DEPARTMENT OF HUMAN DEVELOPMENT AND QUANTITATIVE METHODOLOGY

Measurement, Statistics and Evaluation (EDMS) Graduate Student Handbook

Last Updated: July 2020

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WELCOME TO THE PROGRAM!

Welcome to Measurement, Statistics and Evaluation (EDMS)! We are delighted that you selected our program to further your graduate studies. The EDMS Program, the Department of Human Development and Quantitative Methodology (HDQM), the College of Education, and University of Maryland, College Park are widely acclaimed as among the best in the nation! Through the years, our graduate students have been a vital component of our institution's outstanding reputation, and we are confident that you will continue this tradition. You will have many opportunities to meet and work with the approximately 40+ full- and part-time doctoral and master's students in EDMS, 8 EDMS faculty members (23 total tenure-track faculty members in HDQM with Ph.D.s, and 33 non-tenure track faculty members), and 6 administrative staff in HDQM who will be your colleagues and "go-to" people while you are with us.

Adjusting to a new environment can be a challenging task and so we strive to maintain a friendly and helpful environment within the program and department (and university, although we have less control over the campus environment). Hopefully, this will make it easy for you to meet other members of the community and immerse yourself in this special professional culture. We encourage you to get to know the people who can assist you in meeting your academic goals – faculty, advanced students in the program, and administrative support staff. You will find that a considerable portion of what you learn here will be the result of interacting with your fellow graduate students.

The path to your M.S. or Ph.D. degree may at times seem like a maze of rules and requirements, and you may wonder if you are on the right track. The information in this handbook is intended to be a valuable resource for you. Please take time to read it and keep it as a reference guide. And always feel free to ask questions!

INTRODUCTION

This handbook describes the major milestones, program regulations, and requirements that students will encounter as they complete degree (and certificate) programs in EDMS. Planning of all phases of your program should be done in consultation with your academic advisor (more on advising below).

Policy statements described herein are subject to change and thus this is a living document, meant to change as policies change or are modified. Students are advised to consult department, college, and graduate school websites and publications for detailed and up-to-date information. Copies of forms required to complete the procedures described in this Handbook may be obtained from the HDQM Department, the College of Education, and/or the Graduate School websites (see below for links to these documents).

HDQM DEPARTMENT ADMINISTRATIVE OVERVIEW

Graduate education at UMD is governed through a partnership between the Graduate School and the colleges/schools within the university. Both are responsible for the maintenance and development of high-quality graduate programs. The HDQM Department is governed by a chair and each graduate program is coordinated by a program director and further supported by a director of graduate studies (DGS). Currently, here is the structure in HDQM:

HDQM Chair: Kelly Mix, Ph.D.
EDMS Program Director: Gregory R. Hancock, Ph.D.
EDMS DGS: Jeffrey R. Harring, Ph.D.
Human Development (HD) Program Director: Melanie Killen, Ph.D.
HD DGS: Geetha Ramani, Ph.D.

The program director and DGS work with the chair to guide and improve graduate education for students in their respective programs. The EDMS program director serves a variety of leadership and organization functions at the program level, including oversight of procedures for admissions, recruitment, fellowship allocation, curriculum, course offerings, teaching assignments, faculty mentorship, and liaising with the HDQM department chair on program and departmental matters. The EDMS DGS is responsible for curriculum and degree matters, coordinates graduate program development efforts, and monitors graduate student progress.

HDQM Business Office

The HDQM business office is located in room 3304 of the Benjamin Building. The office provides support for faculty, staff, and students of the department. Services include, but are not limited to, procurement, travel, grant support, room reservations, technical service requests, and the team serves as the department's liaison to other departments on campus. The business office can be reached at hdqm-businessoffice@umd.edu. Members making up the HDQM business office staff are important community members that keep YOU and the department running smoothly. Here they are (alphabetically) with their contact information:

Penny Gorotiza, Administrative Assistant II
pengo@umd.edu
301-405-2827

Jannitta Graham, Graduate Program Coordinator
jgraham7@umd.edu
301-405-8432

Jennie Lee-Kim, Director of Academic Services
jleekim@umd.edu
301-405-7714

Charm Mudd, Program Management Specialist
ckmudd@umd.edu
301-405-1659

Akta Patel, Director, Finance and Administration
patela@umd.edu
301-405-7129

Maria Rawlings, Grants Coordinator
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301-405-8943

Cornelia Snowden, Business Service Specialist
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301-405-8715

EDMS: A BRIEF HISTORY

The College of Education has long provided instruction in quantitative research methods. EDMS was established as its own department around 1972 (we're a little fuzzy on the exact year) and continued on in this administrative structure over the next 38+ years. In 2011, the College of Education reorganized and the EDMS department became one of three program areas within the then, newly formed, HDQM department. Throughout its history, EDMS has engaged in the dual roles of (1) professional training and (2) service to the college, and broader University of Maryland academic community.

In its first role, EDMS has provided training at the master's and doctoral levels for students planning to pursue careers in quantitative areas related to applied statistics, measurement, and evaluation. The graduate programs in EDMS have approximately 40 full- and part-time students. The number of fulltime faculty in EDMS has fluctuated from six to eight with a budgeted complement of seven at present (eight including Laura Stapleton who is currently an Associate Dean of Research, Innovation, and Partnerships at the college level). For a more detailed history of EDMS, please click here.

EDMS Faculty

Current

Gregory R. Hancock, Ph.D., Professor (University of Washington)
Jeffrey R. Harring, Ph.D., Professor (University of Minnesota)
Hong Jiao, Ph.D., Associate Professor (Florida State University)
Yang Liu, Ph.D., Assistant Professor (University of North Carolina, Chapel Hill)
Laura Stapleton, Ph.D., Professor (University of Maryland, College Park)
Peter Steiner, Ph.D., Associate Professor (University of Vienna, Austria)
Tracy Sweet, Ph.D., Associate Professor (Carnegie Mellon University)
Ji Seung Yang, Ph.D., Associate Professor (University of California, Los Angeles)

Emeritus

C. Mitchell Dayton (retired 2010)
Robert Lissitz (retired 2015)
George Macready (retired 2015)
Robert Mislevy (retired 2011)
William Schafer (retired 2008)

Other EDMS program information—such as currently enrolled graduate students, EDMS-sponsored workshops, a listing and description of EDMS courses, and many other useful tidbits of information—can be found by perusing the EDMS website at https://education.umd.edu/measurement-statistics-evaluation-program. Click on menu headers to navigate the site.

EDMS ADVISORS

All graduate students are initially assigned an EDMS advisor upon acceptance and enrollment in an EDMS degree or certificate program. This initial assignment is made by the program director whose decision is guided by a number of factors, including but not limited to whether newly enrolled graduate students had identified on their application any faculty member(s) with whom they would like to work as well as numbers of graduate students already assigned to each faculty member. It should be noted that faculty advisors can be changed during a student's degree program. Unlike many quantitative methods programs at other universities around the country, the assignment of an EDMS advisor is not connected to funding. As a consequence, graduate students often work across content domains of faculty during their program of study usually deciding on a "research advisor" (or co-advisors) to guide and direct a student's dissertation. If this EDMS faculty member is not the originally assigned advisor, a student must officially change advisors with the Graduate School. Requests for change of advisor must be made in writing to the departmental graduate director. A form is available in the department for making this request from the College of Education Student Services office (webpage). For a change of advisor to be approved, the signatures of both the present and proposed advisors must be obtained.

Role of Advisor

EDMS advisors are central to the success of graduate students seeking an M.S. or Ph.D. degree or graduate certificate. They provide insight on the content of study and the process of graduate school itself. They can often—but not always—provide guidance regarding the policies and procedures that are outlined in the various materials and policy documents for the program, department, college, and university.

