

UNIVERSITY OF MARYLAND
COLLEGE OF EDUCATION
IMPORTANT DATES
FALL 2008

NOTE ON SIGNATURES: All forms must be processed through the College of Education, Graduate Studies Office in Student Services, room 1204 in the Benjamin Building. Forms must bear the 2 required department signatures (advisor, department chair or designee). "Forms Used by Graduate Students" are available on the web at http://www.education.umd.edu/studentinfo/grad_info.

PLEASE ASK FOR A STUDENT "AUDIT" FORM AND A TRANSCRIPT IN ROOM 1204. This is a service provided that will inform you of what is needed "by you" in order to graduate. Please request the AUDIT prior to deadlines. Please have a picture ID available.

DUE DATE	DESCRIPTION	WHO
AUG 8 Friday	Last day to mail-in or fax registration for graduate students. (Walk-in by AUG 29th or use the web by SEP 1st to avoid late charges. See the Schedule of Classes for instructions or to register on-line at http://www.testudo.umd.edu .) DROP COURSES BY AUG 29th TO AVOID CHARGES	ALL STUDENTS
SEP 1 Monday	Labor Day Holiday	ALL STUDENTS/FACULTY/STAFF
SEP 2 Tuesday	First day of classes Late registration begins (\$20.00 fee)	ALL STUDENTS
SEP 15 Monday	Last day to REGISTER LATE (\$20.00 late fee charged). ALL GRADUATE STUDENTS MUST BE REGISTERED BY THIS DATE. Last day to DROP or ADD a course. See the Schedule of Classes for drop penalties. (Even exchanges of credit may occur during the 1 st ten days of classes with no penalty. Courses DROPPED within the 1 st 10 days of classes incur a 20% fee. Courses DROPPED after the 1 st 10 days of classes incur a 100% charge. After this date you must file the College "Graduate Studies Registration/Adjustment Petition" which will incur fees for any registration and/or adjustment and are approved only under extenuating circumstances.)	ALL GRADUATE STUDENTS
SEP 15 Monday	Last day to submit Application for Graduation for December 2008. Apply on-line at http://www.testudo.umd.edu/apps/candapp/ .	ALL GRADUATING GRADUATE STUDENTS
SEP 17 Wednesday	The Nomination of a Doctoral Dissertation Committee form is due in the Graduate Studies Office, room 1204 Benjamin Building, in order to meet the Graduate School established deadline of SEP 22nd . The Human Subjects IRB approval letter must be on file or a copy must be attached.	GRADUATING DOCTORAL STUDENTS
MID-SEP	Check with your department for comprehensive examination applications, deadlines, and examination dates.	ALL GRADUATING MASTER'S & AGS STUDENTS
OCT 1 Wednesday	Master's Approved Program forms due in the Graduate Studies Office, room 1204 Benjamin Building, in order to meet the Graduate School deadline of OCT 7th . (AGS students should file their program forms by this date in Education, room 1204 Benjamin Building.)	ALL GRADUATING MASTER'S & AGS STUDENTS
OCT 1 Wednesday	The Nomination of a Master's Thesis Committee form is due in the Graduate Studies Office, room 1204 Benjamin Building, in order to meet the Graduate School established deadline of OCT 7th . The Human Subjects IRB approval letter must be on file or a copy attached (if used).	ALL MASTER'S THESIS STUDENTS
NOV 21 Friday	Deadline for the submission of: -Doctoral original signed Report of the Oral Examining Committee form (Must also be signed by the College of Education, Associate Dean, room 1204 Benjamin.) - Thesis and Dissertation Electronic Publication form on-line at http://www.gradschool.umd.edu/gss/forms/ (Please route through room 1204 Benjamin.) -Dissertation document. Digital submission instructions at http://www.gradschool.umd.edu/etd/ . -Fees of \$115.00 (print and archive fee) will be charged to your student account. -An optional \$65.00 copyright fee, charged to a credit card, as part of the submission process. -Survey of Earned Doctorates on-line at http://www.gradschool.umd.edu/gss/forms/ . All due in the Office of the Registrar, Room 1113 Mitchell Building	GRADUATING DOCTORAL STUDENTS
NOV 27-28 Thu - Fri	Thanksgiving Holiday	ALL STUDENTS/FACULTY/STAFF

