LIFE OF A GRADUATE STUDENT

APPLICANT & ADMITTED STUDENT

Choose a program
Check with departments
List of programs at gradschool.umd.edu

Apply
Submit materials
Pay fee
Check status online

Admissions committee decision
Can evaluate in MEGS

Waitlist

Recommend for admission

Is student international?

Yes

Final review and admission from Grad School

Student receives letter
Gives decision in writing

Student accepts admission.
Notifies Department
Department enters decision in SIS

Student receives department funding
Fills out FAFSA,
And/or locates GAship
Department issues advising
Electronic stamp for registration

Is the admission provisional?

Yes

Fulfill provision within 1st semester
May block registration
For final transcript, English proficiency, GPA provisions ask Grad School to clear in SIS;
Immunization (Health Center),
or departmental blocks may need to be removed.

No

Student proceeds to early career

Not Cleared

GS evaluation of transcript; test score; finances

No

Student defers (1 semester or 1 year)
Clears with department
Department enters decision in SIS
Grad School changes semester in SIS
International students back to pending
Must be recommended again in SIS

Cleared

Student declines admission
Grad School enters declination in SIS

Student defers (1 semester or 1 year)
Clears with department
Department enters decision in SIS
Grad School changes semester in SIS
International students back to pending
Must be recommended again in SIS

Brought to you by:

GRAD P.R.O.
THE GRADUATE SCHOOL
PROCEDURE & RESPONSIBILITY OVERVIEW
EARLY CAREER GRAD STUDENTS

Complete required work
Within required 5 years.

Grading

Meet with advisor
Periodic department review

Maintain Funding

Do you need to take leave?

Yes
(Deartment support needed)

No
Continue to late career and graduation

Retro Add/Drop current semester: Registrar
Historic semester: petition Graduate School

Assistantship: remission, insurance, and stipend assistance through employing unit not Graduate School.

Overload form submitted to Graduate School for any work over a FT GAship in Fall and Spring and any additional teaching for FT GAs in Summer and Winter.

Fellowship: remission, insurance and stipend info varies by award; See handbook for each award restriction

Waiver of Cont Registration to Grad School Masters & pre-candidacy
Does not stop clock
Up to 1 year

Leave of Absence to Grad School for birth/adoption, illness, or dependent care;
Stops clocks
1 semester or year

Parental Accommodation for new parents petition Grad School and department for 6 weeks of leave while still registered.

Waiver of Mandatory Fees
If registered but
Not using resources;
Not in Metro DC
Petition Grad School

Full-time: 48 units, 24 for FT GA, 36 with HT GA
Part-time: any registration below that

Grade disputes: Instructor and student or contact Ombudsperson;
Incompletes: Department, not Grad School
Grade change: letter to letter to Grad School,
All others changes to Registrar

> 5 years, Time Extension form to Grad School.
Up to 1 year.

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LATE CAREER GRAD STUDENTS

**Masters**

- All research with human subjects approved or deemed exempt by Institutional Review Board (IRB) before research.
- Select committee of Grad faculty. Nom. of Grad Faculty to Grad School for all non-members.
- Masters committee: 3 person min, 2 must be full members.

**PhD**

- Pass dept. qualifying exams.
- Automatically registered for 899 Fall and Spring; For issues contact Registrar.
- Submit Advancement to Candidacy form to Graduation Clearance by the 25th to post by the following month.

**Submit Electronic Thesis & Dissertation Form to Grad Clearance**

- Choose field-appropriate embargo, copyright options.
- Submit document to committee for defense.
- Hold defense. All members must attend. Videoconference needs Grad School approval beforehand. If failed, department can give student only 1 more chance.
- Committee requests edits as needed. Submit signed Report of Examining Committee form to Grad Clearance before Grad School deadline.
- Student formats document based on Graduation Clearance’s ETD Style Guide found online.
- Submit Electronic Thesis & Dissertation Form to Grad Clearance.
- Submit digital document to ProQuest by Grad School deadline.

**Register for graduation on Testudo at start of last semester**

- Master’s Thesis: 7 working days before.
- PhD Dissertation: 10 working days before.

**SUBMISSIONS**

- Submit Nomination of Committee form to Grad Clearance 6 weeks before defense or Grad School deadline if earlier.
- Submit Approved Program Form to Graduation Clearance by deadline.
- Alternatively, submit Master’s Without Thesis Form to Graduation Clearance by deadline.

**COMMENCEMENT**

- Masters committee: 3 person min, 2 must be full members.
- PhD committee: 3 person min, 2 must be full members. 1 Dean’s Rep from outside dept.

PhD defenses must be partially public and well advertised.