Graduate students should confer with their advisors at relevant milestones. Advisors are often required to approve student decisions with their signature (e.g., examination committees), but there are many decisions that advisors are privy to only if students *meet and discuss* those decisions with their advisors. For example, advisors should formally approve course registration (although there is no requirement to do so) or many of the activities associated with the informal curriculum (e.g., attending or presenting at conferences). However, successful graduate students

communicate with their advisors and solicit relevant guidance through discussion so that they can help tailor program experiences to meet the student's professional goals and aspirations.

EDMS advisors are regarded as some of the best around. However, students should recognize that there are a wide variety of advising styles such that some advisors expect independence while others expect more dependence. Students can solicit advice from their advisors, but the student is ultimately responsible for their success in graduate school.

REGISTRATION REQUIREMENTS

Students must register every semester (excluding winter and summer terms) to maintain active status as a graduate student. A student is automatically withdrawn as a graduate student if he or she does not register for even one semester. As a result, your graduate school records are deactivated. Inactive students may not register for courses, take examinations, submit petition forms, file for graduation, or otherwise participate in the university community as graduate school students. Those who wish to resume graduate work must apply for readmission to the UMD Graduate School and their degree program. Students who are re-admitted will be held to course/credit requirements current at the time of readmission. If readmitted, you must register in the Graduate School for the semester of readmission to regain your active status. More information can be found here: https://academiccatalog.umd.edu/graduate/policies/registration-policies/

Full-Time Registration

The Graduate School uses a unit system to determine full-time or part-time student status. Please note that graduate units are different from credit hours. The manner in which the number of graduate units per credit hour is calculated can be found here: http://www.registrar.umd.edu/current/registration/Full-Time%20Status.html

Full-time graduate students must register at the 600 or 700 level for a minimum of 4 credits for full time status. Many students are required to maintain full-time status (e.g., if you hold a graduate assistantship, are on a student visa, or have a scholarship that requires it). Full time tuition covers a maximum of **10 credits per semester** and students are charged for each credit beyond the maximum. **Note, international students on F-1 and J-1 student visas must maintain full-time status throughout each semester according to Federal regulations governing F-1 and J-1 students. Please contact an advisor in OIS at 301-314-7744 if you have any questions concerning full-time status.**

Registration and schedule of courses and other relevant information related to scheduling can be found here: https://academiccatalog.umd.edu/graduate/policies/registration-policies/#text

Transfer of Credits

Coursework from other institutions might be able to be used to meet EDMS degree requirements; however, talk to your advisor and DGS to be see if this is a possibility. An internal petition may be required.

To be eligible, the work to be transferred from other institutions must be graduate-level (post-baccalaureate), taken for graduate credit after the award of the undergraduate degree, and taught by faculty members authorized to teach graduate coursework. In addition, courses must have been taken as an enrolled, graduate-degree-seeking student and must appear on official graduate school transcripts of the institutions.

More about Registration for Doctoral Students

The University requires that doctoral students register each semester, excluding summer sessions, until the degree is awarded. When coursework has been completed, but the student has not advanced to candidacy, they may register for 1-8 credits of EDMS898, "Pre-Candidacy Research" with the advisor's permission. Each credit of this course carries 18 graduate units, used to determine full or part-time status. Doctoral candidates who have completed both the required course work and have advanced to candidacy (completed *all but their dissertation*, or ABD), are **automatically registered** by the University each fall and spring semester for 6 credits of EDMS899, "Doctoral Dissertation Research." Summer registration is required if the student is using the facilities of the university or graduating. Doctoral students graduating in the summer must register for a minimum of 1 credit of EDMS899 in one of the summer sessions. Failure to comply with the requirement to maintain continuous registration will be taken as evidence that the student has terminated participation in the doctoral program. A new application for admission, with consequent reevaluation of the student's performance, will be required of a student wishing to resume a graduate program terminated under this regulation.

Grade Point Average Requirement

The Graduate School requires all graduate students to maintain a grade point average (GPA) of at least 3.0 in the graduate program in which they are enrolled. A student whose cumulative grade point average falls below a "B" (3.0) upon or after the completion of 9-credit hours of graduate level courses will be automatically placed on academic probation by the Graduate School for the following semester. A student whose cumulative grade point average falls below a "B" (3.0) for a second successive semester of enrollment for courses may, upon the recommendation of her or his graduate chair and with the consent of the Graduate School, be granted a final opportunity to correct the scholastic and/or academic deficiency in the next semester of enrollment for courses. A student whose cumulative grade point average falls below a "B" (3.0) average for three consecutive semesters of enrollment will not be permitted to re-enroll and will be required to withdraw from the university. A student whose cumulative grade point average is below a "B" (3.0) will not be recommended for a degree.

EDMS requires that no grade below a B- in a course can be used toward the degree requirement.

EDMS DOCTORAL PROGRAM

EDMS offers the Doctor of Philosophy (Ph.D.) degree within the HDQM department. The Ph.D. degree program is research-oriented with the primary objective of training graduate students for scholarly research activities directed mainly toward the generation and dissemination of new knowledge in quantitative methodology. Additionally, the doctoral program is designed to qualify individuals to teach courses at the university level in applied measurement, statistics, and evaluation, to provide leadership in the conduct of research studies, and to serve as applied statistics, measurement, or evaluation specialists in school systems, industry, and government.

Program Requirements

The EDMS Ph.D. degree program requires students to complete a **minimum of 66 credits**, which includes 12 credits of EDMS899 and at least 21 credits of elective courses. Courses must be selected in consultation with the student's advisor. The course offerings along with their credits (in parentheses) can be found below and a more complete description of the courses can be found by clicking here. Note that those courses in **boldface type** constitute the core courses which form the basis of the Doctoral Preliminary Exam (see section on Examinations). A minimum of 30 credit hours (including EDMS 899) must be taken following admission and must be taken in the Department of HDQM (i.e., courses with the designation EDMS on Testudo.umd.edu). Students already having completed a Master's degree earned outside the University (domestic or international accredited institution) may request that a portion (up to 9 credit hours) of this coursework be included in the 66+ hours required for the doctoral degree in EDMS. Students who matriculate from the EDMS Master's degree program and transition into the EDMS Ph.D. program may have already taken a number of EDMS courses, which will not need to be repeated (although the 30 credit minimum still applies for these students). All graduate students are required to have advisor approval for course selections prior to registration each semester. **Also, your faculty advisor may require courses beyond those specified in this document**.

Courses within a program of study are selected from EDMS offerings as well as those of other programs/departments of the university. A program of study for a student will be structured to take into account the background and future aims of the individual. There is a common, required set of courses comprised of:

EDMS 623 Applied Measurement: Issues and Practices (3)
EDMS 626 Instrumentation (3)
EDMS 646 General Linear Models I (3)
EDMS 647 Causal Inference and Evaluation Methods (3)
EDMS 651 General Linear Models II (3)
EDMS 655 Introduction to Multilevel Modeling (3)
EDMS 657 Exploratory Latent and Composite Variable Methods (3)
EDMS 722 Structural Modeling (3)
EDMS 724 Modern Measurement Theory (3)
EDMS 779 Mathematical Foundations and Simulation Techniques (3)

EDMS 787 Bayesian Inference and Analysis (3)
EDMS 899 Doctoral Dissertation Research (12)
Electives (21)

The four courses that are in boldface type represent the four **core** courses whose content will be tested on the Ph.D. Preliminary Examination (see Degree Program Examinations section below for more details).

