

UNIVERSITY OF MARYLAND

College of Education, Graduate Studies

Progress to Degree for the Doctoral Degree: Expectations for Completion

Students are responsible for knowing and securing policies, regulations, and requirements contained in University of Maryland publications and web site documents to include the Schedule of Classes, the Graduate Catalog, Department Publications, and College Publications (including the “Graduate Guide in Education” found on the web at

http://www.education.umd.edu/studentinfo/graduate_info/Policyhdbk.html as well as the departmental web site guides found at each department web site).

1. *Doctoral Progress.* The expectations and time frames indicated below are the requirements of the Graduate School, the College, and are the minimum requirements of the Departments within the College of Education. *

Students are expected to make satisfactory progress to degree completion. Students who do not achieve the progress expectations will be permitted to continue in the doctoral program only upon the approval of the Associate Dean for Graduate Studies in the College of Education.

Students must maintain a 3.0 grade point average. The Graduate School will place students whose grade point average falls below a 3.0 on academic probation.

NOTE: *Department requirements and deadlines may exceed those established by the Graduate School and/or College.

2. *Advising.* All students are expected to interact (in person, by phone, by email or combination thereof) with their advisor at least once each semester.
3. *Registration.* All graduate students must register for courses and pay associated tuition and fees each fall and spring semester, until the degree is awarded. Summer registration is required for students who are newly admitted in summer, or for students who are using facilities of the University or making demands of their advisor. Students graduating in August must register for one of the summer sessions.

Doctoral students admitted to candidacy are automatically registered by the University for 6 dissertation credits (899) in the fall and spring semesters.

Continuous Registration Requirements. A student who fails to register and who has not requested and received a waiver of registration or "Leave of Absence for Childbearing, Adoption, Illness or Dependent Care" will be notified by the Graduate School after the first day of classes that the student must register for the current semester. The Graduate School will also inform the Graduate Director of the graduate program that the student is in jeopardy of termination. If the student does not register, he or she will

be dismissed from the Graduate School at the end of the semester for failure to comply with the continuous registration requirement.

A student who is dismissed for non-registration may appeal dismissal during a 30-day period following the end of the semester of non-registration. If the student does not appeal, or if the appeal is denied, and the student wishes to continue in the Graduate School, the student must apply for readmission. In this case, readmission does not alter the initial requirements for time to complete the degree or advance to candidacy.

Registration Waivers:

Waiver of Registration for Pre-Candidacy Doctoral Students

Pre-candidacy doctoral students who will be away from the University for a semester or a year may request a waiver of continuous registration and its associated tuition for the semester or year. Waivers of registration will be granted only if the student is making satisfactory progress toward the degree and can complete the degree requirements within the required time limits. Interruption of registration cannot be used to justify a time extension. *Students are responsible for following the proper procedures for making such a request.*

Permission for non-registration is obtained from the Graduate Director of the student's program and college, and the waiver must be filed with the Graduate School. Students who are not registered may not use any University facilities, including the library, and should expect to consult with members of the Graduate Faculty seldom or not at all.

A request for a waiver of registration should be filed 30 days before the beginning of the semester or year *for which the waiver is sought by the student.* Tuition waiver requests will be granted only when the student affirms in writing that he or she will not be using any University resources, including the time of faculty members, during the waiver period.

Waiver of Registration for Doctoral Candidates

Doctoral candidates are not eligible for waivers of continuous registration. Each doctoral candidate must maintain continuous registration in 899 (doctoral dissertation research) until the degree is awarded. Waivers of registration may be granted only under the University's policy for "Leave of Absence for Graduate Students for Childbearing, Adoption, Illness or Dependent Care".

