



**DEPARTMENT OF HUMAN DEVELOPMENT &  
QUANTITATIVE METHODOLOGY**

**HUMAN DEVELOPMENT DOCTORAL STUDENT HANDBOOK**

**Revised in September 2025**

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## Leadership and Administrative Contacts

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### Academic Affairs Staff

#### **Ms. Jessica Chew, Assistant Director of Academic Affairs | Coordinator of Graduate Studies**

Jessica supports the academic affairs for HDQM that includes providing academic advising, registration, and related support to undergraduate and graduate students. She also supports admissions, recruitment, serves as a liaison between our department, college, and campus administration and coordinates special projects for the department.

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### Department Business Office and Staff

The HDQM business office and staff provide support for faculty, staff, and students in HDQM. Services include, but are not limited to, procurement, travel, grant support, room reservations, technical service requests. This team serves as the liaison with other departments on campus. Members making up the business office are important to keeping HDQM running smoothly. Rather than contacting individuals directly, the business staff recommends any questions and requests be made directly to the one of several business office reflectors:

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**Ms. Sheri Shelton**, Director, Finance and Administration

Sheri serves as the Director of Administrative Services for HDQM. In this capacity she oversees the department's business functions, providing oversight of budgets, human resources, sponsored projects, procurement, travel, and more. Sheri offers financial and administrative guidance on the various aspects and operations of the HDQM business office

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Cornelia supports the human resources functions of HDQM to include new employee onboarding, payroll processing and VISA coordination. She also supports equipment inventory management.

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**Ms. Khalia Rawlings**, Program Management Specialist

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## **Human Development Program Introduction**

The [Human Development \(HD\) program](#) is part of the Department of Human Development and Quantitative Methodology, College of Education, University of Maryland (UMD). The HD doctoral program prepares students for research careers in academic or applied areas of educational psychology and developmental science; graduates have obtained positions as university professors, research scientists, and other related careers in education, medicine, and public policy. Using an apprenticeship model, students engage in collaborative research with faculty and peers in a wide range of content areas. In addition to coursework, students participate in colloquia and seminars featuring speakers from internationally renowned universities, institutes, and research "think tanks," and professional development sessions on various topics such as conference preparations, dissertation projects, and career pathways.

Faculty and students are often funded through external grant awards from federal agencies and foundations such as the National Institutes of Health, the National Science Foundation, and the Institute for Education Sciences, and the Spencer Foundation. Faculty and students in the program are also connected to faculty in the Measurement, Statistics and Evaluation program, other departments in the College of Education and across the University, and other universities and research institutions across the globe.

As part of their program, students specialize in educational psychology or developmental science; each with a few unique course requirements.

## Overview of Program Requirements

This doctoral handbook describes major milestones and program requirements needed to complete the HD doctoral program. Planning of all phases of the doctoral program should be done in consultation with the academic advisor.

Policy statements described herein are subject to change. Students are advised to consult the [HDQM Department](#), [College of Education](#), 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 either the Department or from the College of Education websites.

### Major Milestones

The HD doctoral program requires a combination of coursework and milestones. Below is a brief overview of the requirements. Each of them is described in greater detail on subsequent pages.

- A. Continued Program Planning with the Advisor
- B. Coursework
  - The HD doctoral program requires 72 semester hours of graduate credit. Course requirements are a combination of required classes in HDQM, elective courses, apprenticeship credits, and dissertation credits.
- C. Pre-Candidacy Empirical Research Project
  - All students earning a Ph.D. in HD are expected to complete a pre-dissertation research project in collaboration with their advisors.
- D. Doctoral Comprehensive Portfolio
  - The Comprehensive Portfolio is meant to document the development of students' research and/or teaching skills through their experiences in the doctoral program.
- E. Advancement to Candidacy
  - In order to advance to candidacy, students must complete all core courses in their program and their comprehensive portfolio has to be successfully reviewed by the portfolio committee.
- F. Dissertation (Option #1 or #2)
  - a. Dissertation Proposal
  - b. Oral Examination of the Dissertation
  - c. Dissertation Approval

#### A. Continued Program Planning with the Advisor

The HD Admissions Committee assigns admitted students to a faculty advisor based on a match of area interests and research expertise between the student and the faculty advisor. It is imperative that students consult with their faculty advisors as soon as possible after admission to begin planning their doctoral matriculation (coursework and research program).

Regarding coursework, students should:

- Begin their coursework with the required courses described in the next section.
- Decide which QMMS / EDMS course is the appropriate first statistics course in consultation with their advisor.
- Take into consideration whether they will plan to enroll in the [Measurement and Statistics certificate](#).

Students should be involved in ongoing research projects with their advisor from the very start of their doctoral training and will discuss progress on the milestones described below. Students and their advisors can use the Student Progress Sheet to help keep track of completing their milestones in the program (Appendix A).

Every year in the Spring semester, students should complete the Annual Progress Report (Appendix B), which should be approved by their advisor before submission. Students will submit the report, along with an updated CV, to the Graduate Studies Coordinator, typically around mid-April. The HD faculty meet annually to discuss each student's progress and provide a feedback letter to help guide future milestones.

## **B. Coursework**

The HD doctoral program requires 72 semester hours of graduate credit. The UMD Graduate School requires that doctoral students register every semester, excluding winter and summer sessions, until the degree is awarded. Exclusive of dissertation credits, a minimum of thirty (30) credits of students' coursework must be within the HD program (i.e., courses with the designation EDHD).

### **a. *Registering for Courses***

Graduate student registration dates for upcoming semesters are published on the [Registrar's website](#), and all registration is completed through [Testudo](#).

Prior to registering, students must meet with their advisor to select courses for the upcoming term. To request a registration stamp, students must send an email from their UMD email address to the CGS ([hdqm-gradcoordinator@umd.edu](mailto:hdqm-gradcoordinator@umd.edu)) and copy their advisor. The subject line of the email should read "202xx Fall/Spring Registration\_Last Name, First Name," and the body should include the student's full name, UID number, and the list of requested courses with sections. Once the registration stamp has been issued, students may log in to Testudo to register for their approved courses.

If requested courses are outside of the HDQM department, students must contact the specific department that offers the course first. For example, a student interested in taking a course CHSE XXX would have to contact the Graduate Coordinator in the Counseling and Higher Education (CHSE) department.

### **b. *Grade Point Average Requirements***

The UMD Graduate School requires all graduate students to maintain a Grade Point Average of at least 3.0 in the 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 their advisor and Director of Graduate Studies, and with the consent of the UMD 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 doctoral program. A student whose cumulative grade point average is below a "B" (3.0) will not be recommended for a degree.

**c. *Registration Requirements after Completing Required Coursework***

When all coursework has been completed, but students have not advanced to candidacy, students will need to register for additional credits in order to maintain full-time status. Generally speaking, if students have a 20-hour Graduate Assistantship, but have not yet advanced to candidacy, they will need to register for 2 credits of EDHD 898 (unless they are on an NIH, NSF, or other fellowship, in which case they will need to register for at least 3 credits of EDHD898).

[This page](#) explains the credits required to maintain full-time status. However, it can be somewhat confusing how the Graduate School calculates this, and the exact number may depend on several factors. So please work with your advisor and the DGS to confirm how many credits of EDHD 898 you should register for in a given semester. You should sign up for only the minimum number of credits you need.

Doctoral *candidates* are students who have completed both the required coursework and have advanced to candidacy. Each Fall and Spring semester, the UMD Graduate School automatically registers doctoral candidates for 6 credits of EDHD 899 Doctoral Dissertation Research.

Doctoral students graduating in the summer must register for a minimum of 1 credit of EDHD 899 or EDHD 798 in one of the summer sessions. Students are ONLY required to register for summer courses if they plan to graduate in the summer. If they are not, then registering for a summer course is not required.

Failure to comply with the requirement to maintain continuous Fall and Spring registration will be taken as evidence that the student has terminated participation in the doctoral program.