Note, the EDMS program **does not** offer the Ed.D. degree. See Appendix B for a prototypical Ph.D. program for full- and part-time students including coursework, examinations, and other milestones. Certainly, coursework (and the timing of when courses are taken) can be altered and tailored to conform to a student's background and professional interests and aspirations. A quick synopsis of the milestones to be achieved for the Ph.D. degree are:

- Minimum of 66 credits
- Preliminary exam (if not from our M.S. program)
- Comprehensive exam
- Dissertation proposal defense
- Dissertation defense

EDMS MASTER'S PROGRAM

EDMS offers the Master of Science (M.S.) degree within the HDQM department. The M.S. degree program is largely a course-taking degree and is designed to provide balanced intermediate level graduate training in quantitative methods for students preparing for a variety of positions in government, educational institutions, and private industry. Proximity to Washington, D.C. provides opportunities for students to engage in a variety of academic and professional experiences.

Program Requirements

The EDMS Master's Program requires a minimum of **30 credits** in courses acceptable for credit toward a graduate degree. At least 18 must be selected from courses numbered 600 or above, combining content from statistics, measurement, evaluation, and related fields outside of the Department (a maximum of 6 outside credits). Note that those courses in boldface type constitute the core courses which form the basis of the Master's Comprehensive Exam (see section on degree requirements).

Courses within the program of study are selected from EDMS offerings as well as from other programs/departments of the university. A program for a student will be structured to take into account the background and future aims of the individual. There is a common, required set of courses comprised of:

EDMS 623 Applied Measurement: Issues and Practices (3)
EDMS 646 General Linear Models I (3)
EDMS 647 Causal Inference and Evaluation Methods (3)
EDMS 651 General Linear Models II (3)
EDMS 655 Introduction to Multilevel Modeling (3)
EDMS 657 Exploratory Latent and Composite Variable Methods (3)
EDMS 724 Modern Measurement Theory (3)
Electives (9)

Additional elective coursework completes the 30 credit hours. The Master's Comprehensive Examination based on the first four courses constituting the core (646, 651, 623, 647) is a degree requirement (see section on EDMS Examinations for more information) as is a final (manuscript quality) research paper (non-thesis or thesis). The paper is completed in consultation with the student's advisor.

The Graduate School allows transfer of up to six credits of appropriate prior graduate work. Both thesis and non-thesis options are available in the M.S. program although the majority of students opt for the non-thesis option. The thesis option requires that the Master's degree student complete a thesis in consultation with the advisor. The student and advisor select a three-member committee. The committee is comprised of a minimum of three voting members of the graduate faculty including two full members. The chair of the committee should be the student's advisor and a full member of the graduate faculty. Faculty who leave UMD (except Emeriti) are graduate faculty members for one year and are then nominated as special members. Students are evaluated

on whether they can successfully defend their rationales, choices, and interpretations of their research project. The committee form—committee members are required to be approved **prior** to exam—can be found at: https://www.gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/nomination_of_thesis_or_dissertation_committee_form.pdf

All coursework applied toward completion of the degree must be completed in a five-year period. The program **does not** offer the M.Ed. degree.

Forms and Paperwork

There are several requirements of the EDMS master's degree: (1) students must pass with a B- grade or better in all required courses for the degree (yet still maintain a B average overall), (2) students must successfully pass the Master's Comprehensive Examination, and (3) students must write a manuscript-length (and quality) paper addressing a methodological topic or performing a real data analysis with empirical data. The choice of topics should be made in consultation with the student's advisor. Importantly, the student's advisor does not have to be the "lead" faculty overseeing the final paper. Once all requirements of the Master's degree has been successfully met, a student can apply to graduate. The following is a checklist of what forms are needed to graduate.

Master's graduation forms:

- MAP form: https://gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/approved_program_form.pdf
- The Master's Comprehensive Examination completion form (signifying the date that the student passed the exam)
- U-achieve audit
- Capstone paper title/cover page approved and signed by the advisor and faculty member overseeing the paper (they might be the same person)

As a final step, the student should contact Jannitta Graham (jgraham7@umd.edu), the HDQM Graduate Program Coordinator, to check that all requirements for graduation, especially paperwork, has been successfully submitted and recorded.

EDMS 5th YEAR BACHELOR'S/MASTER'S PROGRAM

The EDMS program offers a 5th year M.S. degree program for undergraduates interested in quantitative methods. This allows highly motivated undergraduate students the chance to develop their skills in quantitative methods and complete both the bachelor's and master's degrees in (typically) 5 years. This degree prepares students for careers that include statistical data analysis, developing survey and testing instruments, designing research studies, performing quantitative analysis, evaluating educational programs, psychometric analysis of assessment results, conducting marketing studies, and conducting surveys.

Almost any undergraduate major would be appropriate for this program, including (but not limited to) psychology, sociology, mathematics, statistics, computer science, communications, business, public health, and economics. The critical quality that a student needs to bring to the department is strong quantitative ability. Ours is a profession that trains at the graduate level, and the specific undergraduate major is not a critical factor. Fields involving the application of modern quantitative research techniques provide an outlet for those trained in this program.

While an undergraduate, students can take up to three of the following four courses: EDMS646, EDMS651, EDMS623, EDMS647. These 9 credits would count toward both the undergraduate and graduate degree program. As a consequence, students are strongly encouraged to coordinate with their home program/department for their bachelor's degree and seek the advice of the HDQM graduate program coordinator early on in this process to ensure minimal disruption. Some students may even be able to take additional courses if the graduate school approves their transfer to the M.S. level. Students would also need to formally apply to the Master's program in the fall of their senior year for a seamless transition from undergraduate to graduate studies. Note that acceptance into the EDMS master's program is not assured; other factors, such as GRE scores, must also be considered in admission decisions. Please contact the EDMS DGS or EDMS program director for more information on the enrollment process. The Graduate School policy can be found at: https://education.umd.edu/fifth-year-bachelorsmasters-program-undergraduates

EDMS GRADUATE CERTIFICATE

Students who are enrolled in a doctoral program at the University of Maryland may apply to enter the EDMS Graduate Certificate Program. This program allows students to obtain skills and knowledge to have a quantitative specialization that they may use with their content area of interest. Certification will appear on the student's official UMD transcript. The certificate requires completion of 21 credits, including the following 4 common core courses:

EDMS 623 Applied Measurement: Issues and Practices (3)
EDMS 646 General Linear Models I (3)
EDMS 647 Causal Inference and Evaluation Methods (3)
EDMS 651 General Linear Models II (3)

The courses to be taken for the remaining nine credits should be chosen in consultation with the student's assigned EDMS certificate advisor, assigned at the time of admission into the

certificate program. For more information about the enrollment process for the certificate, please contact the DGS of the EDMS program. An admissions enrollment form can be found at: EDMS certificate enrollment form.

DEGREE PROGRAM EXAMINATIONS

Successfully completing any degree program in EDMS necessarily means that a student must pass written or oral examinations, or both. With that said, the master's and doctoral degrees have different requirements regarding examinations. Importantly, the master's comprehensive/doctoral preliminary examination and the doctoral comprehensive examination are offered each semester and the timing of the examinations is communicated to students by the Examination Committee Chair.

Master's Comprehensive/Ph.D. Preliminary Examination

The Master's Comprehensive/Doctoral Preliminary (MCDP) examination is taken by all EDMS students seeking a degree. The examination is aligned with the core curriculum of the EDMS program—content that EDMS faculty regard as essential. In addition, the examination provides students graduating with a master's degree from EDMS the opportunity to (a) demonstrate their knowledge in terms of basic statistical and assessment procedures and methods, and to (b) exhibit their data analytic capabilities that have been accrued from taking the core courses. The examination evaluates both of these objectives by testing both declarative and procedural knowledge, respectively.

Passing the MCDP examination, as defined below, is mandatory to fulfill the degree requirements for Master's students or advance to the Doctoral Comprehensive examination. Students have up to 2 attempts to pass the examination. Failure to pass this assessment leads to termination from the EDMS program.

