must submit a questionnaire

Form Owned By: The Graduate School

Description: The DGS completes a questionnaire for nominated students. The signed questionnaire endorses the nomination and helps educate review committees about programmatic differences.

GRADE CHANGE

URL: <https://go.umd.edu/grade-change-form> or through UMEG

Signatures Needed: Instructor, Chair, Dean, and the Graduate School

Form Owned By: Office of the Registrar

Description: The grade change form needs to have the signature for program concurrence to the change.

GRADUATE CREDIT PERMISSION FORM

URL: <https://go.umd.edu/grad-credit-sp2024>

Signatures Needed: Undergraduate Dean, Dept Chair or DGS, and Graduate School

Form Owned By: The Graduate School

Description: An undergraduate degree-seeking student at the University of Maryland may register for graduate-level courses 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.

GRADUATE FACULTY MEMBERSHIP NOMINATION FORM

URL: <https://go.umd.edu/graduate-faculty-nomination>

Signatures Need From: Nomination Letter from Chair or DGS

Form Owned By: The Graduate School

Description: Nominations are to be prepared by the Head of the home unit (DGS or Chair) and require the recommendation of the Full Members of the Graduate Faculty within the unit by conducting a Departmental Vote (for all categories except Graduate Teaching Members). A complete nomination includes: 1) the online form, 2) a Letter of Nomination from the Head of the home unit *, 3) the nominee's current curriculum vitae *, and 4) a departmental faculty approval vote.

* Please combine the nomination letter and the nominee's CV into a single PDF file. (Suggested naming convention: program code_nominee name (SOCY_Smythe.pdf))

GRADUATE STUDENT OVERLOAD ASSIGNMENT REQUEST

URL: <https://go.umd.edu/graduate-overload>

Signatures Need From: DGS/CGS and Student's Advisor

Form Owned By: The Graduate School

Description: This form is kept at the department. The overload is processed in UHR and is automatically routed to the Graduate School for approval.

HEALTH INSURANCE REIMBURSEMENT REQUEST FORM

URL: <https://go.umd.edu/health-insurance-reimbursement-request>

Signatures Need From: DGS and The Graduate School

Form Owned By: The Graduate School

Description: This form is to be used to request reimbursement of health insurance costs if the applicant meets the criteria. A DGS signature is needed to certify validity of request. This should be sent to either Barbara Rhine (baf@umd.edu) or Patty Woodwell (paw@umd.edu).

INDIVIDUAL DUAL MASTER'S DEGREE PLAN OF STUDY

URL: <https://go.umd.edu/dual-masters-degree-plan>

Signatures Need From: DGS in each program and the Graduate School

Form Owned By: The Graduate School

Description: No fewer than 30 unique credits must be completed in each degree program. No more than one-quarter of the total credit hours of both programs should be doublecounted for the dual program. A Dual Master's Plan of Study must be reviewed and approved by the directors of graduate study for both graduate programs. This plan must be approved by the Graduate School. Copies of this plan must be placed in the student's file in each program.

NOMINATION OF COMMITTEE

URL: <https://go.umd.edu/nomination-of-committee-sp2024>

Signatures Need From: Advisor, DGS, and the Registrar's Office

Form Owned By: Office of the Registrar

Description: The DGS must sign the nomination of thesis or dissertation committee form and submit it to the Registrar's Office at least six weeks before the scheduled defense.

PARENTAL ACCOMMODATION APPLICATION

URL: <https://go.umd.edu/parental-accommodation>

Signatures Need From: Advisor, DGS, Chair, and each Faculty Member for courses taken that term. Application also requires a medical statement from service provider or adoption agency.

Form Owned By: The Graduate School

Description: Full-time graduate students who wish to request Parental Accommodation for up to six (6) weeks should complete and submit this form at least eight (8) weeks prior to the anticipated childbirth or adoption. Joint applications can be submitted if the other parent is a graduate student at UMCP.

PETITION FOR PROGRAM/DEGREE OBJECTIVE CHANGE

URL: <https://go.umd.edu/degree-objective-change-sp2024>

Signatures Needed: Primary or Co-DGS in each program and the Graduate School

Form Owned By: The Graduate School

Description: The DGS must sign the form if a student wishes to maintain their current degree objective, but change to a different program within the same school or college. This form may also be used if a student wants to remain in the same program but changes to a lower-level degree objective (e.g., Ph.D. to M.A.)

PETITION FOR WAIVER OF CONTINUOUS REGISTRATION

URL: <https://go.umd.edu/continuous-registration-sp2024>

Signatures Needed: Primary or Co-DGS, ISSS (as needed) and The Graduate School

Form Owned By: The Graduate School

Description: Eligible graduate students who will be away from the University for a term (semester or 12-week term) or for two terms (a year on the semester system or two 12-week terms) may request a waiver of continuous registration and its associated tuition for the term(s) granted. A request for a waiver of registration should be filed 30 days before the beginning of the term (semester or 12-week term) for which the waiver is sought.

PETITION FOR WAIVER OF REGULATION

URL: <https://go.umd.edu/waiver-regulation-sp2024>

Signatures Needed: Primary or Co-DGS, Advisor, Course Instructor (as needed), ISSS (as needed), and the Graduate School

Form Owned By: The Graduate School

Description: Graduate students can submit a petition for a waiver of regulation (e.g., deadlines for diploma application, approved program form, committee form, dissertation/thesis submission, etc.). The petition must be signed by the student's Graduate Director, Advisor, and, if the petition involves a course, by the course instructor.