**d. *Transfer of Credits***

Upon recommendation of a student's advisor, the Director of Graduate Studies may consider up to nine credits of graduate coursework taken within other UMD doctoral programs or at other institutions as a part of the 72 semester credits required by the program. These nine credits generally cannot be used as substitutes for the core required courses, described on the following pages. Courses that are acceptable must meet the following criteria:

- Coursework is from an accredited institution;
- The grade for the coursework is B or better;
- The coursework is clearly relevant to the student's research or area of emphasis; and
- The coursework is relevant to the HD doctoral degree.

To have courses from another institution approved for use for the doctoral program, the advisor and Director of Graduate Studies will need to certify that the transfer courses meet the above criteria. If the advisor approves the transfer courses, students should provide the transcripts,

syllabi, and approval from their advisor to the Director of Graduate Studies. Upon approval, the Director of Graduate Studies will send an email acknowledging the use of these courses towards the doctoral degree to the student, advisor, and the Graduate Coordinator to keep on record. When the student completes their [Doctoral Approved Program Form](#), they should include the approved transfer courses on it.

**NOTE:** The transfer of credits does not excuse students from the minimum of thirty (30) credits of coursework exclusive of dissertation credits that must be taken in the HD program.

**e. Required Courses**

See [Appendix C](#) for example timelines of when students could take these courses.

| Course Requirements for All Students        |  |
|---|--|
| <b>Required Courses</b>                     | <p><b>EDHD 780: Research Methods in Human Development</b><br/> <i>*As of Fall 2024 all students have pre-approval to take this course without EDMS prerequisites currency listed on Testudo*</i></p>   |
|   | <p><b>EDHD 888: Apprenticeship in Human Development Research (3-12 credits):</b> <i>The purpose of the apprenticeship experience is for the student to be involved in research projects with their advisor or another faculty member.</i><br/> <i>*Can count max 12 credits towards HD program requirements, although if you take more than 12 you can count them towards the total 72 required credits for the PhD</i></p>  |
|   | <p><b>Electives (EDHD and other programs; 12 credits)</b><br/> <i>*Students choose elective coursework tailored to their specialization or area of concentration. At least six credits (generally 2 courses) of the elective course credits must be fulfilled by completing elective EDHD graduate courses. Courses must be not repeatable courses such as 888 or 898, with the one-time exception of up to 3 credits of EDHD 629 taken between Fall 2021-Fall 2024. Students are also encouraged to take some coursework outside of HD. Any course approved by their advisor may count toward elective credits.</i></p> |
| <b>Core Electives (Choose 3)</b>            | <p><b>EDHD 720: Social Development and Socialization Processes</b></p> <p><b>EDHD 721: Cognitive Development and Learning: An Introduction</b></p> <p><b>EDHD 775: Human Development and Neuroscience</b></p> <p><b>EDHD 760: Advanced Educational Psychology</b></p>  |
| <b>Measurement &amp; Statistics Courses</b> | <p><b>QMMS 646: Regression Analysis for the Education Sciences</b></p> <p><b>QMMS 651: Regression Analysis for the Education Sciences II</b></p> <p><b>QMMS 600 or 700 elective</b><br/> <i>*QMMS 645 counts if you choose to take that before taking QMMS 646*</i></p>  |

|  |   |
|--|---|
| <b>Dissertation Research Requirement</b> | <b>EDHD 899: Doctoral Dissertation Research (12 credits)</b><br><i>*Note that you are automatically enrolled for 6 EDHD 899 credits each Fall/Spring semester following the declaration of candidacy*</i> |
|--|---|

| <b>Course Requirements for Specialization Areas</b>                    |   |
|--|---|
| <b>Developmental Science</b>   | EDHD 690: Theoretical Foundations of Human Development  |
| <b>Educational Psychology</b>  | EDHD 835: The Development of Achievement Motivation   |
| <b>Additional Course Requirements for Graduate Student Instructors</b> |   |
| <b>Doctoral Student Teaching Courses</b>                               | <b>EDHD 718 Apprenticeship in College Teaching (2 credits):</b><br><i>Students are required to take two semesters of this 1-credit teaching apprenticeship seminar if they plan to autonomously teach a course at any point during their degree. However, most students take this course during their third year as they are completing coursework.</i> |

## C. Pre-Candidacy Empirical Research Project

The Pre-Candidacy Empirical Research Project is **recommended to be completed** by December 1 of a student's third year. Students may take longer, but it **must be completed** by December 1 of the student's fourth year unless a prior agreement with the advisor and DGS has been made.

### a. Purpose

All HD doctoral students should complete a pre-dissertation empirical research project in collaboration with their advisors. The purpose of the pre-dissertation project is for the student to experience the various aspects of conceptualizing, conducting, analyzing, and writing up a small, well-defined empirical study. This serves as preparation for both future publications and for the conceptualization and conduct of a dissertation. The project is usually completed during supervised research experience while registered for Apprenticeship credits (EDHD 888) with the advisor.

### b. Procedures

The planning for this project typically begins during the first year. Students will meet with their advisor during their first year and formulate an empirical research project to be conducted within the first three years of the program. With the student serving as first author, the study should be written up in a full manuscript of publishable quality, formatted in APA style. Submitting the manuscript for publication is strongly encouraged but not required.

The student is also expected to present the project and its results, for example at an HD program colloquium, a College or University research day, or a professional society conference. Submitting a proposal for a poster or other presentation for a professional meeting based on the project is strongly encouraged but not required.

### **c. Completion**

Students' progress in fulfilling the pre-dissertation project requirement will be monitored by their advisors. Upon completion of the requirement, a form (see Appendix D) with the title of the project and the date of completion signed by the advisor should be sent to the Graduate Coordinator to be filed with the student's records. Progress toward completing the project will be reported by the advisor to the faculty during the annual reviews of students. Special attention will be given to the project's status during the reviews at the end of the second and third years. If a student does not complete this project by the end of the first semester of the fourth year, the annual review committee has the option to request that the student be asked to leave the program with a master's degree, pending successful completion of requirements for this degree.

## **D. The Doctoral Comprehensive Portfolio**

The Doctoral Comprehensive Portfolio **is required for advancing to candidacy.**

### **a. Portfolio Purpose**

The purpose of the HD Comprehensive Portfolio is to document how students have developed their research and/or teaching skills through their experiences in the doctoral program and if they have met required milestones. Students integrate the knowledge gained from their courses and other experiences into the portfolio materials. Publications, conference presentations, and teaching experiences are crucial to obtaining academic and non-academic positions following the completion of the doctoral degree. HD doctoral students should make these activities an integral part of their doctoral program. Through the materials assembled in the portfolio, students demonstrate their human development knowledge, research skills and achievements, and/or potential to be an effective instructor.

### **b. Portfolio Procedures**

Along with their advisors, students should decide on the set of items to include in the portfolio. They can use the portfolio checklist to keep track of progress on the different items (Appendix E). Students should get feedback from their advisors before submitting items to the evaluation committee. This is particularly important for the literature review, which is a required component of the portfolio.

### **c. Portfolio Materials**

In the portfolio, students should:

- Provide a cover letter with a table of contents and a summary of how the portfolio reflects the student's knowledge and experiences gained up until that point.
- Include the Portfolio Checklist (Appendix E).
- Include citations for conference presentations, published papers, and chapters on the checklist.
- Include the required literature review paper as the main component of the portfolio.
- Choose, in consultation with their advisors, other items to include in their portfolios, as evidence of the students' professional development.