Implementation

The MCDP examination has two components: (1) a timed in-class ***declarative knowledge*** portion, and (2) a timed take-home ***procedural knowledge*** portion. As soon as possible upon completion of the four core statistics and measurement courses, EDMS students are required to sit for the exam. The exam is typically administered once per semester, usually within the first few weeks. The exam consists of 4 questions, one each from the four core courses: (1) EDMS 646: General Linear Models I; (2) EDMS 651: General Linear Models II; (3) EDMS 623: Applied Measurement: Issues and Practices; and (4) EDMS 647: Causal Inference and Evaluation Methods.

The exam questions are written using a posted list of topics corresponding to each core course. Three faculty members sitting on the exam committee submit questions comprising the pool of potential final questions. Finalizing questions is done iteratively through peer review. Refinement of content by checking with recent instructors of the core courses, revision if necessary, and checking for grammatical errors are standard procedural activities. Outlines of

solutions to exam questions emphasizing the important ideas are generated for later scoring may be posted at the end of the semester (although not every semester).

Evaluation

Students are required to demonstrate minimum competence for each of the two components (declarative and procedural) comprising the MCDP exam. This appraisal is implemented using holistic evaluations of the work products (described in more detail below) submitted for each of the exam components.

Assessment of student performance is conducted by the Examination Committee of the EDMS program. All three members of the examination committee will evaluate each exam component for each student with a two-thirds majority determining the outcome (pass or fail). The in-class declarative knowledge examination and the take-home procedural examination will be evaluated separately, but both components must receive a majority passing grade in order for the student to have successfully passed the MCDP examination.

If a student fails one or both of the components, he or she will be allowed a single retake of the failed section(s) to successfully pass the examination. This is typically done the next semester. Should the student fail during the second attempt, the student will be terminated from the EDMS graduate program. More information regarding scoring of the examination, content topics, and other procedures regarding the exam can be found on the EDMS Student Space website on ELMS (the University of Maryland course delivery system).

Ph.D. Comprehensive Examination (Likely to Change in Fall 2020)

Doctoral students in EDMS are required to submit a portfolio of their academic/professional work to be evaluated by the faculty. The overarching goal of the portfolio assessment is to provide each student with an opportunity to demonstrate his/her ability or readiness to successfully engage in professional activities encountered in typical employment tracks for which the EDMS program is training graduates. These include, but are not limited to, positions as a tenure-track academic, psychometrician, research scientist, quantitative methodologist for an organization, and measurement specialist for policy work in governmental agencies.

Passing the program portfolio assessment is required to advance to candidacy in the doctoral program. Failure to pass this assessment leads to termination from the doctoral program. If the student fails either of the two evaluation components (described below) during the second attempt, the student will be terminated from the doctoral program. More information regarding scoring of the examination, specifics regarding the composition of the portfolio, and other procedural details regarding the exam can be found on the EDMS Student Space website on ELMS (the University of Maryland course delivery system).

Evaluation

Students are required to demonstrate competence for each of the two overarching components of the examination. The evaluation is implemented using holistic evaluations of the work products

submitted for each of the portfolio components. The evaluation of the portfolio involves two steps:

1. Review of portfolio documents, and
2. Interview/discussion with the student following satisfactory portfolio review

Both of these steps in the evaluation are conducted by the EDMS Examination Committee. The examination committee includes the student's advisor along with the other regular members of the committee in the year in which the portfolio is submitted. In the case where the advisor is already a regular member of the committee, the committee will select a fourth faculty member from the EDMS program who will be added to the committee for that student. All voting by the committee will be by majority rule (i.e., two out of three members of the examination committee have to vote to "pass" the student); the student's advisor does not have a formal vote and is not allowed to be present during the voting process.

Each examination committee member will independently evaluate the portfolio. The committee will subsequently discuss the quality of the components. Logistically, after an evaluation of the portfolio document by the committee, and in the case of a majority vote to "pass" the student, the student will then move on to the oral defense. If the vote is a "fail" the process starts a second and final time. The student will be given clear instructions on how to re-submit the portfolio at a later date, within the timeline specified by the graduate school for advancement to candidacy.

During the oral examination, the student will be interviewed by the committee to evaluate his/her competence in each of the targeted competency areas. This interview is not to last more than two hours. During the interview, all members of the augmented examination committee may participate regarding the portfolio, including any matter that, in the judgment of the committee, is germane to the purpose for which the portfolio is submitted. The focus is to be on the content of the submission, and on establishing the expertise of the student to engage in satisfactory work of which each facet is indicative.

After the interview, the committee will take a second vote according to the majority rule. If this vote results in a "pass" for the interview component of the evaluation, the student will have "passed" the doctoral comprehensive examination. If the vote is a "fail" the process starts a second and final time. The student will be given clear instructions on how to re-submit the portfolio at a later date, within the time line specified by the graduate school for advancement to candidacy, followed by a second interview at that time should the portfolio review be satisfactory. Upon success completion of the Doctoral Comprehensive Examination, a student advances to candidacy (all but dissertation, or ABD status).

The student's advisor will send a memorandum on letterhead confirming that the student has successfully advanced to candidacy to the department's graduate program coordinator along with the *Advanced to Candidacy* form, which should be completed by the student and approved by the DGS and student's advisor. The advanced to candidacy form can be found at:

https://gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/application_for_admission_to_candidacy.pdf

Ph.D. Dissertation

EDMS doctoral students are required to complete a dissertation of original work. Students will work with their advisor to carve out a research project that meets the scope, creativity, and originality of a dissertation. A number of components involved in the dissertation are outlined below.

Dissertation Committee

The dissertation committee evaluates the dissertation proposal and completed document and participates in the oral examination of the candidate. The dissertation committee is comprised of at least five faculty members: 4 from the EDMS program and 1 member who is tenured, a member of the graduate faculty, and outside of the HDQM department (this outside person acts as the Dean's representative and is a voting member). In some cases, a student may want as a committee member someone who does not have an appointment at UMD (e.g., faculty from a different university). Before serving on a committee, such an individual must be given a fixed-term appointment to the Graduate Faculty—contact the EDMS DGS and the department graduate program coordinator to make this request. This appointment is voted on by the department and approved by the Graduate School and usually takes some time to get approved. Therefore, the process of forming a dissertation committee should be done well in advance of the dissertation proposal. The dissertation committee is typically chaired by the student's primary research advisor (i.e., a tenure-track EDMS faculty member).

Dissertation Proposal Defense

The Dissertation proposal defense should not be scheduled until after the student has successfully completed doctoral comprehensive examination. The dissertation committee should receive a copy of the dissertation proposal within two weeks (or before a deadline determined by the committee) before the proposal date.

The proposal meeting is scheduled for approximately 2 hours during which the student typically offers a brief (~10 minute) presentation. Following this presentation of the dissertation proposal, the committee will offer suggestions, comments, and inquiries designed to help maximize the potential for the success of the project. The intent is to ensure that the research is sufficiently original, methodologically sound, adequately fills a niche in the literature and that the procedures planned are feasible and appropriate. The student can expect this to be a rigorous analysis of the project including its theoretical basis and its methodology. In many circumstances, data collection or execution of a simulation should not begin until after the dissertation proposal meeting.

Students can defend their dissertation proposal to the dissertation committee at any point during the regular academic year (i.e., not during holidays or summer; however, the academic year does include days when finals are being administered).

Dissertation Defense

When the student and advisor mutually have agreed that a version of the dissertation is ready for evaluation by the committee, the dissertation defense is scheduled. The committee should receive a copy of the dissertation document two weeks prior to the scheduled defense (or by a deadline agreed by the committee members). Dissertation defense meetings must be scheduled during the academic year [i.e., not during holidays or summer (unless the committee agrees to this timing); however, the academic year does include days when finals are being administered].

