

ACADEMIC STANDARDS, POLICIES and DEGREE REQUIREMENTS

Advisement

Program faculty coordinate academic advising. Students are encouraged to seek the advice and counsel of graduate advisers and program directors in planning their curriculum. In addition, the Graduate School provides graduate assistants with a manual on policies and guidelines. Other policies related to student enrollment activities are in the university's Student Answer Book.

Responsibility for progress in a graduate degree program is shared by the student, faculty adviser, and the people administering the program. Students are responsible for compliance with the school's rules and procedures and all other graduate program requirements. Students can increase their chance for academic success by actively seeking the advice of their faculty mentors, graduate program directors, and Graduate School staff members.

Complete information on the special requirements for degrees is found in the publications of the individual programs. The general requirements common to all graduate programs are as follows.

Minimum Grade Point Average

The Graduate School requires all graduate students to maintain a minimum, cumulative grade point average of 3.0 on a 4.0 scale during their studies to remain enrolled. The Graduate School reviews students' academic performances each semester. Failure to maintain the minimum GPA requirements may result in academic dismissal.

The Graduate School expects students to meet the highest standards of academic integrity; the success of the entire academic enterprise depends on their doing so. Cheating, plagiarism, fabrication, falsification, or abetting the academic dishonesty of another will result in sanction and may lead to academic dismissal.

Academic Performance and Progress in Master of Science Programs

The Graduate School has established standards and requirements with regard to minimum grade point average, continuous enrollment, time to degree, academic integrity and other elements of satisfactory academic progress and degree completion.

The elements are delineated in the "Policies" section of this *Catalog* under "Policy on Academic Performance and Progress in University of Maryland, Baltimore Master of Science Programs." All master's degree candidates are expected to review and comply with these standards and requirements.

Academic Performance and Satisfactory Progress in PhD Programs

The Graduate School has established standards and requirements with regard to minimum grade point average, continuous enrollment, time to degree, advancement to candidacy, academic integrity and other elements of satisfactory academic progress and degree completion.

These elements are delineated in the "Policies" section of this *Catalog* under "Policy on Academic Performance and Progress in University of Maryland, Baltimore PhD Programs." All doctoral degree candidates are expected to review and comply with these standards and requirements.

Appeal of Academic Dismissal

The procedures for the resolution of controversy between the Graduate School and a student dismissed for poor academic performance are found in the "Appeal of Academic Dismissal" policy. Students dismissed for cheating or plagiarism may appeal under the guidelines provided by the "Student Academic Misconduct" policy. Both documents are on file with the office of the Vice President for Academic Affairs and Dean, Graduate School, and are printed in the "Policies" section of this *Catalog*.

Degree Requirements

Requirements for the Master of Science Degree

The entire course of study undertaken for the Master of Science degree must form a unified, coherent program approved by the student's mentor and the Graduate School. Students inadequately prepared for the required graduate courses may need to take additional courses to supplement their undergraduate work. These courses may not be considered as part of the graduate program.

Course Requirements

The minimum number of credits required by the university and the Graduate School for the master's degree is 30. Some programs or degree specializations require more credits. Students in a thesis option program must complete a minimum of 6 credits of master's thesis research.

No more than 6 credits of graduate course work taken as a non-degree student or at other regionally-accredited institutions before matriculation in the Graduate School may apply toward the master's degree. A request for transfer of credit should be completed shortly after matriculation. The student's adviser and graduate program director must approve the form and submit it to the Graduate School. Official transcripts of the courses for which credit is requested must accompany the transfer request form. The student is subject to final examination in all work offered for the degree.

The Graduate School does not allow transfer credit for any courses required for any other degree. The Graduate School does not grant credit for correspondence courses or for "credit by examination" courses taken at other universities. Note that the Graduate School only transfers credit, not grades, from other universities.

Time Required

All requirements for the master's degree must be completed within a five-year period. Courses completed more than five years before the expected date for receiving the master's degree will not count toward that degree.

Thesis Option

Students must complete a minimum of 30 credits, including 6 credits of master's thesis research (799), for the Master of Science degree. Of the remaining 24 credit hours required in graduate courses, no fewer than 12 must be selected from courses numbered 600 or above.

