

2025-2026 Catalog

GRADUATE

Policies

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GRADUATE

Admissions Policies

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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 Graduate School admissions staff will evaluate to ensure that the applicant has the equivalent of an accredited 4 year U.S. baccalaureate degree. 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 from a nationally recognized institution 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 an average of 3.0 on a 4.0 scale in all undergraduate courses taken at a regionally accredited college or university, as calculated by the institution that conferred the bachelor's degree. 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 by the published international application submission deadline for the degree or certificate program. Original copies must be submitted to the Graduate School before the completion of the first term (semester or 12-week term) of enrollment.
- **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, IELTS Academic, or PTE Academic are required of international applicants who are not native speakers of English. More information on English Proficiency requirements can be found on our Graduate School [website](#).

- **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 competitive rating within the applicant pool for the given term of entry.**

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 term (semester or 12-week term) 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 visit the Office of Extended Studies [website](#) for more information. In exceptional cases, programs may make a request to their collegiate dean for an exception to the requirement that students hold a U.S. Bachelor's or comparable degree. Such requests must then be submitted from the collegiate dean to the Dean of the Graduate School for approval.

THE ADMISSION PROCESS

To be considered for admission to the Graduate School, each applicant must follow the Graduate School application [procedures](#). The process requires the following:

- Completion of the University of Maryland Graduate Application (online);
- Payment of the non-refundable application fee;
- Submission of all relevant transcripts and supplementary application materials;
- Fulfillment of all graduate program admissions requirements;
- Adherence to published application deadlines.

ADMISSIONS RECORDS 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.

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 conditional 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.

CONDITIONAL GRADUATE STUDENT STATUS

Students may be admitted to conditional status if:

- The previous academic record is not outstanding; **or**
- The prerequisite coursework in the chosen field is insufficient; **or**

- The applicant has majored in another field with a creditable record but has not yet clearly demonstrated abilities in the proposed new field; **or**
- The applicant needs to fulfill an English remediation requirement; **or**
- 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 term of enrollment (semester or 12-week term). Registration for a second term (semester or 12-week) 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 and the graduate program to which the applicant applied. 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 term (semester or 12-week term) 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. Students admitted to a combined Bachelor's-Master's Program may not defer the start of their Master's program, but may request a Leave of Absence in their first year in the Master's program. Applicants who are unsuccessful in gaining admission to a graduate program are also notified in writing by the Graduate School.

ADMISSION TERM CHANGES

The Offer of Admission is extended to the applicant only for a specified term (semester or 12-week term). If an admitted student or a Graduate Program wishes to change the term of entry (semester or 12-week term), they must petition the Graduate School in writing. The Graduate School will allow one (1) term (semester or 12-week term) change requested by the program, and one (1) requested by the admitted student, contingent upon the approval of the program's Director of Graduate Studies. Any further changes will require a new application to the Graduate School.

NON-DEGREE ADMISSION: NON-DEGREE SEEKING 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 Non-Degree Seeking 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 term of enrollment (semester or 12-week term). Official transcripts must be submitted from all institutions except the University of Maryland, College Park.

The Non-Degree Seeking Student status is not available to international students who would require the University of Maryland to sponsor them on an F-1 student visa.

Applicants for admission to Non-Degree Seeking 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 Non-Degree Seeking Student status will continue for five years. If there is no registration in two consecutive academic terms (semesters -Fall and Spring or 12-week term), the admitted status will lapse and a new application will be required.

Non-Degree Seeking Students must maintain a 3.0 grade point average. Non-Degree Seeking Students whose grade point average falls below 3.0 will not be permitted to register. Non-Degree Seeking 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 a Non-Degree Seeking 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 nine (9) 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. (For those admitted as an Advanced Special Student prior to the Fall 2017 term, 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.)

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](#) and pay the current 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 [Registration Guide](#) 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. If a student wishes to change to a different program within the same school or college and the degree objective will remain the same or will change to a lower-level objective (e.g., PhD to M.A.), a **Program/Degree Objective Change Form** may be submitted to the Graduate School. This form may also be used if a student wants to remain in the same program, but change to a lower-level degree objective.

A new application will be required if:

- The student wishes to change a program outside of their current school or college (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 higher-level degree objective (e.g., change from master's to doctoral degree).

Programs may request an exception to these rules. For example, a college or department may wish to allow students in a particular master's of professional studies program to be eligible to change their degree objective to a particular master's program without requiring a new application.

Admission to a new program and/or status is not granted automatically. Each application is reviewed and must meet the following criteria:

- Eligible students can submit a petition during any term, but can only petition to change their program and/or degree objective once during their University of Maryland graduate school career. Any subsequent requests to change a program and/or degree objective will require a new application and will be handled through the normal admissions process.
- To submit a petition, eligible students must have a GPA of 3.0 or higher or obtain Graduate School approval to waive this requirement. The process to waive this requirement is detailed in the petition process below.
- If a student changes their program and/or degree objective, they are responsible for adhering to the policies of their new degree program. Students should be aware that a change in program and/or degree objective may result in a change in, or loss of, fellowship and/or assistantship funding.

Petition Process

To submit a petition, students will:

- Secure permission for the program and/or degree objective change from the requested program. Each program designs their own review process and approval criteria, which is applied to all students who wish to change their program and/or degree objective. Each program must provide a path for students to change their degree objective from a higher to a lower level within the same program if such a master's degree exists (e.g., a doctoral student has met the degree requirements for a master's degree in the same program and desires to exit with the master's degree). Each program must also provide reasonable options to meet any remaining master's degree requirements within one year after the student elects to change their degree objective to a lower level within the same graduate program.
- Submit a petition for a change of program or change of degree objective to the Graduate School. The petition asks students to identify: (a) their current graduate program and degree objective, (b) the new graduate program, if different from the current program, and (c) their new degree objective. In some cases, graduate students may change their degree objective within the same program (e.g., change from a doctoral degree objective to a master's degree objective).
- Before submitting the petition to the Graduate School, students must obtain approval and signatures from the Director of Graduate Studies of their current program and their new program, if different from the current program.
- Once the program/degree objective is changed, the new Director of Graduate Studies will submit any/all relevant inclusion of credit requests, including any/all relevant course conversions (e.g., 899 to 799).
- International students on F-1/J-1 status must meet with the International Student & Scholar Services (ISSS) and obtain approval for the requested change via a signature on the petition.
- For students with a GPA of 3.0 or lower, the Director of Graduate Studies must submit a letter to the Graduate School to justify why the petition should be approved. The letter must include a plan for meeting the University's graduation requirement of a 3.0 or higher for all graduate students.

Deadlines

- Students must submit a completed petition to the Graduate School prior to the last day of final exams. Petitions for changes in program and/or degree objective received after final exams will be considered for the following term. A student must be enrolled during the term in which a degree is conferred, per the **continuous registration requirement**.
- For approved petitions, the student's Graduate School program termination date will be reset for those that change programs. For approved petitions for students who change a degree objective within the same

program, the termination date does not restart. Program termination dates are separate from the termination dates for other requirements such as for the I-20 or for fellowship funding.

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 Non-Degree Seeking 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

Petitions, related documents and questions concerning the Board of Regents Policy on Student Classification for Admission and Tuition Purposes should be directed to the **Residency Reclassification Services** in the Office of the Registrar.

Determination of In-State Status for Admission and Tuition Purposes:

See **www.usmh.usmd.edu/regents/bylaws/SectionVIII/VIII270.html** for the complete text of this policy.

An initial determination of in-state status will be made by the Graduate School at the time a students' application for admission is considered. The determination made at that time, and any determination made thereafter, shall prevail in each term (semester or 12-week term) until the determination is successfully challenged. Students may challenge their classification by submitting a timely petition to the Residency Reclassification Services. Determinations are based on the residency policy and requirements. The deadline for submitting a complete petition along with all supporting documents, is the first day of the term (semester or 12-week) in which the student wishes to be classified as in-state.

The volume of requests for reclassification may necessitate a delay in completing the review process. A decision in each case will be made within 60 days of receipt of a complete petition and all required documentation. During this period of time, or any further period of time required by the university, any fees and charges based on the previous determination must be paid. The student is solely responsible for any late charges incurred by the residency process. If the determination is changed, any excess fees and charges will be refunded.

Students classified as in-state for admission and tuition purposes are responsible for notifying the Residency Reclassification Services in writing within 15 days of any change in their circumstances that might in any way affect their classification at the University of Maryland.

For more information, refer to the **Residency Classification Services** web page.

Registration Policies

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REGISTRATION AND CREDIT INFORMATION

To attend classes at the University of Maryland, College Park, it is necessary to process an official registration. Specific registration dates and instructions are available at registrar.umd.edu. Registration information for

Summer Session, Winter Session, and Professional Graduate Programs administered by the Office of Extended Studies may be found at oes.umd.edu.

The University of Maryland has adopted email as the primary means for sending official communications to students. Academic advisors, faculty, and campus administrative offices use email to convey important information and time-sensitive notices. All enrolled students are provided a university email address. Students are responsible for keeping their email address up to date or for forwarding email to another address. Changes of email address and other contact information can be completed online at registrar.umd.edu/current/index.html#online-transactions.

HEALTH INSURANCE FOR GRADUATE STUDENTS

Health insurance is important for maintaining physical and mental well-being while in graduate school. Unexpected healthcare expenses can be disruptive to students' academic progress. Beginning with the Fall 2020 semester, all students enrolled full-time in a master's or doctoral program at the College Park campus must have health insurance coverage. Full-time students are those who are enrolled for at least 48 units for the semester or 36 units for a 12-week term. Part-time students, non-degree-seeking students, and students enrolled in certificate programs, exclusively on-line programs, and/or programs at the Shady Grove campus are encouraged but not required to have health insurance, unless required by immigration status.

Students holding a graduate assistantship can choose to 1) enroll in a Maryland State Employee Health Insurance Plan, 2) enroll in the University's Student Health Insurance Plan (SHIP), or 3) enroll in an external plan.

Students not holding a graduate assistantship can choose to 1) enroll in the University's Student Health Insurance Plan (SHIP) or 2) enroll in an external plan.

Students who enroll in an external plan, including under someone else's plan (a parent or a spouse), will be asked to provide insurance information to the Graduate School.

Information about the Maryland State Employee medical, prescription drug, and dental plans available to graduate assistants can be found at uhr.umd.edu/benefits/medical-insurance. Information about the Student Health Insurance Plan (SHIP) available to all students can be found at umd.myahpcare.com. More information and resources about health insurance are available on the Graduate School Health Insurance webpage at gradschool.umd.edu/health-insurance.

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: 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.
- **HESP829** course carries 18 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.

For programs on the semester term, 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 (20 hour per week) assistantships must be registered for at least 24 units in addition to the assistantship; holders of half (10 hour per week) assistantships must be registered for at least 36 units. Audited courses do not generate graduate units and cannot be used in calculating full-time or part-time status.

For programs on the 12-week term, to be certified as full-time, a graduate student must be officially registered for a combination of courses equivalent to 36 units per 12-week term. Graduate assistants holding regular appointments must be registered for at least 18 units in addition to the assistantship; holders of half-time assistantships must be registered for at least 27 units. Audited courses do not generate graduate units and cannot be used in calculating full-time or part-time status.

COURSE NUMBERING SYSTEM

Courses are designated as follows:

- 000-099: Non-credit courses

- 100-199: Primarily first-year courses (not acceptable for credit toward graduate degrees).
- 200-299: Primarily sophomore courses (not acceptable for credit toward graduate degrees).
- 300-399: Junior and senior courses (not acceptable for credit toward graduate degrees).
- 400-499: Junior and senior courses acceptable for credit toward some graduate degrees. The number of such credits is limited by policies of the Graduate School and by the graduate program.
- 500-599: Professional school courses (Dentistry, Law, Medicine) and post-baccalaureate courses not for graduate degree credit.
- 600-898: Courses restricted to graduate students (see above for exceptions).
- 799: Master's thesis credit.
- 899: Doctoral dissertation credit.

The first character of the numeric position of the course number determines the level of the course and the last two digits are used for course identification. Courses ending with the numeral 8 or 9 are the only courses that are repeatable for credit.

CONTINUOUS REGISTRATION REQUIREMENTS

All graduate students must register for courses and pay associated tuition and fees each term (semester or 12-week term), not including summer and winter sessions for semester-based programs, until the degree is awarded. During the term that they graduate, all graduate students must be registered for a minimum of one credit at the University of Maryland, either on the College Park campus or at an approved University of Maryland instructional site.

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 they must register for the current term (semester or 12-week term). 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, they will be dismissed from the Graduate School at the end of the term (semester or 12-week term) 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 or during a 10-day period following the end of a 12-week term 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 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. 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 term (semester or 12-week term) for which the waiver is sought. Tuition waiver requests will be granted only when the student affirms in writing that they 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 registered student will be away from the College Park campus for an entire term (semester or 12-week) exclusively for the purpose of thesis or dissertation research (799, 898, or 899) or a required full-time professional experience (e.g., an internship, apprenticeship, or practicum). To qualify, the off-campus research or professional experience must be at least 50 miles from the College Park campus. Students who are off

campus for other reasons (e.g., taking all online courses) are not eligible for this waiver. An application for a [Waiver of Mandatory Fees](#) must be submitted to the Graduate School. Students are not eligible for a Waiver of Mandatory Fees for the term in which they complete their degree requirements. More information on Mandatory Fees can be found [here](#).

LEAVE OF ABSENCE FOR CHILDBEARING, ADOPTION, SERIOUS HEALTH CONDITION, DEPENDENT CARE, OR FINANCIAL HARDSHIP

In recognition of the effects that childbirth, adoption, serious health condition (mental and/or physical), caring for incapacitated dependents (such as children, ill or injured partners, or aging parents), and situations that present financial hardship may have on the time and capacity 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 or up to three 12-week terms 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. For the Graduate Student Parental Accommodation Policy, which provides students the option to maintain full-time enrollment status rather than take a leave of absence, see the [Parental Accommodation Policy](#).

LENGTH OF LEAVES

Application for a leave of absence may be made either on a one- or two-semester basis or on one- or two- or three 12-week term 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; if the absence exceeds a total of two years, the student should withdraw from the program and reapply when capable of returning to active graduate study. An approved leave for one semester will be extended to two semesters as needed or an approved leave for one 12-week term will be extended to two and will be extended to three, if so requested by the applicant prior to the expiration of the approved one- term (semester or 12-week) leave of absence.

APPLICATION PROCEDURES

A leave of absence normally must be requested and approved prior to the beginning of the academic term for which it is being requested. If a leave of absence is submitted during a term, the policies for Withdrawal from Classes and Grading Systems (i.e., assigning a grade of “incomplete”) apply. The Petition for a Waiver of Regulation can be employed after the add/drop period for approved leave of absences. A leave of absence cannot be requested retroactively after a term ends (i.e., the last day of classes in a semester).

The student can request the Leave of Absence by completing and submitting the **Leave of Absence Request Form**. Requests for medical leaves of absences require a supplemental form to be completed by the student's health care provider. The request must be approved by the student's faculty advisor and Graduate Director prior to submission to the Graduate Dean. Approved leaves will stop the student's "time-to-degree clock." At the end of the leave of absence, the student must complete and submit the Return from Leave of Absence 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. Students will not be eligible to register until they have requested to return from their leave of absence.

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 term (semester or 12-week) 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 assistantship) 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 term (semester or 12-week) 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 **International Student and Scholar Services** for more information when considering a leave of absence.
- **Student Accounts.** Students are advised to check with **Student Financial Services and Cashiering** 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 time frames.
- **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 or other third-party entity. 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 the use of the libraries may check lib.umd.edu/access/access-privileges, or contact the McKeldin Library Circulation Department, Community Borrowers Office, Monday-Friday, 9:00 a.m. - 4:00 p.m.

LEAVE OF ABSENCE FOR MILITARY SERVICE

Graduate students in the United States Armed Forces, including members of the National Guard or Reserve, may apply for a leave of absence to fulfill a voluntary or involuntary service commitment. Students may apply for a leave of absence of up to two semesters, during which time the requirement of continuous graduate registration is suspended.

LENGTH OF LEAVES

Application for a leave of absence may be made for one or two semesters. An approved leave for one semester may be extended to two semesters if requested by the applicant at least four weeks prior to the expiration of the approved one-semester leave of absence. Leaves of absence for more than two semesters will be considered on a case by case basis for the duration of the military service.

APPLICATION PROCEDURES

A **leave of absence for military service** must be requested and approved prior to the beginning of the academic term for which it is being requested. The student can request the Leave of Absence by completing and submitting the Leave of Absence Form. The student must submit a copy of paperwork confirming induction or authorization for active duty. The request must be approved by the student's faculty advisor and Graduate Director prior to submission to the Graduate Dean. Approved leaves will stop the student's "time-to-degree clock." Students will not be eligible to register until they have requested to return from their leave of absence.

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 term (semester or 12-week) 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 assistantship) 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.

- **Student Accounts.** Students are advised to check with [Student Financial Services and Cashiering](#) 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 time frames.
- **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 or other third-party entity. 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 the use of the libraries may check lib.umd.edu/access/access-privileges, or contact the McKeldin Library Circulation Department, Community Borrowers Office, Monday-Friday, 9:00 a.m. - 4:00 p.m.

ACADEMIC CALENDAR

The [academic calendar](#) contains important information regarding registration. Graduate students preparing to graduate should refer to the [Deadlines for Graduate Students](#).

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 end of the Schedule Adjustment Period. The [deadlines](#) are published each term on the Registrar's website. No credit level changes or grading option changes are permitted after the "Graduate Student Deadline To" date. Drop/Add and other changes may be done in person at the Office of the Registrar or online at testudo.umd.edu.

Graduate students can adjust their schedule (add, drop, etc.) without penalty until the close of business on the fifth business day of classes. (Monday through Friday when the university is open for business). Any schedule adjustment made after the fifth business day is subject to a financial penalty. The refund schedule for courses dropped is also published on the [Registrar's website](#). For more information, please see the [Refunds sections](#) of this Catalog.

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. The graduate program stamp must be placed on the change of grading option/credit level form.

TIME CONFLICTS

Students are not permitted to enroll in two courses that meet at the same time or have overlapping times that are greater than 10 minutes. Conflicts of 10 minutes or less can be resolved by departments. Students who arrive late or leave early consistently cause interruption to the class. Students who wish to enroll in two courses that have a time conflict greater than 10 minutes must get approval from the Graduate School. A request for approval must include 1) A written request from the student to take the two courses; 2) Approval from both instructors, including documentation on accommodation (e.g. how work that is missed during the overlap window is to be made up); and 3) Evidence of agreement that this is the best time for the student to take both courses. All requests must be submitted to graduate-dean@umd.edu by the last day of schedule adjustment.

WITHDRAWAL FROM CLASSES

The term "withdrawal" means termination of enrollment in all classes for a given term (semester or 12-week). The date of the withdrawal is indicated on a graduate student's academic record. To withdraw from a term (semester or 12-week) on or before the last day of classes a graduate student must complete the Degree-Seeking Graduate Student Withdrawal [form](#) and submit to the Office of the Registrar, 1113 Mitchell Building, in person or by email at registrar-graduate@umd.edu. 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 from classes must also submit a [request](#) for Waiver of Continuous Registration to the Graduate School at gradschool@umd.edu.

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 they have received a waiver of registration from the graduate program or have received an approved Leave of Absence from the Graduate School; withdrawal by a graduate student 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 their graduate student standing may do so by submitting an email or letter to the Graduate School at gradschool@umd.edu. The email used must be the student's official University of Maryland email address. 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 their resignation, the student must complete the Degree-Seeking Graduate Student Withdrawal **form** and submit to the Office of the Registrar, 1113 Mitchell Building, either in person or by email at registrar-graduate@umd.edu. 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. They may be required to repeat previously taken courses (see time limits for relevant degree or certificate programs).

GRADING SYSTEMS

The University's 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 pre-candidacy (898) and courses labeled "Independent Study" or "Special Problems." Only one grading system may be used per course in a particular term (semester or 12-week). The grading system will be designated by the student's graduate program or the graduate program offering the course.

The S-F grading system must be used for master's thesis (799) and doctoral dissertation (899) research. A grade of S indicates satisfactory progress towards the completion of the thesis or dissertation; a grade of F indicates failure to make satisfactory progress. A grade of F will trigger a review to determine whether the student's enrollment should be terminated. Determinations of **satisfactory progress** occur at the graduate program level. A grade of I (incomplete) may be assigned if the advisor is unable to determine that the student is making satisfactory progress. The grade of I should be used sparingly and only after the advisor has spoken with the student about concerns regarding satisfactory progress. For 799 and 899 there are no incomplete contracts. Advisors should change grades of I to S when the student has demonstrated satisfactory progress, or to F if the

advisor determines the student is incapable of making satisfactory progress. Upon successful completion of all degree requirements and the award of the degree, any remaining I grades for 799 and 899 will automatically be changed to S.

GRADUATE CREDIT FOR UNDERGRADUATES

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. Students eligible for this option must 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 18. The graduate credits so earned will not count toward any requirements for the bachelor's degree. An undergraduate student may take a maximum of nine graduate credits when taken as graduate credits only. Programs can petition the Dean of the Graduate School to request up to 3 additional graduate credits for undergraduates in addition to those double counted for combined bachelor's-master's programs. Courses in a 12-week term program are not open to undergraduate students. In order to earn a graduate degree or certificate, students must be admitted into the Graduate School. Please see the combined bachelor's-master's policy for credit limits that pertain to those programs.

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. Courses in 12-week programs are not open to undergraduate students.

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 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 Dean of the Graduate School 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. For more information, refer to [Inter-Institutional Enrollment](#).

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 assistance awarded to graduate assistants and fellows may be used to pay for courses at other consortium universities. 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.
- Graduate assistants and fellows can use tuition assistance provided by the University of Maryland to pay for courses at other consortium universities.

For more information, refer to the [D.C. Consortium Enrollment](#).

Tuition, Fees, and Expenses

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- [Payment of Tuition and Fees](#)
- [Forms of Financial Aid](#)
- [Emergency Loans](#)
- [University Refund Statement](#)
- [Refunds for Withdrawal from All Classes](#)
- [Refunds for Dropping Individual Courses](#)
- [Fellowships, Assistantships, and Financial Assistance](#)
- [Graduate Fellowships](#)
- [Graduate Assistantships](#)
- [Overload Payments for Graduate Students](#)
- [Travel Grants](#)

PAYMENT OF TUITION AND FEES

Tuition rates and fees are posted on the University's [website](#).

Tuition, fees, and other University charges may be paid by mail, [online](#) or in person at 1135 Lee Building, 8:30 a.m.- 4:30 p.m., Monday through Friday. The University accepts checks (no fee) and Visa, MasterCard, American Express, and Discover cards for payment. Checks should be made payable to "The University of Maryland." Students can also obtain their account balances through [Student Financial Services and Cashiering](#).

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.

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 visit the [Office of Student Financial Aid](#) 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.

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 [Academic Deadlines](#) for complete refund information and procedures.

REFUNDS FOR WITHDRAWAL FROM ALL CLASSES

A Cancellation of Registration submitted to the Office of the Registrar **before** the first day of classes entitles the student to a full credit or refund of term (semester or 12-week) 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 [Registration Guide](#). Students will find the necessary forms for withdrawal by visiting the Office of the Registrar, [online](#) or in person at 1113 Clarence M. Mitchell Jr. Building.

The effective date used in computing refunds is the date the withdrawal form is filed with the Office of the Registrar. Stopping payment on a check, failure to pay the term (semester or 12-week) bill, or failure to attend classes does not constitute withdrawal.

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

Period from data instruction begins	Refundable tuition*
Two weeks or less	80%
Two to three weeks	60%
Three to four weeks	40%
Four to five weeks	20%
Over five weeks	no refund

¹ Fees are non-refundable after the first day of classes.

