All forms are submitted to the College of Education, Graduate Studies Office in Student Services, Room 1204 Benjamin Building, and require two Department signatures (advisor and Department Graduate Director). Please refer to the “Step-by-Step Graduation Overview”, “Important Dates”, and “Forms Used by Graduate Students” to determine administrative requirements.

REQUESTS FOR AUDITS ARE ACCEPTED BY EMAIL TO: coe-gradstuservices@umd.edu. This service is provided to inform you of the required items that are needed in support of degree clearance. Requests should be made prior to the deadlines. Unofficial transcripts are available online.

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>DESCRIPTION</th>
<th>WHO</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN 21 Monday</td>
<td>Martin Luther King Holiday&lt;br&gt;The University is closed.</td>
<td>ALL STUDENTS/FACULTY/STAFF</td>
</tr>
<tr>
<td>JAN 25 Friday</td>
<td>Last day to register online or by walk-in request without a $20.00 late fee.&lt;br&gt;Last day to cancel Spring 2019 registration or drop courses without fees. See the Schedule of Classes for instructions.</td>
<td>ALL STUDENTS</td>
</tr>
<tr>
<td>JAN 28 Monday</td>
<td>First day of classes&lt;br&gt;Late registration begins ($20.00 fee). Regular check-in begins for waitlist and hold file; check-in daily to remain on list.</td>
<td>ALL STUDENTS</td>
</tr>
<tr>
<td>FEB 8 Friday</td>
<td>Last day to submit the Application for Graduation for May 2019&lt;br&gt;Certificate candidates must submit a hard-copy of the “Application for Graduation-Graduate Certificate”.</td>
<td>ALL GRADUATING STUDENTS</td>
</tr>
<tr>
<td>FEB 8 Friday</td>
<td>Last day to REGISTER LATE ($20.00 late fee charged).&lt;br&gt;-Last day to DROP/ADD courses of equal credit. Even exchanges of credit may occur during the 1st ten days of classes with no penalty. The drop/add action must be performed on the same day.&lt;br&gt;-Courses DROPPED within the 1st ten days of classes incur a 20% fee. Courses DROPPED after the 1st ten days of classes incur a 100% charge. See the Schedule of Classes for drop penalties.&lt;br&gt;-To register, or to adjust your schedule, after this date submit the College &quot;Graduate Studies Registration/Adjustment Petition&quot; (approved only under extenuating circumstances).&lt;br&gt;-To withdraw from the semester please follow the procedures of the Office of the Registrar.</td>
<td>ALL GRADUATE STUDENTS</td>
</tr>
<tr>
<td>FEB 11 Monday</td>
<td>The Nomination of a Doctoral Dissertation Committee form is due in Graduate Studies, Room 1204 Benjamin Building, in order to meet the Graduate School deadline of February 22nd.&lt;br&gt;The committee form must be submitted at least 6 weeks before the scheduled defense. A copy of the Human Subjects IRB approval letter must be attached.</td>
<td>GRADUATING DOCTORAL STUDENTS</td>
</tr>
<tr>
<td>MID-FEB</td>
<td>Check with your program for comprehensive examination applications, deadlines, and examination dates (if required).</td>
<td>ALL GRADUATING MASTER’S &amp; AGS STUDENTS</td>
</tr>
<tr>
<td>FEB 18 Monday</td>
<td>-Master’s students submit: Approved Program Form and uAchieve audit sheet&lt;br&gt;-Certificate &amp; A.G.S. students submit: Graduate Certificate Completion Form and uAchieve audit sheet.&lt;br&gt;Preliminary uAchieve Audits and cover sheets are due from the Department Coordinator on this date. Please check with the Department Coordinator for their deadline.</td>
<td>ALL GRADUATING MASTER’S &amp; CERTIFICATE STUDENTS</td>
</tr>
<tr>
<td>FEB 18 Monday</td>
<td>The Nomination of a Master’s Thesis Committee form is due to Graduate Studies, Room 1204 Benjamin Building, in order to meet the Graduate School deadline of Friday, March 1st.&lt;br&gt;The committee form must be submitted at least 6 weeks before the scheduled defense. A copy of the Human Subjects IRB approval letter must be attached (if used).</td>
<td>ALL MASTER’S THESIS STUDENTS</td>
</tr>
<tr>
<td>MAR 17-24 Sunday -Sunday</td>
<td>Spring Break&lt;br&gt;(Campus offices closed March 18-20, Monday-Wednesday)</td>
<td>ALL STUDENTS/FACULTY/STAFF</td>
</tr>
<tr>
<td>APR 16 Tuesday</td>
<td>Doctoral Students: final date to electronically submit the dissertation via the ETD System. Refer to the digital submission instructions for additional information.&lt;br&gt;Dissertation Chairs: final date to submit the Report of Oral Examining Committee Form and the Electronic Publication Form to Graduate Studies, room 1204 Benjamin.&lt;br&gt;Online “Doctoral Student Surveys” are required by the Graduate School.&lt;br&gt;All forms received by this date will be forwarded to the Office of the Registrar, Room 1113 Mitchell Building.</td>
<td>ALL DOCTORAL GRADUATING STUDENTS</td>
</tr>
</tbody>
</table>
**APR 22 Monday**