**All of the materials should be submitted electronically as a pdf document. Portfolio materials should include the following.**

| <b>Portfolio Materials (see Checklist in <a href="#">Appendix E</a>)</b> |  |
|--|--|
| <b>Required:<br/>Interpretive or<br/>review<br/>article/chapter</b>      | <p>This paper must be of publishable quality, as judged by the student's committee, but does not need to be submitted for publication in order to be used for the portfolio. The review article/chapter must be first or solely authored by the student. This can be a published review paper (e.g., a book chapter) written by the student with the faculty mentor if the student is the first author. The paper should be about 35 double-spaced pages in length, including references (or less if it is already published as a book chapter or literature review). For models and samples of high-quality reviews, students should refer to peer-reviewed journals, including but not limited to: <i>Developmental Review</i>, <i>Educational Psychologist</i>, <i>Educational Psychology Review</i>, <i>Psychological Bulletin</i>, <i>Review of Educational Research</i>.</p>   |
| <b>Include three of<br/>the following:</b>                               | <ul style="list-style-type: none"> <li>● <b>First or co-authored* published journal article, or article submitted for publication to a peer-reviewed journal.</b></li> <li>● <b>First or co-authored* published chapter, or chapter submitted for publication.</b> Chapters should be published in reputable academic publishing houses or university presses.</li> <li>● <b>First or co-authored* conference presentation or poster presentation.</b> In this instance co-authorship means first or second authorship, with a preference for first authorship.</li> <li>● <b>First or co-authored* policy paper or brief published or submitted for publication.</b></li> <li>● <b>Review of an article for a journal, or review of a published paper.</b> If the student has not done a review for a journal, then the review done for courses like EDHD 780 could be used.</li> <li>● <b>Grant proposal (first or co-authored*).</b> This could be a grant for a new research project done with a faculty member, a grant to obtain support for one's dissertation work or other research, and so on. The proposal may be included even if the grant was not funded. Rules for co-authorship as above for papers or chapters.</li> <li>● <b>Annotated course syllabus.</b> This syllabus should report a brief plan for each class session, and a week-by-week paragraph summary of material covered during the week and activities. Include sample assignments in the syllabus, and follow the University-approved syllabus format, including all essential elements regarding student-related policies. The syllabus should contain measurable course objectives and evidence of how each class or assignment addresses a specific course objective (e.g., identifying the link between the class or assignment and the course goals). Grading criteria should be presented.</li> </ul> |

*\*Co-authorship means having one's name on the article/chapter/paper/brief/grant proposal author byline, regardless of where in the authorship list one's name falls\**

## **E. Portfolio Evaluation**

All items in the portfolio should be approved by the advisor before creating the portfolio document. Each student's portfolio will then be evaluated by a three-faculty committee determined by the students, in consultation with their advisor. This portfolio evaluation committee will consist of the student's advisor and two other tenure-track faculty from the HD program, other UMD programs, or approved Special Members of the Graduate Council. Tenure-track faculty members can serve on the portfolio committee within a one-year period after leaving UMD.

### **1. Evaluation Timeline**

- a. Students choose their committee members in collaboration with their advisor. The committee should be chosen by the first week of the fall semester of the student's 4th year in the doctoral program (or earlier).
- b. The completed portfolio should be submitted to the portfolio committee by December of the 4th year. Extensions will be granted by the DGS, in consultation with the student's advisor, on a case-by-case basis, and should be discussed as early as possible. Per graduate school policy, students must advance within 5 years of beginning the program, and thus students must submit their portfolio at least one month prior to this deadline.

### **2. Evaluation Criteria**

- a. The faculty members of the portfolio evaluation committee must submit their portfolio feedback ([see Appendix F](#)) and review within **2 weeks of receipt**. The student should send a reminder one week before the due date. The portfolio evaluation committee reviews the components of the portfolio to be sure that all components are acceptable. If the items are acceptable to all three portfolio evaluation committee members, the student passes. If some or all items are not acceptable, the student will be given an opportunity to revise the item(s). The criteria for acceptability primarily target the literature review in the case that the other components are published papers or posters or submitted grant applications (in these cases the only evaluation provided is for the literature review).
- b. The members of the faculty portfolio committee complete the evaluation form (Appendix F) and make sure all feedback and reviews are sent promptly to the student's advisor. The advisor compiles and synthesizes completed reviews and feedback, and then sends the decision by the committee to the Graduate Director and Graduate Coordinator. Faculty committee members will assign one of the following recommendations:
  - i. PASS. Accept as is (no revisions).
  - ii. DOES NOT PASS. Reject and students must revise the paper according to comments from the faculty portfolio committee.

PASS is assigned when all 3 readers agree to a PASS. Otherwise, DOES NOT PASS is assigned, in which case the student may revise the portfolio based on the portfolio evaluation committee's feedback and review. Students may revise the literature review *once*. If the revised portfolio receives a second DOES NOT PASS, the student is not allowed to advance to candidacy. In this event, the student may opt to continue as a Master's degree student, switch to another doctoral program, or suspend matriculation.

- c. The student's advisor must submit a letterhead to the Graduate Coordinator indicating the decision about the portfolio. The student will receive feedback from their advisor and/or the Director of Graduate Studies.
- 3. After successfully passing their portfolios, students must complete an [Advanced to Candidacy Form, available on the UMD Graduate Student website](#). After completing the form, the student then submits it to the Graduate Coordinator, who will have it approved by the Student Services Office.

## F. Advancement to Candidacy

As mentioned above, the Graduate School requires that doctoral students **advance to candidacy within five years after the semester of first enrollment and at least one academic year prior to the date the degree is conferred**. Students must complete all core courses in their program and the comprehensive portfolio before advancing to candidacy. Students should complete the required Graduate School Advanced to Candidacy [form found on the UMD Graduate Student website](#) and submit it to the Graduate Coordinator. If the student has not already completed the [Doctoral Program Approval Form](#), this should also be completed at this time and submitted to the Graduate Coordinator.

Doctoral candidates, who have advanced to candidacy, are automatically registered by the University for each fall and spring semester for 6 credits of EDHD 899, dissertation credit until the student successfully graduates from the program. Please note that students receive an incomplete for these credits until the defense is completed. Courses in which students have received an incomplete must be completed with a grade reported and recorded with the graduate school. After advancing to candidacy, students must complete all degree requirements within four years (unless a time extension is granted by the Graduate School).

If students anticipate completing Dissertation Option #2, please see below for guidance on when to begin involving potential committee members in planning and development.

## G. Dissertation (including Dissertation Proposal)

### a. Dissertation Process Overview

Students can choose between two formats for their dissertation, in close consultation and planning with their advisor

- **Dissertation Option #1** is a more traditional format that involves empirical work on a selected topic and is typically written in five chapters: an overview, literature review, methodology, results, and discussion.
- **Dissertation Option #2** is a three empirical studies format consisting of an introduction describing the overarching theme, a set of three empirical papers of publishable quality, and a general discussion considering the three papers as a whole.

Regardless of the option that students choose, nearly all of the procedures are the same. However, a *key difference concerns the required documents to be included in the final dissertation product*.

A dissertation proposal meeting is required by the College of Education. All students are required to plan their dissertation proposal meeting with their advisor. At least three faculty members attend the dissertation proposal meeting, with the expectation that the same faculty

members will become part of the final defense committee. Students should discuss with their advisor the make-up of the dissertation proposal committee. With advisor consultation and approval, committee members may change prior to the request for the formal appointment of the defense committee. The purpose of the proposal is to grant approval of the topic for the dissertation study. After students have set a date to propose with committee members, they should then send an email to the HDQM business office at [hdqm-business@umd.edu](mailto:hdqm-business@umd.edu) to reserve a meeting room. Hosting proposals on Zoom is permitted if the advisor approves. If the proposal will be held on Zoom, it is the student's responsibility to ensure that all arrangements are made and sent to the committee members.

Students must complete the [Dissertation Proposal Form \(College of Education\)](#) after the proposal meeting, signed by all members of the committee, and submit to the CGS ([hdqm-gradcoordinator@umd.edu](mailto:hdqm-gradcoordinator@umd.edu)).

It is recommended that students format their dissertation proposal in the format that will be used for their final dissertation. Directions for the preparation and submission of the dissertation are found in the [Thesis and Dissertation Style Guide](#) online.

