Graduate Programs

Special Education

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For additional information, visit the EDSP website:

http://www.education.umd.edu/edsp

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GRADUATE PROGRAMS IN SPECIAL EDUCATION

Introduction
The Special Education program is part of the Department of Counseling, Higher Education, and Special Education (CHSE). Graduate programs in special education are designed to prepare highly qualified teachers, to provide graduate level course content, and to prepare researchers, teacher educators, and leaders in the field of special education. We offer the following graduate program options:

- M.Ed. in Special Education with generic Age Based Certification
- M.Ed. in Special Education with generic Age Based and Severe Disabilities Certification
- M.Ed. in Special Education with Severe Disabilities Certification Only
- M.Ed. Specialty Program (30 credits)
- M.A. in Special Education (36 credits)
- Advanced Graduate Specialist Certificate (30 credits beyond the master’s degree)
- Ph.D. Program

The Special Education Program in the College of Education at the University of Maryland ranked #9 for 2012 in the US News and World Report. In addition, the university community, the state of Maryland, and the Washington, DC metropolitan area provide an unparalleled setting for graduate study. The program’s proximity to the United States Congress, advocacy and professional organizations, and governmental agencies, including the US Department of Education - Office of Special Education Programs (OSEP), provides opportunities for on-site experiences for graduate students. Public and private schools in Maryland provide opportunities for graduate students to gain experience with a culturally and linguistically diverse student population in urban, suburban, and rural settings.

I. ADMISSION

Information on the University of Maryland’s (UM) Admission Policies for graduate programs can be found at http://www.gradschool.umd.edu/catalog/admissions_policies.htm. To be considered for admission to the Graduate School, each applicant must follow the Graduate School application procedures, available at http://www.gradschool.umd.edu/admission, which includes the following:

- Completion of the University of Maryland Graduate Application (online)
- Payment of a non-refundable application fee
- Submission of all relevant official transcripts and supplementary application materials
- Submission of appropriate visa and financial documentation (for international applicants only)
- Fulfillment of all graduate program admissions requirements
- Adherence to published application deadlines

Application Materials

1. One complete set of official transcripts reflecting all undergraduate and graduate work completed or in progress. Each transcript must bear the signature of the registrar and the seal of the granting institution. If the applicant attended the University of Maryland, the Graduate School will obtain your records of courses completed at the College Park campus.
2. **Maryland In-State Status Form** must be completed to be eligible for Maryland resident in-state status, otherwise you will be charged out-of-state tuition rates. For more information, visit the residency/classification office website at: [http://www.testudo.umd.edu/rco/](http://www.testudo.umd.edu/rco/).

3. **A minimum of three (3) current letters of recommendation** from present and/or former professors, supervisors, or employers who can assess the quality of the applicant’s academic capabilities, work experience, and/or professional characteristics. Recommendation letters are sent to selected individuals and completed online.

4. **A statement of goals, relevant experiences, and research interests** approximately 1000-1500 words in length.

5. **Standardized Test Scores** are required for the following degrees/certificate:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Test¹,⁴</th>
<th>UM Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD</td>
<td>GRE</td>
<td>5814</td>
</tr>
<tr>
<td>MA</td>
<td>GRE or MAT²</td>
<td></td>
</tr>
<tr>
<td>MEd</td>
<td>Praxis I³ (PPST)</td>
<td>5814</td>
</tr>
<tr>
<td>AGS</td>
<td>GRE, MAT or Praxis I³</td>
<td>5814</td>
</tr>
<tr>
<td></td>
<td>TOFEL⁴</td>
<td>5814</td>
</tr>
<tr>
<td></td>
<td>IELTS⁴</td>
<td>5814</td>
</tr>
</tbody>
</table>

¹Applicant must request the testing authority to send examination scores to the University of Maryland: UM Code is 5814.