Withdrawal from all classes may be a violation of the Graduate School’s Continuous Registration policy. Students withdrawing from classes who intend to continue in their graduate degree or certificate program should secure a Waiver of Continuous Registration or Leave of Absence from the Graduate School before withdrawing.

REFUNDS FOR DROPPING INDIVIDUAL COURSES

Graduate students may obtain refunds for courses that are dropped during the Schedule Adjustment Period. Graduate students can adjust their schedule (add, drop, etc.) without penalty until the close of business on the fifth business day of classes. (Monday through Friday when the university is open for business). Any schedule adjustment made after the fifth business day is subject to a financial penalty. The refund schedule for courses dropped is published on the [Registrar’s website](#).

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 assistance 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 and current students must apply directly to their Graduate Programs for fellowship funding. The Graduate School offers a limited number of dissertation fellowships. Applications are solicited annually. More information may be obtained from the Graduate School's fellowship [website](#) as well as the [Fellowships](#) chapter of this Catalog.

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 more information, please see the [Assistantships](#) chapter of this Catalog.

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 the [Graduate Assistants](#) and [Graduate Fellows](#) chapters, 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 gradschool.umd.edu/forms.

TRAVEL GRANTS

The Graduate School administers the Jacob K. Goldhaber 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. Because funding is limited, students are urged to apply as soon as their presentations have been accepted. More information is available at gradschool.umd.edu/funding.

Policies for Graduate Assistantships

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- [Time Away from Duties](#)
- [Compensation](#)
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GENERAL POLICIES

Graduate Assistants (GAs) are, first and foremost, graduate students pursuing an education. The opportunity to work closely with faculty members and undergraduate students in teaching, research, or administrative environments is an integral part of that education.

Graduate students who hold assistantships benefit educationally and professionally. They gain further expertise in their field; enhance their research skills and develop pedagogical skills; acquire experience in leadership, interpersonal effectiveness, and performance evaluation; acquire academic administrative experience; and enjoy collegial collaborations with advisors that may result in joint publications and other professional activities. Skills learned in assistantships prepare students not only for the academy, but also for corporate, government, and nonprofit organizations.

Assistantships also provide graduate students with the financial resources necessary to pursue their degrees. This financial support—stipend, tuition assistance, and benefits—is part of the University's commitment to the success of our graduate students.

The University is committed to ensuring that graduate assistant assignments are productive, enhance student qualifications, meet funding support and workload goals, and are consistent with the educational objectives of the student and his or her program.

CATEGORIES

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

ADMINISTRATION

Graduate Assistants at the University of Maryland, College Park are under the direct supervision of the department, program, or unit that offers the appointment. The department determines the GA's 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 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/or 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 academic or non-academic units in which they work.

QUALIFICATIONS

A Graduate Assistant must be a registered graduate student in good standing enrolled full-time in a degree program at the University of Maryland, College Park and must be making satisfactory progress toward the degree. Students enrolled full-time in dual degree programs with another University System of Maryland institution may hold Graduate Assistantship appointments at the University of Maryland, College Park, while completing degree requirements at the partner institution.

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 administrative work in a unit. Non-degree seeking students are not eligible to hold Graduate Assistantships.

In rare instances, an appointment of a Graduate Research Assistantship (RA) may be made for a graduate student who has been admitted into a graduate degree program at another campus within the University System of Maryland. 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.

STUDENT STATUS

A Graduate Assistant is on an academic appointment not involving academic tenure. The appointment may be for a regular (20 hours per week) or half (10 hours per week) assistantship.

- GAs holding regular 20-hour assistantships must be full-time students. They are full-time students if they are registered for at least 24 units in a semester term or 18 units in a 12-week term program.
- GAs holding half (10-hour) assistantships must be full-time students. They are full-time students if they are registered for 36 units in a semester term or 27 units in a 12-week term program.

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 GAs.

For more information about unit requirements, please view the [Registration Policies](#).

ENGLISH PROFICIENCY REQUIREMENTS FOR INTERNATIONAL STUDENTS

International Teaching Assistants (ITAs) who are non-native speakers of English are required to undergo an evaluation of their spoken English abilities by the Maryland English Institute (MEI). The ITA Evaluation is not required of students who serve only as graders or researchers, or whose entire education has been in the U.S, United Kingdom, Ireland, English-speaking Canada, Australia, New Zealand, Anglophone Africa, or Commonwealth Caribbean. Students must pass the ITA Evaluation prior to being assigned teaching duties, including duties in labs. This requirement may not be waived.

The Graduate School pays the fee for the ITA Evaluation for students who have been formally appointed as TAs. All other students are responsible for paying this fee. If the department wishes to cover the cost of the evaluation for those students, the Graduate Director must indicate this in writing on the referral form.

Students who fail the ITA Evaluation are required to take an English course. On the basis of the evaluation results, MEI will place the student into either UMEI 006 (pronunciation) or UMEI 008 (broader communication patterns). If the student has been formally appointed as a TA, the department is responsible for the tuition of the course and may not pass the cost of this instruction on to the student. If the student fails the ITA evaluation and is not an ITA, the student is responsible for paying tuition for the course. Tuition assistance cannot be used for UMEI courses.

Full details regarding the ITA Evaluation can be found on the [Maryland English Institute website](#).

APPOINTMENTS

APPOINTMENT, REAPPOINTMENT, DURATION OF APPOINTMENT

Most Graduate Assistants are appointed either for a 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 in May. 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 assistantships, many departments limit the number of years that a graduate student may serve as an assistant in any capacity. Importantly, once a student completes all degree requirements and paperwork, they are not eligible for assistantships in the next term, including students who complete their degree requirements in between terms (i.e., if a student successfully defends and submits a thesis or dissertation during the winter term then they are not eligible for an assistantship the following spring term).

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 information on the terms of the assistantship and should be explicit and clear with respect to workload expectations. A template can be found on the [Graduate School's Forms webpage](#).

PERFORMANCE REVIEWS

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

TERMINATION OR LOSS OF SUPPORT

A Graduate Assistant's appointment may be terminated before the expiration of its designated term for loss of funding, for cause, for academic delinquency, by written notice, and by voluntary mutual agreement. Except under justifiable circumstances, as outlined in [USM policy](#), graduate assistants whose appointments are for more than one term will be notified of decisions not to renew appointments at least 60 days before the date upon which the appointment is to begin.

1. *Loss of Funding.* A graduate assistantship may be terminated on account of a loss, reduction, or reallocation in appropriation, grant, contract, gift, or other funds with which to support the appointment. Subject to the fiscal priorities of the unit, programs will make a good faith effort to find alternative funding for the full term of the appointment for a GA who is in good standing and making satisfactory progress to degree.
2. *Cause.* An appointment may be terminated immediately for cause. The following are examples of sufficient cause for removal: incompetence, inefficiency, wanton carelessness or neglect of duty, insubordination, repeated or extended absence, and misconduct related to the GA's suitability or capacity to continue to perform assignments. GAs who are charged with any violation of the Code of Academic Integrity, the Code of Student Conduct, another University policy, or with a criminal offense may be suspended from their positions with pay while the charges against them are pending. GAs found responsible for any violation or offense that is related to their GA duties will be terminated and any commitment to provide future GA appointments will be invalid.
3. *Academic Delinquency.* An appointment may be terminated if the GA is not making satisfactory academic progress to a degree or is otherwise not in good academic standing. The termination shall be in writing and may be immediate or with such notice as the University believes compatible with the GA's academic situation, not to exceed 30 calendar days.
4. *Written Notice.* An appointment may be terminated by delivery of 60 days written notice to the GA.
5. *Voluntary Agreement.* With the agreement of the University, an appointment may be terminated by the voluntary written resignation of the GA.

SPECIAL APPEALS PROCESS

A Graduate Assistant whose appointment shall be terminated for the reasons 1, 2, 3, or 4 above, may obtain a review by the Chair of the Department under the Informal Consultation procedure in Section VII, below. Thereafter, if desired, the GA may obtain a special review by the Dean of the unit where the assistantship is located.

1. The GA shall initiate the formal review by sending a letter to the College or School Dean with copies to the faculty member and the Department Chair. To be considered, the letter must be received by the Dean within 15 calendar days from the date the GA is first informed of the intent to terminate the assistantship. The grounds for appeal in terminations based on *Loss of Funding*, *Academic Delinquency*, and *Written Notice* shall be prejudicial procedural error and/or a violation of substantive due process.
2. The burden of proof in these types of termination shall be upon the GA. The burden of proof in terminations for *Cause* shall be on the faculty member to demonstrate that cause exists and warrants termination.

Upon receipt of the letter requesting formal review, the Dean will:

1. Solicit a written response from the faculty member; and,
2. Offer to meet with the GA and the faculty member, either individually or together, before reaching a decision. The Dean shall consult with the Department Chair and such other persons as the Dean believes may be knowledgeable about the matter. The Dean shall endeavor to convey a written decision and, where appropriate, the remedy, to the GA and the faculty member within 10 calendar days of receipt of the letter requesting formal review.
3. The decision of the Dean shall be final in all matters pertaining to the review.

RENEWAL AND NON-RENEWAL OF APPOINTMENT

The University does not guarantee an appointment as a Graduate Assistant will be renewed at the end of its designated term. Although appointments are often renewed, the University cannot promise and there can be no expectancy that a graduate assistantship will be continued over an extended period of time. Except under justifiable circumstances, as outlined in **USM policy**, graduate assistants whose appointments are for more than one term will be notified of decisions not to renew appointments at least 60 days before the date upon which the appointment is to begin.

For assistantships in non-academic units, “Dean” shall mean the Vice President of the division.

A termination would violate substantive due process if it is arbitrary or capricious or if it were based on an illegal or unconstitutional consideration.

Duties and Time Commitments

The assigned duties of a Graduate Assistant are consistent with the objectives of the teaching and research missions of the university, including the objective that assistantships are to be educationally productive for graduate students. Workload expectations of the department, and of the student's advisor/supervisor, should be explicit and clear. The appointment may be full-time (20 hours per week) or half-time (10 hours per week).

Departments are to provide work assignments that GAs receiving full stipends can satisfactorily complete in no more than a 20-hour average work week, and are to ensure that GAs spend no more than 20 hours per week on average throughout the term of appointment on work unrelated to their research. The actual number of hours required to complete assignments in any given week may vary.

GRADUATE TEACHING ASSISTANTS

The specific duties of Graduate Teaching Assistants (TAs) vary across disciplines and departments. For the majority of teaching assistants, however, assignments and responsibilities fall into four 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 TA. All graduate TAs serving in any capacity are under the direction and close supervision of a member of the faculty. Prior to the start of the assistantship, supervising faculty member and the TA will meet to review and confirm expectations including a summary for the nature of required duties. To facilitate the discussions, a Statement of Mutual Expectations for Teaching Assistants template can be found on the [Graduate School's Forms webpage](#).

Time Commitment: For TAs, the 20-hour average should include the time spent in faculty lectures, class preparation, classroom or laboratory teaching, reading and commenting on student papers or examinations, office consultation, and other duties required to carry out the teaching role. Although it is understood that weekly workload will fluctuate during the term of appointment, a Teaching Assistant with a full-time

appointment shall be required to work no more than an average of twenty hours per week during the term of appointment on specifically assigned duties related to his/her appointment, excluding non-TA-related activities associated with academic progress toward the degree. A Teaching Assistant with less than a full-time appointment shall work a prorated portion of a full-time appointment on specifically assigned duties related to his/her appointment, excluding non-TA-related activities associated with academic progress toward the degree.

The time that TAs devote to their assignments varies. The proportion of hours spent in preparation, classroom or laboratory time, and grading, for example, differs from one discipline to another. In some disciplines, a new TA may find that a task such as grading initially requires more time than the usual 20-hour weekly average allows. In determining the amount of time expected for a teaching assignment, consideration shall be given to such factors as type of instruction, number of students instructed, and all other factors, including those specific to the course or group of courses to which the instructional duty expectations apply.

TAs may be required to come to campus prior to the actual beginning of classes to participate in orientation and class-preparation duties. TAs usually complete their formal duties when examinations have been graded.

GRADUATE RESEARCH ASSISTANTS

The specific 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 occasionally be asked 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 close direction and supervision of a member of the faculty. Prior to the start of the assistantship, the supervising faculty member and the RA will meet to review and confirm expectations including a summary of the nature of required duties. To facilitate the discussions, a Statement of Mutual Expectations for Research Assistants template can be found on the [Graduate School's Forms webpage](#).

Time Commitment: For RAs, the 20-hour average should include the time spent in library and/or laboratory, and on all other research tasks providing assistance to the assigned project.

Graduate students working on research projects funded by grants are often also working on material 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-hour weekly average.

Graduate RAs usually follow the project director's instructions regarding work when classes are not in session.

GRADUATE ADMINISTRATIVE ASSISTANTS

A number of academic and non-academic units employ Graduate Administrative Assistants (AAs), generally to perform administrative support functions in an office setting. Such positions are expected to have a research or professional development component. Some administrative appointments are for less than one academic year. Prior to the start of the assistantship, the supervising faculty or staff member and the AA will meet to review and confirm expectations including a summary of the nature of required duties. To facilitate the discussions, a Statement of Mutual Expectations for Administrative Assistants template can be found on the [Graduate School's Forms webpage](#).

Time Commitment: For AAs, the 20-hour weekly average should include all time spent on assigned duties, including mandatory training sessions. Unless explicitly stated in writing, AAs are expected to work no more than the 20-hour average work week. If greater amounts of time are periodically required, the unit must provide the AA with an offer letter that includes 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, the time should be deducted from another week.

Just as the unit may require the AA to work more than 20 hours in a given week to meet peak work periods, the AA may request that he or she be allowed to reduce time in a given week 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 supervisor within the unit.

AAs follow the staff holiday and vacation schedule. Consequently, if the campus is closed (for any reason) for regular staff, AAs who normally would work those days will receive the appropriate compensation and will not be required to make up the hours missed.

TIME AWAY FROM DUTIES

The objective of graduate assistantships is education. They are a component of learning and, as practicum, advance understanding through application. Stipends are an acknowledgment both of the expense and need for support during graduate education and of the contribution made by the Graduate Assistant to the mission of the University. The relation between the GA and a professor is academic, partaking of the traditions and practices of the academy. While an appointment as graduate assistant shares some attributes of employment, these are secondary. The following “Time Away” policies reflect these principles.

A. *Accrued Leave.* Graduate Assistants do not earn paid annual, personal, or sick leave.

B. *Time Away from Duty.* Graduate Assistants may have time away from their duties. A full time (20 hours per week), 12-month assistantship is allowed ten workdays (40 hours) of collegially supported absence. Graduate

Assistants working full-time on 9- and 9.5-month appointments are allowed 30 hours of absence; Graduate Assistants on half-time appointments will be allowed half of the hours afforded to full-time assistants.

The eligible time is awarded on a calendar year basis and multiple appointments do not increase the amount of time during the calendar year. Time away from duties must be taken while holding an appointment; it may not be accumulated or transferred. It does not include time when the University is closed. Because colleagues must perform the GA's responsibilities during an absence, reasonable notice (at least 7 days, if the need for leave is foreseeable) and prior approval by the GA's supervisor are required.

Time away from duty may be used for such purpose as the GA elects and is, therefore, distinct and separate from allowable **leave of absence** for childbearing, adoption, illness, financial hardship, and dependent care, which allow for semester-long leaves. For example, a GA may use time away from duty for bereavement, short-term illness treatment, unplanned moves, short-term cancellation in childcare, and other unexpected emergencies.

C. Absence due to Illness. If a Graduate Assistant becomes ill, time away from duties should initially be supported collegially. Occasional, short-term absences on account of illness generally will not require the use of the allowable "time-away from duty" days.

In the event an absence due to illness extends for a period longer than two weeks, support for time away from duties must be requested by the GA and lies in the discretion of the head of the funding unit (in the case of a State supported assistantship) or of the Principal Investigator or other grant administrator (in the case of an externally funded assistantship). The GA's request must be accompanied by supporting medical documentation satisfactory to the University, including a letter from a physician or other licensed health-care professional that provides (1) the nature of the illness; (2) a statement that the GA should not return to work for health reasons; and (3) the duration of the required absence. The University may require the GA to have a fitness for duty examination prior to resuming duties.

D. Absence due to Maternity or Adoption. On February 20, 2013, the Graduate Council updated the approved *Graduate Assistant Parental Accommodation Guidelines*, subsequently endorsed by the Offices of the Provost and President.

GRADUATE ASSISTANT PARENTAL ACCOMMODATION GUIDELINES

The University of Maryland Graduate Student Parental Accommodation Policy provides a period of up to eight (8) weeks during which new parents may postpone completion of academic requirements. All Graduate Assistants are eligible to apply for parental accommodation. For details, please visit the Graduate School's **Graduate Student Parental Accommodation Policy**.

CONFLICT RESOLUTION

A GA who experiences problems related to workload should address them without delay through the process indicated in "Grievance" Section below.

COMPENSATION

COMPENSATION AND STIPENDS

Three categories (called Steps) are used for the classification of graduate assistantships. These steps, based on a student's degree objective and progress toward the degree, determine compensation levels. Step I is only for master's students; Step II is for doctoral students not advanced to candidacy; and Step III is reserved for doctoral candidates.

Stipends should follow guidelines set annually by the Graduate School, in which the Graduate School sets minimum stipend levels for each step and appointment term (9, 9.5, and 12 months). Departments and programs may pay above the minimums and the stipend levels have no caps at any step. All GAs at a particular step, in a particular unit, should be paid the same assistantship stipend. Assistantships should only be offered in half (10 hours/week or 0.25 FTE) or full (20 hours/week or 0.50 FTE) appointments.

Teaching assistants must be offered a 9.5-month or 12-month assistantship due to duties and responsibilities occurring after the last day of classes. Teaching assistants may not be offered 9-month assistantships.

Additional Employment: On-Campus

Graduate Assistants may be employed on campus for an additional 10 hours per week beyond their assistantship duties, with an overload approval. No individual may be employed in two capacities in the same department without an overload approval. International students may be limited to a certain number of hours of employment according to their visa status; these students should check with [International Student and Scholar Services](#).

Domestic students who are GAs and who wish to hold more than one position on campus may do so only if the second position is paid on an hourly basis with Labor & Assistants funds (subcode 2075). This policy is necessary to avoid complications concerning benefits. For such individuals, the only benefits allowed are those associated with the graduate assistantship.

ADDITIONAL EMPLOYMENT: OFF-CAMPUS

It is expected that the combined responsibilities of graduate studies and assistantship duties will fully occupy a student during the academic year. The University, however, does not prohibit Graduate Assistants from accepting outside employment in addition to their assistantship appointment. It is up to the GA to determine how much time, if any, he or she can devote to additional activities while still maintaining satisfactory progress toward the degree and satisfactory fulfillment of the assistantship responsibilities. Departments and programs 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 their assistantship responsibilities expeditiously and effectively.

OVERLOAD PAYMENTS FOR GRADUATE STUDENTS

Overload requests are for temporary, short-term arrangements only. They must be limited to one semester per request and must be received and approved prior to the beginning of the appointment. No graduate student may be employed in two capacities within the same department without an overload approval.

9.5-month Appointments

A full-time GA (20 hours per week) on a 9.5-month appointment must have an overload approval for any on-campus 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 teaching a Winter Term course, as a TA or lecturer, in addition to his or her normal assistantship assignment.

An overload request must be submitted for Summer terms *only* if a student (a) is paid in the home unit over four equal pays for summer *or* is paid hourly for 20 hours per week *and* (b) also will be paid in a second unit or in Summer Programs. (The overload form should be completed for the second unit or Summer Programs.)

Graduate Assistants in a 12-week program must submit an overload request for each 12-week term.

12-month Appointments - Semester Term Programs

A full-time GA (20 hours per week) on a 12-month appointment must have an overload approval for any employment above the assistantship assignment when classes are in session during Fall and Spring semesters.

During Winter Term and Summer terms, an overload request must be submitted *only* if the student is teaching a class, either as a TA or lecturer, in addition to the assistantship appointment.

12-month Appointments - 12-Week Term Programs

An overload request must always be submitted for each 12-week term.

International Students

Federal Law prohibits international students from working more than 20 hours per week while classes are in session; international students holding full-time assistantships (20 hours) are therefore ineligible for overload assignments during the Fall and Spring semesters or during a 12-week term.

Sources of Funding

GAs may not be employed in more than one position eligible for benefits; their percentage on payroll may not exceed 50%. Hours over and above the assistantship must be paid with Labor & Assistants funds (subcode 2075).

RETIREMENT AND SOCIAL SECURITY (FICA)

Retirement benefits are not withheld from the salaries of Graduate Assistants. GAs are exempt from Federal Insurance Contribution Act (FICA) taxes provided that they maintain enrollment and are registered with at least half-time status in the term (Semester or 12-week) they are holding an assistantship.

TAX STATUS

Pursuant to U.S. federal tax code revisions effective January 1, 1987, all graduate students are liable to pay income tax on compensation received for Graduate Assistantships. The amount remitted for tuition is a benefit and is not taxed. A GA with questions about tax obligations should consult a tax counsel or the Internal Revenue Service (1-800-829-1040).

VOLUNTEER GRADUATE ASSISTANT

Under no circumstances should graduate students serve as volunteer graduate assistants, where they are expected to provide service without a graduate assistantship (GA) appointment at the unit's standard stipend level.

Course credit cannot be awarded to a student serving as a graduate teaching assistant in lieu of a GA appointment. Programs may require that graduate students serve as teaching assistants as long as the students receive a GA appointment. Programs may also require that graduate students complete a course in teaching

methods, so long as the course does not require students to serve in the capacity of a teaching assistant without a GA appointment.

Rare circumstances that may warrant an exception to this policy must be approved in advance by the Dean of the Graduate School on a case-by-case basis, at the request of the student.

TUITION ASSISTANCE AND MANDATORY FEES

Graduate Assistants on a full-time appointment (20 hours per week) are eligible for 10 credits of tuition assistance in the Fall and Spring semesters and 4 credits in Winter Term. GAs on a half-time appointment (10 hours per week) are eligible for 5 credits of tuition assistance in the Fall and Spring semesters and 2 credits in Winter Term. GAs on a full-time *12-month appointment* are also eligible for up to 8 credits of tuition assistance during Summer; and GAs on a half-time *12-month appointment* are eligible for up to 4 credits during Summer. Students enrolled in the 12-week Winter Term are eligible for up to 6 credits of tuition assistance. Students enrolled in the OES 3-week Winter Term are eligible for up to 4 credits of tuition assistance.

Tuition assistance is credited at the prevailing standard in-state credit hour rate at the time the class is taken. Some programs, such as the MBA, have higher credit hour rates or flat fee pricing. The tuition assistance benefit does not cover the difference, which remains the responsibility of the GA. Please visit The Graduate School for more information on [tuition assistance](#).

Tuition assistance does not cover Mandatory Fees. Please visit Student Financial Services and Cashiering for more information on [mandatory fees](#).

RESIDENCY CLASSIFICATION

All Graduate Assistants on a full-time or half-time appointment are billed at the in-state rate for credits taken during their appointment, including any credits taken over the tuition assistance allowance. *Official residency classification, however, does not change.* Consequently, at any time when a graduate student is no longer supported by an 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 that 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 the student is classified as out-of-state. Graduate students are urged to be aware of their official residency classification status and to address any problems immediately.

Contact Residency Reclassification Services at resclass@umd.edu or 301-314-9596 for more information regarding changing residency classification and changing residency statuses.

HEALTH INSURANCE

Graduate Assistants on a full-time or half-time appointment may enroll in the university employee health benefits program. The personnel coordinator in the student's department should be able to provide appropriate forms. GAs must enroll within 60 days of their initial employment to be eligible for a health care program. GAs may enroll their spouses and children under this program.

Any graduate student who is ineligible for the employee health care program may enroll in the student health insurance program offered by the University Health Center. For more information, call the University Health Center Insurance Office at 301-314-8165.