Each doctoral candidate is required to defend orally their doctoral dissertation as a requirement in partial fulfillment of the doctoral degree. The purpose of the final oral examination defense is to evaluate the quality of the dissertation and is a Graduate School requirement. The meeting will allow students to demonstrate their experiences conducting independent research.

At least three months prior to the final oral defense, students should consult with the Graduate Coordinator about required forms and deadlines. The [Nomination of Thesis or Dissertation Committee Form \(Graduate School\)](#) must be sent to the student's advisor and the DGS for signature and then to [hdqm-gradcoordinator@umd.edu](mailto:hdqm-gradcoordinator@umd.edu). This must be submitted and approved by the Graduate School at least six weeks before the defense. Once this form has been approved and a defense date has been set, the [Report of Examining Committee \(REC\)](#) will be automatically generated by the Graduate School and sent to committee members three business days before the defense. At least two weeks before the defense, students must submit the [Oral Defense Announcement Form \(College of Education\)](#) to [hdqm-gradcoordinator@umd.edu](mailto:hdqm-gradcoordinator@umd.edu). Following a successful defense and completion of all required revisions, students must format their dissertation according to the [Electronic Thesis & Dissertation \(ETD\) Style Guide](#) and submit the final version electronically through [ProQuest](#) by the posted deadline. Students must also complete the [Application for Graduation](#) through Testudo by the [Graduate School's deadline](#).

Complete electronic copies of the dissertation must be distributed to the committee at least 10 working days before the oral examination. Students are responsible for establishing a time and place that is acceptable to all members of the committee. Most students consult their advisor for available time slots and then send out an electronic meeting scheduler (e.g., [Doodle](#), [When2meet](#)). Students should schedule the defense for a 2-hour block.

**The dissertation examination will consist of two parts:**

1. **Part 1** is a public presentation by the candidate on the main aspects of the research reported in the dissertation. Students should present a brief 20 to 25-minute summary of the dissertation using PowerPoint slides, emphasizing the important results and giving an explanation of the reasoning that led to the conclusions reached. During Part 1, ten (10) minutes is provided for questions from the audience to the candidate. For questions

from persons who are not members of the Dissertation Examining Committee, the Chair of the Committee will have discretion to decide whether such questions are germane to the topic of the dissertation.

2. **Part 2** will be a formal examination of the candidate by the Dissertation Examination Committee. This part will be open to the Dissertation Examination Committee, the candidate, and any members of the HD faculty or graduate program, but only members of the Committee and the candidate are allowed to ask or answer questions. The chair invites questions in turn from each member of the Dissertation Examining Committee. The questioning proceeds for approximately 1 to 1.5 hours or as long as the Dissertation Examining Committee feels that it is necessary and reasonable for the proper examination of the student (but not to run over the 2-hour schedule for the entire dissertation defense meeting). The committee is required to end 15 minutes before the end so that the candidate can depart briefly while the committee confers as to the decision of the defense. In these final 15 minutes, the candidate leaves the room and the committee confers on the outcome of the defense. After this, the candidate returns to the room and hears the outcome, and relevant paperwork is signed.

***b. Dissertation Option #1: Traditional Dissertation Format***

- 1. Dissertation Proposal**
  - a. The dissertation proposal provides the overview, literature review, and methods of a students' dissertation study. Students should write the proposal and obtain feedback from their advisor during the writing. The dissertation proposal usually consists of three chapters:
    - i. Chapter 1 is a statement of the problem to be addressed
    - ii. Chapter 2 is the review of the relevant literature
    - iii. Chapter 3 presents the proposed research design and methods.
- b. Proposal Evaluation**
  - i. Once the student and advisor concur that the proposal is ready, it is presented to the students' Doctoral Dissertation Committee for discussion and approval during a meeting. The meeting should be scheduled for a 2-hour block. The dissertation proposal meeting is held and attended by at least 3 faculty members, with the intent that the same faculty members will become part of the final defense committee. Not more than five faculty members should comprise the proposal meeting.
  - ii. During the proposal meeting, the students should give a brief 20-minute PowerPoint presentation outlining their dissertation study. The committee will then ask questions and discuss with the student any recommendations for the study.
- 2. Dissertation and Final Defense**
  - a. The components of the final dissertation are the following:
    - i. Chapter 1 is a statement of the problem to be addressed
    - ii. Chapter 2 is the review of the relevant literature
    - iii. Chapter 3 presents the research design and methods
    - iv. Chapter 4 presents the results and findings
    - v. Chapter 5 is the discussion section and suggestions for future directions
    - vi. References should be included in APA format.

- vii. Appendices with tables and figures along with IRB approval letters and supplemental materials listing the methodological instruments administered in the project (e.g., surveys, interviews, observational coding systems).
- b. During the dissertation defense, the students should give a 20-minute presentation outlining their dissertation study, including results and findings. The committee will then ask questions and bring up any concerns about the study.

**c. Dissertation Option #2: Three Empirical Studies Dissertation Format**

**1. Proposal**

- a. For the oral defense of the proposal for Dissertation Option #2, students will submit a written proposal that includes these components:
  - i. A 15-page introduction (including references) identifying the theoretical framework, relevant research areas and the methodological approach that guided the three studies with references.
  - ii. Study 1 is expected to be a **publishable empirical paper**. *The criteria for a publishable empirical paper should be determined and approved by the advisor, with students' consultation*. For Study 1, the publishable empirical paper should be submitted or accepted for publication at the time of the proposal meeting. It should be included in the written document. The student should be first author, but the paper may also have co-authors.
  - iii. Study 2 is expected to be a publishable empirical paper, in manuscript form. It may have been submitted or accepted for publication, but it need not be at the time of the proposal meeting. The student should be first author, but the paper may also have co-authors.
  - iv. Study 3 is a paper that describes an empirical project that is currently planned, underway, or completed at the time of the proposal meeting, though students should discuss with their advisor to ensure that the paper will be in publishable shape by the time of the final defense.

**b. Proposal Evaluation**

- i. *After advancing to candidacy, students should begin discussing their proposal plans and identifying potential Doctoral Dissertation Committee members. Once the student and advisor concur that the proposal is ready, the proposal plan is presented to at least 3 members of the students' Doctoral Dissertation Committee (including their advisor) for discussion and approval during a formal 2-hour Proposal Meeting. It is expected that this meeting should happen when the third paper is being conceptualized or planned, and before it is drafted. Students and advisors are encouraged to seek informal guidance from prospective committee members earlier in the planning stages of the dissertation, although this is not a requirement. Students should propose at least one full semester prior to the defense. Exceptions to these expectations and timelines may be granted by the DGS on a case-by-case basis.*
- ii. At the oral defense of the proposal, students will prepare a 20-minute presentation of the introduction and overview of the three studies. The faculty committee provides feedback on the cohesiveness of the introduction (general conceptual and methodological issues); first, second, and third studies (whether published or proposals).

**2. Structure of the dissertation**

- a. Dissertation Option #2 proposal consists of an introduction and three empirical studies in varying stages.
- b. The components are:

- i. An introduction (15 pages), as described in the section above.
- ii. A set of three empirical papers of **publishable quality** (as determined by the committee) examining a cohesive theme, on which the student has taken the first author role on each study, and a general discussion considering the three papers as a whole (5-10 pages).
- c. Authorship
  - i. The introduction and the three empirical papers must be first-authored by the doctoral student.
  - ii. The three empirical papers can have multiple authorship so long as the first author is the graduating student.