²The Miller’s Analogy Test (MAT) is given at the University of Maryland, Counseling Center on a walk-in basis on selected dates. Additional information is at the following website: [http://www.counseling.umd.edu/Services/srv_tmat_S2011.htm](http://www.counseling.umd.edu/Services/srv_tmat_S2011.htm)

³For those applying to the MEd programs, you must pass the **Praxis I: Pre-Professional Skills Test** (PPST)/Academic Skills Assessments (PPST 0710; 0720; 0730) test scores meeting the following cut-off scores (Reading-177, Writing-173, Math-177 or a composite of 527). For MEd applicants who are seeking certification, there is no exception to any Praxis test cut-off scores. For information on Praxis I and test preparation materials go to: [http://www.ets.org/](http://www.ets.org/)

⁴International students must demonstrate proficiency in the English language by taking the Test of English as a Foreign Language (TOEFL) [http://www.ets.org/toefl/](http://www.ets.org/toefl/) or the International English Language Testing System (IELTS) [http://www.ielts.org/default.aspx](http://www.ielts.org/default.aspx)

6. **International Applicants** can find information on the application process at Office of International Services [http://www.international.umd.edu/ies/](http://www.international.umd.edu/ies/) The IES office also assists international students with questions about immigration, housing, fees, orientation to university, and community life.
**Requirements for MEd, MA, and AGS**

1. Grade point average of 3.0 or better (based on a 4.0 system) from an accredited undergraduate institution;
2. Grade point average of 3.5 or better (based on a 4.0 system) in any previous graduate work from an accredited institution;
3. Test scores for MEd and AGS applicants: Praxis I: Academic Skills Assessments (PPST 0710; 0720; 0730) test scores meeting the state of Maryland passing scores (Reading-177, Writing-173, Math-177 or composite of 527);
4. Test scores for MA applicants: a score on the Miller Analogies Test (MAT) or the Graduate Record Exam (GRE) placing the student at or above the 40th percentile rank;
5. Three (3) letters of recommendation from present and/or former professors, supervisors, or employers who can assess the quality of the applicant’s academic capabilities, work experience, and/or professional characteristics;
6. Statement of goals including: (a) reason for pursuing the degree; (b) a description of professional experiences which include working with children, adolescents, and/or adults with disabilities; (c) if seeking certification the applicant must indicate which age range: early childhood, elementary, or secondary/transition special education and provide a rationale for becoming a special education teacher; (d) other information the applicant feels is pertinent to the decision of the admissions committee, such as research interests and experiences;
7. Evidence of writing skills via the statement of goals;
8. An interview in person or by phone with a faculty or staff member from the Special Education program; the interview will be arranged by the faculty or staff member.

**Requirements for PhD**

1. Master's degree in Special Education or a related field from an accredited institution;
2. Undergraduate GPA of 3.0 or better (based on a 4.0 system) from an accredited undergraduate institution;
3. Graduate GPA of 3.5 or better (based on a 4.0 system) in graduate coursework from an accredited institution;
4. Score on the Graduate Record Exam (GRE) placing the student at or above the 50th percentile;
5. Two (2) years of research or work experience with individuals having disabilities;
6. Three (3) letters of recommendation from present and/or former professors, supervisors, or employers who can assess the quality of the applicant’s academic capabilities, work experience, and/or professional characteristics;
7. Statement of goals including a description of the applicant's academic preparation, intended area of study, research interests, and plans for future employment. An applicant can request a particular advisor in the goal statement, with the understanding it may not always be possible to assign the advisor requested.
8. Evidence of writing skills via the statement goals;
9. An interview with a faculty member from the Special Education program; the interview will be arranged by the faculty member.