DEC 2 Tuesday	Deadline to receive the results of master's and A.G.S. comprehensive examinations in the Graduate Studies Office, room 1204 Benjamin Building, for students graduating in December.	ALL GRADUATING STUDENTS
DEC 3 Wednesday	Final seminar papers and/or research papers (for M.Ed. and M.A. non-thesis options) signed by the professor directing the paper and the advisor, are due in the Graduate Studies Office, room 1204 Benjamin Building. No extensions for the final approved seminar paper will be given beyond Dec. 3 rd . (Check with the professor directing the paper for their submission requirements and deadlines in order to meet the Dec. 3 rd deadline).	GRADUATING M.Ed. AND M.A. NON-THESIS STUDENTS
DEC 8 Monday	Deadline for College of Education advisors to sign the Certification of Completion forms for their non-thesis master's advisees graduating December 2008. Students are not responsible for this form. Advisors who have been notified regarding the need of their signature, must stop by the Graduate Studies Office, room 1204 Benjamin Building by this date.	ADVISORS FOR M.ED. AND M.A. NON-THESIS STUDENTS
DEC 9 Tuesday	<u>Deadline for thesis option students for the submission of:</u> -Master's original signed Report of the Oral Examining Committee form (Must also be signed by the College of Education, Associate Dean, room 1204 Benjamin.) -Thesis and Dissertation Electronic Publication Form at http://www.gradschool.umd.edu/gss/forms . (Please route through room 1204 Benjamin Bldg.) -Thesis document. Digital submission instructions at http://www.gradschool.umd.edu/etd/ . -Fees of \$115.00 (print and archive fee) will be charged to your student account. -An optional \$65.00 copyright fee, charged to a credit card, as part of the submission process. <u>Deadline for non-thesis option students for the submission of:</u> -Certificate of Completion forms. These forms are submitted to the Office of the Registrar by the Graduate Studies Office in Education (the student is not responsible for submitting non-thesis certification forms). All above are due in the Office of the Registrar, room 1113 Mitchell Building AGS Certificate of Completion forms due by this date, room 1204 Benjamin Building (on-line at http://www.education.umd.edu/studentinfo/graduate_info/FormsExplanGrad.html)	GRADUATING MASTERS & AGS STUDENTS
DEC 12 Friday	Last day of classes	ALL STUDENTS
DEC 20, Sat DEC 21, Sun	Campus commencement ceremony and official graduation date College commencement ceremony	GRADUATING GRADUATE STUDENTS
JAN 19 Monday	Martin Luther King Holiday	ALL STUDENTS/FACULTY/STAFF

ADMISSION TO CANDIDACY FOR DOCTORAL STUDENTS, FALL 2008:

Applications for Admission to Candidacy may be obtained in the Graduate Studies Office, room 1204, or on the web at http://www.education.umd.edu/studentinfo/graduate_info/FormsExplanGrad.html.

The Admission to Candidacy forms must be approved by the Department prior to submission for College approval (Graduate Studies, room 1204). The Graduate Studies Office recommends to Graduate School the consideration of candidacy. The candidacy papers are reviewed on the 25th day of each month. The Graduate School will notify in writing the candidacy decision to each student effective the 1st of the month.

REGULATIONS

- Continuous registration is required. All students must be registered each fall and spring semester for a minimum of 1 credit that will accurately reflect the student's involvement in graduate study and use of University resources. Students **may** request a leave of absence, if they meet the criteria (one time only, up to one year). Master's and pre-candidacy doctoral students may request a waiver of the registration requirement by filing the "Petition for Waiver of Continuous Registration" form. Leave of absences and waivers must have Department and College approval. Students who have approved waivers may not use any facility or resource of the University. Forms may be found on the web at <http://www.gradschool.umd.edu/gss/forms/>.
- Doctoral students are not permitted to register for 899 dissertation credit until they are advanced to candidacy.
- Pre-candidacy doctoral students may register for 898 "Pre-Candidacy Research" for 1-8 credits (carries 18 units).
- Doctoral candidates, advanced to candidacy, are automatically registered for 6 credits of 899 dissertation credit by the University each fall and spring semester. The credit level is not variable, and can not be adjusted.
- Students must be registered for a minimum of one credit in the intended semester of graduation, including one of the summer sessions for August graduation.
- Doctoral candidates who have accumulated the required number of 899 dissertation credits prior to August graduation, may register for a minimum of one credit of 899 dissertation credit (available for variable credit in summer only), or 898 pre-candidacy credit, or any other credit approved by the student's advisor, in order to meet the registration requirement.
- It is necessary to apply for graduation early in the semester of graduation. If graduation requirements are not met in the semester of initial application, the Application for Graduation continues to carry over until graduation requirements are met. However, any student whose time expires before graduation requirements are met, will **not** have their Application for Graduation rolled over. These students will need to request a time extension and reapply to graduate. There will be no fee charged for the Application for Graduation.
- Students are responsible for meeting deadlines when fulfilling final degree requirements.
- Students should check the graduate program that they are enrolled in for applicable deadlines it may have.
- For additional information, call the Graduate Studies Office, College of Education, 301-405-2344 or 301-405-2364.

SPRING 2008 SEMESTER (Check the Spring 2009 Important Dates for deadlines):

JAN 5 Monday FIRST DAY OF WINTERTERM 2009
JAN 26 Monday FIRST DAY OF CLASSES SPRING 2009