



**DEPARTMENT OF HUMAN DEVELOPMENT &
QUANTITATIVE METHODOLOGY**

HUMAN DEVELOPMENT MASTER'S STUDENT HANDBOOK

Revised in November 2025

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Faculty contact information can be found on [the College of Education website](#) and lab information on the [HDQM Research Labs website](#).

Leadership and Administrative Contacts

Department and Program Leadership

Dr. Laura Stapleton, Professor and Department Chair

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Dr. Jennie Lee-Kim, Associate Clinical Professor, Director of Academic Affairs and Human Development Undergraduate Program Director

Dr. Lee-Kim coordinates department teaching operations, and supervises graduate student teaching assistants. Dr. Lee-Kim also directs the Undergraduate Human Development Program.

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Oversees the Master's of Education at The Universities at Shady Grove. For more information, visit <https://education.umd.edu/academics/programs>.

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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.

jmoats@umd.edu

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:

Payroll and Human Resources hdqm-hr@umd.edu

Procurement and Finance hdqm-finance@umd.edu

Service Requests hdqm-operation@umd.edu

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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Ms. Ellen Hong, Business Manager

Ellen provides human resources oversight for HDQM to include faculty contracts and appointments, graduate assistantships and fellowships,

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Mr. Joe Johnston, Grants Coordinator

Joe provides research administration support to HDQM, which includes developing and routing proposals, preparing budgets, account management, ensuring compliance, and managing reporting requirements.

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Ms. Cornelia Snowden, Coordinator

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

Khalia provides administrative support to HDQM in the areas of procurement, travel coordination, event planning, space reservation, and the handling of routine service requests.

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Human Development Master's Program Introduction

The [Human Development \(HD\) Master's program](#) is part of the Department of Human Development and Quantitative Methodology, College of Education, University of Maryland (UMD). The HD Master's program prepares students for research careers and doctoral work in academic or applied areas of educational psychology and developmental science; graduates have gone on to pursue doctoral work both at UMD and at other elite institutions, and 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 are invited to 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, doctoral programs, and career pathways.

Although funding is generally not guaranteed for our Master's programs, students are often funded through external grant awards to faculty from federal agencies and foundations such as the National Institutes of Health, the National Science Foundation, and the Spencer Foundation, as well as through employment as Graduate Assistants in various roles across campus. Faculty and students in the program are also connected to faculty in the Quantitative Methods, Measurement and Statistics program, other departments in the College of Education and across the University, and other universities and research institutions across the globe.

Overview of Program Requirements

This 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.

Program Planning and Advisement

Upon recommendation for admission, an advisor is assigned to each student by the HD program faculty. The student should seek an appointment with the advisor as soon as possible after admission. Consultation with the advisor in program planning is essential. The entire course of study for any of the degrees offered by the Department must constitute a unified, coherent program which is approved by the student's advisor and by the Graduate School. Additional prerequisite courses may be required if the student is inadequately prepared for the required graduate courses.

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) 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.

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.

Transfer of Credits

Upon recommendation of a student's advisor, the Director of Graduate Studies may consider up to six credits of graduate coursework taken within other UMD graduate programs or at other institutions as a part of the credits required by the program. These six 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 Master's 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.

Annual Progress Reports

Every year students should complete the Annual Progress Report (Appendix B), which should be approved by their advisor. Students will submit the report along with an updated CV to the Graduate Coordinator typically around mid-April. The Human Development faculty meet annually to discuss each student's progress and provide a feedback letter. Master's students are evaluated on completion of course requirements and their progress on their milestones.

Program Tracks

Our department offers two programs: the Master of Arts (M.A.) degree program and the Master of Education (M.Ed.) degree program. Within the MA program, there are two tracks: a "thesis" track and a "no thesis" track. The program requirements for each of the three options are detailed in the next section.

The Master of Education (M.Ed.) Degree

The Master of Education (M.Ed.) degree is focused on students developing a strong foundation in theoretical and empirical work related to development, education, and learning. For many students the degree will help prepare them for work in academic settings. Students can choose to take a variety of coursework in the areas of social, cognitive, emotional, and biological aspects of human development as well as courses that focus on the processes involved in learning across the life span and competent functioning in educational settings.