**Graduate Admission Committee Review**

When an application is complete, the Graduate Admission Committee in Special Education reviews it, and recommends one of the following outcomes for the applicant:

- Admitted
- Provisionally admitted
- Rejected
If a recommendation for admit or provisionally admit is made, an advisor is assigned. The recommendation is processed by both the Graduate Studies Office in the College of Education as well as the University of Maryland Graduate School for a final decision. Once the process is complete, the applicant will receive notification of a decision from the Graduate School. If admission is recommended, the Graduate School sends a formal Offer of Admission. This letter serves as the student's permit to register. It is the student's responsibility to contact the assigned advisor for an initial advising appointment to plan a Program of Study. Faculty information is available at: http://www.education.umd.edu/EDSP/Faculty/index.html

**Provisional Admission**
The Graduate Admissions Committee may recommend provisional admission for a limited number of applicants. Provisional admission is offered when the applicant does not meet the grade point requirements, but the applicant's supporting credentials are strong. For MEd applicants who are seeking certification, there is no exception to any Praxis test cut-off scores. Stipulated conditions (e.g., fulfillment of prerequisite coursework, maintenance of a specific graduate GPA) accompany the offer of provisional admission.

**Acceptance of Admission**
An applicant who is offered admission must accept or decline the offer of admission by the date specified on the admission letter. To send a letter of admission acceptance, email Ms. Carol Scott (escott18@umd.edu), Coordinator of CHSE Graduate Programs. In some cases, students may backdate or defer the date of admission; however, a written request must be made to the Director of Graduate Records, Admissions Office, Graduate School, University of Maryland, College Park, Maryland 20742. The student should also notify his/her advisor of the request, along with Ms. Carol Scott (escott18@umd.edu).

For information on how to access UM resources and Testudo, see page 20 of this handbook, Getting your Directory ID/Password for Registration and Access to Campus Resources.

**Note:** All students are required complete an Immunization Form to attend the University of Maryland. If you do not submit the immunization form, you will be blocked from registering for classes. Visit the UM Health Center website at: http://www.health.umd.edu/clinicalservices/allergimmuntravel/immunizations.

### II. MASTER’S PROGRAM

All master’s programs must be completed in the 5-year timeframe per the University of Maryland Graduate School policy. Continuous registration is required for all students for the fall and spring semesters each year and if graduating in August, you must be registered for a summer session. For exceptions, students need to complete a Petition for Waiver of Continuous Registration form found online. Newly admitted students are to register the semester of admission to validate admission. For additional information on Registration Policies go to the Graduate School website at: http://www.gradschool.umd.edu/catalog/academic_policies.htm

**1. Master’s of Education (MEd) Certification Programs in Special Education**
The MEd program with teacher certification in special education has four different options, all approved programs by the Maryland State Department of Education (MSDE) and accredited by the National Council for Accreditation of Teacher Education (NCATE).
Master’s certification students must pass the Praxis I and II tests at designated cut-off scores. As part of the admission process, the Praxis I: Academic Skills Assessments (PPST 0710; 0720; 0730) must be passed at the following cut-off scores: Reading-177, Writing-173, Math-177, or a composite of 527. Before the final semester of the yearlong internship, the Praxis II 0354 Special Education: Core Knowledge and Application (http://www.ets.org) must be passed at the cut-off score of 151.

Students must progress timely through their program sequence and field placements. Additionally they must receive satisfactory evaluations from field placement supervisors on the Foundational Competencies each semester they are enrolled in or they will not be eligible to continue in the special education certification program. All EDSP Certification Program Sequences can be found at the website: http://education.umd.edu/EDSP/index.html

Master’s students are assigned a faculty advisor when admitted. They must attend an advising session each semester to ensure registration is continuous and they are registered for the required courses in their certification sequence. Students earn a Master’s of Education degree and obtain certification to become a special education teacher in one of the following age-base certification areas.