FACILITIES AND PARKING

It is the expectation that departments will provide Graduate Assistants with suitable workspace, laboratory space, and, when necessary, office space. GAs also generally have access to desks, file space, mailboxes, computers, telephones, and duplicating machines or services.

Vehicles must display a valid UMCP parking permit or be parked in metered spaces. While GAs are not assigned to faculty parking lots, the Department of Transportation Services endeavors to assign GAs to a student lot close to the building where they work. Students who register early have the best choice of parking assignments. The Department of Transportation Services is located on the ground floor of Regents Parking Garage, phone 301-314-PARK. Parking for GAs is not subsidized; each GA is responsible for the cost of his or her parking permit.

CONDUCT AND PROFESSIONAL BEHAVIOR

A Graduate Assistant's teaching, research, and administrative activities are subject to the ethical precepts and codes of the academic profession, to applicable federal, state, and local laws, and to University policies governing institutional obligations. Violation of any of these regulations constitutes a basis for disciplinary action in accordance with procedures set forth in the University's policies.

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, national origin, sex, sexual orientation, marital status, personal appearance, age, physical or mental disability, political affiliation, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution.

The precepts stated above apply equally to GAs and to supervisors of GAs.

SCHOLARLY MISCONDUCT

Scholarly misconduct means fabrication, falsification, plagiarism or other misconduct in proposing, performing, reviewing, or reporting research and/or in connection with other scholarly or creative activities.

Other terms such as research fraud, scientific misconduct, or research misconduct are subsumed within the term scholarly misconduct. Scholarly misconduct does not include honest error or honest differences of opinion. A finding of scholarly misconduct requires that there be a significant departure from accepted practices of the scholarly community for maintaining the integrity of the research or scholarly record; the misconduct must be committed intentionally, or knowingly, or in reckless disregard of accepted practices; and the allegation must be proven by a preponderance of relevant evidence.

The full text of the University of Maryland's Procedures for Scholarly Misconduct can be found on the [University System of Maryland's webpage](#).

SEXUAL HARASSMENT

The University of Maryland is committed to maintaining a learning and work 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 University prohibits sexual harassment. Sexual harassment may cause others unjustifiable offense, anxiety, and injury. Sexual harassment threatens the legitimate expectations of all members of the campus community. Academic progress or progress in employment is determined by the publicly stated requirements of classroom and job performance, and the campus environment will not unreasonably impede study or work.

Sexual harassment by university faculty, staff, and students is prohibited and constitutes violation of 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 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 decisions 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.

The full text of the University of Maryland Sexual Misconduct Policy and Procedures can be found [online](#).

STATEMENT ON 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, faculty, supervisors, and 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 faculty member or Teaching Assistant 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 Statement on Consensual Relationships and Professional Conduct can be found at the end of the [University of Maryland Sexual Misconduct Policy and Procedures](#).

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 disability in admission to or access to, or treatment of employment in, its programs and activities, as required by federal law (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:

Office of Civil Rights and Sexual Misconduct (OCRSM)

University of Maryland

4200 Lehigh Rd.

3101 Susquehanna Hall

College Park, MD 20742

Telephone: 301-405-1124

Email: civilrights@umd.edu

Webpage: <https://ocrsm.umd.edu>

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

ADA/504 Coordinator

7809 Regents Drive

0112 Lee Building

College Park, MD. 20742

Tel: 301-405-2841

Fax: 301-314-9992

Email: adacoordinator@umd.edu

Website: <http://accessibility.umd.edu>

GRIEVANCE PROCEDURES

The University is an academic and collegial community. Regular and clear communication between Graduate Assistants and their advisors and supervisors is essential to maintaining an effective educational environment. GAs who believe their workload is not in conformity with these *Policies for Graduate Assistantships* may seek a review in accordance with this Section, as well as our [Advisor Policy](#).

As regards workload, a GA may seek review under this Section if the assigned work that is unrelated to a student's research cannot reasonably be completed in an average of 20 hours per week over the term of the appointment.

In addition to workload, a GA may also seek review under this Section of whether the GA is receiving Overload Payments, Tuition Assistance, and Time Away from Duties in accordance with these *Policies*.

In all instances noted above, the GA should attempt to resolve these matters locally, collegially, and informally. If the difficulty has not been resolved to the GA's satisfaction through informal means, then he or she may elect to file a formal grievance.

INFORMAL CONSULTATION

The Graduate Assistant should first attempt to resolve the difficulty by discussing the situation with his or her faculty advisor/supervisor as expeditiously as possible.

1. In the case of a TA, this usually would be the professor in charge of the course; in the case of an RA, the director of the research project on which the student is working; in the case of an AA, the immediate supervisor of the student in the unit in which the student is working.

The GA should provide the reasons for complaint and a suggested resolution/remedy.

If a satisfactory resolution is not reached, the GA should next discuss the situation with the Chair of the Department.

2. Either before or after such discussions, the GA may wish to seek advice from another academic advisor, the Director of Graduate Studies of the GA's program, an associate dean of the Graduate School, or the Ombuds Officer for Graduate Students. The GA is strongly encouraged to consult with the Ombuds Officer early in the informal discussion process, and must consult with the Ombuds Officer before initiating a formal grievance.

OMBUDS OFFICER FOR GRADUATE STUDENTS

The Ombuds Officer is available to all graduate students with questions or concerns related to their graduate experience, including their roles as GAs. The Ombuds Officer provides informal assistance in resolving conflicts and works to promote fair and equitable treatment within the University. The Ombuds Officer works confidentially within the scope of the law. The purpose of the Ombuds Officer is to ensure that the graduate student's voice is heard and that problems receive prompt and impartial attention. The Ombuds Officer does not advocate for an individual; rather, the Ombuds Officer advocates for a fair process that promotes the University's commitment to excellence in graduate education and in the graduate student experience. Queries may be directed to Ombuds Officer for Graduate Students, The Graduate School, 2103 Lee Building, phone (301) 405-3132.

Please see our [Advisor Policy](#) for more information.

FORMAL GRIEVANCE

Most problems related to assistantships are resolved through informal consultation. If a problem pertaining to Workload, Overload Payment, Tuition Assistance, or Time Away for Duties has not been solved informally to the GA's satisfaction, he or she may initiate a formal grievance. The formal procedures outlined below are intended to provide a mechanism through which grievances related to assistantships can be formally made and decided.

THE GRIEVANCE PROCEDURE

The process of formal consideration offers the GA a review by the Dean of the Graduate School or by a panel appointed to make a recommendation to the Dean of the Graduate School. The steps are as follows:

If a satisfactory resolution has not been achieved following informal consideration by the Chair of the Department, the GA may initiate a formal grievance by sending a letter to the Dean of the Graduate School. To be considered, it must be received by the Graduate Dean within 30 calendar days from the action involved or from the GA having reasonable knowledge of it. Under exceptional circumstances, that deadline may be extended at the discretion of the Graduate Dean.

1. The letter must be signed and:
 - a. Contain a clear description of the facts giving rise to the grievance; and,
 - b. Identify the provision(s) of these *Policies for Graduate Assistantships* which have been violated; and,
 - c. Set forth the desired remedy; and,
 - d. Be copied to the faculty member and the Chair of the Department.
 - e. Elect to have the Graduate Dean decide the grievance either:
 - i. In the manner described in Paragraph 2.c., below; or,
 - ii. Following receipt of a recommendation from a three-person panel appointed by the Graduate Dean to consider the matter.
2. Upon receipt of a letter of formal grievance, the Graduate Dean will:
 - a. Share the letter with the Dean of the appropriate college or school; and,
 - b. Solicit a written response from the Department Chair.
 - c. Offer to meet with the GA and the faculty member, either individually or together, before reaching a decision. The Graduate Dean shall consult with the Academic Dean and such other persons as the Graduate Dean believes may be knowledgeable about the policies and practices involved. The

Graduate Dean shall endeavor to convey a written decision and, where appropriate, the remedy, to the GA and the faculty member within 15 calendar days of receipt of the letter of grievance.

- d. If the GA elects to have a panel, the Graduate Dean will appoint two graduate faculty (one of whom shall chair the panel) and one graduate student, each familiar with the GA's discipline but not from the GA's program or department, to review the matter and make a recommendation. The Graduate Dean will provide the panel with the letter of formal grievance and the written response of the Department Chair. The panel shall offer to meet with the GA and the faculty member and proceed in the manner described in Paragraph 2.c, above.

The Panel shall provide the Graduate Dean a written report containing a statement of the issues, the panel's findings of fact, the controlling policy provisions, the panel's conclusions regarding the merits of the grievance, and a recommended disposition of the grievance, including any suggested remedy.

The Graduate Dean shall decide the grievance and fashion any necessary remedy, giving substantial weight to the findings, conclusions, and recommendations of the panel.

The decision of the Graduate Dean regarding the merits of a grievance and, where appropriate, the remedy, shall be final.

GENERAL PRINCIPLES CONTROLLING FORMAL GRIEVANCE PROCEDURES

These Section VII procedures are not intended to mimic a courtroom and be adversarial in nature. Rather, they are formal in the meaning of offering a structured method to investigate, weigh and remedy differences. They are designed to preserve collegiality and minimize injury to the student-faculty relationship. Because grievances, if not made known or not considered expeditiously, threaten the learning experience, GAs, faculty, and administrators share responsibility alike to deal with them promptly. Experience has shown that the following rules promote the orderly and efficient disposition of grievances. Accordingly, they shall be observed:

1. There is a burden of proof. The GA has the responsibility of convincing the Graduate Dean or panel of three things: a) that the *Policies of Graduate Assistantships* has not been followed; b) that the GA has been adversely affected; and c) and that the requested remedy is appropriate.
2. All matters to be considered in support or defense of a grievance should be made known as early in the informal process as possible. Absent extenuating circumstances, matters not raised in the informal process should not be considered in the formal process. In both the informal and formal process, it is the responsibility of the GA and faculty member, respectively, to produce in a timely way the evidence they each wish considered, including any documents and witnesses.

3. The Grievance Procedure is not a trial. Formal rules of evidence commonly associated with criminal and civil trials may be counterproductive in an academic investigatory process and shall not be applied. The Dean, Graduate Dean, and three-member panel shall give effect to the rules of confidentiality and privilege, but shall otherwise accept for consideration all matters which reasonable persons would accept as having probative value in the conduct of their affairs, giving it such weight as they consider proper. Unduly repetitive, irrelevant, or personally abusive material, however, should be excluded. They may also consider matters within the common knowledge and experience of University faculty, including published policies of the University System of Maryland and the University of Maryland.
4. The GA may be assisted at any meeting by an advisor, who must be a registered, degree-seeking graduate student at the University. Although the GA is expected to take an active role in all meetings, the advisor may help with the presentation of arguments and evidence.
5. The University has in place other grievance procedures and administrative processes designed to address specific types of claims. These are meant to be the exclusive avenue for review and redress. Grievances that by their subject matter may be considered under other established institutional procedures must be brought under those procedures and may not be considered under this these Section VII formal procedures. Matters pertaining to the general level of wages, wage patterns, fringe benefits, or to other broad areas of financial management and staffing are not grievable. Matters expressly excluded from consideration under other procedures may not be grieved under these Section VII formal procedures. These procedures also may not be used to challenge faculty judgment about a GA's academic performance (including, for example, test scores, grades, waivers, dissertation defenses and other indicia of mastery of subject matter and taught skills).
6. The filing of a grievance does not relieve the GA of the obligation to perform all duties as assigned unless and until otherwise decided pursuant to a decision under these procedures. All remedies will operate prospectively. Financial awards (e.g., "back pay," "damages," "compensation," and "raises") may not be awarded. The acceptance of a proposed remedy by the GA shall terminate the grievance process. The matter may not then be further considered or additional remedies sought under other campus procedures.
7. A decision may not be made at any step that conflicts with or modifies a policy, regulation, or grant of authority approved by the Board of Regents, the Chancellor, the President, the Provost, or the University Senate or with any applicable Federal or State of Maryland law.
8. Only currently enrolled University of Maryland graduate students may initiate a formal grievance. The grievance must pertain to the GA's personal services, not those of another GA. Group grievances are not permitted, although similar grievances may be consolidated and processed together as a single issue. As a general matter, where a number of individual grievances have been reduced into a single grievance, not more than three GAs selected by the group may be excused from their duties to attend.

9. Because it is critical to address potentially corrosive grievances sooner than later, and because the remedies available are prospective, the time requirement established for initiating a formal grievance is necessary to the effective administration of the graduate program. Unless otherwise agreed in advance among the GA, the faculty member, and the Graduate Dean, strict adherence to them is a condition of review and appeal under these Section VII procedures. Time requirements are measured from the first occurrence of an event; “continuing” wrongs are not recognized for the purpose of satisfying time requirements.
10. The Graduate Dean may delegate such parts of his responsibilities as he deems reasonable and efficient, provided the final decision and any remedy must be reviewed and approved by the Dean personally.

In this Section VII, the term “faculty member” designates the individual directing and supervising the GA. Depending on the circumstances of the GA’s appointment, this person may, in fact, be a University staff employee, and not on the faculty. It is the design of these procedures that the GA first raise the matter of concern with the individual whose direction or decision has given rise to complaint.

In this Section VII, the term “Chair of the Department” shall also mean, as appropriate to the GA’s appointment, the Program Director or the unit head in non-departmental colleges and schools and in administrative departments.

For the purpose of this Section VII, “Dean of the appropriate college or school” or “Dean of the unit” means the academic dean of the unit where the assistantship is located. For assistantships in non-academic units, “Dean” shall mean the Vice President of the division.

These include, for example, the *Code of Academic Integrity*, the *Policy on Arbitrary and Capricious Grading*, the *Code of Student Conduct*, the *Procedures for Scholarly Misconduct*, the *Human Relations Code*, the *Policy and Procedures on Sexual Harassment*, the *Policy on Student Classification for Admission and Tuition Purposes*, the *University of Maryland Policy on Intellectual Property* and the *Policy on Acceptable Use of Information Technology Resources*.

The resolution of a “workload” grievance, for example, may entail a reduction in work hours, future overload pay when approved and budgeted, time management training, and referral to the Center for Teaching Excellence.

Graduate Student Fellowships

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Graduate fellowships are merit-based awards that enable the recipient to focus on graduate study, that do not have to be repaid, and that generally include both a stipend and tuition assistance. Fellowships differ from Graduate Assistantships, which carry an obligation to teach classes, to work on a research project, or to perform administrative tasks.

Fellowship offers are made by graduate programs to incoming students as part of a recruitment package; some are made to current students through competitive awards processes. Applicants to graduate programs and current students should contact the relevant program for more information on available fellowships.

Fellowships are funded either internally, through several Graduate School's Fellowship programs, or externally, through a variety of outside funding agencies. A list of the Graduate School Fellowship and Award Programs can be found [here](#).

The University of Maryland is committed to supportive academic and research environments. We encourage programs to support a range of student perspectives consistent with campus principles of equal opportunity.

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 are automatically registered for Candidacy Tuition (899) each semester. This will satisfy the unit requirement for full-time status.

For more information about unit requirements, please view the [registration policies](#).

QUALIFICATIONS

Students whose records indicate superior academic achievement and promise and who will contribute to the community 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.

EXTERNAL FELLOWSHIP FUNDING

External Graduate Fellowships are fellowships sponsored and funded by organizations outside the university. Corporations, charitable foundations, and numerous other groups fund graduate fellowships.

Private and Non-University Sponsored Fellowships. UMCP has several government and privately funded fellowships that are handled through the graduate programs and colleges. Some of these fellowships are won

independently by students in national competitions; others are awarded directly to the colleges or programs, which then select student recipients. Students submitting applications for admission to graduate programs will be considered for such awards as appropriate; no additional application forms are required. Our graduate students are supported on fellowships from the Department of Defense, Ford Foundation, National Science Foundation, Woodrow Wilson National Fellowship Foundation, to name just a few. In addition, several graduate programs sponsor fellowship programs jointly with federal agencies, such as the National Institutes of Health, NASA, and the National Institute of Standards in Technology.

Matching Tuition Scholarships for External Fellowships. These scholarships are awarded, subject to the availability of funding, to students who have received external fellowships that provide a stipend, but do not provide separate funds to cover the cost of tuition. The Graduate School policy on External Fellowship Tuition Assistance is listed [here](#).

FELLOWSHIP & AWARD OFFER LETTERS

A formal offer letter specifying the award of a **Graduate School fellowship** is sent to the student from the Dean of the Graduate School in the spring semester. This letter specifies the stipend level, the duration of the commitment, the amount of tuition assistance, and the details of the fellowship or scholarship.

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.

SUPPLEMENTATION OF SUPPORT

Students are not allowed to hold two full fellowships concurrently. Please contact the Graduate School if this situation occurs.

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. If the fellowship allows, the fellow may be

supplemented by an appointment to a position such as a half-time graduate assistantship, or by hourly employment not to exceed 10 hours per week.

Domestic students must consult the award's Memorandum of Understanding (MOU) or the Award Guidelines to determine eligibility for supplementary employment. International students should consult International Student and Scholar Services by phone at 301-314-7740, regarding supplementary employment while on fellowship.

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 as long as the fellowship or scholarship rules allow for supplementary employment. This policy applies to all fellowships, all scholarships, and all additional employment regardless of the source of funds. This restriction on employment is intended to assure that students make rapid progress toward their degrees.

International fellows should consult [International Student and Scholar Services](#) by phone at 301-314-7740, regarding supplementary employment.

DEFERRAL OR 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 request to 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.

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 by the Graduate School prior to the beginning of the appointment.

STIPEND DISBURSEMENT

Fellowships are awarded for the academic year only. Stipend disbursements for US citizens and Permanent Residents may be given in lump sums at the start of each semester or spread out monthly. This disbursement is processed through the student award system. For international students, those on a J1 or F1 visas, the disbursement must be processed through payroll. Fellows must receive stipends within the ranges below in order to qualify for associated benefits.

TUITION ASSISTANCE AND MANDATORY FEES

The Graduate School provides tuition assistance to graduate fellowship recipients who are paid from University and Dean’s Fellowship funds, or from external fellowship funds meeting the criteria specified below. Tuition assistance and health insurance subsidies are subject to continued availability of resources. Tuition assistance will be provided only for credits that are degree applicable.

Graduate Fellows Holding University or Dean's Fellowships

- A **University Fellow** may be eligible for up to 10 credits of fellowship tuition assistance per semester (Spring and Fall only). A **University Fellowship (UF)** must supplement a standard support package (assistantship, external fellowship, Dean’s Fellowship, and/or other internal fellowship). Tuition assistance credits deriving from that support package will be applied first and augmented by fellowship tuition assistance up to the maximum assistance indicated below:

Type	Funding Per Year	Total Annual Credits	Fall	Spring
University Fellowship (paid in 1yr)	\$20,000	20	10	10
University Fellowship (paid over 2 yrs)	\$10,000	10	5	5
University Fellowship (paid over 4 yrs)	\$5,000	0	0	0

- A **Dean’s Fellow** maybe eligible for up to 10 credits of fellowship tuition assistance per semester (Spring and Fall only). A **Dean’s Fellowship (DF)** may be combined with a University Fellowship, additional Dean’s Fellowships, and/or other funding (assistantship, external fellowship, and/or other internal fellowship) to create the support package. Tuition assistance credits deriving from other funding will be applied first. Tuition assistance credits for **Dean’s Fellowships** will be provided up to the maximum assistance indicated below:

Type	Funding Per Year	Total Annual Credits	Fall	Spring
Dean's Fellowships	≥\$17,500	20	10	10
Dean's Fellowships	≥\$10,000	10	5	5
Dean's Fellowships	\$7,500	0	0	0

NOTE: For FY23, budget permitting, the intention is to raise the minimum stipend for Graduate Fellowships to \$18,750 for 9-month Fellowships and \$25,000 for 12-month Fellowships. This means the DF funding per year in the table above will need to be \$20,000 (or more) per year in order to be eligible for up to 10 credits each fall/spring, due to the \$2500 DF award increment requirement. The remainder of the table remains the same.

1. Graduate Fellows Holding Prestigious External Fellowships

(use the *Request for Tuition Assistance for External Fellowships and Scholarships* form found on the [Graduate School Forms](#) page on the Graduate School website.

Graduate students holding **prestigious external fellowships** may be eligible for fellowship tuition assistance. A Memorandum of Understanding (MOU) or contractual agreement must be filed with the Graduate School. Unless otherwise specified in the MOU or contract, fellowship tuition assistance credits up to 10 credits will be awarded as follows:

- A prestigious external fellowship carrying an annual stipend of at least \$17,500 may be awarded up to 10 credits of tuition assistance per semester.
- A prestigious external fellowship carrying an annual stipend of at least \$7,500 may be awarded up to 5 credits of tuition assistance per semester.
- A prestigious external **fellowship carrying an annual stipend of less than \$7,500 is not eligible for tuition assistance**

2. Graduate Fellows on Federal Training Grants

(use the *Training Grant Fellowship Matching Tuition Assistance Request* found on the [Graduate School Forms](#) page on the Graduate School website,

Federal Training Grants covering only partial tuition for fellows may be eligible for an institutional match of fellowship tuition assistance. Upon written agreement with the Graduate School, tuition assistance may be awarded to Training Grants on a 60% (grant) / 40% (GS) matching basis.

3. Graduate Fellows Holding Internal Fellowships Other Than University or Dean's Fellowships

Fellowship tuition assistance is not awarded to fellowships funded from department or college sources; state monies from any source, including DRIF, UM, and UMCP Foundations, unless formal agreements have

been made with the Graduate School. Tuition for these fellowships should be charged to the account to which the stipend is being charged.

4. Tuition Assistance for Summer Sessions and Winter Term

Fellowship tuition assistance is not awarded for Summer Sessions or Winter term.

5. Tuition Assistance for Programs with Non-Standard Tuition

Fellows enrolled in graduate programs with non-standard tuition rates (whether by course or by flat-fee pricing) will be responsible for tuition costs above the standard rate covered by fellowship tuition assistance.

6. Other

The Graduate School's Graduate Dean's Fellowships, the Wylie Dissertation Fellowships, the Lee Thornton Fellowship, the Spencer Award, and the Longest Award are eligible for candidacy fellowship tuition assistance. Please see the official Fellowship Guidelines for each of these fellowships for complete information about tuition assistance eligibility. Fellowships and Award guidelines can be found on the [Graduate School Funding web page](#).

RESIDENCY CLASSIFICATION

The official residency classification of students holding fellowships, assistantships, and scholarships does not change as result of their awards, but remain resident or non-resident as indicated in the original admissions offer. Fellows and scholars who also hold a half-time graduate assistantship will be billed in-state tuition as a benefit of their status only while they hold that assistantship. When/if 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 their official residency status determined at the time of their admission.

Students are expected to be aware of their official residency classification status, how their assistantship, scholarship, or fellowship may affect their billing for each semester, and to address any problems immediately to avoid incurring unexpected tuition charges.

Questions about residency classification and changing status for those who intend to become residents of the State of Maryland for tuition and billing purposes under the University System of Maryland Board of Regents policy should be addressed to:

Residency Classification Office
Room 1130 Mitchell Building
Phone 301-314-9596

Web: registrar.umd.edu/resreclass.html

Email: resclass@umd.edu

TAX STATUS

Fellows and scholars must pay tax on the stipends they receive to cover living and general expenses, but may deduct 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 payment. Please refer to the *Internal Revenue Service Tax Publication 970, Benefits for Education*, for more information regarding the tax status of fellowship and scholarship stipends or call 1-800-829-1040.

HEALTH INSURANCE

Full-time Graduate fellows supported by **University Fellowships**, **Dean's Fellowships**, or **prestigious external fellowships** are eligible to receive a reimbursement up to the annual Student Health Insurance Plan (SHIP) premium for *individual coverage*. Family health insurance is not covered.

The UHC plan must be purchased *prior* to submitting a request for reimbursement to the Graduate School. The Health Insurance Reimbursement Request Form can be found on the [Graduate School Forms](#) page.