The defense typically lasts about 2 hours and starts with the student offering a (~20-30 minute) presentation of the research questions, methodology, findings, conclusions, and future directions. Should students want to open the presentation part of their dissertation defense to others (e.g., friends, family), they are welcome to do that; students should discuss this with their primary research advisor. After the presentation portion, non-committee members would be given the opportunity to ask questions and would then be asked to leave so that the committee members and student can have their discussion.

The discussion and deliberation part of the defense is typically focused on such issues as whether additional analyses are needed, whether results have been interpreted fairly, and whether conclusions drawn are appropriate, as well as "big picture" items, implications to practitioners or methodologists, and future research directions. The dissertation process, with the attentive input of committee members, tends to result in very thoughtfully conceived and carefully executed research. The finished product is usually a source of considerable pride for both the student and the committee members. We hope that most students will quickly prepare their dissertations for publication. To that end, **a requirement of the defense is that the student must present a manuscript-ready document that can be submitted to a journal. This manuscript is often a distillation of the thesis and is approximately 30-40 double-spaced pages**.

At the completion of the dissertation defense, the committee will determine whether the dissertation is acceptable and/or whether it requires revisions. The decision to pass the dissertation defense is based on the committee's determination that the student has demonstrated all of the competencies of someone at this stage of their career. The potential outcomes of the defense are:

a. To accept the dissertation/thesis without any recommended changes and sign the Report of the Examining Committee.

b. To accept the dissertation/thesis with recommendations for changes, and, except for the chair, sign the Report of the Examining Committee. The chair will check the dissertation/thesis and, upon his/her approval, sign the Report of the Examining Committee.

c. To recommend revisions of the dissertation/thesis and not sign the Report of the Examining Committee until the student has made the changes and submitted the revised dissertation./thesis for the Examining Committee's approval. The Examining Committee members sign the Report of the Examining Committee if they approve of the revised dissertation/thesis.

d. To recommend revisions and convene a second meeting the Examining Committee to review the and complete the student's defense.

e. To rule the dissertation (including the defense) or the thesis (including its examination) unsatisfactory. In that circumstance, the student fails. In cases of failure, the Examining Committee must specify in detail and in writing the nature of the deficiencies in the dissertation/thesis and/or oral performance that led to the failure. This statement is to be submitted to the program's Director of Graduate Studies, the Dean of the Graduate School and the student.

Forms and Paperwork

There are several requirements of the EDMS doctoral degree: (1) students must pass with a B- grade or better all required courses for the degree (and maintain a B average), (2) students must successfully pass the Ph.D. Preliminary AND Ph.D. Comprehensive Examinations, and (3) students must write and successfully defend a dissertation. Once all requirements of the Ph.D. degree have been successfully met, a student can apply to graduate. The following is a checklist of the steps need to graduate.

Ph.D. degree graduation requirements:

*****Apply for graduation by the deadline of each semester.**

1. Successfully propose- should be done semester prior to defense or early in the semester the student plans to graduate (proposal form should be taken to proposal meeting to obtain three signatures by the committee. The proposal form can be found at: https://education.umd.edu/academics/departments/hdqm/resources-forms-and-handbooks/student-resources

2. Schedule your defense. Students should check with graduate program coordinator to ensure they are eligible to defend.

3. Nomination of committee form should be submitted six weeks prior to defense found at: https://gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/Forms/nomination_of_thesis_or_dissertation_committee_form.pdf *****To appoint a special member for your committee. Special member approval should be conducted by the student's advisor and the chair of the department. The form can be found at:** https://gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/Forms/nomination_to_graduate_faculty_form.pdf
4. To schedule a room for the defense meeting, please submit a request via the portal: https://education.umd.edu/academics/departments/hdqm/resources-forms-and-handbooks/department-forms

5. Once the *Nomination of Committee* form is approved, students will be contacted by the graduate program coordinator.

6. The graduate program coordinator will announce the students defense, two weeks prior. Please complete the oral announcement form and submit to the graduate program coordinator found at https://education.umd.edu/student-resources/student-services/graduate-studies-student-services-office/graduate-studies-forms#oral

7. After the student has successfully defended and made the required revisions, the advisor will submit the defense forms to the graduate program coordinator.

8. Students will need to upload his/her dissertation to *Proquest* in order to be officially cleared to graduate. A Proquest form and instructions (second page) can be found at: https://gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/thesis_and_dissertation_electronic_publication_form.pdf

As a final step, the student should check in with the graduate program coordinator to check that all requirements for graduation, especially paperwork, has been successfully submitted and recorded.

MISCELLANEOUS REQUIREMENTS, PROCEDURES, AND OTHER IMPORTANT INFORMATION

Academic Conduct

The university's "Code of Student Conduct" specifically prohibits "all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty and plagiarism." It is important to note that the university interprets the submission of the same paper, or substantially the same paper, to more than one instructor to be a violation of this code. Students found guilty of such offenses risk expulsion from the university. Graduate School policy can be found here: https://academiccatalog.umd.edu/graduate/policies/registration-policies/#text. Also, please examine the policies and links about academic integrity at: https://faculty.umd.edu/teach/index.html#integrity

Addressing Student Concerns

Occasionally, a student may have a concern about a course instructor, his or her advisor, or other faculty member. There are a number of resources and avenues available to the student to voice a complaint and have thoughtful follow-up by the HDQM/UMD community. As we are all adults, perhaps the best, most straightforward course of action is to bring your concern to that individual and engage in a discussion. If you have done this without resolution or if you are uncomfortable taking this step, then there are many other faculty in positions who can help. The EDMS DGS or program director can be appropriate people to hear your concerns. The HDQM chair is a person at the next level up in the administrative hierarchy to whom a concern might be voiced. If the concern is about one of these individuals, the UMD campus has an Ombuds Office available to all students with questions or concerns related to their graduate experience. The Ombuds office provides confidential and informal assistance in resolving conflicts and promotes fair and equitable treatment within the university.

Annual Review

EDMS faculty reviews the progress of all graduate students on an annual basis. Students are expected to submit requested materials, typically in late March/early April for annual review by the DGS. Written feedback is provided to students with unsatisfactory performance on one or more of the program requirements (e.g., low GPA, insufficient progress toward degree, behavioral issues). Unsatisfactory performance is grounds for termination.

At a minimum, the EDMS program requires that students maintain a satisfactory GPA (3.0 for all graduate students) and timely completion of benchmarks (e.g., examinations, research, dissertation proposal). In addition, EDMS requires a grade of B- or better for all classes to be counted toward an EDMS degree.

Disability Services

The University of Maryland is legally obligated to provide appropriate accommodations for students with disabilities (see disabilities services webpage at: https://www.counseling.umd.edu/ads/). The campus's Accessibility and Disability Service (ADS)

office works with students and faculty members to address a variety of issues ranging from test anxiety to physical and psychological disabilities. Note that to receive accommodations, students must first have their disabilities documented by ADS. The office then prepares an Accommodation Letter for course instructors regarding needed accommodations. Students are responsible for presenting this letter to their instructors by the end of the drop/add period.

Services for students in various forms of distress are offered by the Counseling Center and the Behavioral Health Services in the Health Center. During evenings and weekends, the student peer-counseling hotline (4-HELP or 4-4357) is available.

Funding

EDMS offers funding packages to the majority of doctoral students upon matriculation into the program and attempts to fund or find funding for master's students as needed or as monies become available. Graduate students fund their education through a variety of ways. The most common form of support is through research and teaching assistantships; these positions usually provide a salary and may also provide a tuition reduction/remission and health insurance. Every year, research and teaching assistantships are assigned based foremost on the needs of the EDMS program while keeping in mind a student's professional goals. For example, those doctoral students who envision pursuing a career in academia may be assigned as a teaching assistant in the EDMS451 Teacher/Mentor program with the primary goal of teaching an introductory undergraduate course. EDMS faculty work hard to put graduate students in positions that will provide opportunities to gain real-world experience engaging in professional activities that students will likely find themselves taking on in positions after graduation.