### **3. Final Dissertation Defense**

- a. At the dissertation defense, the written document submitted to the committee prior to the defense has the following components:
  - i. Introduction (15 pages)
  - ii. Studies #1-3 – At least two of the three first-authored empirical papers should have been submitted for publication or published, with the student as first or solo author. The third paper may be in manuscript form, but should be completed prior to the dissertation defense. Each study is included as a separate section in the dissertation package.
  - iii. Conclusion (5-10 pages): Based on the findings of the three studies. This section summarizes the findings and reflects on future directions for research and new avenues for research.
- b. The written dissertation should be submitted to the committee no less than two weeks prior to the defense. During the oral defense, students should present a brief overview of the entire project (three studies), the findings (20 minutes), and the larger context for the research as well as future directions, and then address the questions from the committee. Students do not need to repeat the findings in the same level of detail as the first defense and instead concentrate on the larger conceptual issues, providing summaries of the findings, and potential new directions.
- c. The initial presentation will be public; questions may be permitted at the discretion of the committee chair, with a 15-minute (approximate) limit. Only the committee will be permitted to attend the formal oral examination by the committee. The committee will follow the same protocol as in the previous section. Following the oral defense, the committee will deliberate the various options provided on the Graduate School signature document, make a decision, and sign the relevant forms.

#### ***d. Procedures for both Dissertation Options (#1 and #2)***

##### **1. Dissertation & Thesis Formatting and Style Requirements**

- a. The University of Maryland, College Park 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.
- b. All dissertations and theses are required to be in a standard format prior to acceptance.

##### **2. Use of Human Subjects**

- a. If the dissertation involves human participants, the research requires review and approval by the Institutional Review Board (IRB) prior to the initiation of the research. Students should review the [IRB web page](#) for regulations and application forms. Students are responsible for completing and submitting the human subjects approval documents and the advisor will assist the student in preparing these materials. Data

may not be collected for the dissertation before human subjects approval has been granted by the University Institutional Review Board.

- b. If the dissertation involves human subjects, is required to submit their UMD IRB approval letter to the Graduate Coordinator.
- 3. **Composition and Appointment of the Dissertation Oral Examination Committee**
  - a. At least three members of the committee must approve the dissertation proposal. The [Doctoral Dissertation Approval Form](#) must be signed by each member of the Committee and by the Chair of the Department. The completed form should be turned into the Graduate Coordinator.
  - b. *Incompletes are given for dissertation credits (EDHD 899) until the dissertation is completed.*
  - c. The final Doctoral Dissertation Committee consists of a **minimum of five members**. At least three members must be regular tenured or tenure-track Graduate Faculty of UMD.
    - i. **Chair**. The advisor is ordinarily chairperson of the student's dissertation committee. Dissertation committees may be co-chaired upon written recommendation of the Department Chair and the approval of the Dean of Graduate Studies and Research.
    - ii. **Dean's Representative**. Each committee will have appointed to it a representative of the Dean of the Graduate School. The Dean's Representative must be from a different department at the University of Maryland, and has to be a tenured faculty member. In the HD program, the Dean's Representative is always a voting member of the committee. The Dean's Representative makes certain that the examination is conducted according to established procedures. Any disagreement over the examination procedures is referred to the Dean's Representative for resolution. The Dean's Representative may serve as a regular member of the student's Doctoral Graduate Committee at the proposal meeting. Alternatively, the Dean's representative may be added to the committee later and join for the dissertation defense. In all cases, the Dean's Representative must be physically present for the full dissertation defense and serve to adjudicate the defense.
    - iii. **Special Members**. One or more of the dissertation committee members may be from outside the University of Maryland system provided that they hold a doctorate and are distinguished scholars in the field of the dissertation. This person *cannot* serve as the Dean's Representative. There is a special procedure for nominating a member from outside the university to the dissertation committee. If a student is considering having a special member be on their dissertation committee, they should consult the Graduate Coordinator about the process. Generally, the HDQM faculty must vote on the nominee after receiving documentation about their qualifications (CV). Then the Chair provides written justification to the Graduate School for committee participation of such scholars who are appointed to Special Membership on the Graduate Faculty. The Graduate School grants final approval. Emeriti and retired professors may serve on dissertation committees provided they are members of the Graduate Faculty. This process can take several weeks and should be completed as early as possible. Students should contact the Graduate Coordinator at least 8 weeks ahead of the meeting to have a special member nominated
  - d. Nomination of the Dissertation Examining Committee
    - i. Membership on a Dissertation Examining Committee requires nomination by the student's advisor and the Director of Graduate Studies, and approval by the

Dean of the Graduate School using the [Nomination of the Thesis or Dissertation Committee form](#).

- ii. The nomination of a Dissertation Examining Committee should be provided to the Graduate School at least six weeks before the date of the expected dissertation examination.
- iii. The dissertation examination cannot be held until the Graduate School approves the composition of the Dissertation Examining Committee. Furthermore, if the Graduate Faculty status of any member of an approved Dissertation Examining Committee changes, the approval of the Dissertation Examining Committee may be void, and a new Dissertation Examining Committee nomination form may be required to be approved by the Graduate School.

4. **Voting and Evaluation**

- a. For the final dissertation defense, two or more negative votes indicate that the student did not pass. In situations of not passing, it is required that the examining committee specify in detail and in writing to the Department Chair, the Dean for Graduate Studies and Research, and the student the exact nature of the deficiencies in the dissertation and/or the oral performance that led to failure. A second defense is permitted, which if failed, results in termination of the student's admitted status.
- b. After questioning has been completed, the student and any others who are not members of the Dissertation Examining Committee are asked to leave the room while the Dissertation Examining Committee discusses whether or not the dissertation and its defense are satisfactory. The Committee has the following options to:

  - i. Accept the dissertation without any recommended changes and sign the Report of Examining Committee form.
  - ii. Accept the dissertation with recommendations for changes and, except for the chair, sign the Report of the Examining Committee. The chair will check that the changes to the dissertation have been made, and, upon their approval, sign the form.
  - iii. Recommend revisions to the dissertation and not sign the Report of Examining Committee until the student has made the changes and submitted the revised dissertation for the committee's approval.
  - iv. Recommend revisions and convene a second meeting of the Dissertation Examining Committee to review the dissertation and complete the student's examination.
  - v. Rule the dissertation (including its examination) unsatisfactory. In that circumstance, the student fails. Following the examination, the chair, in the presence of the Dean's Representative, must inform the student of the outcome of the examination.

5. **Attendance at the Examination**

- a. Oral examinations must be attended by all members of the student's officially established Dissertation Examining Committee as approved by the Dean of the Graduate School.
- b. All examinations must be open to all members of the University of Maryland Graduate Faculty.
- c. Participation by telephone and/or videoconference is not permitted under almost any circumstance. In very specific, and needs-based circumstances, remote participation by video teleconferencing is permitted and **permission must be obtained** by the dissertation chair from the Graduate School in advance. Approved web-conferencing software must be used that allows all participants to see and hear each other during the entire defense. The candidate, the committee chair (or at least one of the

co-chairs), and the Dean's Representative must all be present in the examination room; none may be at a remote site.

**6. Oral Examinations during the Summer**

- a. Faculty are frequently not available for oral examinations during the summer session
- b. To ensure faculty availability during the summer, the following rules must be followed:
  - i. The committee must be appointed by the Graduate School prior to the end of the spring semester.
  - ii. The date for the exam must be scheduled with the committee prior to the end of the spring semester.
  - iii. A copy of the dissertation must be presented to the committee prior to the end of the spring semester.
  - iv. All committee members are scheduled to be on campus on the exam date or agree to return.

**7. Graduate Course Registration, Diploma Application, and Graduate Deadlines**

- a. Students must be registered for at least one (1) semester hour of graduate credit for the semester in which the program will be completed.
- b. The student must also apply for a diploma within the time period specified by the Graduate School.
- c. Information about graduation deadlines, including diploma applications may be found at the Office of the Registrar's website.

**e. Dissertation Approval**

**1. Committee Approval**

The **Report of Examining Committee (REC)** form is generated automatically by the Graduate School's Office of the Registrar once the [Nomination of Thesis or Dissertation Committee Form](#) has been approved and a defense date has been scheduled. Students and advisors do not need to request this form. Three business days before the defense, the Graduate School sends the REC form electronically to all committee members. Following the defense, committee members record the outcome on the REC form and provide signatures as required. After the committee has completed the form, the Graduate School interprets the signed REC as official certification that the student has met all departmental, College, and Graduate School requirements for the degree.

