

# UNIVERSITY OF MARYLAND

## College of Education, Graduate Studies

### Progress to Degree for the Master's 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](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. *Master's 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 master's 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.

*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 a student does not appeal dismissal, or if an appeal is denied, the student must apply for readmission to continue in graduate studies. In this case, readmission does not alter the initial requirements for time to complete the degree.

### *Registration Waivers:*

#### Waiver of Registration for Master's Students

Master's 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.

#### 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. 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](http://www.gradschool.umd.edu/catalog/registration_policies.htm#5).*

4. *Credit Completion Expectation.* Full-time master's students 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 master's students are expected to successfully complete (with a 3.0 g.p.a. 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.)

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](http://www.gradschool.umd.edu/catalog/registration_policies.htm#2).

Any incomplete grades (except in thesis credit, 799) 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. *Minimum Credit Requirements.* All master's students must complete a minimum of 30 credits hours for the degree. A department or program may require coursework beyond the minimum 30-hour requirement of the College and the Graduate School.

Master of Arts (thesis option): of the minimum 30 credit hours required in graduate courses, six credit hours must be 799 (thesis credit). Of the remaining 24 credit hours; 12 must be at the 600-level or above; and 12 credit hours must be at least in the 400-level or above, and must be listed in the Graduate Catalog.

Master of Arts (non-thesis option): of the minimum 30 credit hours required in graduate courses, a minimum of 18 credit hours must be selected from courses numbered 600 or above. The remaining 12 credit hours must be at least in the 400 level or above, and must be listed in the Graduate Catalog.

Master of Education: of the minimum 30 credit hours required in graduate courses, a minimum of 15 credit hours must be selected from courses numbered 600 or above. The remaining 15 credit hours must be at least in the 400 level or above, and must be listed in the Graduate Catalog.

6. *Research Requirement.* The College of Education requires that all candidates for the Master of Education or the Master of Arts degrees take EDMS 645. All masters' students should take the quantitative course as close to the beginning of the program as

possible. Departments may require additional research requirements. If a student has taken a *previous* course that is equivalent to EDMS 645, from another institution, the student may request a course equivalency review through the EDMS Department. However, requests may only be initiated with advisor and departmental approval. A course equivalency approval does not exempt the student from meeting the minimum credit requirements for graduation.

Some programs in the College of Education have approved exemptions, and/or approved substitutions for EDMS 645, and are listed in the “**Graduate Guide in Education**” found on the web at [http://www.education.umd.edu/studentinfo/graduate\\_info/Policyhdbk.html](http://www.education.umd.edu/studentinfo/graduate_info/Policyhdbk.html) .

7. *Time Limit.* A master’s student is expected to complete the requirements for the degree within five years after acceptance into the master’s program. Should a student be granted an extension, or transfer in coursework older than five years, then a maximum of seven years is applied. Revalidation of coursework older than five years is required.
8. *Transfer Credit Limitations.* With advisor and department approval, a master’s student may apply to transfer up to six credit hours of graduate coursework taken at other regionally accredited U.S. institutions, or a foreign university toward the master’s degree. In the case of transfer credit from a foreign university, the credit will need to be evaluated by the Office of International Services and the Graduate School. Credits applied to a student's program for a master's degree cannot have been used to satisfy any other previously earned degrees. Transfer work must have been taken within five years of the award of the University of Maryland at College Park master’s degree for which the student is currently enrolled (or a maximum of seven years with revalidation), and must meet the criteria of the Graduate School found online at [http://www.gradschool.umd.edu/catalog/academic\\_record.htm#10](http://www.gradschool.umd.edu/catalog/academic_record.htm#10).
9. *Inclusion of Credit.* After admission to a degree program, a master’s student may seek departmental permission to include courses that may have been taken under the Advanced Special Student status at the University of Maryland, College Park campus. Coursework requested for inclusion must fall within five years of the student’s graduation date (or a maximum of seven years with revalidation). Departments in the College of Education may elect to include 12 credits or less as deemed appropriate.
10. *Program of Study.* Master’s students must file with the College Graduate Studies Office a departmentally approved Master’s Approved Program form (listing all completed and proposed courses and anticipated dates of completion) no later than the set deadline in the semester of graduation.
11. *Comprehensive Examination.* All master’s theses students must satisfactorily complete a comprehensive examination, or its departmentally approved equivalent. Master’s non-thesis option students must satisfactorily complete a comprehensive examination, or its departmentally approved equivalent, unless a department has voted that a comprehensive examination is not required for a particular program area, in which case that exception must be been approved through the P.C.C. process.

12. *Thesis Completion.* Completion of the thesis and thesis defense is required no later than the set deadline in the semester of graduation, for thesis option students. As applicable, Institutional Review Board approval for any research involving human subjects is a prerequisite for initiating the research.
13. *Seminar Paper/Research Paper.* Completion of a seminar paper for M.Ed. students, or a research paper for M.A. non-thesis students, is required no later than the set deadline in the semester of graduation.
14. *Initial Certification Program* students must satisfactorily pass the required Praxis examinations in order to be cleared for graduation. Students' who appeal to be placed in student teaching prior to Praxis completion, may not have a grade for student teaching recorded, and will not be cleared for graduation until the Praxis requirements have been met.
15. Master's students who are admitted on a provisional status may not be cleared for graduation until the provisional conditions have been met.