Examination of the master's thesis is conducted by the candidate's master's examination committee. This committee comprises a minimum of three and a maximum of five voting members, all of whom must hold the doctoral degree or the highest degree for the discipline. The committee must include the candidate's master's thesis adviser. One or two members may be from programs separate from the candidate's. At least three of the committee members must be Graduate Faculty members. The Graduate School dean selects one committee member as the Graduate School representative. The Graduate School representative, who must be a member of the Graduate Faculty and not the committee chair, is responsible for ensuring that the examination is conducted according to established procedures.

The committee chair must be a member of the Graduate Faculty and is normally the candidate's adviser. The chair is responsible for nominating the committee members to the Graduate School dean. In the event that a candidate's adviser is not a member of the Graduate Faculty, the candidate's program director is responsible for appointing a Graduate Faculty member from within the program to serve as chair. Nomination of committee members must be made by the chair at least two months before the date of the final master's examination. After receiving the completed nomination form, the dean of the Graduate School appoints the committee and designates the Graduate School representative.

The chair must sign the "Certification of Completion of Master's Thesis" form and return it to the Graduate School at least two weeks (a minimum of 10 working days) before the proposed examination date. The signature of the chair certifies that the master's thesis is ready to be defended. Any minor or typographical corrections or amendments resulting from the master's examination must be incorporated in the master's thesis by the student before the student turns in a final, unbound copy of the master's thesis to the Graduate School. The signature of the student's adviser on the

approval sheet to be bound with the master's thesis certifies that the student has made all required corrections. Beyond the oral master's examination, the program committee may require a comprehensive written examination.

Complete final examination policies and procedures, including a description of the conduct and outcomes of the examination, are in "Procedures for Examination of the Master's Thesis." This document is available from the Graduate School and online.

Nonthesis Option

The requirements for Master of Science degree without thesis vary among programs in which this option is available. Standards for admission are, however, identical with those for admission to any master's program. The quality of the work expected of the student is also identical to that expected in the thesis programs. The general requirements for students choosing the nonthesis option are: an overall average grade of B in all course work taken; of the total credits required by a program, a total of 18 numbered 600 or above; submission of one or more scholarly papers; and a passing grade in a written comprehensive examination. The program must certify, on the form provided for that purpose, that the student has completed all requirements for the degree.

Requirements for the Doctor of Philosophy Degree

The Doctor of Philosophy degree is the highest degree awarded by the university and is granted only upon sufficient evidence of high attainment of scholarship and the ability to engage in independent research. Beyond the following requirements, the department or program may have special requirements. Consult the program descriptions in this catalog and the program director for more information.

Course Requirements

There is no Graduate School requirement on the number of courses students must take in either the major or minor fields. The Graduate School policy encourages the development of individualized programs for students who seek the doctoral degree. The academic departments and interdisciplinary programs have been directed to decide major and minor requirements, levels or sequences of required courses, and similar requirements for submission to the Graduate Council for approval.

Courses taken at other institutions approved by the graduate program for partial fulfillment of requirements for the degree at UMB are listed on the Graduate Record Form at the time of admission to candidacy.

Time Required

The Graduate School requires a minimum of three years or its equivalent of full-time graduate study and research. Of the three years, at least one year or its equivalent must be spent at the University of Maryland, Baltimore. Students must submit all work at other institutions in partial fulfillment of the requirements for a doctoral degree to the Graduate School with the program recommendation for approval at the time of admission to candidacy. Official transcripts of this work must be on file in the Graduate School.

Students must be admitted to candidacy within five years of admission to the doctoral program and at least two full sequential semesters or sessions (spring, summer, or fall) before graduating. All degree requirements, including the doctoral dissertation and final doctoral examination, must be completed within four years of admission to candidacy and no more than nine years after admission into the doctoral program. Failure to complete all requirements within the time allotted requires another application for admission to the Graduate School with the usual requisites as decided by the program committee. The Graduate School grants extensions of time only under the most unusual circumstances.

Admission to Candidacy

Doctoral students must complete an application for admission to candidacy, in duplicate, when they fulfill all requirements for candidacy. They must submit both copies to the major adviser and program director for signature, and subsequently forward them to the Graduate School for final review. A graduate record form delineating all course work taken by the student in fulfillment of degree requirements must accompany each copy of the application for admission to candidacy.

Preliminary examinations or other substantial tests as the departments may elect are frequently prerequisites for admis-

sion to candidacy.

Doctoral Dissertation

Students must prove the ability to do independent research by an original dissertation on a topic approved by the department or program graduate committee. During the preparation of the dissertation, all candidates for the doctoral degree must register for a minimum of 12 credit hours of doctoral dissertation research (899) at the University of Maryland, Baltimore.