The EDMS program also has affiliations with a variety of agencies that wish to fund assistantships for our students. Some of the agencies and centers on and off campus in which EDMS students have been placed include but are not limited to:

- Maryland Assessment Research Center
- Center for Applied Linguistics
- Association of American Medical Colleges
- U.S. Drug and Food Administration
- Institutional, Research, Planning and Assessment (IRPA) at UMD
- Maryland Longitudinal Data System Center
- National Foreign Language Center

Each year around January/February, the program director and/or DGS will send out a call to all graduate students asking whether or not they will need funding the next academic year. At that point, each student will have a chance to respond and weigh in on the role and funding mechanism.

In addition to research and teaching assistantships, fellowships are available through the university and other organizations (such as professional and fraternal organizations). University fellowships are available at https://gradschool.umd.edu/funding/student-fellowships-awards. Note that some of these require nominations by the advisor, DGS, program, and/or the

department. Application deadlines for these and other opportunities are up to the student to adhere. However, the DGS and department will also send out reminder email announcements at the appropriate times in the semester.

Note that student fees are not covered by the funding packages. Please visit the Student Financial Services and Cashiering (aka Bursar's Office) website for a breakdown of tuition and fees and payment options.

Graduate Research Day

Since 2015, EDMS has set aside one day in the spring semester to come together as a program and share our research with one another. All doctoral students who have not advanced to candidacy on the first day of the fall semester of the current academic year must present. Doctoral candidates are welcome to present, and master's students are encouraged to present (but are not required to do so).

Presentations are in conference-style format, approximately 12 minutes in length, and include a question and answer session to follow. Sessions of presentations will be organized around common content themes. There will be a chair for the session who will announce each presentation and facilitate questions that follow. There will also be an official timer that will keep presenters on track in terms of time allotted for each talk. Breakfast and lunch will be provided by the EDMS Program.

First-year students not yet involved in research are welcome to, for example, present a tutorial on a topic, a small literature review, or a data analysis used in an applied project. As students progress through their studies they will undoubtedly become involved in research projects that will become the basis for a Graduate Research Day presentation. Because of the timing of this event, many students have used these presentations as a "dry-run" for a presentation to be made at an upcoming national or international conference. That said, each participant who will be presenting is expected to practice their presentations several times so that the talk is polished and within the given time limits.

Graduation

Graduation is a very celebratory time—and we would hate to have you miss it because you did not apply for graduation in a timely manner. PAY ATTENTION! The Graduate School has forms that must be filled out and can be found, along with DEADLINES at:

https://gradschool.umd.edu/forms

And in case you were unaware, the College of Education has its own deadline to apply for graduation. You can find these forms and important deadlines at:

https://education.umd.edu/student-resources/student-services/graduate-studies-student-services-office/important-datesdeadlines

Lastly, it is understood that it is the STUDENT'S RESPONSIBILITY to ensure that all forms are filled out and submitted on time. One way of helping is to start the "applying for graduation" process the semester before you graduate.

Institutional Research Board (IRB)

In the event that a dissertation—or any research—involves human participants, the student must submit the Application for Review of Research Using Human Subjects form to the Human Subjects Review Committee of the HDQM department. Students are responsible for completing and submitting the human subjects approval form to the Departmental Human Subjects Committee. The advisor will assist the student in preparing these materials. The IRB application process and forms are available online at: https://research.umd.edu/irbforms. Data may not be collected for the dissertation before human subjects approval has been granted both by the department and by the University Institutional Review Board.

The approved Application for Review of Research Using Human Subjects form is to be attached to the Certificate of Doctoral Research Committee and Dissertation Proposal form and submitted to the graduate program coordinator.

Leave of Absence

Graduate students are expected to maintain active status through continuous registration from the time they matriculate until they graduate. Students who are not able to maintain active status are strongly encouraged to consult with their advisor, DGS, program director, and relevant offices to determine whether requesting a leave of absence is the most appropriate course of action. Graduate students may request a *Leave of Absence* of up to 2 consecutive semesters for many reasons, including: Childbearing, Adoption, Illness, and Dependent Care (children, ill or injured partners, or aging parents). A leave of absence stops a student's Time to Degree clock. Students who do not have an approved leave of absence and are not continuously enrolled may experience negative consequences related to academic, visa, financial aid, and/or other student issues.

Monday Symposium in Measurement and Statistics (MSMS)

Each academic year, EDMS faculty arrange for speakers to present on topics of interest to the EDMS community. Presenters usually come from local research agencies and universities, but in recent years have also included EDMS faculty and students. The emphasis of this professional development opportunity is on advancements of quantitative methodological research. However, topics related to the application of psychometrics and statistical methodologies in research environments are also presented. MSMS presentations typically occur 3-4 times a semester—typically the first or second Monday of every month—and last for 1 hour. All EDMS graduate students are expected to attend, even those students working off-campus as the MSMS presentations are streamed live. There are opportunities for EDMS graduate students to participate in a luncheon with the speaker following their presentation.

Student Responsibilities

It is the student's responsibility to submit all paperwork and documentation of program requirements to the graduate program coordinator for placement in the student's departmental file. In addition, students must review the requirements and deadlines in the handbook and websites of the HDQM Department, the College of Education, and the Graduate School.

The Graduate Studies Office in the College of Education will provide a graduate audit. This is a personalized package for students that will inform them of what forms are required in order to graduate. Audits may be requested in person with a university identification card in Room 1204, Benjamin Building. The Graduate Studies Student Services webpage on the College of Education website provide important links to information and valuable resources about graduate student life at Maryland, graduation and required steps in that process. These can be found at: https://education.umd.edu/student-resources/student-services/graduate-studies-student-services-office

Time Limits

As much as we love having you around, the University of Maryland requires that a doctoral degree be completed within a **9-year time period**. Five years is given from the date of admission until the student is expected to advance to candidacy. The Graduate School allows four years to elapse between advancing to candidacy and the conferring of the degree. A minimum of six months must elapse between advancing to candidacy and conferring of the degree.

An extension of time to advance to candidacy or to complete the dissertation following advancement to candidacy may be granted if sufficient reason is presented. Request for Time Extension for Completion of Graduate Degree form to apply for a time extension is available online (see section on Graduate Student Forms below). The advisor, department, and college must approve time extensions. A maximum of one year may be approved, and may be requested twice. Without a time extension, failure to complete all requirements within the allotted time requires application for re-admission to the Graduate School. Under these conditions, program requirements existing at the time of readmission will apply.

Master's degree students have 5 years in which to complete their degree. Again, if more time is needed, a Request for Time Extension for Completion of Graduate Degree form to apply for a time extension must be submitted and approved.

STUDENT RESOURCES

U.PASS

U.PASS is a graduate student organization that provides programming, support, and collaboration for students interested in quantitative methods, human development, and education. U.PASS has traditionally been rooted in the program of Measurement, Statistics and Evaluation

(EDMS). In recent years, U.PASS has seen an increasing involvement of graduate students from other programs in U.PASS-sponsored events.

Throughout the fall and spring semesters, U.PASS organizes speaker series, panel discussions, workshops, and social events for all student members. U.PASS also serves as a bridge between EDMS faculty members and EDMS graduate students. Additionally, U.PASS hosts events that connect student members and external organizations.