- Early Childhood (EC) Special Education Birth to Grade 3 (MSDE: Infant/Primary)
- Elementary (EL) Special Education Grades 1-8 (MSDE: Elementary/Middle)
- Secondary/Middle (SM) Special Education Grade 6-12 (MSDE: Secondary/Adult)

**Option A: BS/MEd Combined Program.** The University of Maryland offers a combined BS/MEd program leading to a Bachelor of Science degree and a Master’s of Education degree in Special Education. In addition to the two degrees, graduates will be eligible for special education teacher certification in the state of Maryland, with reciprocity in 49 states. The five-year, 150-credit-hour course of study prepares teachers to assume the increasingly complex and sophisticated responsibilities of a teacher of students with disabilities. The program provides a solid one-year foundation in generic special education coursework followed by a two-year intense specialization phase in one of three age levels: early childhood special education (EC), elementary special education (EL), or secondary/middle (SM) special education. Within each age base area, teacher candidates will be prepared to teach students with mild (high incidence) to severe (low incidence) disabilities, across disability categories. Distinctive programmatic features include:

- Maryland Certification in Special Education in one age base: EC (Birth to Grade 3), EL (Grades 1-8), or SM (Grades 6-12)
- Maryland Certification in Severe Disabilities (Birth to Grade 12)
- Focus on Autism, Learning Disabilities, Behaviors Disorders, Physical Disabilities, Intellectual Disabilities, ADHD/ADD, etc.
- Rigorous and relevant coursework to develop the knowledge, skills, and dispositions necessary for successful teaching careers in special education
- Focus on evidence based instructional practices and decision making
- Year Long Internship (Field Experience) in inclusive, diverse classrooms

**Option B: MEd in Special Education with Generic Age-Base Certification (39-42 credit hours):** The MEd with generic age-base certification can generally be completed in two summers and one academic year full-time. Students selecting this option MUST begin the program in
Summer Session I and take four required summer classes. These courses are followed by a full-time academic year that includes a yearlong internship in the public schools along with sequenced coursework. Final coursework is taken in the summer session following student teaching and graduation is in August.

**Option C: MEd in Special Education with Generic Age-Base and Severe Disabilities Certification (45 credit hours).** This option is designed to be completed in two, full-time academic years. Students select one age-base certification area (EC, EL, SM) and also earn certification in severe disabilities. This program includes field experiences during the first year of the program and a yearlong internship in the second year.

**Option D: MEd in Special Education with Certification in Severe Disabilities (30 credit hours):** This option is for teachers who are already certified as a special educator in one of the age-base areas listed above. Coursework and field experiences to obtain certification in severe disabilities are offered. This option requires individualized advising by a faculty member in Special Education-Severe Disabilities to determine the program of study. A copy of a valid MSDE Generic Special Education Certificate must be provided in the graduate application.

**NOTE TO ADVISORS:** All forms mentioned in this section can be found on the Faculty/Staff EDSP Blackboard organization site.

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**Master’s of Education (MEd) Certification Program Requirements for Students and Advisors**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Attend Annual Red Folder Meeting:</strong></td>
<td>Information regarding certification, accreditation, foundational competencies, and graduate information is presented. All teacher candidates must attend in November.</td>
</tr>
<tr>
<td>2. <strong>Attend Positive Behavior Support Meeting:</strong></td>
<td>Information on managing behavior is presented in early fall; all teacher candidates must attend both meetings.</td>
</tr>
<tr>
<td>3. <strong>Continuous Registration:</strong></td>
<td>Registration and advising is required every semester (including the summer session if graduating).</td>
</tr>
<tr>
<td>4. <strong>Praxis II:</strong></td>
<td>The Praxis II 0354 Special Education: Core Knowledge and Application test must be passed at the cut-off score of 151 prior to the final semester of the yearlong internship. Information is found at the following website: <a href="http://www.ets.org">http://www.ets.org</a></td>
</tr>
<tr>
<td>5. <strong>Submit Program of Study:</strong></td>
<td>A Program of Study is developed with the advisor and must include 400 level and above coursework (graduate credit is NOT given for coursework below the 400 level). The Program of Study form must be submitted to the College of Education Graduate Office and is found at the following Graduation School website: <a href="http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html">http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html</a></td>
</tr>
<tr>
<td>6. <strong>Transfer Credit:</strong></td>
<td>Up to six credits of graduate coursework may be transferred into the master’s program with the advisor’s approval. If applicable, complete the Transfer or Inclusion of Credit Form, available on the Graduate School webpage: <a href="http://www.gradschool.umd.edu/">http://www.gradschool.umd.edu/</a></td>
</tr>
<tr>
<td>7. <strong>GPA:</strong></td>
<td>Maintain a minimum grade point average of 3.0 in courses approved for graduation. Any “D” or “F” grade on record may be repeated with the second grade counting toward the cumulative GPA. If the course is repeated, the first course registration remains on the transcript. If courses with “D” or “F” grades are not repeated, they will be computed in the grade point average the same as an “F” (zero quality points). In such cases, however, the “D” and “F” grades will not be counted as a part of graduation requirements and additional...</td>
</tr>
</tbody>
</table>
8. **Submit Application for Graduation**: Published deadlines each semester for submitting the Application for Graduation are found in *Important Dates for All Graduating Graduate Students* found at: [http://www.education.umd.edu/studentinfo/graduate_info/importantdates.html](http://www.education.umd.edu/studentinfo/graduate_info/importantdates.html)

