### IMPORTANT DATES

#### SUMMER 2019

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-gradservices@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>
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<tbody>
<tr>
<td><strong>Feb 26</strong></td>
<td><strong>SUMMER REGISTRATION BEGINS</strong></td>
<td>ALL STUDENTS</td>
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<tr>
<td>Tuesday</td>
<td>Register on-line. Early registrant payment is due on or before MAR 26th. Students who register on or after March 26th must submit information via the Payment Calculation Page. <strong>Payment is required at the time of registration starting March 26th. Payment policy</strong> does not follow the standard fall/spring semester payment due dates. Non-payment may result in course cancelation and a block from future registration.</td>
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<td><strong>May 23</strong></td>
<td>Doctoral student deadline for the Nomination of a Doctoral Dissertation Committee form. The committee form must be submitted at least 6 weeks before the scheduled defense; the Human Subjects IRB Approval letter must be on file or a copy attached to the committee form (if human subjects were used). Approved forms due in Graduate Studies Office to meet the Graduate School Deadline of Tuesday, May 28th.</td>
<td>ALL GRADUATING DOCTORAL STUDENTS</td>
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<tr>
<td>Thursday</td>
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<td><strong>May 27</strong></td>
<td>Memorial Day Holiday. The University is closed.</td>
<td>ALL STUDENTS/FACULTY/STAFF</td>
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<td>Monday</td>
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<tr>
<td><strong>May 28</strong></td>
<td>First day of classes for Summer Session I (May 28 – July 5) Late registration begins (late fee charged)</td>
<td>ALL STUDENTS</td>
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<td>Tuesday</td>
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<tr>
<td><strong>Early June</strong></td>
<td>Check with your department for comprehensive examination applications (if required), deadlines and dates.</td>
<td>ALL GRADUATING MASTER’S &amp; AGS STUDENTS</td>
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<td><strong>June 28</strong></td>
<td>Preliminary U.Achieve Audit <a href="https://uachieve.umd.edu/">https://uachieve.umd.edu/</a> and Approved Program form with signatures due to Department Coordinators. Forms are NOT due to Graduate Studies Office. After audit COMPLETION Coordinators will send to Student Services Office with signed Program form.</td>
<td>ALL GRADUATING MASTER’S STUDENTS</td>
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<tr>
<td>Friday</td>
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<tr>
<td><strong>June 28</strong></td>
<td>Master’s thesis student deadline for the Nomination of a Thesis Committee form. The Committee form must be submitted at least 6 weeks before the scheduled defense; the Human Subjects IRB Approval letter must be on file or a copy attached to the committee form (if human subjects were used). Approved forms due in Graduate Studies Office to meet the Graduate School Deadline of Friday, July 12th.</td>
<td>ALL GRADUATING MASTER’S STUDENTS</td>
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<tr>
<td>Friday</td>
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<td><strong>JULY 4</strong></td>
<td>University is Closed - Independence Day Holiday July 4th.</td>
<td>ALL STUDENTS/FACULTY/STAFF</td>
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<td>Thursday</td>
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<tr>
<td><strong>July 5</strong></td>
<td>Last day of classes for Summer Session I</td>
<td>ALL STUDENTS</td>
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<td>Friday</td>
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<td><strong>July 8</strong></td>
<td>First day of classes for Summer Session II (July 8 – August 16) Late registration begins (late fee charged)</td>
<td>ALL STUDENTS</td>
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<td>Monday</td>
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<td><strong>July 12</strong></td>
<td>Last day to for degree candidates to apply online. Certificate candidates must submit a hard-copy of the &quot;Application for Graduation – Graduate Certificate&quot;.</td>
<td>ALL GRADUATING STUDENTS</td>
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<td>Friday</td>
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<td><strong>July 26</strong></td>
<td>Comprehensive exam results due in Student Services for master’s students (if required), and A.G.S. students.</td>
<td>ALL GRADUATING MASTER’S &amp; AGS STUDENTS</td>
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<td>Friday</td>
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<td><strong>July 26</strong></td>
<td>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. <strong>No extensions for the final approved seminar paper will be given beyond July 26th. Please check with the professor directing the paper for their submission requirements and deadlines, in order to meet the July 26th deadline.</strong></td>
<td>ALL GRADUATING MA NON-THESIS or MED STUDENTS</td>
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<td>Friday</td>
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<tr>
<td>Date</td>
<td>Event</td>
<td>Notes</td>
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<td>July 26</td>
<td>Final date to electronically submit the doctoral dissertation. Refer to the dissertation digital submission instructions. 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.</td>
<td>ALL GRADUATING DOCTORAL STUDENTS</td>
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<td>Final date for Dissertation Chairs to submit the Report of Examining Committee Form and the Electronic Publication Form to Graduate Studies, room 1204 Benjamin.</td>
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<td>Please route all forms through Graduate Studies, room 1204 Benjamin. All items listed above are due in the Office of the Registrar, Room 1113 Mitchell Building and will be forwarded by Graduate Studies</td>
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<tr>
<td>August 9</td>
<td>Final date to electronically submit the master’s thesis. Refer to the thesis digital submission instructions. 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.</td>
<td>ALL GRADUATING MASTER'S THESIS STUDENTS</td>
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<tr>
<td></td>
<td>Final date for Thesis Chairs to submit the Report of Examining Committee Form and the Electronic Publication Form to Graduate Studies, room 1204 Benjamin.</td>
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<td>Please route all forms through Graduate Studies, room 1204 Benjamin. All items listed above are due in the Office of the Registrar, Room 1113 Mitchell Building and will be forwarded by Graduate Studies</td>
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<tr>
<td>August 16</td>
<td>Summer Session II ends Date of August Diploma</td>
<td>ALL GRADUATING STUDENTS</td>
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<td>August 19</td>
<td>Completion of U.Achieve Audit <a href="https://uachieve.umd.edu/">https://uachieve.umd.edu/</a> and MAPF cover sheet Approved Program form is due to meet Graduate School deadline of August 23rd</td>
<td>GRADUATING STUDENTS</td>
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<td>TBD</td>
<td>Grades are calculated (on or about August 21st) Degrees posted (on or about August 22nd)</td>
<td>GRADUATING STUDENTS</td>
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**“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 (check criteria). 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. Students must be making satisfactory progress in order to be granted a waiver. Forms may be found on the web at [http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html](http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html).
- Doctoral student registration for 899 dissertation credit is not permitted until the doctoral student has 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 at least 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 (variable credit is available in summer only, with tuition 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 summer graduation.
- 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 301-405-2361.

**FALL 2019 SEMESTER** (Check the Fall 2019 Important Dates for deadlines):
- August 26 Monday First Day of Classes
- December 17 Tuesday Campus Commencement (CoE ceremony TBD)

ORIG: 03/15/2019