University or Dean's Fellows must provide a Health Insurance Reimbursement Request Form, proof of payment, and copy of insurance card.

Holders of prestigious external fellowships must provide a Health Insurance Reimbursement Request Form, proof of payment, copy of insurance card and a copy of the fellowship MOU or contract.

Ann G. Wylie Dissertation Fellows are entitled to a sum of up to \$1,000.00 in addition to their stipend for the cost of the health insurance premium for one semester of coverage.

Lee Thornton Dissertation Fellows are entitled to a sum of up to \$1,000.00 in addition to their stipend for the cost of the health insurance premium for one semester of coverage.

The following graduate fellows are *not* eligible for this subsidy: fellows holding *internal* fellowships other than University or Dean's Fellowships; fellows holding half or full-time assistantships entitling them to employee health insurance benefits; and fellows who are part-time students.

For information on the United Health Care plan, please visit the University Health Center website at health.umd.edu/insurance. United Health Care offers online enrollment at firststudent.com/.

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.

2025-2026 Catalog GRADUATE

Academic Record

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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 Non-Degree Seeking 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 [online](#).

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](#). The Code was amended on November 7, 2014.

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+ and A is calculated at 4 quality points, A- at 3.7 quality points, B+ at 3.3 quality points, B at 3 quality points, B- at 2.7 quality points, C+ at 2.3 quality points, C at 2 quality points, and C- at 1.7 quality points. The grades of D+, D, 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+, D, 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 made within one term (semester or 12-week term) from original posting of the grade 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 term (semester or summer session or 12-week) 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.
- Courses numbered at the 100-, 200-, 300, and 500-level are ineligible for graduate credit. 400 level classes are eligible for graduate credit provided they were not used in fulfillment of an undergraduate degree requirement.

CREDIT FOR ALTERNATIVE LEARNING

The Graduate School supports alternative learning experiences that advance graduate students' programs of study and aid in developing skills that prepare them to be successful for a broad range of career paths. Alternative learning experiences include internships, practicums, or field experiences taken while a student is enrolled in a degree at the University of Maryland. Graduate programs may establish their own courses for alternative learning (e.g., internship courses), or may provide for individual alternative learning experiences through an independent study course (e.g., 798). In other cases, credit for alternative learning can be provided by examination or by petition.

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, as long as it is at or below the Graduate School limit (see below). Courses replaced by alternative learning credit cannot be repeated for credit. Alternative learning credit will not be included in the calculation of the grade point average, but credit for alternative learning can count toward the completion of a student's degree program.

CREDIT BY EXAMINATION

A student seeking a master's degree may obtain graduate credit by examination in courses at the 400 level previously approved in the program's curriculum. Credit by examination will be awarded upon successful completion of a formal examination (typically written) at a normal standard for examinations within the department or 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 other committee members must be placed in the student's file in the department or program.

Credit by examination is not generally available for courses at the 600, 700, and 800 levels. The maximum number of credits by examination that can be applied to a 30-credit master's degree is 12 for a non-thesis master's degree and six for the thesis option. Information on fees for credit by examination is available from the Office of the Registrar.

OTHER CREDIT BY PETITION

Programs may determine that certain courses completed at organizations other than accredited colleges or universities, such as the Smithsonian Institution, are equivalent to graduate-level courses and qualify for other credit. Other credit is not earned through traditional coursework or examination, and does not fall within the Graduate School's [Transfer of Credit policy](#). The quantity and type of work to be considered for other credit (such as contact hours, lectures, labs, and workshops) must correspond with the Graduate School's policy on [Criteria for Courses to be Accepted for Graduate Credit](#).

Students can petition for up to six hours of other credit toward the completion of their degree, with the exception of thesis and dissertation research credits (799, 898, and 899). Other credit is not available to students in certificate programs.

Students interested in participating in courses that fall under the category of other credit are advised to seek departmental approval of such courses before enrolling. Departments are advised to consult graduate credit policy and the petitions criteria described below as a guide for approving courses. These criteria are rigorous. Accordingly, programs should only consider supporting petitions for other credit only from well-established, high-quality, and rigorous programs. Once the course is completed, students can petition the Graduate School for credit.

Petitions must include:

- Proof that the student has passed the course via description of assessment or culminating project;
- Written statements of approval by the director of graduate studies and the thesis or dissertation advisor, when applicable;
- A statement from the program administering the course which explains how the course is equivalent to a graduate course at an accredited US institution (prior acceptance of the course by other accredited institutions is especially meaningful); and
- A detailed description of the course, including information about program instructors, who should have credentials that correspond at least with those in the Graduate Teaching Faculty category at the University of Maryland.

Petitions must be approved by the Dean of the Graduate School before submission to the Office of the Registrar.

INCOMPLETE GRADES

An incomplete is a 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, the date by which the work must be completed, and the letter grade that will replace the incomplete if the work is not completed by the date specified. 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. All courses must receive a grade by the time the student graduates.

The mark of incomplete in 500-, 600-, 700-, and 800-level courses will automatically roll-over to letter grades if the work is not completed by the specified date. Students are expected to complete courses in which they have received an "I" by a date no more than twelve months from the end of the term (semester or 12-week) in which the course was taken or by date of graduation. A course is considered complete in the semester that the contract is fulfilled. 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. It is the responsibility of the instructor or department chair concerned to submit the grade promptly upon completion of the conditions of the Incomplete contract. If the instructor is unavailable, the department chair, upon request by the student, will make appropriate arrangements for the student to complete the course requirements.

TRANSFER AND INCLUSION OF CREDIT

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

- 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.

Credits Earned at Another Institution. No more than six credit hours of graduate work may be transferred from another institution, unless the program has special approval by the Dean of the Graduate School. The courses must be graduate level and have been taken for graduate credit at a regionally accredited U.S. institution or foreign university. The student must furnish an official transcript to the Graduate School. Graduate credit transferred from another institution will not be included in the calculation of the grade point average.

Credits Earned at the University of Maryland. When changing programs within the University of Maryland, the student may request inclusion of graduate credits earned at the University of Maryland. When moving from non-degree to degree-seeking status, Non-Degree-Seeking Students may include up to nine (9) graduate credits to the degree program (students admitted as non-degree seeking prior to Fall Term 2017 may transfer up to twelve (12) graduate credits to the degree program), subject to the approval of the Graduate Program. Degree-seeking students changing programs may request that all coursework already taken at the University of Maryland be included in the new program of study with final approval made by the admitting program.

Revalidation of Courses for Master's and Professional-Practice Doctoral Students. The coursework from the University of Maryland or from another institution must have been taken within five years of the award of a University of Maryland degree for which the student is currently enrolled. Courses older than five years at the time the degree is awarded must be revalidated.

Revalidation establishes that a course taken more than five years ago would, in combination with other courses taken, satisfy the learning objectives of the current degree program. Revalidation may be either confirmed by a vote of the department as a whole or of a committee designated to deal with such matters, such as the Graduate Committee. Once approved by a majority, these courses will satisfy the requirements for the degree. A record of the revalidation should then be sent to the Graduate School. 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.

Ph.D. Students. Programs may determine that prior coursework taken at another institution or the University of Maryland satisfies any or all pre-candidacy coursework requirements. In such cases, transfer and inclusion of credit is not applicable.

Approval Process:

- 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 validated (i.e., cover the

same content as similar courses at the University of Maryland).

- 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 Forms web page](#).

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.

GRADUATE STUDENT PARENTAL ACCOMMODATION POLICY

The University of Maryland Graduate Student Parental Accommodation Policy provides a period of up to eight (8) weeks during which new parents may postpone completion of academic requirements. It is intended to provide graduate students with an opportunity to integrate the challenges of new parenthood with the demands of graduate-level training, scholarship, and research. In addition to providing support to young families, this policy seeks to reduce attrition and improve time to degree for students who become parents.

The Parental Accommodation Policy is not a leave of absence. This policy allows students to maintain status as full-time, registered graduate students, and thus be eligible for the rights and privileges of registered students (e.g., access to University resources) while adjusting to their new familial obligations. It is available to all graduate students (including international students) and graduate assistants.

During this parental accommodation period, eligible students will continue to be enrolled as full-time graduate students and will continue to pay tuition and fees. Graduate assistantships, as outlined below in the Graduate Assistant Parental Accommodation Guidelines, will be accommodated during the time away. Students also will be expected to keep the lines of communication with their departments open and demonstrate to their advisors

that they are academically engaged and making progress in coursework and research, though perhaps at a slower pace.

Should a student need more than eight (8) weeks, the University allows students who are new parents to apply for a leave of absence of up to two semesters or up to three 12-week terms during which time they do not intend to make academic progress toward the completion of their degree. Please see the Graduate School's [Leave of Absence policy](#) for details.

ELIGIBILITY

To be eligible to apply for the benefits of the Parental Accommodation Policy, a new parent must

- (1) have been enrolled full-time for at least one full semester in a graduate program at the University,
- (2) be enrolled full-time at the time of application,
- (3) be in good academic standing, and
- (4) be making satisfactory progress toward degree.

Any parent (regardless of gender) is eligible to apply.

In the event that both parents are eligible, each is individually entitled to a Parental Accommodation period of up to eight (8) weeks. This Parental Accommodation period may be taken concurrently with, or consecutively to, the Parental Accommodation period taken by the other parent, with or without some overlap. The total combined Parental Accommodation period for both parents, however, may not exceed 16 weeks and must conclude 12 months following the child's birth or adoption.

ACCOMMODATION

Approval of a student's application for a period of Parental Accommodation allows the student, assuming the prior agreement of instructors, advisor, and academic program, to modify deadlines and academic expectations to accommodate the student's new parental responsibilities. Students may be able to postpone completion of course assignments, examinations, and other academic requirements for a period of up to eight (8) weeks. Students who will be enrolled in courses during the accommodation period must meet with their instructors to develop a written plan as to how they will satisfactorily complete the course(s). These plans must be approved and signed by the instructor(s) and submitted as part of the Parental Accommodation Application form. At the end of the accommodation period, students are expected to return to graduate study and resume progress toward completion of their degree. Deadlines with regard to time to degree, time to candidacy, time to comprehensive or qualifying exams, etc. will be extended one semester per childbirth or adoption, upon the request of the student. The total additional time granted for the extension of any deadlines as a result of the

student's use of the Parental Accommodation Policy, however, cannot exceed a maximum period of one (1) year, regardless of the number of births or adoptions, or the number of times the student invokes the Parental Accommodation Policy.

The period of Parental Accommodation may start at the time of birth or adoption; must be taken in a consecutive block of time; and cannot extend beyond eight (8) weeks. The student may not divide the accommodation period into separate periods. In the event of simultaneous multiple births or adoptions, the maximum Parental Accommodation period for which a student is eligible with respect to that event remains eight (8) weeks.

GRADUATE ASSISTANT PARENTAL ACCOMMODATION GUIDELINES

It is important that graduate assistants becoming parents be accommodated; that parental accommodation be regarded as accepted practice; that the terms of an accommodation be reasonable and appropriate; that accommodations within a unit be consistent and equitable in application; and that a request for parental accommodation, if denied, receive timely review.

1. Graduate Assistants will be provided a guaranteed parental accommodation of eight (8) weeks, retaining their full stipends and benefits during the accommodation.
2. Departments, faculty, and graduate assistants should continue to work collegially on further details of the accommodation, recognizing that these may differ from case to case owing to individual student circumstances and the diversity of assistantship responsibilities. The Graduate School's **Parental Accommodation Form** should be submitted at least eight weeks prior to anticipated leave.
3. A graduate assistant whose request for a reasonable accommodation is not approved should consult first with their Director of Graduate Studies or Department Chair. Next, as needed, graduate assistants should consult with the Associate Dean for Graduate Education or the Dean of their School or College. If necessary, graduate assistants should consult with the Dean of the Graduate School. Alternatively, the assistant may go directly to the **Ombuds Officer for Graduate Students** for confidential advice and/or informal mediation. The Dean of the Graduate School serves as the final arbiter between the College/School/department and student to resolve any conflicts.

Please visit the University's **website** on family care options for additional accommodation options.

APPLICATION

At least eight (8) weeks prior to the anticipated birth- or adoption-related accommodation, students must submit a written application for Parental Accommodation signed by the Faculty Advisor, Director of Graduate Studies, and the Chair of their academic department, to the Graduate School. (In unusual or extraordinary circumstances, the Graduate School may accept applications with less than eight week's notice.)

Written plans to complete coursework, signed by the student and the instructor, must be provided for each course in which the student will be enrolled during the accommodation period. The discretion to provide an accommodation that allows a student to be away from the classroom for eight weeks rests with the individual course instructor. Graduate Assistants should work with their supervisors and departments to arrange for coverage of their duties during the accommodation period. Faculty and supervisors are strongly encouraged to work with students to develop an accommodation that permits the student to fulfill academic coursework requirements while benefiting from a period of parental accommodation, and that also maintains fairness with regard to other students. In some cases such an accommodation may not be feasible. In such cases, faculty should provide a written explanation to the department's Director of Graduate Studies as to why the accommodation is not possible, and students should adjust their class schedules accordingly.

Graduate Assistantships must be maintained, though the student's duties and assignment may shift during the semester of accommodation.

The Dean of the Graduate School will review the request and notify the student and the student's academic program if the request for a period of Parental Accommodation has been approved. The Graduate School will coordinate with academic programs to make appropriate adjustments to the student's deadlines and records. Retroactive requests will not be considered. A copy of the application form can be downloaded from the Graduate School's [Forms page](#).

International students should discuss plans with the Office of International Students & Scholar Services as soon as possible in order to identify and address proactively any individual or unique visa issues and/or to consider the latest applicable regulations. The intent of this policy is to permit all students to maintain their status as full-time, enrolled students during this period of accommodation. Medical complications, prior to or following the birth, are not covered by this policy. If a student is not able to return at the end of the period of accommodation, a Leave of Absence should be considered, procedures for which can be found in our [Leave of Absence Policy](#). See the Graduate School's [Registration Policies](#) for more information.

GOOD STANDING

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.

ACADEMIC PROBATION AND DISMISSAL

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 who has completed fewer than 12 credit hours and has a cumulative grade point average below 3.0 in the first term (semester or 12-week) will receive a warning. A student who has completed 12 credit hours or two or more terms (semester or 12-week) and whose cumulative grade point average is below 3.0 will be placed on probation and have one term (semester or 12-week) to raise their grade point average 3.0 or higher or be dismissed from the Graduate School. If the grade point average cannot be raised to 3.0 in that term, the student will be prevented from registering and will be immediately dismissed from the Graduate School.

TIME LIMITATIONS

TIME LIMITATIONS FOR MASTER'S DEGREES AND CERTIFICATES

With the exception of the six credit 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 advance to candidacy within five years of admission to the doctoral program. 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. 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. Program 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.

Master's and certificate students may request up to three extensions. Each extension will be for a maximum of one year.

The time extension petition should also include a request for revalidation of courses that will be more than five years old at the time of graduation. Please see the Revalidation process detailed in the [Transfer of Credit Policy](#).

DOCTORAL STUDENTS

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

The request for a second, and any subsequent, extension requires approval from the graduate program. The 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.

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 from the Graduate Director explaining the extenuating circumstances. Typically, this extension will be for a maximum of one year. Students may be granted a total of three extensions during their time as a graduate student and the third extension is the final extension. Ordinarily, 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.

Master's Degree Policies

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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 credit hours in courses acceptable for credit towards a graduate degree is required. At least 12 of those credits must be earned in the major subject approved by the graduate program in which the student

is enrolled.

For a master's degree with the thesis option, a minimum of 12 credit hours of coursework at the 600 level and above is required in addition to at least six credit hours of thesis research (799). No more than six credit hours of thesis research may count towards satisfaction of the minimum degree requirements.

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.

RESIDENCE CREDIT

A minimum of 50% of the credit hours required for the degree must be completed as a University of Maryland graduate student, either on the College Park campus or at an approved University of Maryland instructional site. Courses completed in University of Maryland graduate certificate program(s) would be considered residency courses upon admission to a University of Maryland degree program. For more information on courses acceptable for credit towards a University of Maryland graduate degree, please review the Academic Record [policies](#) section of this catalog.

PREREQUISITES

If a 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

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 a nominated and approved Examining Committee. 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.

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](#).

OTHER RESEARCH

If the thesis research involves the use of vertebrate animals, animal use protocols must be approved in advance by the Institutional Animal Care and Use Committee of record. If the thesis 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 thesis-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:
 1. has met all program requirements for a thesis examination,
 2. is in good standing as a graduate student at the University,
 3. is registered for at least one credit,
 4. has a nominated and approved Thesis Examining Committee,
 5. has at least a 3.0 grade point average, and
 6. 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 Associate 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 Office of the Registrar. The nomination of a Thesis Examining Committee should be submitted at least six weeks before the date of the expected thesis examination. The thesis examination cannot be held until the composition of the Thesis Examining Committee is approved. 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.
- **Chair.** The Thesis Examining Committee will have as chair the student's advisor, who must be a Full or Associate 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.

PROCEDURES FOR THE ORAL EXAMINATION

Oral Examination Requirement. Each master's thesis student must defend orally their 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 Office of the Registrar. 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.** All questions related to remote defenses should be sent to graduate-dean@umd.edu. Under normal circumstances, 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. Remote participation by video teleconferencing is permitted 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 they have read the rules for a remote defense listed below.
 - Video conferencing software must be used that allows all participants to see and hear each other during the entire defense.
 - The candidate and the committee chair (or at least one of the co-chairs) must all be present in the examination room; none may be at a remote site except for under highly unusual circumstances that restrict travel or in-person participation.
 - If necessary, other members of the committee may participate from one or more remote sites as long as the conferencing software supports the rules of conduct of the defense. Permission for remote participation must be approved in advance by the Dean of the Graduate School. The request for remote participation must provide a compelling reason and/or explanation as to why each remote committee member cannot be physically present.

- The remote participants must connect to the defense in a manner that will ensure that all participants are visible and audible and that the connection is stable and available throughout the scheduled time of the defense. Remote participation must occur from a private and quiet location that is free of distractions and under conditions that allow remote participants to be fully attentive.
- The committee chair is responsible for ensuring that all requirements for remote participation are met, that the remote participation was uninterrupted, and if interrupted, that the defense was paused until all remote participants were fully restored.
- Units can opt to offer online synchronous viewing options even when all committee members are in-person, with the defending student's consent.
- **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 Substitution Procedure.** Last-minute emergencies can prevent a committee member from attending a scheduled thesis examination. The Graduate School will work with the chair of the examining committee and/or the Director of Graduate Studies to make last-minute substitutions in committee membership to allow the examination to take place as scheduled.
 - The request must be sent in writing via email to the Dean of the Graduate School. 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 via email will be sent, along with a telephone confirmation. The substitution is not official, however, until the written confirmation has been received in the graduate program. A copy of the written request and the written confirmation must be placed in the student's file for future reference.

- 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.
- **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:
 1. To accept the thesis and the oral defense without any recommended changes and sign the Report of the Examining Committee.
 2. To accept the oral defense, but recommend substantive revisions to the thesis and, except for the chair, sign the Report of the Examining Committee. The chair will provide the committee and student with a list of the required revisions. The chair will check that the changes to the thesis have been made, and, upon their approval, sign the Report of the Examining Committee.
 3. To accept the oral defense, but recommend substantive revisions to the thesis and not sign the Report of the Examining Committee until the student has made the changes and submitted the revised thesis for the Thesis Examining Committee's approval. The chair will provide the committee and student with a list of the required revisions. The Thesis Examining Committee members sign the Report of the Examining Committee if they approve the revised thesis.
 4. To recommend major revisions to the theses and/or to deem the oral defense deficient. In this case, the committee would reconvene a closed meeting of only the Thesis Examining Committee and the student to complete the student's examination. The chair will provide the committee and student with a list of the required significant revisions to the thesis and/or deficiencies in the oral defense. The chair also will inform the program's Director of Graduate Studies and the Dean of the Graduate School of the required revisions/deficiencies and the timeline for reconvening the Examining Committee. During the reconvened meeting, committee members' questions will focus on the revisions to the thesis and/or the deficiencies in the prior oral defense. Ordinarily, the reconvened meeting of the Thesis Examining Committee will occur within two months after the initial meeting oral defense.

5. To rule the thesis (including its examination and oral defense) unsatisfactory. In that circumstance, the student fails. Following the examination, the chair must inform the student of the outcome of the examination. The committee chair must sign the Report of the Examining Committee, including a statement explaining why the thesis was deemed unsatisfactory. A copy of this statement must be included in the student's file at the graduate program office, and a copy is given to the student. This statement must be submitted to the program's Graduate Director, the Dean of the Graduate School, and 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. 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](#) or the University of Maryland [Thesis and Dissertation Style Guide](#) 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 electronic archive, [DRUM \(Digital Repository at the University of Maryland\)](#). 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 theses and 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 theses and 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 to support the university's mission of advancing knowledge as a public institution. When students submit their 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 are:

- **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.
- **Automatically restrict online publication of the thesis or dissertation for two years.** Students may place an embargo (a restriction) of two years on electronic access to your document through ProQuest's Digital Dissertations and DRUM . Should a student elect to restrict online publication of their work, a description of the research, including the student's name, the document's title, the advisor's name (or advisors' names), 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. This embargo option does not require special permission, but students should discuss this option with their advisor(s) in advance of deciding whether to place a two-year embargo on their work
- **Request an online publication restriction of the thesis or dissertation for up to six years.** Students may request an embargo (a restriction) of up to six years on electronic access to their document through ProQuest's Digital Dissertations and DRUM if there is legitimate reason to do so. Should the work be restricted online for up to six years, a description of the research, including the student's name, the document's title, the advisor's name (or advisors' names), 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. This embargo request requires written approval of the Dean of the Graduate School. Students must complete [this form](#), which includes attaching a letter co-signed by the student and their advisor(s). The letter should briefly justify the request, including a strong rationale for the extended embargo and the specific amount of embargo time requested. In rare circumstances, such time is necessary (e.g., extended patent reviews, publishing monographs, ongoing legal cases related to the project's

research, etc.). If a student previously embargoed their work for two years, they can only request an additional four-year embargo. Extensions beyond six years will not be considered except for highly extenuating circumstances (e.g., prolonged illness or caretaking responsibilities, long work deployment that precluded focusing on publication, ongoing legal cases related to the research that prohibit publication, etc.).

- **Request an indefinite online publication restriction of the thesis or dissertation.** In extremely rare cases, students may request an indefinite embargo (a restriction) on electronic access to their document through ProQuest's Digital Dissertations and DRUM. 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 embargo request requires written approval of the Dean of the Graduate School. Students must complete [this form](#), which includes attaching a letter co-signed by the advisor and student. The letter should briefly justify the request. Indefinite embargoes can be placed only in service of a public good (e.g., for national security reasons). This restriction can be lifted at the request of the student at a later date.

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.

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

Did the work ever qualify for copyright protection?

- Library of Congress, [Copyright Basics](#)
- Library of Congress, [Ideas, Methods, or Systems](#)
- Library of Congress, [Blank Forms and Other Works Not Protected by Copyright](#) and [Copyright Protection Not Available for Names, Titles, or Short Phrases](#)

Has copyright in the work expired?

- Library of Congress, [Duration of Copyright](#)
- Cornell University, [Copyright Term and the Public Domain in the United States](#)

Is the proposed use a "fair use"?

- Library of Congress, [Can I Use Someone Else's Work?](#)
- University of Washington Copyright Connection, [Fair Use](#)

CORRECTIONS TO THESES AND DISSERTATIONS

Once submitted to the Digital Repository at the University of Maryland ([DRUM](#)), the body of a thesis or dissertation may not be changed. Students may, however, request that a dated addendum be appended to their

original thesis or dissertation document.