Required Coursework

The Master of Education degree requires a minimum of 30 semester hours of coursework.

Required Courses (15 credits):

EDHD 690 Theoretical Foundations of Human Development

OR

EDHD 760, Advanced Educational Psychology (3)

QMMS 645, Foundations of Quantitative Research Methods (3)

EDHD 720, Social Development and Socialization Processes (3)

EDHD 721, Cognitive Development and Learning (3)

EDHD 775, Human Development and Neuroscience (3)

Five of the following courses* (15 credits):

o EDHD 711, Peer Culture and Group Processes in Human Development (3)

o EDHD 750, Culture, Context, and Development (3)

o EDHD 779, Special Topics in Human Development (3)

o EDHD 835, Achievement Motivation (3)

o EDHD 840, Language Development (3)

o EDHD 850, Social Cognition and Moral Development (3)

*With advisor approval, up to two of the five courses can be in the QMMS program or another department. Some adjustments to these course requirements can be made if approved by the student's advisor and the Director of Graduate Studies.

The Comprehensive Examination

For the Master of Education degree, students are required to pass a written comprehensive examination of six hours in duration. The comprehensive examination is constructed around two questions drawn from coursework taken at the 600, 700, or 800 level in Human Development program. Students normally take the comprehensive examination in the last semester of coursework. Advisors may require that part of the examination be oral. If the exam is failed, it may be taken a second time. No additional retakes are allowed.

The procedure for the exam is for students to ask faculty members to write comprehensive exam questions based on the course(s) the student took with the faculty member. Approximately one-month prior to taking the exam, students should complete the Application for

Masters Comprehensive Exam form (Appendix C) and return the form to the Graduate Coordinator. For a six-hour exam it is typical for the students to answer one question in the morning and answer one question in the afternoon of the exam date. After completing the exam, students should return the exam to their advisor and the faculty member who wrote the exam question. The faculty member who wrote the exam question will then evaluate the student's answer by completing an evaluation form (see Appendix D). Forms should be returned to the advisor and the Graduate Coordinator.

The Seminar Paper

Master of Education students must write a Seminar Paper in consultation with the faculty member for whom the seminar paper is written. This paper often originates as a term paper written for a course, but usually must undergo substantial revision before final approval. Specific course credit is not given for writing the seminar paper. Students can elect to take independent study, with their advisor for use for research and writing the seminar paper.

Upon completion of the seminar paper, students should submit a signed copy of the seminar paper title page to the Graduate Coordinator (Appendix E).

Students should also submit a u[Achieve report](#) of all of the courses taken. Any course substitutions will have to be approved and updated within the report. The total number of credits must total the 30 required credits.

The Master of Arts (M.A.) Degree - Thesis Track

The Master of Arts (M.A.) – Thesis Track degree is focused on training students to have a strong background in research in development, education, and learning. The degree will prepare students for doctoral programs in Human Development and Psychology, as well as for careers in academic or applied areas. The Master's thesis will provide students with an in-depth opportunity to engage in research training with faculty mentors, along with coursework in core courses and advanced seminars.

Required Coursework

The Master of Arts - Thesis Track degree requires a minimum of 24 semester hours of coursework plus 6 credits of thesis research.

Required Courses (18 credits):

EDHD 690 Theoretical Foundations of Human Development
OR

EDHD 760, Advanced Educational Psychology (3)
QMMS 645, Foundations of Quantitative Research Methods (3)
EDHD 720, Social Development and Socialization Processes (3)
EDHD 721, Cognitive Development and Learning (3)
EDHD 775, Human Development and Neuroscience (3)
QMMS 646, General Linear Models 1 (3)

Two of the following courses* (6 credits)

EDHD 711, Peer Culture and Group Processes in Human Development (3)
EDHD 750, Culture, Context, and Development (3)
EDHD 779, Special Topics in Human Development (3)
EDHD 835, Achievement Motivation (3)
EDHD 840, Language Development (3)
EDHD 850, Social Cognition and Moral Development (3)

Thesis Research (6 credits):

EDHD 799, Master's Thesis Research (6)

*With advisor approval, up to two of the five courses can be in the QMMS program or another department. Some adjustments to these course requirements can be made if approved by the student's advisor and the Director of Graduate Studies.