Title page of the final approved seminar paper, or research paper, are due in Graduate Studies, room 1204 Benjamin Building.

Please check with the professor directing the paper for their submission requirements and deadlines in order to meet the April 22nd deadline. **No extensions for the final approved seminar paper will be given beyond April 22nd.**

**GRADUATING M.ED. AND M.A. NON-THESIS STUDENTS**

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**APR 23 Tuesday**

Master’s Thesis Students: final date to electronically submit the dissertation via the ETD System. Refer to the digital submission instructions for additional information.

Thesis Chairs: final date to submit the Report of Oral Examining Committee Form and the Electronic Publication Form to Graduate Studies, room 1204 Benjamin.

All forms received by this date will be forwarded to the Office of the Registrar, Room 1113 Mitchell Building.

**GRADUATING MASTERS THESIS STUDENTS**

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**MAY 14 Tuesday**

Last day of classes

**ALL STUDENTS**

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**MAY 24 Friday**

Campus commencement ceremony and official graduation date. Date of College commencement ceremony is **Wednesday, May 22**

(Note: Degrees are due to be posted to student transcripts on the evening of TBA: Diplomas will begin to be mailed in mid-to-late June.)

**GRADUATING GRADUATE STUDENTS**

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**May 24 Friday**

Grades are due. *(Grades will be calculated the evening of May 28th and appear on student records May 29th.)*

**FACULTY**

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**MAY 27 Monday**

Memorial Day Holiday

The University is closed.

**ALL STUDENTS/ FACULTY/STAFF**

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**MAY 28 Tuesday**

- Master’s students: final date to submit the Approved Program Form and uAchieve audit sheet
- Certificate & A.G.S. students: final date to submit the Graduate Certificate Completion Form and uAchieve audit sheet.

Final uAchieve audit and cover sheets are due from the Department Coordinators to meet the Graduate School deadline of June 4th.

**DEPARTMENT COORDINATORS**

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**ADMISSION TO CANDIDACY FOR DOCTORAL STUDENTS**

The Application for Admission to Candidacy form is approved by the Department prior to submission to Graduate Studies, Room 1204 Benjamin Building. Graduate Studies 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 who meet the criteria may request a leave of absence by submission of the Request for Leave of Absence form. Master’s and pre-candidacy doctoral students may request a waiver of the registration requirement by submission of 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 resources of the University.
- Doctoral students are not permitted to be registered 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 cannot 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 degree conferral.
- Doctoral candidates for Summer degree conferral, who have defended, and who have accumulated the required number of 899 dissertation credits, prior to the Summer sessions, may register for 899 dissertation credit (charged by the credit) or 898 pre-candidacy credit or any other credit approved by the student’s advisor, in order to meet the registration requirement for August degree conferral.
- It is necessary to apply for degree conferral early in the semester of graduation. If degree 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 submit a "Request for a Time Extension" form and will need to reapply to graduate. There is 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 301-405-2361 or email coe-gradstuservices@umd.edu.

**SUMMER 2019 SEMESTER** (Check the Summer Important Dates for deadlines):

- May 28 Tuesday **FIRST DAY OF CLASSES SUMMER SESSION I, 2019**
- JUL 8 Monday **FIRST DAY OF CLASSES SUMMER SESSION II, 2019**

orig: 11/29/2018