To add an addendum, students must submit:

- A written request to the Graduate School (gradschool@umd.edu) to add an addendum to the thesis or dissertation document currently in DRUM.
- The request should include the proposed addendum and a letter of support from the thesis or dissertation chair. The letter of support should confirm that the addendum does not substantively change the content of the document and that all members of the thesis or dissertation committee are aware of the submitted addendum.
- For corrections that arise from the process to review concerns under the [the University's policy on scholarly misconduct](#), the Graduate School will collaborate with the Office of Faculty Affairs on the proper resolution before a thesis or dissertation addendum will be posted. Thesis and dissertation chairs, committee members, and students must adhere to the policy's reporting requirements if there is a concern that a thesis or dissertation may require correction as a result of such misconduct.
- With the written approval from the Graduate School, the thesis or dissertation author should send the proposed addendum and Graduate School approval to the Libraries (drum-help@umd.edu) to upload the addendum.

Students who wish to add an addendum to their document on the ProQuest Dissertations and Theses Global Database must contact ProQuest directly at disspub@proquest.com for procedures and fees.

NON-THESIS OPTION

For programs offering a non-thesis option, please see the individual program's website.

MASTER OF PROFESSIONAL STUDIES

The Master of Professional Studies is designed to allow campus units the flexibility to propose multidisciplinary degree or certificate programs suited to the needs of employees of government or private sector organizations.

The Master of Professional Studies must meet all University of Maryland admissions and degree requirements for the non-thesis master's degree. All courses included in the master's degree or certificate must be approved graduate courses. Offering a course in the program requires the approval from the Department Chair under whose auspices the course is offered. All faculty who teach the courses must be members of the Graduate Faculty.

The 30-credit Master of Professional Studies Degree has the following components:

- A core of at least four courses usually drawn from a current master's degree program.
- Concentrations and electives drawn from a variety of academic unit course offerings to create a coherent multidisciplinary master's degree program.

ACADEMIC OVERSIGHT AND ADMINISTRATION

The oversight committee should be composed of a full member of the graduate faculty from the “core” area who will serve as the Graduate Director, a second member of the graduate faculty, a representative from the Graduate School, and an administrative manager. Both the Graduate Director and second faculty member must have the approval of their respective department chairs. This committee will provide the academic and administrative oversight for the duration of the degree or certificate program.

Early consultation with the Office of the Associate Provost for Academic Planning and Programs and with the Graduate School is strongly recommended to identify any potential challenges and to ensure expedient progress through the approval process. The Graduate School will be the academic home for the Master of Professional Studies and will hold academic oversight responsibility. Academic units may choose to develop and administer their own program or apply to the Office of Extended Studies for these services.

For information about any one of the Professional Master's Program, please visit the [graduate programs page](#).

Doctor of Philosophy Degree Policies

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PURPOSE

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.

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 doctoral dissertation research credits. In most cases this requirement is satisfied by two semesters (fall/spring) of post-candidacy registration, in which the candidate is automatically registered for six credits of Doctoral Dissertation Research (899) per semester. In exceptional cases, in which a student is able to

defend the dissertation before completing 12 credits of 899, this requirement can be satisfied by completing a combined total of 12 credits of 898 (pre-candidacy dissertation research) and 899.

** Petition to the Graduate School to waive the minimum requirements of 899 could be considered after the student successfully defends and submits the required paperwork, but there is no guarantee that the petition will be approved. The Graduate School will follow up based on the student's progress towards graduation.*

A student seeking an Ed.D. must satisfactorily complete a minimum of six semester hours of dissertation credits. 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. 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 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. Applications must be received by the Graduate School prior to the 25th day of the month in order for the advancement to become effective the first day of the following month.

Doctoral candidates are automatically registered for six (6) credits of Doctoral Dissertation Research (899), for which they pay the flat candidacy tuition.

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](#).

OTHER RESEARCH

If the dissertation research involves the use of vertebrate animals, animal use protocols must be approved in advance by the Institutional Animal Care and Use Committee of record. 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 Doctor of Philosophy degree. The Graduate School has established the following procedures for the conduct of the doctoral dissertation examination.

- **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. The dissertation is not required for professional doctorates.
- **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.
- **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. The Dean's Representative may be one of the five voting members. Alternatively, the Dean's Representative may not be a voting member of the Committee. Whether the Dean's Representative votes or not is a decision made by the student, primary advisor, and the Dean's Representative before the Dean's Representative is nominated for approval by the Dean of The Graduate School. In addition, the Dean will ensure that there are five voting members on the Committee. Therefore, Committees that have a non-voting Dean's Representative must have at least six members (five voting members and the non-voting Dean's Representative.)
- **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 Office of the Registrar 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 by two or more faculty members. At least one of the co-chairs must be a Full Member and the other co-chair can be an Associate or Full Member. Special Members may not co-chair a doctoral dissertation committee unless granted a special exception. Any changes to the chair or co-chair(s) of an approved committee must be submitted at least six weeks before the examination. Following the **Emergency Substitution Procedure**, last-minute emergency substitutions are permitted under certain conditions.
- **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, College Park. The Dean's Representative must be from a tenure home different from that of the student's program, the primary advisor or co-advisors, and the dissertation examining committee chair or co-chairs (if the chairs or co-chairs are not the primary advisor or co-advisors). In the case of multi-disciplinary programs, the Dean's Representative can be a member of the program, as long as they have a different tenure home from that of the primary advisor or co-advisors and the dissertation examining committee chair or co-chairs. Emeritus Faculty may serve as a Dean's Representative during their first five years of Emeritus status. Exceptions to this policy can be made to the Graduate School.

The person nominated to become the Dean's Representative may serve as a regular member of the student's Doctoral Graduate Committee from the time it is first convened. Alternatively, the person nominated to be the Dean's representative may be added to the Doctoral Graduate Committee at a later date and either take part in some Committee meetings including the qualifying examination, or only join as a Doctoral Dissertation Committee member for the final dissertation defense. In all cases, the Dean's Representative must be present for the full dissertation defense and serve to adjudicate the defense.

- **Associate Members.** Non-tenure track faculty within the University of Maryland who have been approved for Associate Membership in the Graduate Faculty may serve on Dissertation Examining Committees. Associate Members also can co-chair dissertations as long as the chair is a Full Member of the Graduate Faculty. These Associate 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 Associate Membership, please refer to the section below on Graduate Faculty.

- **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. Special members cannot direct or co-direct dissertations. For procedures to nominate an individual for Special Membership, please refer to the [section](#) 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 or co-chairs of Dissertation Examining Committees.
- **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 must 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 Examining 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 DISSERTATION EXAMINATION

- **Oral Examination Requirement.** Each doctoral candidate is required to defend orally their doctoral dissertation as a requirement in partial fulfillment of the doctoral degree. The oral examination consists of two parts.
 - **Part 1: Student Presentation.** Part 1 will be a public presentation by the candidate on the main aspects of the research reported in the dissertation, emphasizing the important results and giving an explanation of the reasoning that led to the conclusions reached. 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: Formal Examination.** Part 2 will be a formal examination of the candidate by the Dissertation Examination Committee. The chair invites questions in turn from each member of the Dissertation Examining Committee. Only members of the Dissertation Examination Committee will be permitted to ask questions. 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. Part 2 will be open to other members of the Graduate Faculty and graduate students from the candidate's graduate program. Programs may vote to establish a policy to have Part 2 be open only to members of the Dissertation Examining Committee and members of the Graduate Faculty. Opportunity for Questioning by Members of the Dissertation Examining Committee.
 - **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:

1. To accept the dissertation and the oral defense without any recommended changes and sign the Report of the Examining Committee.
2. To accept the oral defense, but recommend substantive revisions to the dissertation and, except for the chair, sign the Report of the Examining Committee. The chair will provide the committee and student with a list of the required revisions. The chair will check that the changes to the dissertation have been made, and, upon their approval, sign the Report of the Examining Committee.
3. To accept the oral defense, but recommend substantive revisions to the dissertation and not sign the Report of the Examining Committee until the student has made the changes and submitted the revised dissertation for the Dissertation Examining Committee's approval. The chair will provide the committee and student with a list of the required revisions. The Dissertation Examining Committee members sign the Report of the Examining Committee if they approve the revised dissertation.
4. To recommend major revisions to the dissertation and/or to deem the oral defense deficient. In this case, the committee would reconvene a closed meeting of only the Dissertation Examining Committee and the student to complete the student's examination. The chair will provide the committee and student with a list of the required significant revisions to the dissertation and/or deficiencies in the oral defense. The chair also will inform the program's Director of Graduate Studies and the Dean of the Graduate School of the required revisions/deficiencies and the timeline for reconvening the Examining Committee. During the reconvened meeting, committee members' questions will focus on the revisions to the dissertation and/or the deficiencies in the prior oral defense. Ordinarily, the reconvened meeting of the dissertation committee will occur within two months after the initial meeting oral defense.
5. To rule the dissertation (including its examination and oral defense) 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 committee chair and the Dean's Representative both sign the Report of the Examining Committee, including a statement explaining why the dissertation was deemed unsatisfactory. A copy of this statement must be included in the student's file at the graduate program office, and a copy is given to the student. This statement must be submitted to the program's Graduate Director, the Dean of the Graduate School, and the student.
 - a. 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.
 - b. 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 unless the student desires to and is eligible to change their degree objective (e.g., to a master's degree in the same program). For

more information on changing a degree objective, consult the Policy on [Change of Status or Program](#).

- **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.
- **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.
- **Emergency Substitution Procedure.** Last-minute emergencies can prevent a committee member from attending a scheduled dissertation examination. The Graduate School will work with the chair of the examining committee and/or the Director of Graduate Studies to make last-minute substitutions in committee membership to allow the examination to take place as scheduled.
 - The request must be sent in writing via email to the Dean of the Graduate School. 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 via email will be sent, along with a telephone confirmation. The substitution is not official, however, until the written confirmation has

been received in the graduate program. A copy of the written request and the written confirmation must be placed in the student's file for future reference.

- 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.
- **Date, Time, and 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. 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 email, 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.
- **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.
- **Remote Participation in a Dissertation Defense.** All questions related to remote defenses should be sent to graduate-dean@umd.edu. Under normal circumstances, 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 they have read the rules for a remote defense listed below.

- Video conferencing software must be used that allows all participants to see and hear each other during the entire defense.
- The candidate, the committee chair (or at least one of the co-chairs), and the Dean's Representative must all be present in the examination room; none may be at a remote site except for under highly unusual circumstances that restrict travel or in-person participation.
- If necessary, other members of the committee may participate from one or more remote sites as long as the conferencing software supports the rules of conduct of the defense. Permission for remote participation must be approved in advance by the Dean of the Graduate School. The request for remote participation must provide a compelling reason and/or explanation as to why each remote committee member cannot be physically present.
- The remote participants must connect to the defense in a manner that will ensure that all participants are visible and audible and that the connection is stable and available throughout the scheduled time of the defense. Remote participation must occur from a private and quiet location that is free of distractions and under conditions that allow remote participants to be fully attentive.
- The Dean's Representative is responsible for ensuring that all requirements for remote participation are met, that the remote participation was uninterrupted, and if interrupted, that the defense was paused until all remote participants were fully restored.
- Units can opt to offer online synchronous viewing options even when all committee members are in-person, with the defending student's consent.
- **Exceptions.** Departments and graduate programs may petition the Dean of the Graduate School for exceptions to these procedures.

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*](#) or the University of Maryland [*Thesis and Dissertation Style Guide*](#) 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 \(Digital Repository at the University of Maryland\)*](#). 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 students' and University's rights regarding dissertation and thesis submission and publication are outlined below.

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 to support the university's mission of advancing knowledge as a public institution. When students submit their 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 are:

- **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.
- **Automatically restrict online publication of the thesis or dissertation for two years.** Students may place an embargo (a restriction) of two years on electronic access to your document through ProQuest's Digital Dissertations and DRUM . Should a student elect to restrict online publication of their work, a description of the research, including the student's name, the document's title, the advisor's name (or advisors' names), 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. This embargo option does not require special permission, but students should discuss this option with their advisor(s) in advance of deciding whether to place a two-year embargo on their work
- **Request an online publication restriction of the thesis or dissertation for up to six years.** Students may request an embargo (a restriction) of up to six years on electronic access to their document through

ProQuest's Digital Dissertations and DRUM if there is legitimate reason to do so. Should the work be restricted online for up to six years, a description of the research, including the student's name, the document's title, the advisor's name (or advisors' names), 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. This embargo request requires written approval of the Dean of the Graduate School. Students must complete [this form](#), which includes attaching a letter co-signed by the student and their advisor(s). The letter should briefly justify the request, including a strong rationale for the extended embargo and the specific amount of embargo time requested. In rare circumstances, such time is necessary (e.g., extended patent reviews, publishing monographs, ongoing legal cases related to the project's research, etc.). If a student previously embargoed their work for two years, they can only request an additional four-year embargo. Extensions beyond six years will not be considered except for highly extenuating circumstances (e.g., prolonged illness or caretaking responsibilities, long work deployment that precluded focusing on publication, ongoing legal cases related to the research that prohibit publication, etc.).

- **Request an indefinite online publication restriction of the thesis or dissertation.** In extremely rare cases, students may request an indefinite embargo (a restriction) on electronic access to their document through ProQuest's Digital Dissertations and DRUM. 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 embargo request requires written approval of the Dean of the Graduate School. Students must complete [this form](#), which includes attaching a letter co-signed by the advisor and student. The letter should briefly justify the request. Indefinite embargoes can be placed only in service of a public good (e.g., for national security or public safety reasons) or personal safety. This restriction can be lifted at the request of the student at a later date.

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.

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

Did the work ever qualify for copyright protection?

- 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.
- Library of Congress, [Copyright Basics](#)
- Library of Congress, [Ideas, Methods, or Systems](#)
- Library of Congress, [Blank Forms and Other Works Not Protected by Copyright](#) and [Copyright Protection Not Available for Names, Titles, or Short Phrases](#)

Has copyright in the work expired?

- Library of Congress, [Duration of Copyright](#)
- Cornell University, [Copyright Term and the Public Domain in the United States](#)
- Duke University, [Center for the Study of the Public Domain](#)

Is the proposed use a "fair use"?

- Library of Congress, [Can I Use Someone Else's Work?](#)
- University of Washington Copyright Connection, [Fair Use](#)

CORRECTIONS TO THESES AND DISSERTATIONS

Once submitted to the Digital Repository at the University of Maryland ([DRUM](#)), the body of a thesis or dissertation may not be changed. Students may, however, request that a dated addendum be appended to their original thesis or dissertation document.

To add an addendum, students must submit:

- A written request to the Graduate School (gradschool@umd.edu) to add an addendum to the thesis or dissertation document currently in DRUM.
- The request should include the proposed addendum and a letter of support from the thesis or dissertation chair. The letter of support should confirm that the addendum does not substantively change the content of the document and that all members of the thesis or dissertation committee are aware of the submitted addendum.
- For corrections that arise from the process to review concerns under the [the University's policy on scholarly misconduct](#), the Graduate School will collaborate with the Office of Faculty Affairs on the proper resolution before a thesis or dissertation addendum will be posted. Thesis and dissertation chairs, committee members, and students must adhere to the policy's reporting requirements if there is a concern that a thesis or dissertation may require correction as a result of such misconduct.
- With the written approval from the Graduate School, the thesis or dissertation author should send the proposed addendum and Graduate School approval to the Libraries (drum-help@umd.edu) to upload the addendum.

Students who wish to add an addendum to their document on the ProQuest Dissertations and Theses Global Database must contact ProQuest directly at disspub@proquest.com for procedures and fees.

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.

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.

Professional Practice Doctoral Degree Policies

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PURPOSE

The Professional Practice Doctorate is a rigorous and adaptable graduate degree that meets the evolving professional needs of strategically identified target audiences. The Professional Practice Doctoral degree is granted only upon sufficient evidence of high attainment in professional practice. It is not awarded for the completion of course and seminar requirements no matter how successfully completed. These degrees differ from the research and scholarship Doctor of Philosophy (Ph.D.) degree. The following degree programs are recognized as Professional Practice Doctoral Degrees at the University of Maryland: [Doctor of Education \(Ed.D.\)](#), [Doctor of Musical Arts \(D.M.A.\)](#), and [Doctor of Audiology \(Au.D.\)](#)

COURSE AND CREDIT REQUIREMENTS

The Graduate School requires that every student seeking a professional practice doctoral degree satisfactorily complete a minimum of 24 semester hours of course credits (beyond the master's degree) and 6 semester hours

of Doctoral Capstone credits (829). The required number of practice and other credit hours may be greater for particular programs.

MID-PROGRAM EVALUATION

Professional practice doctoral programs are typically defined by two major components: didactic coursework credits and professional practice credits. The distribution and intermingling of these experiences and credits may differ by program. Programs shall perform an evaluation of each student at a point that reflects the transition to the final practice and Doctoral Capstone components of the program, referred to as either the Post-Coursework or Mid-Program Evaluation. Programs will define program outcomes and evaluation procedures, such as examinations or other substantial activities and products (e.g., Doctoral Capstone proposal) as appropriate to the professional practice doctoral program for students to successfully complete prior to pursuing the doctoral capstone.

A student must successfully complete a Mid-Program Evaluation 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 Approved Mid-Program Evaluation Form when all the requirements have been fulfilled and the faculty have approved the student to proceed to the final phase of the program. 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. Professional practice doctoral students who have successfully completed the Mid-Program Evaluation are then automatically registered for a minimum of 1 Doctoral Capstone credit (e.g., 829) within their program; students are continually registered for Doctoral Capstone credits until they graduate except in special circumstances.

RESEARCH ASSURANCES

Where professional practice doctoral students engage in activities that require data collection or research activities involving human or animal subjects, please refer to the information below.

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](#).

OTHER RESEARCH

If the doctoral capstone involves the use of vertebrate animals, animal use protocols must be approved in advance by the Animal Care and Use Committee. If the activity involves hazardous materials, either biological or chemical, or recombinant RNA/DNA, the research must be approved by the appropriate University committee. These assurances must be approved prior to the initiation of any capstone-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 CAPSTONE AND EXAMINATION

A Doctoral Capstone is required of all students for a professional practice doctoral degree, with the specific requirements and outcomes determined by the degree program, unless otherwise approved by the Graduate School. The Graduate School has established the following procedures for the conduct of the doctoral capstone examination.

- **The Doctoral Capstone and Capstone Outcomes.** The completion of a doctoral capstone is required of all professional practice doctoral students, allowing demonstration of excellence in professional practice in the field as determined by the graduate program in which the student is earning the degree. The topic, activities, and outcomes related to the doctoral capstone are approved by the doctoral advisor and doctoral capstone committee, with the Doctoral Capstone outcomes presented and defended by the student.
- **Eligibility.** A student is eligible to defend a doctoral capstone if the student (a) has successfully completed the Mid-Program Evaluation, (b) has met all program requirements for a doctoral capstone 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 Doctoral Capstone Examining Committee, and (f) if this is the second examination, the examination has been approved by the Graduate School.
- **Doctoral Capstone 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 or Associate Members whose primary academic affiliation is with the University. The Chair of the Committee normally will be the student's advisor, who will be a Full or Associate 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. The Dean's Representative may be one of the five voting

members. Alternatively, the Dean's Representative may not be a voting member of the Committee. Whether the Dean's Representative votes or not is a decision made by the student, primary advisor and the Dean's Representative before the Dean's Representative is nominated for approval by the Dean of The Graduate School. In addition, the Dean will ensure that there are five voting members on the Committee. Therefore, Committees that have a non-voting Dean's Representative must have at least six members (five voting members and the non-voting Dean's Representative.)

- **Nomination of the Doctoral Capstone Examining Committee.** Membership on a Doctoral Capstone Examining Committee requires nomination by the student's advisor and the Graduate Director of the student's professional practice doctoral program, and approval by the Dean of the Graduate School. The nomination of a Doctoral Capstone Examining Committee should be provided to the Graduate School at least six weeks before the date of the expected capstone presentation and defense. The capstone examination cannot be held until the Graduate School approves the composition of the Doctoral Capstone Examining Committee. Furthermore, if the Graduate Faculty status of any member of an approved Doctoral Capstone Examining Committee changes, the approval of the Committee may be void, and a new Doctoral Capstone Examining Committee nomination form may be required to be approved by the Graduate School.
- **Chair.** Each Doctoral Capstone Examining Committee will have a chair, who must be a Full Member of the Graduate Faculty, an Associate Member who has been approved by faculty, or, by special permission, has been otherwise appointed by the Dean of the Graduate School. Doctoral Capstone Examining Committees may be co-chaired; at least one of the co-chairs must be a Full or Associate Member of the University of Maryland Graduate Faculty or an individual so appointed by the Dean of the Graduate School.
- **Representative of the Dean of the Graduate School.** Each Doctoral Capstone 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 activities, and may be a voting or non-voting member of the committee. The Dean's Representative must be a tenured member of the Graduate Faculty at the University of Maryland, College Park. The Dean's Representative must be from a tenure home different than that of the student's program, the primary advisor or co-advisors, and the dissertation examining committee chair or co-chairs (if the chairs or co-chairs are not the primary advisor or co-advisors). In the case of multi-disciplinary programs, the Dean's Representative can be a member of the program, as long as they have a different tenure home from that of the primary advisor or co-advisors and the dissertation examining committee chair or co-chairs.

The person nominated to become the Dean's Representative may serve as a regular member of the student's Doctoral Graduate Committee from the time it is first convened. Alternatively, the person nominated to be the Dean's representative may be added to the Doctoral Graduate Committee at a later date and either take part in some Committee meetings including the Mid-Program Evaluation, or only join as a Doctoral Capstone Examining Committee member for the final capstone defense. In all cases, the

Dean's Representative must be present for the full capstone presentation and defense and serve to adjudicate the defense.

- **Special Members.** Individuals from outside the University of Maryland who have been approved for Special Membership in the Graduate Faculty may serve on Doctoral Capstone Examining Committees. These Special Members must be in addition to the required three Full or Associate Members of the University of Maryland Graduate Faculty. Special Members may also co-direct Doctoral Capstone Examining Committees with a Full or Associate Member. 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 Doctoral Capstone Examining Committees during this twelve-month period if they are otherwise eligible. After that time, they may no longer serve as chairs of Doctoral Capstone 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 Doctoral Capstone Examining Committees provided they are members of the Graduate Faculty.

PROCEDURES FOR THE ORAL DOCTORAL CAPSTONE EXAMINATION

- **Oral Examination Requirement.** Unless otherwise approved by the Graduate School, each professional practice doctoral student is required to defend orally their doctoral capstone as a requirement in partial fulfillment of the degree. The oral examination consists of two parts.
 - **Part 1: Student Presentation.** The student presents a summary of the capstone, emphasizing the key activities, important outcomes, and relevance to the practice field of the discipline, with the details of these presentations determined by the program. During Part 1, questions from the public audience to the student will be permitted. For questions from persons who are not members of the Examining Committee, the Chair of the Committee will have discretion to decide whether such questions are germane to the topic of the capstone and how much time will be allotted for them and the answers.
 - **Part 2: Formal Examination of the Student by Members of the Examining Committee.** This part will be open only to the Doctoral Capstone Examining Committee, other members of the Graduate Faculty,

and graduate students from the student's graduate program. During Part 2, only members of the Examining 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 Examining Committee and members of the Graduate Faculty. The chair of the Examining Committee invites questions in turn from each member of the Examining Committee. The questioning may continue as long as the Examining Committee feels that it is necessary and reasonable for the proper examination of the student.