Leave of Absence for Childbearing, Adoption, Illness or Dependent Care

In recognition of the effects that childbirth, adoption, illness, and caring for incapacitated dependents (such as children, ill or injured partners, or aging parents) may have on the time and energy that graduate students have to devote to their educational programs, the University allows students in such circumstances to apply for a leave of absence of up to two semesters during which time they do not intend to make academic progress toward the completion of their degree. Application for a leave of absence may be made on a one or two-semester basis. A leave of absence ordinarily will not be granted for more than one academic year. Leaves requested for a longer period are approved only in exceptional circumstances. An approved leave for one semester will

be extended to two semesters as needed, if so requested by the applicant prior to the expiration of the approved one-semester leave of absence. The time taken on an approved leave of absence is not included in the time limitations for degree completion and advancement to candidacy. Students are responsible for following the proper procedures for making such a request.

International students

Non-immigrant F-1 and J-1 students and their dependents must maintain legal immigration status at all times. Students with F-1 or J-1 visas must be enrolled full-time every semester at the University while they remain in the United States. The only possible exception that might allow a student to remain in the United States while on an approved leave of absence might be a serious illness or medical condition. Students are advised to consult with the staff of the Office of International Services for more information when considering a leave of absence.

NOTE: *Students should consult the Graduate Catalog regarding registration requirements, and possible consequences of a waiver of registration or leave of absence, on the web at: http://www.gradschool.umd.edu/catalog/registration_policies.htm#5.*

4. *Credit Completion Expectation.* Full-time doctoral students who have not yet been admitted to candidacy are expected to successfully complete (with a 3.0 g.p.a. average or higher) the required program-relevant credits each semester, and meet the full-time criteria as defined by the Graduate School; part-time students not yet admitted to candidacy are expected to successfully complete (with a 3.0 g.p.a. average or higher) a sufficient number of program-relevant credits per year, in order to complete within the time frames specified in number 7 of this document. (Some programs require full-time attendance.) Once admitted to candidacy, all doctoral students are automatically registered for 6 dissertation credits (899) per semester.

NOTE: Designation of full-time and part-time status is defined in the online Graduate Catalog at http://www.gradschool.umd.edu/catalog/registration_policies.htm#2.

Any incomplete grades (except in 899) are to be converted to regular grades. Incompletes must be accompanied by a contract, and completed within the time frame stated in the contract. Normally, incomplete grades are completed within one year. These expectations are to be monitored by the advisor each semester.

The grades of D, F and I receive no quality points. Students do not earn credit toward the degree for courses in which they receive a grade of D or F.

5. *Program of Study.* Doctoral students must file with the College Graduate Studies Office a departmentally approved program of study form (listing all completed and proposed courses and anticipated dates of completion) in the semester in which they earn the 21st post-masters credit hour following admission (typically this is the 3rd semester for full-time students and the fifth semester for part-time students).
6. *Comprehensive Examination.* All doctoral students must satisfactorily complete a comprehensive examination, or its departmentally approved equivalent. The doctoral

comprehensive may not be taken until an approved program of study form is on file with the College Graduate Studies Office, and must be completed prior to admission to candidacy.

7. *Admission to Candidacy.* A doctoral student is expected be admitted to candidacy (i.e., a status in which the student has completed all formal degree requirements other than the dissertation proposal meeting, the public final dissertation examination, and the doctoral dissertation) within 5 years after acceptance into the doctoral program, and must complete the remaining degree requirements within 4 years after admission to candidacy. Doctoral students, who advance to candidacy early, are given a total of 9 years from the admission date to complete the degree. Doctoral students, who are admitted on a provisional status, may not advance to candidacy until the provisional conditions have been met.
8. *Successful Completion of the Dissertation Proposal.* A student must be advanced to candidacy prior to seeking approval of a doctoral research committee or acceptance of a dissertation proposal. All proposals are conducted in close collaboration with the advisor. The advisor must give initial approval of the topic and of the committee members. Students should obtain and complete the Certification of Doctoral Research Committee and Dissertation Proposal form prior to the proposal meeting and present it at the proposal meeting. As applicable, Institutional Review Board approval for any research involving human subjects is a prerequisite for initiating the research.
9. *Dissertation Completion.* The dissertation must be completed within the time frames specified in number 7, of this document. In extraordinary circumstances, and with advisor and department approval, the student may apply to the Graduate School (through the College of Education) for an extension.