The Comprehensive Examination

The Master of Arts - Thesis Track student must pass a written comprehensive examination which is a minimum of three hours in duration. If the student fails the comprehensive exam, it may be taken a second time. No additional retakes are allowed. The comprehensive examination is constructed around one question based on coursework taken at the 600, 700, or 800 level in Human Development program. Students normally take the comprehensive

examination in the last semester of coursework. Advisors may require that part of the examination be oral. If the exam is failed, it may be taken a second time. No additional retakes are allowed.

The procedure for the exam is for students to ask faculty members to write a comprehensive exam question based on the course the student took with the faculty member. Approximately one month prior taking the exam, students should complete the Application for Masters Comprehensive Exam form (Appendix C) and return the form to Graduate Coordinator. After completing the exam, students should return the exam to their advisor and the faculty member who wrote the exam question. The faculty will then complete an evaluation form (see Appendix D) and return it to the advisor and the Graduate Coordinator.

The Master's Thesis

The Master of Arts – Thesis Track candidate must successfully complete an empirically oriented thesis project. Typically, this involves designing a research project, collecting and analyzing data, and writing up the report in the form of the thesis. Students should work closely with their faculty mentor when formulating and designing their empirical project. A thesis committee of three (3) faculty members provides substantive feedback regarding the execution of the research program and in the writing of the thesis. During the time the thesis is being completed, the student must register with the advisor or an assigned research director for a total of six (6) semester hours of thesis credit (EDHD 799).

The typical procedure for completion of the Master's thesis is as follows. The student and advisor decide on the topic of the thesis and choose a three person thesis committee. The Master's Thesis Examination Committee consists of: 1) Minimum of three voting members of the Graduate Faculty who can be in or outside of the department, including two Full Members; 2) Chair who should be the student's advisor and a Full Member of the Graduate Faculty; 3) Faculty that leave UMD (except Emeriti) remain as Graduate Faculty for one year, after which they can be nominated as Special Members.

Prior to the proposal meeting, students should complete the [Nomination of Thesis or Dissertation Committee](#) form and return the completed form for the Graduate Coordinator. The student works with the advisor to design and write a proposal for the study that will be conducted. The advisor must provide initial approval of the proposal, and then the student meets with the master's thesis committee to receive formal approval of the proposal. After the proposal meeting, the student obtains approval for use of human subjects if needed (see next paragraph), and then conducts the study and writes the thesis.

Use of Human Subjects

If human participants are involved in thesis research, 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 master's thesis before human subjects approval has been granted.

The Oral Examination

A final oral examination on the Master's thesis is held when the student has completed the thesis to the satisfaction of the student's advisor, provided all other requirements for the Master of Arts degree have been completed and a 3.0 grade point average has been maintained throughout the student's coursework.

An oral examination committee with a minimum of three members typically those faculty members at the proposal meeting. The duration of the oral examination is approximately one (1) hour. The decision to accept the oral examination as satisfactory must be unanimous. If the student fails the first oral examination, they are allowed to take the exam a second time. After the Master's thesis has been approved by the committee, students should submit a signed copy of the seminar paper title page to the Graduate Coordinator (Appendix E). Students should also submit a [uAchieve report](#) of all of the courses taken. Any course substitutions will have to be approved and updated within the report. The total number of credits must total the 30 required credits.

The Master of Arts (M.A.) Degree - No Thesis Track

The Master of Arts (M.A.) – No Thesis Track degree is designed for students who are interested in applying their knowledge of human development in an applied research or practice oriented setting. As a part of the degree, students will have a unique opportunity to complete an internship to gain hands-on experience in a community setting.

Required Coursework

The Master of Arts - No Thesis Track degree requires a minimum of 24 semester hours of coursework plus 6 credits of Internship credit.

Required Courses (15 credits):

EDHD 690 Theoretical Foundations of Human Development
OR

EDHD 760, Advanced Educational Psychology (3)

QMMS 645, Foundations of Quantitative Research Methods (3)

EDHD 720, Social Development and Socialization Processes (3)

EDHD 721, Cognitive Development and Learning (3)

EDHD 775, Human Development and Neuroscience (3)

Three of the following courses* (9 credits)

EDHD 711, Peer Culture and Group Processes in Human Development (3)

EDHD 750, Culture, Context, and Development (3)

EDHD 779, Special Topics in Human Development (3)

EDHD 835, Achievement Motivation (3)

EDHD 840, Language Development (3)

EDHD 850, Social Cognition and Moral Development (3)

Internship Credit (6 credits):

EDHD 789, Internship in Human Development (6)

*With advisor approval, up to two of the five courses can be in the QMMS program or another department. Some adjustments to these course requirements can be made if approved by the student's advisor and the Director of Graduate Studies.