- o **Conclusion of the Examination.** After questioning has been completed, the student and any others who are not members of the Doctoral Capstone Examining Committee are asked to leave the room while the Doctoral Capstone Examining Committee discusses whether or not the capstone and its defense are satisfactory. The Committee has the following options:
 1. To accept the capstone and the oral defense without any recommended changes and sign the Report of the Examining Committee.
 2. To accept the oral defense, but recommend substantive revisions to the capstone and, except for the chair, sign the Report of the Examining Committee. The chair will provide the committee and student with a list of the required revisions. The chair will check that the changes to the capstone have been made, and, upon their approval, sign the Report of the Examining Committee.
 3. To accept the oral defense, but recommend substantive revisions to the capstone and not sign the Report of the Examining Committee until the student has made the changes and submitted the revised capstone for the Examining Committee's approval. The chair will provide the committee and student with a list of the required revisions. The Examining Committee members sign the Report of the Examining Committee if they approve the revised capstone.
 4. To recommend major revisions to the capstone and/or to deem the oral defense deficient. In this case, the committee would reconvene a closed meeting of only the Examining Committee and the student to complete the student's examination. The chair will provide the committee and student with a list of the required significant revisions to the capstone and/or deficiencies in the oral defense. The chair also will inform the program's Director of Graduate Studies and the Dean of the Graduate School of the required revisions/deficiencies and the timeline for reconvening the Examining Committee. During the reconvened meeting, committee members' questions will focus on the revisions to the capstone and/or the deficiencies in the prior oral defense. Ordinarily, the reconvened meeting of the Examining Committee will occur within two months after the initial meeting oral defense.

5. To rule the capstone (including its examination and oral defense) 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 committee chair and the Dean's Representative both sign the Report of the Examining Committee, including a statement explaining why the capstone was deemed unsatisfactory. A copy of this statement must be included in the student's file at the graduate program office, and a copy is given to the student. This statement must be submitted to the program's Graduate Director, the Dean of the Graduate School, and the student.

a. 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.

b. 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 unless the student desires to and is eligible to change their degree objective (e.g., to a master's degree in the same program). For more information on changing a degree objective, consult the Policy on [Change of Status or Program](#).

- **Passage or Failure.** The student passes if one member refuses to sign the Report of the Examining Committee, but the other committee members agree to sign, before or after the approval of recommended changes. Two or more negative votes constitute a failure of the student to meet the capstone requirement.
- **Committee Preparation.** The members of the Doctoral Capstone Examining Committee must receive any written components and related artifacts of the capstone at least ten working days before the scheduled examination. Should the Doctoral Capstone Examining Committee deem it reasonable and appropriate, it may require submission of the capstone materials 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 Doctoral Capstone 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 capstone examinations to a broader audience. In such cases, program policies must be established, recorded, and made available to all doctoral students.
- **Emergency Substitution Procedure.** Last-minute emergencies can prevent a committee member from attending a scheduled capstone examination. The Graduate School will work with the chair of the examining committee and/or the Director of Graduate Studies to make last-minute substitutions in

committee membership to allow the examination to take place as scheduled.

- The request must be sent in writing via email to the Dean of the Graduate School. 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 via email will be sent, along with a telephone confirmation. The substitution is not official, however, until the written confirmation has been received in the graduate program. A copy of the written request and the written confirmation must be placed in the student's file for future reference.
- 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.
- **Location and Announcements of the Examination.** Oral examinations must be held in University facilities that are readily accessible to all members of the Doctoral Capstone Examining Committee and others attending the examination. The chair of the examining committee selects the time and place for the examination.
 - Announcements of the date, time, and location of the examination, as well as the student's name and the capstone 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 student'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.
- **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 as pertaining to Professional Practice Doctoral degrees. In addition, upon recommendation of the Dean's Representative, the Dean may rule an oral examination to be null and void.
- **Remote Participation in a Capstone Defense.** Under normal circumstances, a majority of members of a Doctoral Capstone Examining Committee must be physically present in the examination room during the entire capstone presentation and defense and during the committee's private deliberations following the examination, with all other committee members present remotely for the entire duration by video teleconferencing. 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 capstone chair from the Graduate School in advance. In making this request, the chair must indicate in writing that they have read the rules for a remote defense listed below.
 - The student, the committee chair (or at least one of the co-chairs), and the Dean's Representative must all be present in the examination room. None of them may be at the remote site.
 - Video conferencing software must be used that allows all participants to see and hear each other during the entire defense.
 - The remote participants must connect to the defense in a manner that will ensure that all participants are visible and audible and that the connection is stable and available throughout the scheduled time of the defense.
 - No more than two remote sites may be used during the capstone defense.
 - Units can opt to offer online synchronous viewing options even when all committee members are in-person, with the defending student's consent.
- **Exceptions.** Departments and graduate programs may petition the Dean of the Graduate School for exceptions to these procedures.

SUBMISSION AND PUBLICATION OF THE CAPSTONE

Capstones often have written or other components relevant for submission to the Graduate School in electronic format after final approval by the Doctoral Capstone Examining Committee, as evidence of successful completion of the Doctoral Capstone. See the [University of Maryland Electronic Thesis and Dissertation \(ETD\) website](#) or the University of Maryland [Thesis and Dissertation Style Guide](#) for the details of this submission process. General guidelines appropriate to all culminating written projects at the university are included here. Not all capstones will have artifacts relevant to these procedures.

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.

Combined Bachelor's-Master's Programs

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- [Individual Student Bachelor's/Master's Program](#)
- [Structured Bachelor's/Master's Program](#)

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.

Only graduate programs on the 15-week semester term are eligible for the combined degree. Each student can pursue one combined bachelor's/master's program. Students admitted to a combined bachelor's/master's program may not defer the start of their master's program, but may request a Leave of Absence in their first year in the master's program. Students who do not begin their master's program in the term after completing their bachelor's degree will have the double-counted credits converted to being counted only for the bachelor's degree. Students and programs must identify the courses selected for double-counting prior to course registration. Students completing two bachelor's degrees simultaneously must complete both bachelor's degrees before matriculating into the master's program; if the bachelor's degree outside of the combined program is not completed prior to matriculation, it will need to be pursued following completion of the master's degree and will require reenrollment at the undergraduate level.

INDIVIDUAL STUDENT BACHELOR'S/MASTER'S PROGRAM

An individual bachelor's/master's program may be developed by a current undergraduate student in consultation with their 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 35% of graduate course credits applied to the bachelor's degree may be counted also for graduate credit in an individual student program. Courses to be double counted must be at the graduate level and must be passed with at least a "B-" grade. Courses at the 400-level may be included in the double-counting credits, if the component master's degree allows 400-level courses to count toward the degree. 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 after the student receives the bachelor's degree and matriculates in the Graduate School. This designation will be canceled if the student withdraws from the graduate program before completing the master's degree.

STRUCTURED BACHELOR'S/MASTER'S PROGRAM

A structured bachelor's/master's program is a clearly defined curriculum combining an existing University undergraduate program and an existing master's program at the University, offered by the same or by different departments. Such a program is to be 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 college(s) housing the academic programs concerned and requires the approval of the Graduate Council Programs, Curricula, and Courses (PCC) Committee, the Graduate Dean, the University Senate PCC Committee, the University Senate, and the President.

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

- a. 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.
- b. The program should be designed so as not to unduly delay the students' receipt of their bachelor's degrees. Taking graduate credits should not unduly limit the breadth of the student's experience through premature specialization.
- c. Where appropriate, graduate courses taken while an undergraduate may substitute for courses required in the undergraduate major program.
- d. Formal admission to the Graduate School will require completion of all requirements for the bachelor's degree.
- e. 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. This designation will

be canceled if the student withdraws from the graduate program before completing the master's degree.

2. A structured bachelor's/master's program may normally include up to 35% of credits of graduate level courses that are counted both for the bachelor's program and the master's program. Courses at the 400-level may be included in the double-counting credits if the component master's degree allows 400-level courses to count toward the degree.

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Dual Graduate Degrees

Dual graduate degree programs allow for interdisciplinary and multidisciplinary educational experiences that prepare students for multifaceted professional careers. Dual graduate degree programs (e.g., dual master's; doctoral/master's; doctoral/doctoral) may be structured or individual. Structured programs are university-approved dual degree programs that integrate the curricula and objectives of the component degrees from different disciplines. If a structured program is not available, individual dual-degree programs allow a student to design a plan of study that would result in the awarding of two graduate degrees.

Structured dual graduate programs:

- Structured dual graduate degree programs should satisfy the program and learning objectives of both graduate degree programs.
- The student must be in good academic standing.
- The two graduate degree programs must be on the same term system (e.g., both on 15-week semesters or both on 12-week terms).
- No more than one-quarter of the total credit hours of both programs can double-count for the dual-degree program. Programs proposing to double-count more than one-quarter of the total credits should articulate a compelling rationale for the exception (e.g., substantial overlap in the curriculum of the individual degrees).
- When combining two master's degree programs, no fewer than 12 unique credits (for thesis degrees) or 18 unique credits (for non-thesis degrees) should be completed in each degree program.
- Dual doctoral degrees may consist of a PhD with a professional doctoral degree.
- All structured dual graduate degree programs must be approved by the Graduate Programs, Curricula, and Courses (PCC) Committee as part of the regular PCC approval process.
- The student's GPA will be calculated as the combined GPA for both programs. Separate GPAs cannot be provided.

Individual dual graduate programs:

- Individual dual graduate degree programs should satisfy the program and learning objectives of both graduate degree programs.
- The student must be in good academic standing.
- Both graduate departments/programs must agree to the dual-degree enrollment.
- The two graduate degree programs must be on the same term system (e.g., both on 15-week semesters or both on 12-week terms).
- No more than one-quarter of the total credit hours of both programs should be double-counted for the dual program. The maximum number of credits that may be double-counted is determined by adding the minimum number of credits required for each program and dividing by four, rounding any fraction down to the nearest whole number.
- Final projects such as theses, capstones, and final papers should be preserved from both programs unless the directors of graduate study of each program find there is reasonable and sufficient overlap.
- When combining two master's degree programs, no fewer than 12 unique credits (for thesis degrees) or 18 unique credits (for non-thesis degrees) should be completed in each degree program.
- Dual doctoral degrees may consist of a PhD with a professional doctoral degree.
- An appropriate Plan of Study must be reviewed and approved by the directors of graduate study for both graduate programs. For dual doctoral 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. This plan must be approved by the Graduate School, using the **Individual Dual Master's Degree Form** or the **Dual Master's and Doctoral Program Form**.
- For dual doctoral/master's programs, the student's doctoral program will be designated as the primary degree and the masters program will be designated as the secondary degree. Students enrolled in dual-degree programs will only receive an overall GPA, which reflects their combined performance in the two programs. Separate GPAs will not be provided. Students therefore should be advised that poor performance in their masters program would affect their overall GPA as it is calculated on their transcript.

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GRADUATE

Graduate Certificate Policies

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:

1. The program must include a minimum core requirement of nine credit hours chosen from a limited list as designated by the graduate program.
2. Non-core courses must be chosen from a specific list of acceptable options.
3. No fewer than nine credit hours must be earned at the 600 level and above.
4. 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.
5. All credits for a certificate must be completed at the University of Maryland.
6. A minimum grade point average of 3.0 is required for the award of a graduate certificate.
7. All requirements for the graduate certificate must be completed within a five-year period.
8. Students may not use the same course to satisfy the requirements of more than one certificate.

Courses completed in a post-baccalaureate certificate may count towards a master's degree at the University of Maryland if the following conditions are met:

1. Without prior PCC approval, the certificate courses are not used towards a second master's degree.
2. If the certificate was completed at an institution other than the University of Maryland, no more than 6 transfer credits may be used towards the master's degree.
3. The certificate courses must satisfy existing requirements in the master's degree program. All students in the master's degree program must be eligible to take the certificate degree courses. The learning outcomes for all courses must be the same if different sections of the same courses are offered for a certificate program and a master's program.
4. The master's degree has not yet been conferred.

Additional certificates may apply towards the master's degree if approved by the Graduate Programs, Curricula, and Courses (PCC) Committee. This approval process ensures that the master's degree is cohesive for all students regardless of whether they are admitted directly into the master's program or earn the master's degree through stacking multiple certificates. Please review the [Master's Degrees Policies](#) section of this catalog for more information on master's degree credit requirements.

Current UMD post-baccalaureate certificate students interested in pursuing a UMD master's degree should consult with their prospective master's program department to understand the program's curriculum requirements and admissions timeline. A new admissions application is required to pursue a higher-level degree objective. More information on changing programs can be found in the [Admissions Policies](#) section of this catalog.

Information on active Graduate Certificates can be found on our program listing [page](#).

Graduate School Field Committees

On This Page

- [Requirements for Formal Recognition](#)
- [Requirements for Offering Courses and Advising Students](#)
- [Available Resources for Field Committees](#)

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 graduate student research. The University of Maryland currently recognizes several official [Graduate School 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.

REQUIREMENTS FOR FORMAL RECOGNITION

- 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.

REQUIREMENTS FOR OFFERING COURSES AND ADVISING 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.

AVAILABLE RESOURCES FOR 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.

Approved by the Graduate Council on March 15, 2005.

Graduate Faculty Members

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- [Appointment of Graduate Faculty](#)
- [Graduate Faculty Categories and Qualifications](#)
- [Appointment Procedures](#)
- [Termination Procedures](#)
- [Faculty of Multi-Campus Graduate Degree Programs](#)
- [Membership of Former University of Maryland Faculty](#)
- [Exceptions to this Policy](#)

APPOINTMENT OF GRADUATE FACULTY

The Graduate Faculty are responsible for teaching graduate-level courses, designing the academic content of graduate degree programs, and supervising the writing and defense of graduate student research in the form of theses and dissertations.

GRADUATE FACULTY CATEGORIES AND QUALIFICATIONS

There are four Graduate Faculty membership categories: Full, Associate, Graduate Teaching, and Special Members.

1. **Full Members:** All tenure-track and tenured faculty and College Park Professors are automatically appointed as Full Members of the Graduate Faculty.

Full Members are eligible to teach graduate-level courses, direct and serve on graduate program committees, direct master's thesis research, chair master's thesis examining committees, direct doctoral

dissertation research, and chair dissertation examining committees. They also can vote and serve on the Graduate Council and its committees.

2. **Associate Members:** Professional-track faculty can be nominated to serve as Associate Members for renewable terms of five years. Associate Members of the Graduate Faculty normally come from the ranks of the following categories in the University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty:

- a. Assistant Research Faculty ranks (assistant research professor, assistant research scientist, assistant research scholar, assistant research engineer);
- b. Associate Research Faculty ranks (associate research professor, associate research scientist, associate research scholar, associate research engineer);
- c. Research Faculty ranks (research professor, research scientist, research scholar, research engineer);
- d. Artist-in-Residence Ranks (assistant artist-in-resident, associate artist-in-residence, artist-in-residence);
- e. Field Faculty (agent associate, senior agent associate, and principal agent associate);
- f. Faculty engaged exclusively or primarily in library service (Librarian 3 and 4); and
- g. Additional faculty ranks as appropriate (Adjunct Assistant Professor, Adjunct Associate Professor, and Adjunct Professor; visiting appointments that correspond to eligible ranks listed above; Professor of the Practice, and University of Maryland Professor).

Associate members are eligible to teach graduate-level courses, direct and serve on graduate program committees, direct master's thesis research, and chair master's thesis examining committees. They can co-direct doctoral dissertation research and co-chair dissertation examining committees, but they cannot direct doctoral dissertation research or chair dissertation examining committees. They also can vote and serve on the Graduate Council and its committees.

3. **Graduate Teaching Members:** All faculty teaching graduate-level courses must be members of the Graduate Faculty. Professional-track faculty can be nominated to serve as Graduate Teaching Members for renewable terms of five years. Graduate Teaching Members normally come from the ranks of the following categories in the University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty:

- a. Instructor
- b. Assistant Clinical Professor, Associate Clinical Professor, or Clinical Professor; and
- c. Additional faculty ranks as appropriate

Graduate Teaching Members are eligible to teach graduate-level classes. They cannot direct or serve on graduate program committees, direct or co-direct master's thesis research, chair or co-chair master's thesis examining committees, direct or co-direct doctoral dissertation research, or chair or co-chair dissertation examining committees.

Graduate Teaching Members who hold the highest degree of their discipline do not need a faculty vote to approve their nomination, though the unit has the option to hold votes for these nominees. Nominees without the terminal degree must receive a vote from the Full Members of the Graduate Faculty in the home unit.

4. **Special Members:** Scholars who have no official affiliation with the University of Maryland can be nominated as Special Members of the Graduate Faculty for renewable terms of five year.

Special Members can serve on graduate program committees and co-direct master's thesis research. They may not direct or co-direct doctoral dissertation research or chair master's thesis examining committees.

To qualify for appointment to any Graduate Faculty membership category, individuals normally will hold the terminal degree in their discipline. 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 Associate, Graduate Teaching 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

Tenured and tenure-track faculty are automatically appointed as Full Members of the Graduate Faculty. Tenured 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.

A nomination is required for appointment of Associate Members, Graduate Teaching Members, and Special Members of the Graduate Faculty. Appointment is by approval of the Dean of the Graduate School.

Nominations for appointments to the Graduate Faculty are 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 (except for Graduate Teaching Members with the highest degree), and current curriculum vitae.

The Letter of Nomination should include information on how the nominee's expertise, experience, or credentials meet the department's guidelines to advise and/or teach graduate students. While the CV may speak to some of this, the Letter of Nomination is an opportunity for the head of the unit to provide additional insight as to this person's qualifications or how this person will provide expertise that is currently lacking among the departmental faculty.

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.

[The Nomination to the Graduate Faculty Form is available here.](#)

TERMINATION PROCEDURES

Graduate Faculty membership is granted to ensure that graduate education is of the highest quality in terms of programs, intellectual acumen, and cutting-edge research. Members of the Graduate Faculty are expected to conduct themselves ethically and in accordance with University policy.

If a member of the Graduate Faculty is deemed to have violated University policy, the Graduate Dean can suspend or remove the faculty member from the Graduate Faculty which will result in the suspension of the rights of membership (i.e., teaching classes restricted to graduate students, designing the academic content of graduate degree programs, and supervising the writing and defense of graduate student research in the form of theses and dissertations). In such cases, the Chair of the Department (or equivalent) and/or the College Dean will ensure that the impacted graduate students are assigned a new advisor and their funding continues. The term of the suspension will be determined by the Graduate Dean in accordance with University policies.

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.

MEMBERSHIP OF FORMER UNIVERSITY OF MARYLAND FACULTY

Full Members of the Graduate Faculty who terminate their employment at the University of Maryland under honorable circumstances (and who do not have emeritus status) may for a 12-month period following their termination serve as members and chairs of thesis and dissertation examination committees. They may not serve as Dean's Representatives.

EXCEPTIONS TO THIS 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 Associate 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 for a particular student, confirmation of the approval of the Full Members of the Graduate Faculty in the home unit, and a current curriculum vitae. For instance, it would be appropriate to request an exception for an Associate or Special Member to serve as the sole chair of a particular doctoral examining committee if there is no Full Member who is available or qualified to assist in the supervision.

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.

No exceptions will be made for Graduate Teaching Members of the Graduate Faculty.

Course Related Policies

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Overview

- [Academic Integrity](#)
- [Code of student conduct](#)
- [Sexual Misconduct](#)
- [Non-discrimination Policy](#)
- [Accessibility](#)
- [Absences and Accommodations](#)
- [Course and Credit Changes, Time Conflicts, and Withdrawals](#)
- [Expectations of Faculty in Conducting Academic Courses](#)
- [Intellectual Property](#)
- [Official UMD Communications](#)
- [Arbitrary and Capricious Grading](#)
- [Incomplete Grades](#)
- [Good Standing, Probation, and Dismissal](#)
- [Leaves of Absence](#)
- [Graduate Student Rights and Responsibilities](#)
- [Grievance Procedure](#)

ACADEMIC INTEGRITY

The University of Maryland, College Park is an academic community. Its fundamental purpose is the pursuit of knowledge. The University functions properly in fulfilling this mission when its community 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.

Academic Misconduct is a corrosive force in the academic life of a university. It jeopardizes the quality of education and depreciates the genuine achievements of others. It is, without reservation, the responsibility of

all members of the campus community to actively deter it. Apathy or acquiescence in the presence of Academic Misconduct is not a neutral act. Histories of institutions demonstrate that indifference will reinforce, perpetuate, and enlarge the scope of such misconduct. Institutional reputations for Academic Misconduct are regrettable aspects of modern education. These reputations become self-fulfilling and grow, unless vigorously challenged by Students, Instructors, and all campus community members.

The Code of Academic Integrity (Code) is designed to ensure that the principle of academic honesty is upheld.

Honor Statement

New and incoming Students should know the role of the Honor Pledge and the Student Honor Council, as well as the obligation of all members of the University community to promote and practice the highest standards of academic integrity.

Honor Pledge

The Honor Pledge is a reminder that at the University, Students have primary responsibility for academic integrity because the meaningfulness of their degrees depends on it. Instructors are urged to emphasize the importance of academic honesty and of the Honor Pledge as its symbol. Instructors should reference both the Honor Pledge and this Code on syllabi and throughout the course period, including instruction and guidance on avoiding plagiarism through proper citation and links to additional online or web-based materials.

1. On all work submitted for assessment that is not specifically exempted by the Instructor, Students are encouraged to write and sign the following pledge:

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

2. Failure to sign the pledge is not a violation of the Code of Academic Integrity, but neither is it a defense in case of violation of this Code. Signing or non-signing the pledge will not be considered in grading or in the investigation, resolution, or adjudication procedures provided in this Code.
3. On examinations, no assistance is permitted unless authorized or expressly allowed by the Instructor.
4. On assignments that are not examinations, the Honor Pledge means that the assignment has been done without Academic Misconduct, as defined in the [Code of Academic Integrity](#). Instructors should define clearly in writing what type of material or information is authorized for assignments. Students are expected to seek clarity if they are confused whether specific materials, information, or resources are authorized.

Academic Misconduct

Any of the following acts, when committed by a Student, constitute Academic Misconduct:

- Cheating: fraud, deceit, or misconduct in any academic course, exercise, or research in an attempt to gain an unfair advantage and/or using or attempting to use unauthorized materials, information, or study aids in any academic course, exercise or research, including qualifying and other graduate Student examinations.
- Fabrication: unauthorized falsification or invention of any data, images, information or citation in any academic course, exercise or research, including but not limited to articles, proposals, dissertations, and theses.
- Facilitating Academic Misconduct: Knowingly helping or attempting to help another individual to violate any provision of this Code.
- Plagiarism: representing the words or ideas of another as one's own in any academic course, exercise or research, including but not limited to articles, proposals, dissertations, and theses.
- Self-Plagiarism: the reuse of substantially identical or nearly identical portions of one's own work in multiple courses without prior permission from the current Instructor or from each of the Instructors, if the work is being submitted for multiple courses in the same semester.

Penalties for Violations of Academic Integrity

Students found responsible for Academic Misconduct are subject to Sanctions. The aims of sanctioning are to protect the campus community, deter future offenses, promote individual accountability, and enhance an individual's ethical development and decision-making. Reasonable efforts are made to educate and support Students in reaching their academic and personal goals while fostering a climate of accountability and responsibility for their actions.

Students who are found to have falsified, fabricated, or plagiarized in any context—such as coursework, 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 expected Sanction for graduate students is the permanent grade of "XF" and Expulsion or Suspension. Information about the resolution options are outlined in the **University of Maryland Code of Academic Integrity**.

CODE OF STUDENT CONDUCT

The Code of Student Conduct (Code) was created to ensure the safety and security of the University community. When Students choose to enroll at the University of Maryland, they accept the rights and responsibilities of membership in the University community both on and off-campus. Students at the University of Maryland are

expected to uphold the values of the University by conducting themselves in accordance with University policies and procedures.

The Code, administered by the Office of Student Conduct, seeks to balance the rights and responsibilities of all individuals within the community and uphold the integrity and values of the University of Maryland. Reasonable efforts are made to educate and support students in reaching their academic and personal goals while fostering a climate of accountability and responsibility for their actions. The Code outlines behaviors that are inconsistent with University standards and expectations and sets forth applicable procedures and potential Sanctions governing Code violations.

Students are responsible for upholding these standards. A complete list of prohibited conduct as well as procedures for resolving allegations of misconduct may be found in the University of Maryland Code of Student Conduct.