A Ph.D. student must establish and maintain a professional relationship with a member of the Graduate Faculty with the appropriate knowledge and expertise to serve as his or her research adviser. If no appropriate Graduate Faculty member is available or no appropriate Graduate Faculty member agrees to be the student's research adviser, the student cannot continue in the Ph.D. program.

In most Ph.D. programs, students must also have a doctoral examination committee appointed by the graduate program director. The doctoral examination committee consists of a minimum of five scholars: the adviser, who is a regular member of the Graduate Faculty, at least two additional regular members of the Graduate Faculty, and at least one individual from outside the program, department, or discipline. Two committee members are designated as readers. When the dissertation is completed to the satisfaction of this committee and at least 10 days before the defense, the adviser and both readers sign the form saying that the dissertation is ready for defense.

Often, students will submit the results of their dissertation research for publication. Students should obtain authorization from research advisers for publication of all or part of the dissertation before its defense. A manual to help students in the preparation of their doctoral dissertations, "Instructions for Preparing Master's Thesis and Doctoral Dissertations," is available online and from the Graduate School.

Final Examination

The candidate's doctoral examination committee conducts the examination of the doctoral dissertation. The committee comprises a minimum of five and a maximum of seven voting members, all of whom must hold the doctoral degree or its equivalent. The committee must include the candidate's dissertation adviser, two readers, and one member who is external to the candidate's program, department, or discipline. At least three committee members must be regular members of the Graduate Faculty. The Graduate School designates one committee member as the Graduate School representative. The Graduate School representative, who must be a regular member of the Graduate Faculty and not the committee chair, has the responsibility of ensuring that the examination is conducted according to established procedures.

Nomination of the members of the committee must occur six months before the projected date of the doctoral examination using the "Nomination of Members for the Final Doctoral Examining Committee" form. The committee chair must be a regular member of the Graduate Faculty and is normally the candidate's adviser. The chair is responsible for nominating committee members to the dean of the Graduate School. Besides the chair, two members of the committee must be readers. Each of these three individuals must sign the "Certification of Completion of Doctoral Dissertation" form and return it to the Graduate School two weeks before the proposed examination. The readers and chair are responsible for deciding that the dissertation is ready for defense. The examining committee must receive the final doctoral dissertation two weeks before the examination. One committee member must fulfill the criteria for being an external member. This individual must be from a separate program, department, or discipline from that of the candidate, and must hold a doctoral degree. The individual may be from within the university or may be a scholar from another institution. If the external member is a Graduate Faculty member, the individual may also serve as the Graduate School representative.

The Vice President for Academic Affairs and Dean, Graduate School appoints the doctoral examination committee and notifies the adviser of the approval of the nominated committee. The adviser decides the time and place of the examination. The dean is responsible for notifying all members of the Graduate Faculty of each impending doctoral examination at least two weeks before the scheduled date. All doctoral examinations are open to members of the Graduate Faculty. After the examination, the committee deliberates and votes in private. Affirmative votes by four members of a five-member committee or five members of a larger committee constitutes a successful defense.

Any minor typographical corrections or amendments to the dissertation agreed upon by the examining committee at the time of the final doctoral oral examination must be incorporated in the dissertation by the student. The student must then turn in the original and one copy of the dissertation to the Graduate School office. The signature of the mentor on the approval sheet to be bound with the dissertation certifies that the student made all required corrections.

The candidate may take the final oral defense only twice. A failure on the second attempt means the Ph.D. degree is forfeited. Specific rules on the procedures for the final defense are detailed in the document "Procedures for Examination of the Doctoral Dissertation" available online and from the Graduate School.

Degree Certification and Diplomas

The Graduate School issues a calendar each year showing dates by which students who are in the last semester of their programs must submit forms and meet requirements for graduation. Graduate students are responsible for meeting these deadlines. Students must file their applications for diplomas with the Office of Graduate Admissions and Enrollment Affairs by the published diploma application deadline date.

The university issues diplomas at the end of each semester or session. Students who have applied for a diploma but are not able to complete degree requirements as planned must inform the Office of Graduate Admissions and Enrollment Affairs as soon as possible. These students must then reapply in the semester or session in which they expect to graduate. Students do not need to pay another diploma fee, but they must register for at least one credit per semester or session until graduation and pay a renewal fee.