Apply for graduation at the following website: [http://www.testudo.umd.edu/apps/candapp](http://www.testudo.umd.edu/apps/candapp)

**Note:** Students must be registered the semester of graduation.

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3. **MEd Specialty Program (30 credit hours):** The MEd Specialty Program is for individuals with the following backgrounds:

- Certified special educators
- Allied professions such as occupational therapy, physical therapy, or speech therapy; these individuals do not wish to obtain special education certification
- Early childhood, elementary, or secondary general educators

In the State of Maryland, teachers with initial certification in a general education area can take the Special Education PRAXIS II test ([http://www.ets.org](http://www.ets.org)) to obtain special education certification through the Maryland State Department of Education, Division of Certification and Accreditation. For more information, visit MSDE’s website at: [http://www.marylandpublicschools.org/MSDE/divisions/certification/certification_branch/](http://www.marylandpublicschools.org/MSDE/divisions/certification/certification_branch/).

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**Master’s of Education (M.Ed.) Specialty Program Requirements for Students and Advisors**

<table>
<thead>
<tr>
<th>1. Continuous Registration and Time Frame:</th>
<th>Registration and advising is required every semester (including the summer session if graduating). The MEd degree must be completed in five years.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Required Coursework:</td>
<td>The following coursework is required:</td>
</tr>
<tr>
<td>- EDMS 645 Quantitative Research Methods I</td>
<td></td>
</tr>
<tr>
<td>- EDSP 673 Evaluating Evidence-Based Practices in Special Education</td>
<td></td>
</tr>
<tr>
<td>- EDSP 670 Single Subject Research in Special Education OR EDMS 646 Quantitative Research Methods II</td>
<td></td>
</tr>
<tr>
<td>3. Submit Program of Study:</td>
<td>A Program of Study is developed with the advisor and must include 400 level and above coursework (graduate credit is NOT given for coursework below the 400 level). The form is found at the following Graduation School website: <a href="http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html">http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html</a></td>
</tr>
<tr>
<td>4. Transfer Credit:</td>
<td>Up to six credits of graduate coursework may be transferred into the master’s program with the advisor’s approval. If applicable, complete the Transfer or Inclusion of Credit Form, available on the Graduate School webpage: <a href="http://www.gradschool.umd.edu/">http://www.gradschool.umd.edu/</a></td>
</tr>
<tr>
<td>5. GPA:</td>
<td>Maintain a minimum grade point average of 3.0 in courses approved for graduation. Any “D” or “F” grade on record may be repeated with the second grade counting toward the cumulative GPA. If the course is repeated, the first course registration remains on the transcript. If courses with “D” or “F” grades are not repeated, they will be computed in the grade point average the same as an “F” (zero quality points). In such cases, however, the “D” and “F” grades will not be counted as a part of graduation requirements and additional coursework must be taken.</td>
</tr>
<tr>
<td>6. Submit Application for Graduation:</td>
<td>Published deadlines each semester for submitting the coursework must be taken.</td>
</tr>
</tbody>
</table>
Application for Graduation are found in **Important Dates for All Graduating Graduate Students** found at: [http://www.education.umd.edu/studentinfo/graduate_info/importantdates.html](http://www.education.umd.edu/studentinfo/graduate_info/importantdates.html)