The Comprehensive Examination

The Master of Arts - Thesis Track student must pass a written comprehensive examination which is a minimum of three hours in duration. If the student fails the comprehensive exam, it may be taken a second time. No additional retakes are allowed. The comprehensive examination is constructed around one question based on coursework taken at the 600, 700, or 800 level in Human Development program. Students normally take the comprehensive examination in the last semester of coursework. Advisors may require that part of the examination be oral. If the exam is failed, it may be taken a second time. No additional retakes are allowed.

The procedure for the exam is for students to ask faculty members to write a comprehensive exam question based on the course the student took with the faculty member. Approximately one month prior taking the exam, students should complete the Application for Masters Comprehensive Exam form (Appendix C) and return the form to Graduate Coordinator. After completing the exam, students should return the exam to their advisor and the faculty member who wrote the exam question. The faculty will then complete an evaluation form (see Appendix D) and return it to the advisor and the Graduate Coordinator.

Internships

Prior to beginning the internship experience, a minimum of nine (9) hours of coursework should be completed in the program. It is highly recommended that students complete QMMS 645 prior to the internship experience. This course will better prepare the student for program design, methodology, and evaluation. For each of the three credits of internship, a student works ten (10) hours per week in a community setting for the duration of the semester. Arrangements for internships are made in consultation with the student's advisor. After determining student objectives and type of experience desired, the student, together with the advisor, develops an agreement with the agency selected and the Department. It is advisable to make arrangements at least one semester prior to the semester in which the internship is to be served.

Scholarly Papers

Students are required to write a scholarly paper at the conclusion of each internship. These papers are intended to provide evidence of professional growth through the internship experience. The papers should include reviews of research and scholarly publications related to the internship. Papers must be approved by the student's advisor and one other Human Development faculty member.

Upon completion of the scholarly paper, students should submit a signed copy of the seminar paper title page to the Graduate Coordinator (Appendix E). Students should also submit a [uAchieve report](#) of all of the courses taken. Any course substitutions will have to be approved and updated within the report. The total number of credits must total the 30 required credits.

Other Information

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 2nd 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 generally not be waived except under special circumstances. 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.

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, defense forms, and course waivers, 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 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 Master's 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.

Examples of these trackers will be added below before the beginning of the Fall 2026 semester.

Appendix B: Student Annual Report Form

THIS IS A SAMPLE OF THE ANNUAL REPORT FILLED OUT BY ALL HUMAN DEVELOPMENT MASTER'S STUDENTS. THE FORM PROVIDES A LIST OF THE EXPECTED GOALS AND ACCOMPLISHMENTS TO OCCUR DURING THE PROGRAM.

Instructions:

1. Please fill out all information below and **attach your updated CV**. Please be sure to check that all information in your CV is in APA format, 7th edition, and that your advisor has approved the CV before you submit it. For sample CVs, ask your advisor to send you copies from other graduate students.
2. Please complete this form as a WORD document and use spaces as needed.
3. Submit an electronic copy to the Graduate Coordinator

Name:

Email:

Date:

Advisor:

Degree (circle one):

M.Ed | M.A. – Thesis Track | M.A. – No Thesis Track

Year in the Program:

1. Coursework for current academic year:

Course #	Course Title	Professor	Grade	Topic of Paper

2. Course plans for next academic year:

3. Course Requirements remaining to complete (include any incompletes that you have to finish):

4. Program progress:

Anticipated date of degree completion:

Desired occupation after completing degree:

5. General Plans for Summer, and for the next Academic Year:

Appendix C: Application for Masters Comprehensive Exam Form

[Link here](#)

Appendix D: Masters Comprehensive Exam Evaluation Form

[Link here](#)

Appendix E: Seminar Paper Title Page

[Link here](#)