SEXUAL MISCONDUCT

The University of Maryland's [Sexual Misconduct Policy](#) prohibits a broad range of behaviors including, but not limited to sexual harassment, sexual assault, stalking and dating and domestic violence. The Sexual Misconduct Policy also prohibits retaliation against any individual who files a complaint or participates in an investigation under the Policy. The [Office of Civil Rights & Sexual Misconduct](#) (OCRSM) responds to all complaints of sexual misconduct. To file a complaint go to OCRSM and under Reporting, complete the online sexual misconduct complaint form. For more information please contact OCRSM by phone at 301-405-1142, or email at titleixcoordinator@umd.edu

Further details are given in the [Policy on Graduate Assistants](#) concerning Sexual Misconduct and Sexual Relationships and Professional Conduct. Students may also refer to the [Graduate School's Incident Reporting and Support](#) website.

NON-DISCRIMINATION POLICY

The [University's Non-Discrimination Policy](#) prohibits discrimination and harassment on the basis of "protected classes." Protected classes include: race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, and any other legally protected class. The Non-Discrimination Policy also prohibits retaliation against any individual who files a complaint or participates in an investigation under the Policy.

Individuals who experience violations of this Policy are encouraged to promptly file a complaint with [The Office of Civil Rights & Sexual Misconduct](#) or bring it directly to the attention of their supervisor. OCRSM responds to all complaints of discrimination, harassment, and retaliation based on a protected class. To file a complaint go to OCRSM and under [Reporting](#), complete the online complaint form. For more information please contact OCRSM by phone at 301-405-1142, or email civilrights@umd.edu.

Complaints must be made within ninety (90) Days of the incident(s) or the last occurrence of the behavior, in cases where continuing behavior is alleged. The OCRSM may waive the time limit upon a showing of good cause.

Students may use the [Graduate School's Incident Reporting and Support](#) website to find resources related to harassment and discrimination.

ACCESSIBILITY

The University of Maryland is committed to creating and maintaining a welcoming and inclusive educational, working, and living environment for people of all abilities. The University of Maryland is also committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University, or be subjected to discrimination. The University of Maryland provides reasonable accommodations to qualified individuals. Reasonable accommodations shall be made in a timely manner and on an individualized and flexible basis. Discrimination against individuals on the grounds of disability is prohibited. The University also strictly prohibits retaliation against persons arising in connection with the assertion of rights under this Policy.

Accessibility & Disability Service (ADS) facilitates reasonable accommodations to qualified individuals. For assistance in obtaining an accommodation, contact ADS at 301.314.7682, or adsfrontdesk@umd.edu. More information is available from the [Counseling Center](#).

After eligibility has been established, the ADS will determine reasonable accommodations required by the student. An Accommodations Letter will be developed for the student with directions for sharing the letter with instructors. After receiving the Accommodations Letter via email, students are expected to meet with each course instructor, in person, to provide them with a copy of the Accommodations Letter and to obtain their signature on the Acknowledgment of Student Request form. Students and instructors will discuss a plan for how the accommodations will be implemented throughout the semester for the course. Specific details regarding implementation of the ADS approved accommodations agreed upon between the student and the individual course instructor must be documented and added to the Acknowledgement of Student Request

form, and signed by the instructor. The student is responsible for submitting the signed original form to the ADS, and retaining a copy of the signed Acknowledgment of Student Request form for their individual records.

It is the responsibility of the ADS to work with the student and the instructor (and Department Chair or Dean as appropriate) to facilitate effective and timely implementation of reasonable accommodation(s). If a student believes they are being denied reasonable accommodations or that reasonable accommodations are not being implemented in an effective and timely manner, the student should contact the ADS immediately. All parties will prioritize accommodation implementation meetings requested by the ADS. The University will use good faith efforts to resolve any outstanding issues within five (5) business days. If the student is not satisfied with the results of good faith efforts to resolve this issue, they may file a complaint with the University's Office of Civil Rights & Sexual Misconduct (OCRSM).

For more information, please see the University of Maryland's [Disability & Accessibility Policy and Procedure](#).

ABSENCES AND ACCOMMODATIONS

An excused absence is an absence for which the student has the right to receive, and the instructor has the responsibility to provide, academic accommodation. Students are expected to take full responsibility for their own academic work and progress. Students, to progress satisfactorily, must meet all of the requirements of each course for which they are registered. Students are expected to attend classes regularly. Consistent attendance offers students the most effective opportunity to gain command of course concepts and materials. Excused absences must be requested promptly and must be supported by appropriate documentation.

Excused absences do not alter the academic requirements for the course. Students are responsible for information and material missed on the day of absence. Students are within reason entitled to receive any materials provided to the class during the absence. Students are responsible for making provision to determine what course material they have missed and for completing required exercises in a timely manner.

Events that justify an excused absence include religious observances; mandatory military obligation; physical or mental health conditions of the student or an immediate family member; participation in university activities at the request of university authorities; and compelling circumstances beyond the student's control (e.g., death in the family, required court appearance). Absences stemming from work duties other than military obligation (e.g., unexpected changes in shift assignments) and traffic/transit problems do not typically qualify for excused absence.

To receive accommodation for an excused absence:

1. The student must notify the instructor in a timely manner. The notification should be provided either prior to the absence or as soon afterwards as possible. In the case of religious observances, athletic events, and planned absences known at the beginning of the semester, the student must inform the instructor during the schedule adjustment period. All other absences must be reported as soon as is practical.
2. The student must provide appropriate documentation of the absence. The documentation must be provided in writing to the instructor by the means specified in the syllabus.
 - For health-related absences, including mental and physical health, students may, one time per course per semester, provide a self-signed excuse as documentation of an absence from a single class (e.g., lecture, recitation, or laboratory session) that does not coincide with a major assessment or assignment due date. For all other health-related absences, a course instructor may request that students provide documentation from a health care provider or the University Health Center to verify an absence. In cases where students are asked to provide verification, the course instructor may request the dates of treatment or the time frame that the student was unable to meet academic responsibilities, but may not request diagnostic information.
 - For all other absences students must provide verifiable documentation upon request (e.g., religious calendar, court summons, death announcement, etc.).
3. Providing false information to University officials is prohibited under Part 10.e.1 of the University of Maryland Code of Student Conduct (V-1.00[B]) and may result in disciplinary action.

In keeping with the USM III-5.10 Policy Concerning the Scheduling of Academic Assignments on Dates of Religious Observance, “Students shall not be penalized because of observances of their religious holidays and shall be given an opportunity, whenever feasible, to make up within a reasonable time any academic assignment that is missed due to individual participation in religious observances.” For all other excused absences, the student must be provided academic accommodation. The accommodation provided should, within reason, neither advantage nor disadvantage either the student or the rest of the class.

Students who miss a substantial number of class sessions or course assignments should seek guidance from an academic advisor with respect to academic options. Extended absences stemming from active military duty are addressed in the USM V-7.00 Policy on Students who are called to Active Military Duty during a National or International Crisis or Conflict. Absences related to a student’s disability are addressed in the VI-1.00(D) University of Maryland Disability & Accessibility Policy and Procedures.

COURSE AND CREDIT CHANGES, TIME CONFLICTS, AND WITHDRAWALS

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 end of the Schedule Adjustment Period. For full details, please see the Graduate School [Policy on Course and Credit Changes](#).

Students are not permitted to enroll in two courses that meet at the same time or have overlapping times that are greater than 10 minutes. Conflicts of 10 minutes or less can be resolved by departments. For full details, please see the Graduate School [Policy on Time Conflicts](#).

The term "withdrawal" means termination of enrollment in all classes for a given term (semester or 12-week). The date of the withdrawal is indicated on a graduate student's academic record. To withdraw from a term (semester or 12-week) on or before the last day of classes a graduate student must complete the Degree-Seeking Graduate Student Withdrawal [form](#) and submit to the Office of the Registrar, 1113 Mitchell Building, in person or by email at registrar-graduate@umd.edu. For full details, please see the Graduate School [Policy on Withdrawal from Classes](#).

EXPECTATIONS OF FACULTY IN CONDUCTING ACADEMIC COURSES

a. There shall be a complete course syllabus for the current term made available to students no later than the first day of class at the beginning of each graduate course. Any changes to the syllabus made after the first day of class must be announced and must be clearly represented with the date of the revision. The course syllabus will specify in general terms:

- Course description including course objectives
- Content and nature of assignments
- Schedule of major graded assessments (e.g., examinations and due dates for projects and papers)
- Examination and/or assessment procedures
- Basis for determining final grades

- b. There shall be academic accommodations for students in accordance with University policies, including policies on disability and accessibility, excused absences, and sexual misconduct.
- c. There shall be a reasonable opportunity for students to review papers and examinations, including the final examination or assessment, after evaluation by the instructor, while materials are reasonably current.
- d. There shall be reasonable access to the instructor during announced regular office hours or by appointment.
- e. There shall be regular attendance by assigned faculty unless such attendance is prevented by circumstances beyond the control of the faculty member.
- f. There shall be reasonable adherence to the course syllabus.
- g. There shall be reasonable adherence to the published academic calendar, campus schedules, and location of classes and examinations.
- h. There shall be public acknowledgement of significant student assistance in the preparation of materials, articles, books, devices and the like. Students retain their intellectual property rights as set forth in the University of Maryland Policy on Intellectual Property.
- i. Assigned course materials should be readily available. Faculty must ensure that eligible students receive reasonable accommodations relative to their coursework in accordance with federal and state disability laws, subject to the University's disability and accessibility policies and procedures.
- j. The instructor of record is responsible for the overall management of the course, including management of the aspects of the course and coursework delegated to teaching assistants and laboratory assistants.

INTELLECTUAL PROPERTY

The primary mission of universities is to advance, preserve, and disseminate knowledge. The University of Maryland has established its [policy on intellectual property](#) to: (1) assure that the benefits of University research and scholarship, which include intellectual property, are fairly and fully disseminated to benefit the public, (2) create an environment that encourages and recognizes the creative efforts of faculty, students and personnel, and (3) generate resources to support the University's primary mission.

Works authored by instructors in connection with their teaching, or by Students in the performance of their academic requirements and activities, including course work, dissertations, and theses are considered copyrighted material. These copyrighted works include but are not limited to courses, course syllabi, course

materials, whether delivered on-line or in a traditional face-to-face setting, lecture notes, literary works, non-fiction books, textbooks, professional articles and presentations, musical scores and librettos, dramatic and choreographic works; photographic, graphic, sculptural and architectural works; films, other audiovisual works, sound recordings, models, and designs.

Under certain limited circumstances, Students may be asked as a condition of participating in a course research project to assign or license their rights in Intellectual Property they create in performing the project that they would otherwise own under this policy to the University or a third party that sponsors the course research project. In such circumstances, course instructors must give Students who object to making such an assignment or granting such a license the option to participate in an alternative project, without penalty, that does not require the assignment or licensing of their Intellectual Property rights.

When Students are granted access to proprietary data or information of a third party in connection with academic course work, the use and protection of such proprietary information shall be governed by an agreement entered into by and between the third party and the University and not the third party and Students.

OFFICIAL UMD COMMUNICATIONS

The University has adopted email as the primary means for sending official communications to students. Academic advisors, faculty, and campus administrative offices use email to convey important information and time-sensitive notices. All enrolled students are provided a University email address. Students are responsible for keeping their email address up to date or for forwarding email to another address.

Failure to check email, errors in forwarding email, and returned email due to mailbox full or user unknown will not excuse a student from missing announcements or deadlines.

UMD Official closures and delays are announced on the campus website at umd.edu and are sent to the campus community via alert emails.

ARBITRARY AND CAPRICIOUS GRADING

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.

Please see the Graduate School's full policy on [Arbitrary and Capricious Grading](#), as well as formal procedures, and the appeals process.

INCOMPLETE GRADES

An incomplete is a 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, the date by which the work must be completed, and the letter grade that will replace the incomplete if the work is not completed by the date specified. For full details, please see the Graduate School's [Policy on Incomplete Grades](#).

GOOD STANDING, 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. For full details, please refer to the Graduate School [Policy on Academic Probation and Dismissal](#).

LEAVES OF ABSENCE

In recognition of the effects that childbirth, adoption, serious health condition (mental and/or physical), caring for incapacitated dependents (such as children, ill or injured partners, or aging parents), and situations that present financial hardship may have on the time and capacity 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 or up to three 12-week terms during which time they do not intend to make academic progress toward the completion of their degree. For further information, please see the Graduate School [Policy on Leaves of Absence for Childbearing, Adoption, Serious Health Condition, Dependent Care, or Financial Hardship](#).

Graduate students in the United States Armed Forces, including members of the National Guard or Reserve, may apply for a leave of absence to fulfill a voluntary or involuntary service commitment. Students may apply for a leave of absence of up to two semesters, during which time the requirement of continuous graduate

registration is suspended. For further information, please see the Graduate School [Policy on Leave of Absence for Military Service](#).

GRADUATE STUDENT RIGHTS AND RESPONSIBILITIES

It is the policy of the University of Maryland to maintain the campus as a place of study and work for students, faculty, and staff in which all parties are expected to uphold the values of the University by conducting themselves in accordance with University policies and procedures. Such an environment must be free of intimidation, fear, coercion, reprisal, harassment, bullying or other unacceptable behaviors. Graduate students can expect to be treated fairly and with dignity and respect as outlined in the [VI-1.00\(B\) University of Maryland Nondiscrimination Policy and Procedures](#). Graduate School policies detail our [Advisor Policy](#), [Co-Authorship Policy for Faculty-Student Interactions or Collaborations](#), and [Appointments of Graduate Students as Instructional or Research Faculty](#).

GRIEVANCE PROCEDURE

The University is an academic and collegial community. Graduate students are subject to a range of policies and procedures relating to academic standards, as well as rules and regulations of behavior set forth by the University and the Office of Student Conduct. Graduate Assistants are subject primarily to the [Policy on Graduate Assistantships](#). If a graduate student believes that they have experienced treatment that is unethical, grossly unjust, uncivil, or otherwise creates a hostile learning or working environment from a faculty member, a staff member, or another student, the student should attempt to resolve the matters locally, collegially, and informally. If the issue has not been resolved to the graduate student's satisfaction or the treatment cannot be stopped through informal means, the graduate student may elect to file a formal grievance. For full details and procedures for our grievance process, please see the Graduate School [Policy on Grievance Procedure](#).

Other Graduate School Policies

On This Page

- [Waiver of a Regulation](#)
- [Application for Graduation](#)
- [Arbitrary and Capricious Grading Policies](#)
- [Graduate Student Rights and Responsibilities](#)
- [Advisor Policy](#)
- [Co-authorship for Faculty-Student Interactions or Collaborations](#)
- [Appointments of Graduate Students as Instructional or Research Faculty](#)

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 on our Graduate School website.

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 by the first week of the second summer session. Exact dates for each semester can be

found on the [Graduate School website](#). Failure to meet the specific deadlines to submit the required documentation may result in a delay in graduation.

Students who missed the submission deadline for the current semester or failed to provide formatting changes by the deadline, can be approved to graduate for the following semester and receive a registration waiver from the [Office of the Registrar](#). The submission or formatting changes must be approved no later than 11 p.m. Eastern Time of the last business day before the first day of class of the next semester. Students must have also submitted a graduation application before the deadline for the applicable semester.

The documentation review takes 3-5 business days. The submission should be made within this time frame to ensure approval by the deadline.

Importantly, once a student completes all degree requirements and paperwork, they are not eligible for assistantships during the next term. This includes students who complete their degree requirements before the start of the next 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 resolve 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 and winter semesters.) 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 should be pursued with the student and the instructor. If no solution is reached, the committee shall hold a fact-finding meeting with the student and the instructor. 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 Graduate School of the decision in writing within five days of the meeting.

The committee has the authority to take any action that 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.

For more information, please review [The University Policy on Arbitrary and Capricious Grading](#).

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, 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 APPEALS 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 qualifying examinations. 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 allegation(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 Appeal Committee may direct 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.

GRADUATE STUDENT RIGHTS AND RESPONSIBILITIES

It is the policy of the University of Maryland to maintain the campus as a place of study and work for students, faculty, and staff in which all parties are expected to uphold the values of the University by conducting themselves in accordance with University policies and procedures. Such an environment must be free of intimidation, fear, coercion, reprisal, harassment, bullying or other unacceptable behaviors. Graduate students can expect to be treated fairly and with dignity and respect as outlined in the University Non-discrimination Policy and Procedures [VI-1.00(B)].

GRIEVANCE PROCEDURE

The University is an academic and collegial community. Graduate students are subject to a range of policies and procedures relating to academic standards, as well as rules and regulations of behavior set forth by the University and the Office of Student Conduct. Graduate Assistants are subject primarily to the Policy on Graduate Assistantships. If a graduate student believes that they have experienced treatment that is unethical, grossly unjust, uncivil, or otherwise creates a hostile learning or working environment from a faculty member, a staff member, or another student, the student should attempt to resolve the matters locally, collegially, and informally. If the issue has not been resolved to the graduate student's satisfaction or the treatment cannot be stopped through informal means, the graduate student may elect to file a formal grievance.

LIMITATIONS

No other University grievance procedure may be used simultaneously or consecutively with this procedure with respect to the same or substantially same issue or complaint, or with issues or complaints arising out of or pertaining to the same set of facts. Neither the University of Maryland Non-Discrimination Policy and Procedures (VI-1.00[B]) nor any other University grievance procedure may be utilized to challenge the actions, determinations, or recommendations of any person(s) or board(s) acting pursuant to these procedures.

Notwithstanding any provision of this Policy to the contrary, the following matters do not constitute the basis for a grievance under this procedure:

1. Policies, regulations, decisions, resolutions, directives and other acts of the Board of Regents of the University System of Maryland, The Office of the Chancellor of the University System of Maryland, and the Office of the President of the University of Maryland;
2. Any statute, regulation, directive, or order of any department or agency of the United States or the State of Maryland; V-1.00(A) page 4
3. Any matter outside the control of the University System of Maryland;
4. Course offerings;

5. The staffing and structure of any academic department or unit;
6. The fiscal management and allocation of resources by the University System of Maryland and the University of Maryland;
7. Any issues or acts which do not affect the complaining party directly;
8. “Class-action” grievances are not permitted under these procedures. Grievances must be presented by individual students. If multiple students file individual grievances on the same matter, a screening or hearing board may, in its discretion, consolidate grievances presenting similar facts and issues, and recommend generally applicable relief as it deems warranted;
9. Under these procedures, there may be no challenge to the award of a specific grade.

INFORMAL CONSULTATION

The graduate student is strongly encouraged but not required to first attempt to resolve the difficulty by discussing the situation with the person/persons (faculty member, the staff member, and/or student) as expeditiously as possible and/or practical. If a satisfactory resolution is not reached, the graduate student should next discuss the situation with the Director of Graduate Studies (or equivalent) and/or the Department Chair (or equivalent). It is expected that these discussions will be kept confidential and not discussed publicly beyond the individuals involved. However, the Director and/or Chair should keep a record of such complaints and report annually to the Graduate Ombuds Office.

Either before or after such discussions, the graduate student may wish to confidentially seek advice from another academic advisor, an assistant or associate dean of their college or of the Graduate School, or the Ombuds Officer for Graduate Students. The graduate student is encouraged to consult with the Ombuds Officer early in the informal discussion process, and must consult with the Ombuds Officer before initiating a formal grievance. The Ombuds Officer is available to all graduate students with questions or concerns related to their graduate experience, including their roles as GAs. The Ombuds Officer provides informal assistance in resolving conflicts and works to promote fair and equitable treatment within the University. The Ombuds Officer works confidentially within the scope of the law. The purpose of the Ombuds Officer is to ensure that the graduate student’s voice is heard and that problems receive prompt and impartial attention. The Ombuds Officer does not advocate for an individual; rather, the Ombuds Officer advocates for a fair process that promotes the University’s commitment to excellence in graduate education and in the graduate student experience. Queries may be directed to Ombuds Officer for Graduate Students, The Graduate School, 2103 Lee Building, phone (301) 405-3132.

FORMAL GRIEVANCE

These conflicts should be ideally addressed first by the Director of Graduate Studies (or equivalent) and then by the Department Chair (or equivalent) according to the process of the college or school. If the conflict cannot be resolved at this level and/or the graduate student does not feel comfortable disclosing an issue to one or more of these parties, the grievance shall be formally filed with the dean of the college or school. The dean will initiate the grievance process created within the college or school to address such issues. The process is to remain confidential and not publicly discussed beyond the parties involved. If the Director of Graduate Studies or Chair or Dean is the subject of the accused, said person will recuse him or herself.

In cases in which this process is not effectively resolved, the graduate student may file an appeal to the Graduate School. If the grievance is with the Director of Graduate Studies or Dean, the appeal may be made directly to the Dean of the Graduate School.

FORMAL APPEAL PROCESS

If a satisfactory resolution has not been achieved following procedures at the unit and/or college/school level, either party may initiate an appeal process with the Graduate School by sending a written appeal to the Dean of the Graduate School. To be considered, it must be received by the Graduate Dean within 30 calendar days from the announcement of the decision at the level of the school or college. All parties will be notified of this deadline at the time of the announcement of the college/school decision. Under exceptional circumstances, the deadline may be extended at the discretion of the Graduate Dean.

1. The appeal must be signed and:

- a. Contain a clear description of the facts giving rise to the grievance;
- b. Provide a clear explanation of why the party filing the appeal found the outcome(s) of the unit and/or college/school level grievance proceedings unsatisfactory;
- c. Set forth the desired remedy; and
- d. Elect to have the Graduate Dean decide the grievance either:
 - i. In the manner described in Paragraph 2.b below; or
 - ii. Following receipt of a recommendation from a three-person panel appointed by the Graduate Dean to consider the matter.

2. Upon receipt of the formal appeal, the Graduate Dean (or designee) will:

- a. Share the letter of appeal with the Dean of the appropriate college or school and solicit a written response from the Department Chair and/or College Dean.
- b. Offer to meet with the parties involved, either individually or together, before reaching a decision. The Graduate Dean shall confidentially consult with the Academic Dean, Associate Provost for Faculty

Affairs, and such other persons as the Graduate Dean believes may be knowledgeable about the policies, practices and issues involved. The Graduate Dean shall endeavor to convey a written decision and, where appropriate, the remedy, to the parties involved within 30 calendar days of receipt of the letter of appeal; or

- c. If the grieving party is either a graduate student or faculty member and elects to have a panel, the Graduate Dean will appoint two graduate faculty (one of whom shall serve as chair of the panel) and one graduate student, each familiar with the graduate student's discipline but not from the student's or other parties in the grievance program or department, to confidentially review the matter and make a recommendation to the Graduate Dean. If the grieving party is a staff member, the Graduate Dean will appoint one faculty (serving as chair of the panel), one staff person, and one graduate student, not from the staff's or other parties in the grievance program or department, to confidentially review the matter and make a recommendation to the Graduate Dean. The panel should conduct its review in an impartial and unbiased manner. The Graduate Dean will provide the panel with the letter of formal grievance and written responses from the Department Chair (or equivalent) and/or College Dean. The panel shall offer to meet with the parties involved, either individually or together, as well as confidentially consult other people as appropriate in determining its recommendation. The panel shall endeavor to convey its written report recommendation to the Graduate Dean within 30 calendar days of the receipt of the letter of appeal; the Graduate Dean shall endeavor to convey a written decision and, where appropriate, the remedy, to the parties involved within 15 calendar days of receipt of the panel's report. The written report of the panel will contain a statement of the issues, the panel's findings of fact, the controlling policy provisions, the panel's assessment regarding the merits of the grievance, and a recommended disposition of the grievance, including a suggested remedy and/or disciplinary action(s).

The decision of the Graduate Dean regarding the merits of the grievance and, where appropriate, the remedy/disciplinary action shall be final. The Dean of the Graduate School will convey the final decision to the parties involved as well as to the Associate Provost for Faculty Affairs for possible other actions.