Apply for graduation at the following website: [http://www.testudo.umd.edu/apps/candapp](http://www.testudo.umd.edu/apps/candapp)

**Note:** Students **must** be registered the semester of graduation.

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4. **Master’s of Arts (MA) (36 credit hours):** Students selecting the MA program must conduct research and defend a thesis. Specialty areas include:

- Behavioral and Learning Disorders
- Early Childhood Special Education, including Infants and Toddlers
- Secondary and Transition Special Education
- Severe Disabilities including Autism

### Master’s of Art’s (MA) Program Requirements

#### for Students and Advisors

1. **Continuous Registration and Time Frame:** Registration and advising is required every semester (including the summer session if graduating). The MEd degree must be completed in five years.

2. **Required Coursework:** The following coursework is required:
   - EDMS 645 Quantitative Research Methods I
   - EDSP 673 Evaluating Evidence-Based Practices in Special Education
   - EDSP 670 Single Subject Research in Special Education OR
   - EDMS 646 Quantitative Research Methods II

3. **Core Specialty Courses:** The student develops and implements a research study under the direction of the advisor and selects additional coursework aligned to the area of research. The student demonstrates ability to do independent work and write in APA style.

4. **Submit Program of Study:** A Program of Study is developed with the advisor and must include 600 level coursework (graduate credit is NOT given for coursework below the 400 level). The form is found at the following Graduation School website: [http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html](http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html)

5. **Transfer Credit:** Up to six credits of graduate coursework may be transferred into the master’s program with the advisor’s approval. If applicable, complete the Transfer or Inclusion of Credit Form, available on the Graduate School webpage: [http://www.gradschool.umd.edu/](http://www.gradschool.umd.edu/)

6. **GPA:** Maintain a minimum grade point average of 3.0 in courses approved for graduation. Any “D” or “F” grade on record may be repeated with the second grade counting toward the cumulative GPA. If the course is repeated, the first course registration remains on the transcript. If courses with “D” or “F” grades are not repeated, they will be computed in the grade point average the same as an “F” (zero quality points). In such cases, however, the “D” and “F” grades will not be counted as a part of graduation requirements and additional coursework must be taken.

7. **Comprehensive Examination:** Three hours of written examinations are required. Procedures are presented below.

8. **Submit Application for Graduation:** Published deadlines each semester for submitting the Application for Graduation are found in **Important Dates for All Graduating Graduate Students** found at: [http://www.education.umd.edu/studentinfo/graduate_info/importantdates.html](http://www.education.umd.edu/studentinfo/graduate_info/importantdates.html)

Apply for graduation at the following website: [http://www.testudo.umd.edu/apps/candapp](http://www.testudo.umd.edu/apps/candapp)
Note: Students **must** be registered the semester of graduation.

9. **Thesis Requirements**

- IRB: If students use human subjects as part of their thesis research, refer directly to the [http://www.umresearch.umd.edu/IRB/index.htm](http://www.umresearch.umd.edu/IRB/index.htm) for procedures and application.

- Appointment of Thesis Committee: In the semester in which completion of the thesis is anticipated, the student requests the appointment of the oral defense committee by filing the *Nomination of Thesis or Dissertation Committee* form. This form must be submitted by the published deadline. Important Dates for All Graduating Graduate Students found at: [http://www.education.umd.edu/studentinfo/graduate_info/importantdates.html](http://www.education.umd.edu/studentinfo/graduate_info/importantdates.html)

  Thesis Committee makeup must be in compliance with Graduate School regulations and have three (3) members; two (2) must be regular tenured or tenured-track University of Maryland graduate faculty, the third may be a member of the University of Maryland graduate faculty from the following categories: regular tenured or tenure-track member, adjunct member, or special member. The student’s advisor serves as Chair of the committee and must be a regular member of the UM graduate faculty. Adjunct members may not serve as chair unless the Graduate School grants special permission.