**2. Graduate School Approval**

Current policy is for the candidate to submit to the Graduate School an electronic copy of the final version of the dissertation according to Graduate School guidelines. *For specific information about Graduate School requirements regarding dissertation format, consult the [Thesis and Dissertations Style Guide](#) online.* Students are *strongly encouraged* to have the Graduate School review their dissertation prior to submitting the final revision. Doing so will ensure compliance with guidelines and avoid expenses associated with failing to meet these policies. The candidate is responsible for delivering the dissertation to the Graduate School prior to the deadline for graduation and for paying the associated fees for filing the electronic submission of the dissertation. Failure to comply with Graduate School deadlines may cause students to pay tuition for an additional semester.

## **Additional Information about Requirements and Procedures**

### **Time Limits**

The UMD Graduate School requires that a doctoral degree be completed within a 9-year time period. The UMD Graduate School also expects that doctoral students advance to candidacy within five years from the date of admission. The UMD 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](#) form to apply for a time extension is available. The advisor, department, and college must approve time extensions. A maximum of one year may be approved at a time, with a third extension request requiring a letter of support from the Director of Graduate Studies explaining the circumstances that have interfered with the student's progress.

Without a time extension, failure to complete all requirements within the allotted time requires application for re-admission to the UMD Graduate School. Under these conditions, program requirements existing at the time of readmission will apply.

### **Responsibilities of the Student**

The student is responsible to submit all paperwork and documentation of program requirements to the Graduate Coordinator for placement in the student's departmental file. In addition, students must review the requirements and deadlines in the handbooks and websites of the Department of Human Development and Quantitative Methodology, the College of Education, and the Graduate School.

Students can meet with the CGS or DGS to run audits and review their transcript in their 4<sup>th</sup> or 5<sup>th</sup> year. This is a personalized package for students that will inform them of what forms are required to graduate. In addition, students may access required forms on the [Graduate Studies Student Services](#) webpage on the College of Education website. This website provides important links to information and valuable resources about graduate student life at Maryland as well as graduation and required steps in that process. Students are required to go through their department to obtain signatures and provide paperwork to the CGS in a timely manner to meet all requirements. Also, students should familiarize themselves with the [graduate school's website](#), which contains many required forms and instructions.

### **Procedure for Changing Advisors**

Requests for change of advisor must be made in writing to the Director of Graduate Studies. Students must complete the [Change of Advisor form](#). For a change of advisor to be approved, the signatures of both the present and proposed advisors must be obtained.

### **Waiver of Course Requirements/Policies**

Under very unusual circumstances, a waiver of a required course may be requested based upon coursework taken elsewhere. It is the policy of the HD Program that required core courses not be waived. The student must submit a request for such a waiver to the Director of Graduate

Studies. This request must detail the content of the course for which a substitution is requested and be approved by the student's advisor. The Director of Graduate Studies will solicit a recommendation from the current examination team for the course for which a waiver is being sought. Waiver for any Departmental requirement must be petitioned to the Graduate Committee. The petition requires a letter of support from the student's advisor and Program Planning Committee.

### **Concerns/Questions about a HD Course or Program Requirement**

If a student has a concern or question about an HD course, the instructor should first be contacted. This must be done before any further resolution of the problem will be initiated by the Department. If after consulting with the instructor a successful resolution cannot be worked out, the Department Chair should be contacted. Students having concerns about doctoral program requirements should contact the Director of Graduate Studies or the Chair of HDQM.

### **Academic Conduct**

[UMD's Academic Integrity and Student Conduct Code](#) outlines the components of academic dishonesty, which include cheating, fabrication, facilitating academic dishonesty, plagiarism, and self-plagiarism. For example, it is academically dishonest to self-plagiarize, which is “the reuse of substantial identical or nearly identical portions of one's own work in multiple courses without prior permission from the current instructor or from each of the instructors if the work is being submitted for multiple courses in the same semester.”

### **Health Insurance**

All full-time registered graduate students (including graduate assistants) enrolled in a master's or doctoral program at UMD are required to have health insurance. The Student Health Insurance Plan (SHIP) is the default insurance. All full-time students must participate in the SHIP Enrollment/Waiver Process. The University partners with Academic HealthPlans to manage the Enrollment/Waiver Process. Go to the [AHP Enrollment & Waiver Portal](#) during Open Enrollment to enroll in SHIP or to waive out of SHIP.

Students who hold a graduate assistantship are eligible to enroll in a State of Maryland Employee Health Plan. This is different from SHIP. About 3-4 weeks after the GAship starts, GAs will receive an email from the state (from the Workday system) that will provide instructions on how to opt in to a State of Maryland Employee Health Plan. More information about the State of Maryland Employee Health Plans can be found on the [UMD Human Resources Benefits website](#). **If choosing the State of MD Employee Health Plan, Graduate Assistants must submit a waiver to opt out of SHIP. Students will automatically be enrolled in and charged for SHIP on their student financial account unless they complete the waiver process, even if they enroll in an Employee Health Plan.** Graduate Assistants can learn more about eligibility, requirements, processes, and key dates [here](#).

If you enroll in the Employee Health Plan, your health insurance coverage will generally continue over the summer even if you have no summer funding, as long as you have a confirmed Graduate Assistantship for the following fall semester. More information about summer health insurance coverage can be found [here](#). Please direct any questions to our HR team.

## **Leave of Absence**

The university allows students in certain circumstances to apply for a leave of absence of up to two semesters or up to three 12-week terms during which time they do not intend to make academic progress toward the completion of their degree. The time taken on an approved leave of absence is not included in the time limitations for degree completion and advancement to candidacy. To be eligible for a leave of absence, the student must have completed at least one full semester. Complete information about the Leave of Absence policy is found on the UMD Graduate School website. If you have concerns about how a leave of absence may affect health insurance, academic progress, or visa status, please see more information on this [Leave of Absence document](#).

## Student Resources

### Mental Wellbeing and Health

College is an exciting time of opportunities and self-discovery, however, there are times when students may struggle with depression, anxiety and other mental health concerns that require attention. UMD's Behavioral Health Service provides confidential services for registered UMD students including medication evaluation and management, crisis intervention, and psychotherapy. Students may also seek assistance from UMD's Counseling Center, which supports students' personal, social, and academic success, and provides mental health care services to UMD students.

### **HDQM GSA (Human Development and Quantitative Methodology Graduate Student Association)**

The **HDQM GSA** is a graduate student organization that provides programming, support, and collaboration for the graduate students in our department. Throughout the Fall and Spring semesters, the **HDQM GSA** organizes events for all students in the graduate program. Every graduate student in the department is automatically a member and can join Slack and the meetings once they're scheduled. Please, reach out to the current HDQM GSA Co-Chair of Management.

### Travel Awards

There is an expectation that HD graduate students will be presenting their research at national and international conferences and meetings. There are typically two ways to defray the costs of attending such conferences: (1) applying for HDQM departmental funds (\$800 once per academic year July 1 – June 30, used for a single trip); and (2) 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 \(ICSSA\)](#). These are competitive pools of monies that have specific qualification criteria and require a formal application and a letter written by the student's advisor.

### 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 Graduate School](#) also awards several fellowships and monies to support research. 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 at the university level. If you are interested, please check with your advisor, DGS, and/or Program.

### Campus Map

Don't know where you are going on campus? Students can find out easily by bringing up the interactive [UMD campus map](#).

## **Links to Other Departmental, College, and University Resources**

### ***Course Descriptions***

There are numerous HD graduate courses offered every semester. Brief descriptions of each course are available on the [Graduate School catalog website](#).

### ***Course Syllabi***

Syllabi for the most current academic semester, as well as past semesters, can be found on the [HDQM Intranet](#).