U.PASS has an official website and can be accessed by going to: https://go.umd.edu/upass. U.PASS also has a presence on terp link (a campus webpage where people can find information about registered UMD student organizations): https://terplink.umd.edu/organization/upass

Travel Awards

There is an expectation that EDMS graduate students will be presenting their research at national and international conferences and meetings. Some of these include: the American Educational Research Association (AERA) conference, the National Council on Measurement in Education (NCME) annual conference, the International Meeting of the Psychometric Society (IMPS), the Modern Modeling Methods (MMM) conference, the Society for Research on Educational Effectiveness (SREE) conference, and the American Statistical Association (ASA) conference.

In general, attending conferences is expensive. There are typically two supplemental ways to defray the costs of attending such conferences: (1) applying for HDQM departmental funds ($500 per academic year July 1 – June 30); and (2) the applying through the Graduate School for travel funds. The latter usually comes in two forms, the Jacob K. Goldhaber Travel Grant and the International Conference Student Support Award (ICSSA). The former requires written application to the HDQM chair while the latter competitive pools of monies require a formal application and a letter written by the student's advisor. More information can be found on the Graduate School Travel Grants website at: https://gradschool.umd.edu/funding/student-fellowships-awards/graduate-school-travel-grants.

Other Awards, Fellowships, and Scholarship Opportunities

There are other funding opportunities at the college and university levels in the forms of fellowships to support dissertation work and general research. In the College of Education, students can apply for a Support Program for Advancing Research and Collaboration (SPARC) grant. This is a competitive grant program for the College of Education, with a special competition for Doctoral Graduate Students. The UMD campus also awards several fellowships and monies to support research. A listing of these can be at: https://gradschool.umd.edu/funding/student-fellowships-awards. Many of these fellowships and scholarships are not only competitive requiring a strategic application, but some must go through a filtering process at the department and college level as only a small number can be nominated. If you are interested, please check with your advisor, DGS, and/or program director well in advance of the due dates as application materials should not be thrown together at the last minute.

College of Education Student Services

https://education.umd.edu/student-resources

Campus Map

Don't know where you are going on campus? You can find out easily by bringing up the interactive UMD campus map at: https://maps.umd.edu/map/.

Dissertation & Thesis Formatting and Style Requirements

The University of Maryland has entered into an agreement with Proquest Information and Learning Services to accept theses and dissertations in Adobe PDF format via the web. The university accepts 99% of all dissertations and theses in electronic form. Saying that, your dissertation has a standard format which must be followed although the original document can be created in Word or LaTeX. See the following webpage for more details: https://gradschool.umd.edu/students/academic-progress/thesis-and-dissertation-filing.

LINKS TO DEPARTMENTAL, COLLEGE, AND UNIVERSITY RESOURCES

Course Descriptions

There are a plethora of EDMS graduate courses to take while in your degree program. You can find a small description of each course on the Graduate School catalog website at: https://academiccatalog.umd.edu/graduate/courses/edms/.

Course Syllabi

Syllabi for the most current academic semester can be found at: https://education.umd.edu/academics/departments/hdqm/academics/courses-and-syllabi.
A repository of past EDMS syllabi can be located by navigating to: https://education.umd.edu/hdqm-course-archive.

College of Education Student Services/Resources

https://education.umd.edu/student-resources

Graduate Student Forms (Graduate School)

Throughout a graduate student's degree program there will be a number of forms to fill out—some will be required of the Graduate School and some will be required from the HDQM department or college. All Graduate School forms including, but not limited to, *leave of absence*, *time extension*, *dissertation forms*, *course waiver*, and *application to candidacy* can be found on the Graduate School website: https://gradschool.umd.edu/forms.

Graduate Student Forms (College of Education)

There are many forms that are needed internally by the department or the College of Education. These can be found at: https://education.umd.edu/student-resources/student-services/graduate-studies-student-services-office/graduate-studies-forms.

Programs and Policies

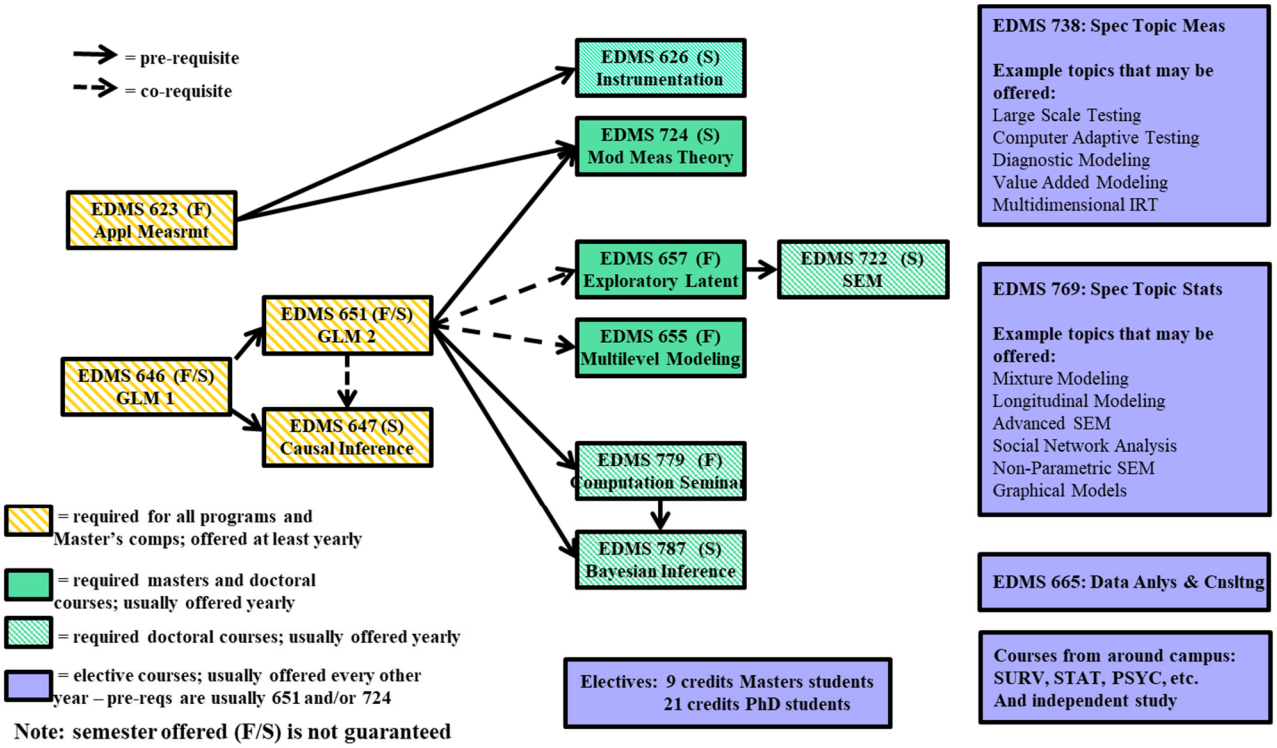
The Graduate School has many policies governing graduate students, degree programs, fellowships, graduate assistantships, tuition, fees and expenses, and so forth. You can find links to these policies at: https://academiccatalog.umd.edu/graduate/programs/.

Other Campus Resources

Other campus resources such as *student counseling, cultural services, legal, safety*, and *graduate student groups* can be found here: https://gradschool.umd.edu/campusresources.