GENERAL PRINCIPLES CONTROLLING FORMAL GRIEVANCE PROCEDURES

These procedures are not intended to mimic a courtroom and be adversarial in nature. Rather, they are formal in the meaning of offering a structured method to investigate, weigh, and remedy differences and prevent future occurrences of such action. They are designed to preserve collegiality and minimize injury to the student-faculty, student-student, student-staff relationships. Because grievances, if not made known or not considered expeditiously, may threaten the learning experience and/or mental health of the parties involved, graduate students, faculty, and administrators share responsibility to deal with them promptly. It is also expected that

proceedings are conducted confidentially in order to protect the parties involved, to minimize damage to reputations and relationships, and to prevent the occurrence of retaliatory actions. Experience has shown that the following rules promote the orderly and efficient disposition of grievances. Accordingly, they shall be observed:

1. There is a burden of proof. The graduate student has the responsibility of convincing the Graduate Dean or panel of four things: a) that the policies of the University have not been followed; b) that the graduate student has been adversely affected; c) that the actions and activities of the parties involved have long-term impacts; and d) and that the requested remedy is appropriate.
2. All matters to be considered in support or defense of a grievance should be made known as early in the informal process as possible. In both the informal and formal process, it is the responsibility of the graduate student and faculty member (or student or staff member) to produce in a timely way the evidence they each wish considered, including any documents and witnesses.
3. The Grievance Procedure is not a trial. Formal rules of evidence commonly associated with criminal and civil trials may be counterproductive in an academic investigatory process and shall not be applied. The Academic Dean, Graduate Dean, and three-member panel shall follow the rules of confidentiality and privilege, but shall otherwise accept for consideration all matters which reasonable persons would accept as having probative value in the conduct of their affairs, giving it such weight as they consider proper. Unduly repetitive, irrelevant, or personally abusive material, however, should be excluded. They may also consider matters within the common knowledge and experience of University faculty, including published policies of the University System of Maryland and the University of Maryland.
4. The graduate student may be assisted at any meeting by an advisor, who must be a registered, degree-seeking graduate student at the University or a current member of the University Faculty or staff. Although the graduate student is expected to take an active role in all meetings, the advisor may help with the presentation of arguments and evidence.
5. The University has in place other grievance procedures and administrative processes designed to address specific types of claims. These are meant to be the exclusive avenue for review and redress. Grievances that by their subject matter may be considered under other established institutional procedures must be brought under those procedures and may not be considered under this formal procedures. Matters pertaining to the general level of wages, wage patterns, fringe benefits, or to other broad areas of financial management and staffing are not grievable under this process. Matters expressly excluded from consideration under other procedures may not be grieved under these formal procedures.
6. A decision may not be made at any step that conflicts with or modifies a policy, regulation, or grant of authority approved by the Board of Regents, the Chancellor, the President, the Provost, or the University Senate or with any applicable Federal or State of Maryland law.

7. Currently enrolled University of Maryland graduate students may initiate a formal grievance. A student that withdrew from the University or was dismissed from the University has 30 days following the date of withdrawal or dismissal to initiate a formal grievance. The Graduate Dean can grant an extension depending on the circumstances. The grievance must pertain to the graduate student personally, not those of another graduate student. Group grievances are permitted; similar grievances may be consolidated and processed together as a single issue.
8. Because it is critical to address potentially corrosive grievances sooner than later, and because the remedies and disciplinary actions available are prospective, the time requirement established for initiating a formal grievance is necessary to the effective administration of the graduate program. Unless otherwise agreed in advance among the graduate student, the faculty member (or other parties), and the Graduate Dean, strict adherence to them is a condition of review and appeal under these procedures. Time requirements are measured from the first occurrence of an event; “continuing” wrongs are not recognized for the purpose of satisfying time requirements.
9. The Graduate Dean may delegate such parts of these responsibilities as the Dean deems reasonable and efficient, provided the final decision and any remedy must be reviewed and approved by the Dean personally.
10. The University and Graduate School should make all conduct and corresponding grievance policies and processes clearly visible and accessible by graduate students, faculty and staff. The Dean of the Graduate School will provide a summary report of grievances filed and actions taken under this policy to the Graduate Council.

ADVISOR POLICY

An advisor is responsible for providing advice regarding graduate studies and for supervising a student’s degree program. In some cases, particularly for incoming students, the program may assign an advisor. Advisors must be Members of the Graduate Faculty (a listing is available [here](#)). With approval from the program, students may have a co-advisor.

PROCEDURES FOR CHANGING ADVISORS

The advisor-student relationship is one of mutual agreement. Either party may request termination of the relationship. A change of advisors may occur for a variety of reasons, such as students and advisors having different research interests or work styles, or if faculty retire or leave the university (see the [Graduate Faculty Members Policy](#) for emeritus and former faculty who can chair thesis and dissertation committees).

If both parties agree to terminate the relationship and the student has secured a satisfactory arrangement with a new advisor, no further action is necessary. In extreme circumstances, when a change of advisors cannot be resolved amicably, the following procedures support students and faculty in the change of advisors process.

1. A change of advisors begins with an open and honest conversation among the student, current advisor, potential new advisor, director of graduate studies, and/or the department chair. Each situation is unique, but the important part is to have confidential conversations with the appropriate stakeholders. Before such conversations, it may be helpful to prepare a document briefly identifying reasons for the change of advisor.

The director of graduate studies and unit head can provide support for graduate students and faculty. If a department, school, or college has an ombudsperson, that person can also be included in confidential conversations, at the discretion of graduate students or advisors. For students and faculty, [The Graduate School Ombudsperson](#) provides confidential and informal assistance in resolving conflict and promotes fair and equitable treatment within the university. For extreme situations, the [Graduate Student Rights and Responsibilities Policy](#) outlines the formal grievance procedure. Departments may have their own grievance policies, which should also be consulted. When mental health challenges contribute to difficulties with advisors, the Graduate Academic Counselor is available to consult with students and faculty and can provide referrals to campus and other resources.

2. If agreement is not achieved or the student is unable to secure a satisfactory arrangement with a new advisor, the student, advisor, director of graduate studies, and/or department chair should discuss potential faculty members to serve as the new advisor. Once a new advisor is secured, a transition plan should be created for completing work with the former advisor and starting work with the new advisor. The transition plan must include any implications of the advisor change for coursework, exams, advancement to candidacy, and other program requirements. For students with funding, the transition plan must also address how students' funding will be maintained. Finally, the transition plan must address intellectual property concerns (e.g., ownership of data, authorship on completed or ongoing research, etc.). The student, former advisor, new advisor, and director of graduate studies must sign the transition plan. In some cases it may not be possible to find a new advisor, despite the best efforts of the graduate director and/or graduate program, particularly if the original conflict arose because of lack of student progress or changes in the student's desired research field. If a new advisor cannot be secured, students have the option of consulting [The Graduate School Ombudsperson](#) and filing a grievance as outlined in the [Graduate Student Rights and Responsibilities Policy](#).

FUNDING CONSIDERATIONS

For graduate students with research, teaching, or administrative assistantships, funding typically will be maintained to support graduate students who change advisors. For programs where graduate assistantship funding is made independent of advising, no change of funding will occur when students change advisors.

Research Assistants

Funding will be maintained for research assistants at least through the semester while they change advisors, including when graduate students are supported by their advisors' external funding awards. Advisors will give at least one month's notice prior to terminating a student's support. The former advisor, new advisor, or graduate program will typically continue to support the student through the end of the semester if the support is during the academic year as long as the student is making satisfactory contributions to assigned research duties. If the support is over the summer, the advisor or graduate program will typically continue to support the student over the summer as long as the student is making satisfactory contributions to assigned research duties. If extraordinary circumstances compel the advisor to consider terminating the student with less than one month's notice, the director of graduate studies must approve the early termination.

Teaching Assistants

Funding will be maintained at least through the semester for teaching assistants while they change advisors. The instructor of record or course supervisor will give at least one month's notice prior to terminating a student's support. Typically, a graduate student will complete their instructional duties through the end of a term as long as the student is satisfactorily completing teaching duties. If extraordinary circumstances compel the instructor of record or course supervisor to consider terminating the student before the term ends, the director of graduate studies must approve the early termination.

Administrative Assistants

Funding will be maintained at least through the semester for administrative assistants while they change advisors. Typically, the assistantship sponsor will continue to support the student through the end of the semester if the support is during the academic year as long as the student satisfactorily completes the assigned administrative duties. If the support is over the summer, the assistantship sponsor will continue to support the student over the summer as long as the student satisfactorily completes the assigned administrative duties. If extraordinary circumstances compel the supervisor to consider terminating the student with less than one month notice, the director of graduate studies must approve the early termination.

CO-AUTHORSHIP FOR FACULTY-STUDENT INTERACTIONS OR COLLABORATIONS

The University of Maryland encourages faculty to co-author with students. Co-authorship is valuable for a student's professional development and advancement. It also can advance a faculty member's career. However, it is critical that authorship decisions, particularly those related to faculty-student interactions or collaborations, be handled in an appropriate and respectful manner that protects the interests of our students and faculty, demonstrates the value of authorship credit, and ensures the integrity of the institution's approach to publication.

GENERAL PRINCIPLES

Although specific disciplines may approach aspects of authorship or collaboration in different ways, there are general principles that are universally applicable when it comes to the assignment of authorship credit and order.

1. All individuals listed as authors on a manuscript should meet the criteria below for authorship, and all individuals who meet these criteria should have the option to be listed on the manuscript.
2. The generally accepted criteria for authorship are as follows. These are generally accepted criteria, but norms may differ by discipline. All three criteria should be met. Authors should also agree to be accountable for all aspects of the work by ensuring that questions regarding the accuracy or integrity of any part of the work are appropriately investigated and resolved.:
 - a. making substantial contributions to the conception and design of the research, the acquisition of the data, or the analysis and interpretation of the data;
 - b. drafting the manuscript or revising it critically for important intellectual content; and
 - c. giving final approval of the version to be published.
3. Authorship credit should not be given solely based on the provision of funding, materials used in the research, or space in which to conduct the research; collection of data; or general supervision of an author or the research group.
4. Authorship credit, including the order of authors, should be discussed early and revisited often, especially if the scope of the work changes over time. Ordinarily, authorship order should follow the convention of the relevant discipline(s). Authorship discussions must include individuals who have left the institution or research group but who previously contributed to the work to be presented in the manuscript.
5. Individuals who make valuable contributions, but do not meet the requirements for co-authorship, may be acknowledged in a publication with the permission of the individual(s) to be acknowledged.
6. Individuals must have the opportunity to satisfy the criteria set forth above (e.g., relevant individuals should be notified that a manuscript is under preparation so that they have an equal opportunity to make substantial contributions to the drafting or revision process).

ISSUES COMMON TO FACULTY-STUDENT INTERACTIONS OR COLLABORATIONS

The standards for co-authorship are the same for faculty and students. However, there are some circumstances that arise in faculty-student interactions or collaborations that should be highlighted and addressed.

1. Faculty should not use their position of authority to request or demand co-authorship when it is inappropriate, according to the standards outlined above. Students should not grant “honorary authorship” by including a faculty member who has not met the criteria for authorship.
2. Faculty should offer students co-authorship when they have met the standards outlined above.
3. Whether a student should be a co-author depends only on their contribution to the work; faculty may not refuse or place other conditions on student co-authorship.
4. Except under exceptional circumstances, a student should be listed as principal author on any multiple-authored publications that are substantially based on the student’s independent research conducted under faculty supervision (including thesis or dissertation).

Accordingly, faculty may co-author only when they have:

1. Made substantial contributions to the work (e.g., conception, design, conduct, analysis, or interpretation) and have engaged in substantial drafting and/or revisions of the intellectual content of the work; and
2. Reviewed and approved the final version and agreed to be accountable for the accuracy and integrity of the published work.

Faculty should not co-author when they have only:

1. Provided funding, space, materials, or technical services, without making substantial contributions to the work; and/or
2. Provided comments or suggestions of the sort that might be provided by peer review, including when serving on a thesis or dissertation committee.

ADDRESSING AUTHORSHIP DISPUTES AND INAPPROPRIATE AUTHORSHIP PRACTICES

If disagreements arise about co-authorship among faculty and graduate students, the [Graduate Ombudsperson](#) can be consulted. Students may also consider the advice provided by the Committee on Publication Ethics

(COPE) in its [guide for new researchers](#) or its [discussion document on authorship](#).

Failure of a faculty member to abide by the expectations set forth in this document may result in referral of the matter to a faculty member's department chair for review and action as appropriate. Failure of a graduate student to abide by these expectations may result in a similar referral to the student's director of graduate studies or the Office of Student Conduct, as appropriate.

Extreme cases of inappropriate authorship practices are forms of scholarly misconduct that would trigger the process set forth in the [University's Policy and Procedures Concerning Scholarly Misconduct](#). These cases include improper assignment of credit, plagiarism, and misappropriation of ideas.

In cases where faculty members fail to abide by these expectations, the Graduate Dean can suspend or remove a faculty member from the Graduate Faculty following the [University Policy on Graduate Faculty Members](#). As stated in the [University's Policy and Procedures Concerning Scholarly Misconduct](#), disciplinary action for faculty may also include suspension and/or termination of employment. Disciplinary action for students may include termination of enrollment and/or degree revocation.

APPOINTMENTS OF GRADUATE STUDENTS AS INSTRUCTIONAL OR RESEARCH FACULTY

Graduate students are a vital component of the University of Maryland's (UMD) undergraduate teaching and research mission. At the same time, graduate students are students first. Accordingly, all full-time UMD graduate students serving as instructors of record for a credit-bearing course will be appointed as graduate assistants (e.g., teaching assistants) rather than in Professional Track Faculty Appointments (e.g., adjunct faculty, lecturer, visiting faculty). Likewise, all full-time graduate students working with faculty on research will be appointed as research assistants rather than as research faculty (e.g., faculty assistant, faculty specialist). Graduate students who were UMD faculty or staff prior to entering a UMD graduate program are exempt from this policy.

Graduate assistants may serve as instructors of record for undergraduate courses. In exceptional cases, graduate assistants may be appointed to teach graduate courses. In such cases, a graduate faculty member should serve as co-instructor, supervising the GA, attending class on a regular basis, and overseeing grading. In cases where no faculty member is available to serve as co-instructor, the unit may request approval from the collegiate dean and the Dean of the Graduate School for the GA to be the sole instructor of record for a graduate course. In truly exceptional cases, graduate students may be appointed as Graduate Teaching Members, as provided below.

In exceptional circumstances, programs can petition the Graduate School to allow a graduate student to hold a Professional Track Faculty Appointment. All of the following conditions must be met:

- The graduate student will complete their degree requirements within one year.
- Teaching appointments will not be renewable until the graduate student has completed all degree requirements.
- The salary provided to the graduate student will be higher than the stipend provided to the graduate student in the prior calendar year. The salary also should be comparable to other adjunct, instructional, or visiting faculty in the program.
- The graduate student will remain enrolled in relevant coursework (e.g., 899).

To petition the Dean of the Graduate School for an exemption, a student must submit a [Petition for Waiver of Regulation Form](#) and include the following information:

- A letter of support from their advisor and director of graduate studies.
- A detailed and accurate timeline for degree completion.
- Statement from their advisor and director of graduate studies affirming the above conditions will be met.

Upon successful completion of degree requirements, UMD graduate students are eligible for hiring as instructional and research faculty. Retaining primary status as graduate students ensures that the Graduate School can support UMD graduate students to timely degree completion.

Graduate School Services

On This Page

- [The Office of Graduate Diversity and Inclusion \(OGDI\)](#)
- [Graduate School Writing Center](#)
- [Professional and Career Development](#)
- [The Office of Postdoctoral Affairs](#)
- [Ombuds Office for Graduate Students](#)
- [Graduate Legal Aid Office](#)
- [English Editing for International Graduate Students](#)

THE OFFICE OF GRADUATE DIVERSITY AND INCLUSION (OGDI)

The Office of Graduate Diversity and Inclusion is dedicated to fostering a supportive University environment for graduate students from under-represented and under-served groups. OGDI provides campus leadership for identifying, recruiting, retaining, and graduating a diverse graduate student body. The Office's programs and services aim 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 campus visits, supporting summer undergraduate research programs; **building a supportive community** through collaboration with graduate student organizations; **sponsoring programs and activities designed to foster professional development**, including workshops and seminars on academic and research skills, retention initiatives, and preparing graduate students for the professoriate and other careers. The Office also assists the University's various colleges and departments in creating an environment supportive of the academic success of historically under-represented and under-served graduate students. The Office can be reached at 2100B Lee Building, 301-405-0763, and by visiting the [OGDI website](#).

GRADUATE SCHOOL WRITING CENTER

The Graduate School Writing Center offers support for graduate students at every stage of their development as academic and professional writers who can, in turn, fulfill the university's mission of sharing research, educational, cultural, and technological strengths with the broader community. You can read more about the center's learning outcomes [here](#).

We offer the following services:

- Writing and oral communication consultations (see [our consultation policies](#), [find the right consultant for you](#), [pick a type of consultation](#), and [schedule through our online system](#))
- Writing [workshop](#) and [weekly write-ins](#)
- [Writing Groups](#)
- [English editing for international graduate students](#)

And the following resources:

- [Information on how to use sources in your writing](#)
- [Resources for writing in your, or another, discipline](#)
- [Resources for writing in a specific linguistic or cultural context](#)

PROFESSIONAL AND CAREER DEVELOPMENT

The Graduate School's [Professional and Career Development](#) services provide graduate students with opportunities to explore and prepare for a wide range of careers. Professional and career development services for graduate students are delivered through a unique partnership between The Graduate School and [The University Career Center & The President's Promise](#).

Engaging in purposeful professional development and career planning are important parts the graduate experience and essential to maintaining a personally satisfying career across one's life-time. From day one, all graduate students should actively engage with their adviser, participate in departmental events, attend career workshops and pursue professional development opportunities in and outside of the university.

ACCESSING SERVICES

Career services for Master's students are provided by:

- [The University Career Center and the Presidents Promise](#)
- [The Office of Career Services](#) at the Robert H. Smith School of Business
- [Engineering Career Services](#) in the A. James Clarke School of Engineering
- [Career Services in the School of Public Policy](#)

Master's students should contact these office directly and visit the websites for more information about specific services.

Professional development and career services for PhD students and Postdoctoral Associates are coordinated by Dr. Susan Martin. For more information about resources and events, email smarti18@umd.edu, call (301) 405-8236, or sign up for an appointment in [Careers for Terps \(C4T\)](#).

- Unfamiliar with C4T? Download instruction sheets with steps and screenshots for [setting up your C4T account](#) and [scheduling an appointment](#) in C4T.
- To learn more about upcoming career events visit the [Graduate School Events Calendar](#) and [The University Career Center & The President's Promise Events Calendar](#).
- Review and download the printable flier [2019-2020 PhD Career Development Workshops](#) for current doctoral students and postdocs.

THE OFFICE OF POSTDOCTORAL AFFAIRS

The Office of Postdoctoral Affairs was established to provide the postdoctoral community with information, training, mentoring, and services in support of career development.

POSTDOCTORAL SCHOLARS

Postdoctoral associates are a critical part of the University of Maryland academic community, bringing valuable expertise, national prestige, and additional research funding into the university. UMD welcomes postdoctoral associates in all disciplines to the university and hopes that the relationships formed and research done during their tenure here will be most helpful in their professional development.

POSTDOCTORAL DEVELOPMENT

The Office of Postdoctoral Affairs offers many workshops, of varying length, to support postdocs with their professional development and career planning needs. All workshops are open to postdocs free of charge. Please see the [Events section](#) for the current workshop schedule.

We welcome suggestions for workshops from postdocs and departments. Please contact [Dr. Blessing Enekwe](#), Program Director for the Office of Postdoctoral Affairs, with questions.

OMBUDS OFFICE 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 301-405-3132, or by contacting Dr. Mark A. Shayman (shayman@umd.edu).

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. For more information, consult the [Graduate Student Legal Aid Office website](#).

ENGLISH EDITING FOR INTERNATIONAL GRADUATE STUDENTS

The English Editing for International Graduate Students (EEIGS) program is a unique opportunity for enrolled University of Maryland international students. Through this program, international students may submit portions of required academic writing for free editing. Editors are volunteers from the university's Volunteer Service Corps.

This is an online service: students submit papers electronically as Word documents and editors respond using the “track changes” feature in Word. All documents submitted for review must be submitted in Word; we cannot review documents submitted in LaTeX, PDF, or PowerPoint.

EEIGS services are available only during the regular academic year (fall and spring semesters). Because services are provided by volunteers, the number of requests that can be fulfilled and the time it takes to respond to papers may fluctuate. Please be aware of this, and make sure to plan accordingly.

To use the services of EEIGS, students must follow these requirements:

- Students must be currently enrolled, international graduate students at the University of Maryland, College Park.
- Students are limited to one request per week.
- Each paper must be submitted with a student request [form](#)
- Students may submit no more than 50 double-spaced pages per semester. Any papers over 10 pages long may be worked on in sections over several weeks, as services are available).
- EEIGS does not have the capacity to review entire dissertations for editing.
- Papers must be submitted as Word documents. No other formats will be accepted. If your document is generated in LaTeX or PDF or as a PowerPoint presentation, you must convert the text to Word in order for it to be reviewed. Please also be sure that you have removed any previous comments from the paper before submitting it for review.
- Students who use the services of EEIGS must inform their advisor or their program’s director of graduate studies about the aid received in this program. This is a matter of academic integrity.
- Students are responsible for any assigned deadlines for their own work. EEIGS and the volunteer editors are not responsible for any deadlines related to the assignment. Students should plan editing turnaround time into their writing schedules.
- Students should note that EEIGS has limited expertise with CVs or resumes; consult the [University Career Center](#) with requests to review these documents.

Students using the services of EEIGS can expect that:

- EEIGS volunteers will edit and proofread students’ projects through the “comments” and “track changes” in Microsoft Word.
- EEIGS volunteers will be generalists who will not provide specific feedback about the content and development of ideas in a paper (for that service, please [request a consultation](#) with the Graduate School

Writing Fellows)

- The EEIGS coordinator will seek a volunteer editor for each request and will report the results to the student. Students may request a specific editor; however, all requests will initially go through the EEIGS coordinator.
- Submitted requests up to 10 double-spaced pages will be returned within 5 days.

How to request editing services from EEIGS:

- Requests (**only one per week**) must be submitted to the program coordinator through email (eeigs@umd.edu).
- Each paper should be accompanied with a student request **form** that includes student contact information and information about the assignment.

Questions? Please contact the EEIGS coordinator at eeigs@umd.edu.

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GRADUATE

Appendices

Topics for which additional references can be found:

1. Consolidated USM and UMCP Policies and Procedures

[Graduate Catalog](#)

[USM and UMCP Consolidated Policies and Procedures](#)

2. Policy for Student Residency Classification for Admission, Tuition and Charge-Differential Purposes

[Graduate Catalog](#)

[Admissions Policies](#)

[Residency Classification Office](#)

3. Academic Integrity

[Graduate Catalog](#)

[Academic Record](#)

[III-1.00 Policy on Faculty, Student and Institutional Rights and Responsibilities for Academic Integrity](#)

[III-1.00\(A\) UMCP Code of Academic Integrity](#)

4. Code of Student Conduct and Annotations

[Graduate Catalog](#)

[V-1.00\(B\) UMCP Code of Student Conduct](#)

5. UMD Equal Employment Opportunity and Affirmative Action Statement of Policy

[Graduate Catalog](#)

[VI-1.00\(A\) University of Maryland Equal Employment Opportunity and Affirmative Action Statement of Policy](#)

[VI-1.00\(B\) University of Maryland Non-Discrimination Policy and Procedures](#)

6. UMD Policy and Procedures on Non-Discrimination, Sexual Harassment, and Sexual Misconduct

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