### ***UMD Graduate School Graduate Student Forms, Programs, and Policies***

Throughout a graduate student's degree program there will be a number of forms to fill out—some will be required of the UMD Graduate School and some will be required from the HDQM department or College. All UMD 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 [UMD Graduate School website](#).

The [UMD Graduate School has policies](#) governing graduate students, degree programs, fellowships, graduate assistantships, tuition, fees and expenses, and so forth. These can be useful to refer to as needed.

Other campus resources such as student counseling, cultural services, legal, safety, and graduate student groups also can be found on the [Graduate School website](#).

All forms must be submitted to [hdqm-gradcoordinator@umd.edu](mailto:hdqm-gradcoordinator@umd.edu) for processing.

### ***College of Education Graduate Student Forms and Student Service***

Students should consult the [policies and forms specific to the College of Education](#). Students should also consult the College of Education's Listing of Helpful Resources.

## Appendix A: HD PhD Student Coursework & Milestone Tracker

*Each spring, as part of your preparation for the annual student progress evaluation, students will be asked to update their progress in a Google Sheet. Each student will be sent an individualized link, but below you can see what this tracker looks like:*

## Coursework Tracker

## Milestone Tracker

| Doctorate of Philosophy in Human Development  |   |                   |  |   |   |
|---|---|-------------------|--|---|---|
| Name:   | UID:  | Advisor:          |  |   |   |
| Checklist   | Required Forms / Appendix or Source   | Downloadable Form | Description  | When to Submit / Use  | Where to Submit   |
| <b>Program Requirements</b>   |   |                   |  |   |   |
| <input type="checkbox"/> Admission to the Program   | n/a   |                   |  |   |   |
| <input type="checkbox"/> Initial Program Planning with Advisor                            | n/a   |                   |  |   |   |
| <input type="checkbox"/> Meeting with the Program Planning Committee                      |   |                   | Plan and develop students doctoral program   |   |   |
| <b>Annual Forms</b>   |   |                   |  |   |   |
| <input type="checkbox"/> Annual Review of Student Progress                                | <a href="#">AY25-26 Annual Report of Student Progress</a>   |                   | Yearly self-evaluation of academic progress and updated CV.  | Every spring (in Mid April) check email for updated deadlines.  | Send to Advisor(s) and DGS (currently: <a href="mailto:ipbullen@umd.edu">ipbullen@umd.edu</a> ) for signature and then send signed form to <a href="mailto:hdqm-gradcoordinator@umd.edu">hdqm-gradcoordinator@umd.edu</a>   |
| <input type="checkbox"/> Class Registration   | n/a   |                   | Advisor-approved course selection and registration stamp required each semester.   | All students must register prior to each Fall & Spring (not summer/winter unless graduating) Graduate Student registration date for the upcoming semester can be found on the <a href="#">Registrar's website</a>   | Email <a href="mailto:hdqm-gradcoordinator@umd.edu">hdqm-gradcoordinator@umd.edu</a> from your UMD account and cc your advisor.<br>Subject: 20XX Fall/Spring Registration _Last Name, First Name<br>Body: Include full name, UID, and list of courses with sections. Then register on <a href="#">Testudo</a> . |
| <b>Milestone Forms</b>  |   |                   |  |   |   |
| <input type="checkbox"/> Doctoral Program Approval Form                                   | <a href="#">Doctoral Program Approval ...</a>   |                   | This form outlines your planned coursework and must be submitted and approved before you complete your 21st credit hour in the program. It ensures your program of study aligns with department and Graduate School requirements. Students should work with their advisor to complete the form.  | Must submit before 21st credit hour   | Send to DGS (currently: <a href="mailto:ipbullen@umd.edu">ipbullen@umd.edu</a> ) for signature and then send signed form to <a href="mailto:hdqm-gradcoordinator@umd.edu">hdqm-gradcoordinator@umd.edu</a>  |
| <input type="checkbox"/> Pre-Candidacy Research Project / Appendix D                      | <a href="#">Predisertation Empirical Research Project Form Updates.pdf</a>  |                   | This form verifies that you have successfully completed your predisertation empirical project, a program milestone typically required before advancing to candidacy.   | Must submit before Dec 1 of 4th year  | Send to DGS (currently: <a href="mailto:ipbullen@umd.edu">ipbullen@umd.edu</a> ) for signature and then send signed form to <a href="mailto:hdqm-gradcoordinator@umd.edu">hdqm-gradcoordinator@umd.edu</a>  |
| <input type="checkbox"/> Doctoral Comprehensive Portfolio Checklist / Appendix E          | <a href="#">Doctoral Comprehensive P...</a>   |                   | A checklist used to confirm that all required components of the doctoral portfolio have been completed, approved by the advisor, and submitted for evaluation.   | Submit with the completed portfolio by December of the 4th year (or earlier, in consultation with advisor).   | Submit to the portfolio evaluation committee and send final portfolio materials to <a href="mailto:hdqm-gradcoordinator@umd.edu">hdqm-gradcoordinator@umd.edu</a>   |
| <input type="checkbox"/> Doctoral Comprehensive Portfolio Evaluation Rubric / Appendix F  | <a href="#">Doctoral Comprehensive Portfolio Reviewer Sheet.pdf</a><br><a href="#">Doctoral Comprehensive Portfolio Reviewer Sheet.pdf</a><br><a href="#">Doctoral Comprehensive Portfolio Reviewer Sheet.pdf</a>                                       |                   | Rubric used by each faculty committee member to evaluate the portfolio, with emphasis on the literature review. Faculty will assign a Pass or Does Not Pass.   | Completed by each committee member (minimum of 3) within 2 weeks of receiving the portfolio.  | Faculty members submit completed rubrics to the advisor, who compiles and sends to the DGS (currently: <a href="mailto:ipbullen@umd.edu">ipbullen@umd.edu</a> ) and to <a href="mailto:hdqm-gradcoordinator@umd.edu">hdqm-gradcoordinator@umd.edu</a>   |
| <input type="checkbox"/> Advance to Candidacy Form / Graduate School Form                 | <a href="#">application_for_candidacy_...</a>   |                   | A Graduate School form. Required to officially advance to candidacy.   | Complete after passing portfolio and completing coursework. Must be submitted to the Office of the Registrar prior to the 25th of the month in order for advancement to be effective the first day of the following month. Keep in mind that the Grad Coordinator submits all forms to the Registrar so please submit no fewer than 5 business days before the 25th of the month. | Submit to <a href="mailto:hdqm-gradcoordinator@umd.edu">hdqm-gradcoordinator@umd.edu</a> who will then submit to office of the registrar.   |
| <input type="checkbox"/> Dissertation Proposal Form / College of Education                | <a href="#">DissertProposalForm Fillable...</a>   |                   | This form verifies that the dissertation proposal has been approved by the committee. Bring printed or signable electronic copy to Proposal Meeting  | Complete after proposal defense   | Submit to <a href="mailto:hdqm-gradcoordinator@umd.edu">hdqm-gradcoordinator@umd.edu</a>  |
| <input type="checkbox"/> Nomination of Thesis or Dissertation Committee / Graduate School | <a href="https://gradschool.umd.edu/sites/default/files/2022-11/umd_nomination_of_thesis_or_dissertation_committee_202205.pdf">https://gradschool.umd.edu/sites/default/files/2022-11/umd_nomination_of_thesis_or_dissertation_committee_202205.pdf</a> |                   | Form used to officially nominate your dissertation committee members for approval by the Graduate School. This is required before the dissertation defense.  | Check <a href="https://gradschool.umd.edu/calendar/deadlines/academic-deadlines">https://gradschool.umd.edu/calendar/deadlines/academic-deadlines</a> for updated deadlines. Must be sent to the Office of Registrar for approval at least six (6) weeks before student defense   | Send to advisor and DGS (currently: <a href="mailto:ipbullen@umd.edu">ipbullen@umd.edu</a> ) for signature and then to <a href="mailto:hdqm-gradcoordinator@umd.edu">hdqm-gradcoordinator@umd.edu</a>   |
| <input type="checkbox"/> Report of Examining Committee (REC) Request / Graduate School    | n/a   |                   | This will be automatically generated and then sent out to committee members <b>three business days</b> prior to the defense date by the Graduate School Office of the Registrar. The Chair of the committee will receive the REC after all members have signed. Please note, a REC form will not be generated if the committee form has not been approved  | No submission needed by student. The Graduate School triggers this once the committee form is approved and defense date is set. Check <a href="https://gradschool.umd.edu/calendar/deadlines/academic-deadlines">https://gradschool.umd.edu/calendar/deadlines/academic-deadlines</a> for updated deadlines.  | Managed by Graduate School Office of the Registrar.   |
| <input type="checkbox"/> Oral Defense Announcement / College of Education                 | <a href="https://education.umd.edu/sites/default/files/uploads/OralAnnouncement.pdf">https://education.umd.edu/sites/default/files/uploads/OralAnnouncement.pdf</a>   |                   | Official announcement of the dissertation oral defense. Used to notify faculty, students, and the public about the defense details.  | Submit as soon as the defense date is confirmed, must be at least 2 weeks prior to defense date   | Submit to <a href="mailto:hdqm-gradcoordinator@umd.edu">hdqm-gradcoordinator@umd.edu</a>  |
| <input type="checkbox"/> Application for Graduation                                       | Submit through <a href="#">testudo.umd.edu</a>  |                   | Form to apply for graduation.  | Check <a href="https://gradschool.umd.edu/calendar/deadlines/academic-deadlines">https://gradschool.umd.edu/calendar/deadlines/academic-deadlines</a> for updated deadlines. Applications automatically roll over to the next semester if you are unable to graduate that semester.   | Submit through <a href="#">testudo.umd.edu</a>  |
| <input type="checkbox"/> Submit dissertation to ProQuest                                  | Follow <a href="#">ETD Style Guide</a> and submit to the <a href="#">ProQuest Website</a>   |                   | After successfully defending your dissertation and making all required revisions, you must format your document according to the Electronic Thesis and Dissertation (ETD) Style Guide. Submit the final approved version electronically through the ProQuest submission portal. This submission satisfies the university's degree completion requirements and makes your dissertation publicly accessible. | Check <a href="https://gradschool.umd.edu/calendar/deadlines/academic-deadlines">https://gradschool.umd.edu/calendar/deadlines/academic-deadlines</a> for updated deadlines.  | Submit to the <a href="#">ProQuest Website</a>  |