APPENDIX A:

SCHEMATIC OF EDMS COURSE OFFERINGS AND SEQUENCING



APPENDIX B:

EDMS DEGREE PROGRAMS AT A GLANCE

Program Characteristics for EDMS Graduate Students

Year	Courses	Research Activities	Community Activities
1	Take at most 3 classes per semester (6 in all)	Share research in projects or classes in departmental settings Read articles for annotated bibliography in research area of interest Get to know faculty and colleagues—find out what research projects they are working on	Regularly attend MSMS seminars Regularly attend UPASS meetings Attend at least 1 methodological activity outside of the department each semester (talk on campus in related departments, local conferences, etc.) Participate in EDMS Graduate Research Day
2	Take at most 3 classes per semester (6 in all)	Share research in projects or classes in departmental settings Take part in an interdisciplinary project in CoE for independent study credit Initiate research project with faculty member or senior student Professional service by reading and reviewing manuscripts for colleagues and/or journals	Regularly attend MSMS seminars Regularly attend UPASS meetings Attend at least 1 methodological activity outside of the department each semester (talk on campus in related departments, local conferences, etc.) Participate in EDMS Graduate Research Day
3	Take at most 3—probably 2—classes per semester (these will now be mostly 700 level courses)—(4-6 in all)	Share research in projects or classes in departmental settings Take part in an interdisciplinary project in CoE for independent study credit Submit at least one proposal to a regional, national, or international conference Submit a paper for publication Professional service by reading and reviewing manuscripts for colleagues and/or journals	Regularly attend MSMS seminars Regularly attend U.PASS meetings Take over leadership role in U.PASS Attend at least 1 methodological activity outside of the department each semester (talk on campus in related departments, local conferences, etc.) Participate in EDMS Graduate Research Day
4	Dissertation proposal/dissertation defense	At least one summer internship usually done between years 3 and 4 or between years 4 and 5 Submit at least one proposal to a national or international conference Submit a paper for publication Professional service by reading and reviewing manuscripts for colleagues and/or journals	Regularly attend MSMS seminars Regularly attend UPASS meetings Take over leadership role in U.PASS Apply for leadership role in national organization like AERA/NCME Participate in EDMS Graduate Research Day
5	Dissertation proposal/dissertation defense	Submit at least one proposal to a national or international conference Submit a paper for publication Professional service by reading and reviewing manuscripts for colleagues and/or journals	

Prototypical Four-Year Course Sequence for EDMS Doctoral Students

Fall 1	**Spring 1**
GLM I (646)—core course which you may choose to exclude if material has already been taken	Modern Measurement Theory (724)
GLM II (651)—core course	**Causal Inference (647)—core course**
Applied Measurement (623)—core course	Instrumentation (626)
Elective 1 (Stat Theory/JPSM/Biostats)	
Fall 2	**Spring 2**
Introduction to Multilevel Modeling (655)	Structural Modeling (722)
Exploratory Latent and Composite Variable Methods (657)	Bayesian Inference and Analysis (787)
Simulation Design and Mathematical Foundations (779)	Advanced Quantitative Seminar (769 or 738) OR
	Independent Study (798) or Elective 2 (Stat Theory/JPSM/Biostats)
Exam 1: Master's Comprehensive/Ph.D. Preliminary Examination—in Fall 2 (retake at beginning of Spring 2, if necessary; leave program after year 2 if fail)	
Fall 3	**Spring 3**
Advanced Quantitative Seminar (769 or 738)	Advanced Quantitative Seminar (769 or 738)
Advanced Quantitative Seminar (769 or 738)	Advanced Quantitative Seminar (769 or 738)
Independent Study (798)	Independent Study (798)
Exam 2: Ph.D. Comprehensive Examination—in Spring 3 (retake at beginning of Fall 4, if necessary; leave program if fail)	
Fall 4	**Spring 4**
Dissertation Credits (889)	Dissertation Credits (889)
Dissertation Credits (889)	Dissertation Credits (889)
Dissertation Proposal Defense	**Dissertation Defense**

54 Required Credits (30 credits at a minimum)
12 Dissertation Research Credits

APPENDIX C:

ADMISSIONS REQUIREMENTS AND APPLICATION PROCESS

Students seeking to apply to either the EDMS Master's or Ph.D. Program must complete the online graduate application through the Hobsons ApplyYourself Graduate Admissions System, and upload a copy of an official transcript for each institution you attended. (A hard copy will be required upon enrollment).

View the admission requirements for program-specific information, including deadlines and additional materials that must be submitted with your application. It is important that your complete application be submitted by the program deadline. If you have international credentials or currently hold a visa, please visit the International Admissions section for more information. Note: once submitted, your application and associated materials become the property of the University of Maryland. These materials will not be returned to you, nor will the materials be forwarded to another institution. Please read the university's policy on collecting and using social security numbers.

STEP 2: Identify and Contact References for Letters of Recommendation

While completing other parts of your application, identify and contact references who will provide a strong letter of recommendation for you. Applicants should check with program requirements for the exact number of letters required. Recommenders should be the applicant's current or former professors, or other individuals who can speak to an applicant's academic talents, work ethic, and intellectual strengths. The online application will ask applicants to provide their references' names and email addresses. The references will then be contacted via email with instructions on how to electronically submit a letter of recommendation. This process can begin prior to submission of the application.

STEP 3: Submit Transcripts

Applicants are asked to upload a scanned version of their transcript(s) issued by each institution attended (in the original language, with literal English translation). Upon enrollment, you will need to have an official copy sent to the Graduate School by the institution. For a full description of the transcript requirements, please go to the FAQ section that describes Transcripts and Diplomas.

STEP 4: Submit Test Scores

The Graduate School will only accept official test scores sent directly by the testing agencies. When you request scores to be sent to the University of Maryland, College Park use the following institutional codes:

- GRE – 5814
- GMAT – SQT-N8-78
- TOEFL – 5814
- Praxis – 5814
- MAT – 4213

IELTS/PTE scores can also be sent electronically and by doing this, an institution code is not required. PTE test takers can send their score report to the University through their Pearson account. The University of Maryland downloads IELTS scores that have been transmitted to our e-download account. IELTS test takers should contact their IELTS test center directly to request electronic test scores be sent to the following IELTS e-download account:

University of Maryland - The Graduate School
The Graduate School
2123 Lee Building
College Park
Maryland, 20742

Please note: The Graduate School will not accept paper IELTS test report forms.

You will **not be** required to submit TOEFL/IELTS/PTE scores if you have or will be awarded a degree from the United States, United Kingdom, Anglophone Africa, Anglophone Canada, Ireland, Australia, New Zealand, Singapore, and the Commonwealth Caribbean prior to enrolling in the University of Maryland. See a complete list of countries that satisfy this requirement.

You **will be** required to submit TOEFL/IELTS/PTE scores if you are a U.S. citizen or permanent resident with international credentials whose native language is not English and who does not hold a degree from an institution in the US or one of the areas listed above. Although they are U.S. citizens, applicants from Puerto Rico with degrees from Puerto Rican institutions will also be required to submit a TOEFL/IELTS/PTE score.

STEP 5: Pay Application Fee

You will be assessed a non-refundable $75 application processing fee for each program to which you apply. You are responsible for paying this fee whether or not you are offered admission or choose to enroll. You must pay your application fee online. Your application will not be processed until you pay your application fee and the payment is authorized.

STEP 6: See the After You Apply section

See link: https://gradschool.umd.edu/admissions/application-process/after-you-apply

Frequently Asked Questions

https://gradschool.umd.edu/admissions/faqs

Funding Opportunities Throughout Campus

You can find and apply for available graduate assistantships at ejobs.umd.edu.
You do not need to apply for University Fellowships, as all applicants are automatically considered for these fellowships during the admissions process. These are extremely competitive awards and are not available to all admitted students.

Visit the **Office of Student Financial Aid's website** for information on other sources of funding and the Financial Literacy section of this website for guidance on managing your finances: https://www.financialaid.umd.edu/

Admission Requirements and Deadlines

Admission requirements can be accessed at: https://gradschool.umd.edu/admissions/admissions-requirements/education and can also be found on Education website by clicking on one of the EDMS-specific degree or certificate programs: Ph.D., M.S., B.A./M.S., or Certificate.

HDQM Department deadlines for admissions can be found at:

https://education.umd.edu/academics/departments/hdqm/academics/admissions-deadlines