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>
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<tr>
<th>DUE DATE</th>
<th>DESCRIPTION</th>
<th>WHO</th>
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| AUG 24  
Friday | Last day to register online or by walk-in request without a $20.00 late fee. Last day to cancel Fall 2018 registration or drop courses without fees. See the Schedule of Classes for instructions. | ALL STUDENTS |
| AUG 27  
Monday | First day of classes Late registration begins ($20.00 fee). Regular check-in begins for waitlist and hold file; check-in daily to remain on list. | ALL STUDENTS |
| SEP 3  
Monday | Campus Closed – Labor Day Holiday | ALL STUDENTS/FACULTY/STAFF |
| SEPT 4 - 17 | Master’s Candidates meet with their advisor for preliminary audit check for fall graduation | ALL MASTER’S CANDIDATES |
| SEP 10  
Monday | Last day to REGISTER LATE ($20.00 late fee charged). ALL GRADUATE STUDENTS MUST BE REGISTERED BY THIS DATE. -Last day to DROP/ADD courses of equal credit. See the Schedule of Classes for drop penalties. (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). -Courses DROPPED within the 1st 10 days of classes incur a 20% fee. Courses DROPPED after the 1st 10 days of classes incur a 100% charge. -To register, or to adjust your schedule, after this date submit the College "Graduate Studies Registration/Adjustment Petition" (approved only under extenuating circumstances). | ALL GRADUATE STUDENTS |
| SEP 10  
Monday | Last day to submit the Application for Graduation for December 2018. Certificate candidates must submit a hard-copy of the "Application for Graduation - Graduate Certificate". | GRADUATING GRADUATE STUDENTS |
| MID-SEP | Check with your department for comprehensive examination applications, deadlines, and examination dates (if required). | GRADUATING MASTER’S & A.G.S. STUDENTS |
| SEP 17  
Monday | 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 Monday, September 24th. A copy of the Human Subjects IRB approval letter must be attached. | GRADUATING DOCTORAL STUDENTS |
| SEP 17  
Monday | Master’s Candidate Report submitted to Department Coordinators | DEPT COORDINATORS |
| Sept 24  
Monday | 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 Tuesday, October 2nd. A copy of the Human Subjects IRB approval letter must be attached (if used). | GRADUATING MASTER’S STUDENTS |
| SEP 24  
Monday | The "Graduate Certificate Completion" form, including the A.G.S. Certificate, is due to Graduate Studies, Room 1204 Benjamin Building, in order to meet the Graduate School deadline of Monday, October 2nd. | CERTIFICATE STUDENTS |
| OCT 2  
Tuesday | Preliminary Audit Check https://uachieve.umd.edu/ and MAPF cover sheet Master'sAppvDProgramCoverSheet due to Department Coordinators | GRADUATING MASTER’S STUDENTS |
| OCT 2  
Tuesday | Preliminary Audit Check, including A.G.S Certificate, https://uachieve.umd.edu/ & Graduate Certificate Completion Form is due to GS office. | CERTIFICATE STUDENTS |
| NOV 9  
Friday | Final date to electronically submit the doctoral dissertation. Refer to the University of Maryland Electronic Thesis and Dissertation (ETD) website and the University of Maryland Thesis and Dissertation Style Guide for details of this process. A processing fee will be charged to your student account. Additional optional fees may be charged to a credit card as part of the submission process through ProQuest. Final date for Dissertation Chairs to submit Report of Examining Committee Form and the Electronic Publication Form to Graduate Studies, Room 1204 Benjamin. Doctoral Student Surveys are required and are submitted online. Please route all forms through Graduate Studies, Room 1204 Benjamin Building. All forms are due in the Office of the Registrar, Room 1113 Mitchell Building, and are forwarded by Graduate Studies. | GRADUATING DOCTORAL STUDENTS |
**NOV 19 Monday**  
Deadline to receive the results of master’s and A.G.S. comprehensive examinations (if required) in Graduate Studies, Room 1204 Benjamin Building, for students graduating in December.  
**M.A. and M.ED. GRADUATING STUDENTS**

<table>
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<tr>
<th>NOV 21 – NOV 25 Thursday- Sunday</th>
<th>Thanksgiving Holiday – Campus Closed</th>
<th>ALL STUDENTS/FACULTY/STAFF</th>
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| NOV 26 Monday | Final title page of 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 Graduate Studies, Room 1204 Benjamin Building. No extensions for the final approved seminar paper will be given beyond Nov. 26th. Please check with the professor directing the paper for their submission requirements and deadlines in order to meet the Nov. 26th deadline. | GRADUATING M.Ed. AND M.A. NON-THESIS STUDENTS |

| DEC 6 Thursday | Final date to electronically submit the Master's Thesis. Refer to the University of Maryland Electronic Thesis and Dissertation (ETD) website and the University of Maryland Thesis and Dissertation Style Guide for details of this process. A processing fee will be charged to your student account. Additional optional fees may be charged to a credit card as part of the submission process through ProQuest. Final date for Thesis Chairs to submit the Report of the Oral Examining Committee form and the Electronic Publication Form to Graduate Studies, Room 1204 Benjamin. Please route all forms through Graduate Studies, Room 1204 Benjamin Building. All forms are due in the Office of the Registrar, Room 1113 Mitchell Building, and will be forwarded by Graduate Studies. | GRADUATING MASTER'S & AGS STUDENTS |

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<tr>
<th>DEC 10 Monday</th>
<th>Last day of classes</th>
<th>ALL STUDENTS</th>
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</table>
| DEC 18, Tuesday  
DEC 19, Wednesday | Campus commencement ceremony and official graduation date  
College commencement ceremony | GRADUATING GRADUATE STUDENTS |
| Dec 21 Friday | Final grades are due. | ALL STUDENTS |
| JAN 4 Friday | The Master's Approved Program form and uAchieve Audit Sheet https://uachieve.umd.edu/ is due to Graduate Studies, Room 1204 Benjamin Building, in order to meet the Graduate School deadline of Tuesday, January 8th. | DEPT COORDINATORS |
| JAN 17 Thursday | December 2018 degrees due to post to student transcripts. | GRADUATING STUDENTS |
| JAN 21 Monday | Martin Luther King Holiday | ALL STUDENTS/FACULTY/STAFF |
| JAN 28 Monday | First day of spring classes | ALL STUDENTS |

**ADMISSION TO CANDIDACY FOR DOCTORAL STUDENTS, FALL 2018:**  
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.

**JAN 2 Wednesday**  
FIRST DAY OF WINTER TERM 2019

**JAN 28 Monday**  
FIRST DAY OF CLASSES SPRING 2019

Original: 08/01/2018