## **Appendix B: Student Annual Report Form**

*Here is a [link](#) to a sample of the annual report filled out by all Human Development doctoral students. The form provides a list of the expected goals and accomplishments to occur during the doctoral training program.*

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## Appendix C: Sample Course Progression Timelines

### DEVELOPMENTAL SCIENCE PROTOTYPICAL PROGRAM FOR STUDENTS STARTING FALL OF 2024 AND LATER

#### YEAR 1, FALL

EDMS 646 General Linear Models I  
EDHD 690 Theoretical Foundations  
EDHD 720 Social Development  
Neuroscience  
EDHD 888 Apprenticeship (1 cr.)  
10 credit hours total

#### YEAR 1, SPRING

EDMS 651 General Linear Models II  
EDHD Elective Course  
EDHD 775 Human Development &  
EDHD 888 Apprenticeship (1 cr.)  
10 credit hours total

#### YEAR 2, FALL

EDHD 780 Research Methods  
EDHD 721 Cognitive Development and Learning  
EDMS Elective Course  
EDHD 888 Apprenticeship (1 cr.)  
10 credit hours total

#### YEAR 2, SPRING

EDHD Elective Course  
EDHD/non-EDHD Elective Course  
EDHD 888 Apprenticeship (4 cr.)  
10 credit hours total

#### YEAR 3, FALL

EDHD/non-EDHD Elective Course  
EDHD 888 Apprenticeship (5 cr.)  
EDHD 898 Pre-Candidacy Research (2 credits)  
10 credit hours total

#### YEAR 3, SPRING

EDHD 888 Apprenticeship (2 cr.)  
EDHD 898 Pre-Candidacy Research (8 cr.)  
10 credit hours total

#### YEAR 4, FALL

EDHD 899 Dissertation (6 cr.)  
6 credit hours total

#### YEAR 4, SPRING

EDHD 899 Dissertation (6 cr.)  
6 credit hours total

#### **TOTAL PROGRAM—72 credit hours**

#### **Notes.**

1. Any EDHD course of 600-level or higher may automatically be counted as an EDHD elective. Any EDMS course of 600-level or higher is automatically eligible to be counted as a non-EDHD elective course. Any other 600-level or higher courses must be approved by the program's DGS.
2. It is typical for students to take 5, or sometimes even 6 years. Students taking more than 4 years to finish can reserve dissertation credits for their final year, and take additional EDHD 898 credits, or if they have advanced to candidacy will be automatically enrolled in EDHD 899 until they finish.
3. Course offerings are subject to change each semester due to many factors; consequently, students are advised to allow for these changes in planning their coursework each semester.

**EDUCATIONAL PSYCHOLOGY PROTOTYPICAL PROGRAM**  
**FOR STUDENTS STARTING FALL OF 2024 AND LATER**

**YEAR 1, FALL**

EDMS 646 General Linear Models I  
EDHD 760 Advanced Educational Psychology  
EDHD 721 Cognitive Development and Learning Neuroscience  
EDHD 888 Apprenticeship (1 credit)  
10 credit hours total

**YEAR 1, SPRING**

EDMS 651 General Linear Models II  
EDHD 835 Achievement Motivation  
EDHD 775 Human Development &  
EDHD 888 Apprenticeship (1 credit)  
10 credit hours total

**YEAR 2, FALL**

EDHD 780 Research Methods  
EDHD Elective Course  
EDMS Elective Course  
EDHD 888 Apprenticeship (1 credit)  
10 credit hours total

**YEAR 2, SPRING**

EDHD Elective Course  
EDHD Elective Course  
EDHD 888 Apprenticeship (4 credits)  
10 credit hours total

**YEAR 3, FALL**

EDHD/non-EDHD Elective Course  
EDHD 888 Apprenticeship (5 credits)  
EDHD 898 Pre-Candidacy Research (2 credits)  
10 credit hours total

**YEAR 3, SPRING**

EDHD 888 Apprenticeship (2 credits)  
EDHD 898 Pre-Candidacy Research (8 cr.)  
10 credit hours total

**YEAR 4, FALL**

EDHD 899 Dissertation (6 credits)  
6 credit hours total

**YEAR 4, SPRING**

EDHD 899 Dissertation (6 credits)  
6 credit hours total

**TOTAL PROGRAM—72 credit hours**

**Notes.**

1. Any EDHD course of 600-level or higher may automatically be counted as an EDHD elective. Any EDMS course of 600-level or higher is automatically eligible to be counted as a non-EDHD elective course. Any other 600-level or higher courses must be approved by the program's DGS.
2. It is typical for students to take 5, or sometimes even 6 years. Students taking more than 4 years to finish can reserve dissertation credits for their final year, and take additional EDHD 898 credits, or if they have advanced to candidacy will be automatically enrolled in EDHD 899 until they finish.
3. Course offerings are subject to change each semester due to many factors; consequently, students are advised to allow for these changes in planning their coursework each semester.

## **Appendix D: Pre-Dissertation Empirical Research Project Form**

*Here is a [link](#) to a fillable PDF version of the Empirical Research Project Form.*

## **Appendix E: Doctoral Comprehensive Portfolio Checklist**

*Here is a [link](#) to a fillable PDF version of the Doctoral Comprehensive Portfolio Checklist.*

## **Appendix F: Doctoral Comprehensive Portfolio Evaluation Form**

*Here is a [link](#) to a fillable PDF version of the Doctoral Comprehensive Portfolio Evaluation Form.*