REC (REPORT OF EXAMINING COMMITTEE) FINAL APPROVAL

URL: <https://go.umd.edu/rec-approval>

Signatures Needed: Committee Program Director / Primary DGS

Form Owned By: The Graduate School

Description: For dissertation and thesis defenses that will take place after 5/30/2023, a separate REC request to the Graduate School is no longer required. Once The Office of Registrar approves and processes your student's Nomination of Thesis or Dissertation Committee Form, the REC form will be automatically sent out three business days prior to the defense date as indicated on the form and to all the committee members listed on the form.

RECRUITMENT AWARDS (FLAGSHIP, PRESIDENT'S FELLOWSHIP, MCNAIR)

URL: <https://gradschool.umd.edu/funding/student-fellowships-awards>

Signatures Needed: Nomination letter from DGS, admissions director, or the primary advisor depending on program.

Description: Normally, it is the DGS who writes the nomination letter since the DGS often is the one who oversees admissions. Submissions to these recruitment fellowships will require knowledge of the Grad School nomination allocation schedule and 2 nomination cycles. DGS normally will be the one to determine how to approach nominations.

REMOTE DEFENSE REQUESTS

URL: <https://go.umd.edu/remotedrequest>

Signatures Needed: Form filled out by the committee chair.

Form Owned By: The Graduate School

Description: Any remote participation in a defense must be approved by the Graduate School and is only granted in exceptional circumstances. All faculty who are in the DMV area (within 50 miles of campus) are expected to attend the defense in person and are typically not given an exception to participate remotely. Please use this form to request exceptions due to extenuating circumstances. The DGS is responsible for reminding faculty and graduate students about procedures for remote defenses.

REQUEST FOR A LEAVE OF ABSENCE

URL: <https://go.umd.edu/leave-of-absence-sp2024>

Signatures Needed: Primary or Co-DGS, Advisor, ISSS (as needed), and the Graduate School

Form Owned By: The Graduate School

Description: Graduate students may request a leave of absence of up to two consecutive semesters for childbearing, adoption, serious health conditions, dependent care (children, ill or injured partners, or aging parents), military leave, or financial hardship. Students who were on a leave of absence for medical reasons will be required to submit a supplemental form completed by the student's health care provider. A Leave of Absence stops the "time to degree" clock.

REQUEST FOR MATCHING TUITION AWARD FOR TRAINING GRANT/FELLOWS

URL: <https://go.umd.edu/matching-tuition>

Signatures Needed: DGS and Program Business Officer

Form Owned By: The Graduate School

Description: This form is used to request tuition for those on training grants. Both the DGS and the Program Business Officer must sign off to certify the validity of the request as funding from the department is involved. This should be sent directly to Barbara Rhine (baf@umd.edu).

REQUEST FOR TIME EXTENSION

URL: <https://go.umd.edu/time-extension-sp2024>

Signatures Needed: Primary or Co-DGS, Advisor, ISSS (as needed), and the Graduate School

Form Owned By: The Graduate School

Description: Graduate students in collaboration with their primary advisor may request a time extension for a maximum of one year per request. Master's and certificate students should submit a request to re-validate any courses that will be more than five years old at the time of graduation. A DGS support letter may be required for repeated extensions.

REQUEST FOR TRANSFER OR INCLUSION OF CREDIT FOR MASTER'S DEGREES

URL: <https://go.umd.edu/transfer-inclusion-of-credit-sp2024>

Signatures Needed: Primary or Co-DGS, Advisor, and the Graduate School
Form Owned By: The Graduate School

Description: Graduate students in collaboration with their primary advisor complete this form. Only nine (9) credits taken as a Non-Degree Seeking Student may be applied to a degree program and will be calculated in the GPA. Before completing this form, please read carefully the "Criteria for Acceptable Transfer Credit" printed on page two of this document. These courses are to be included in the cumulative credit for the graduate program.

REQUEST FOR GRADUATE SCHOOL TUITION AWARD FOR EXTERNAL FELLOWSHIPS

URL: <https://go.umd.edu/tuition-award-request>

Signatures Needed: DGS or Program Business Officer

Description: The form is used to request tuition for an external fellowship. It needs to have a DGS signature to certify the validity of the request. This should be sent directly to Barbara Rhine (baf@umd.edu).

REQUEST FOR WAIVER OF MANDATORY FEES

URL: <https://go.umd.edu/waiver-mandatory-fees>

Signatures Needed: DGS, Advisor, ISSS (as needed), and the Graduate School

Form Owned By: The Graduate School

Description: Graduate students use this form to request a waiver and certify the address at which they will be residing for the term.

RETURN FROM A LEAVE OF ABSENCE

URL: <https://go.umd.edu/return-from-leave-sp2024>

Signatures Needed: DGS, Advisor, ISSS (as needed), and the Graduate School

Form Owned By: The Graduate School

Description: At the end of an approved leave of absence, graduate students must complete and submit this form prior to the beginning of the term the student intends to return to active study. Students who were on a leave of absence for medical reasons will be required to submit a supplemental form completed by the student's health care provider.

ALL GRADUATE SCHOOL POLICIES

URL: <https://go.umd.edu/grad-policies>

All policies combined into a single, searchable PDF:

<https://gradschool.umd.edu/sites/default/files/2023-08/graduate-school-policies-combined-2023-2024.pdf>



THE
GRADUATE SCHOOL