- Oral Defense: Student defends thesis research orally before an examining committee.

- The chair (advisor) of the committee and/or student selects the time and place for the oral examination and notifies the other members of the committee and the candidate. The candidate is obligated to see that each member of the committee has at least ten days to examine a copy of the thesis prior to the examination. A student will be admitted to final oral examination only if all other requirements for the degree have been met. The student takes a final oral examination of not less than one hour in defense of the thesis.

- Submit Thesis in Digital Format: Submit thesis and pay fee by the published deadline in *Important Dates for All Graduating Graduate Students* found at: [http://www.education.umd.edu/studentinfo/graduate_info/importantdates.html](http://www.education.umd.edu/studentinfo/graduate_info/importantdates.html)

- Guidelines for submitting the approved thesis are found at the following websites:
  - Digital submission instructions: [http://www.gradschool.umd.edu/etd/](http://www.gradschool.umd.edu/etd/)

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**Procedures for Comprehensive Examinations**

**for MA and AGS Students**

The student's advisor is responsible for preparing the comprehensive examination in accordance with each student's program.

**Applying for the Comprehensive Examination:**

1. A Comprehensive Examination Application must be completed and returned by the specified date. One date each semester is designated for examinations by the Special Education program. However, arranged dates can be set up with your advisor and the Coordinator, Ms. Carol Scott ([cscott18@umd.edu](mailto:cscott18@umd.edu)) under special circumstances.
2. Ms. Carol Scott, Coordinator notifies all graduate students of the dates selected each semester by email. The application for the examination is attached to the email.

3. The student meets with his/her advisor to prepare for the examination and to determine the number of questions and a second faculty evaluator. All MA and AGS students take 3 hours of comprehensive examinations.

4. The advisor forwards a copy of the examination questions to the Coordinator at least one week before the date of the examination.

**During the Day of Exam:**

5. Each student receives a copy of the examination by a proctor and has three hours to complete the examination.

6. Upon completing the examination, students email their responses to the Coordinator.

7. The Coordinator posts the responses on the Faculty/Staff Special Education Blackboard organization site.

**Evaluation of the Comprehensive Examination:**

8. The advisor and the designated additional faculty member read the comprehensive examination responses. Each independently completes a rubric for each question and evaluates each question on a three-point scale: (1) fail; (2) pass; and (3) high pass. The student must average across readers a score of 2.0 or higher on each question to pass.

9. The advisor writes an electronic summary of the examination that is given to the Program Director via the Coordinator.

10. The Program Director notifies the student of the results in writing; a copy of this letter is sent to the College of Education Graduate Office and to the advisor.

11. A copy of the Program Director's letter, examination responses, and readers' evaluations are kept in the Coordinator’s office.

12. Students who fail the examination must generate a remedial plan with their advisor. The examination can be retaken only once. After a second failure, the student may appeal in writing to his/her advisor and department chair for permission to take an examination a third time. This appeal is forwarded to the Associate Dean in Graduate Studies for final approval.

**IV. ADVANCED GRADUATE SPECIALIST CERTIFICATE**

The Advanced Graduate Specialist (AGS) program is designed to promote a high level of professional competence in the field of special education in the following areas:

- Behavioral and Learning Disorders
- Early Childhood Special Education, including Infants and Toddlers
- Secondary and Transition Special Education
- Severe Disabilities, including Autism
The AGS is *not a degree program, but a certificate* awarded by the College of Education. The candidate for the AGS must have a master's degree earned either at the University of Maryland or at another accredited institution. The minimum number of graduate credit hours for the AGS is 60, which includes 30 applicable credits from the student’s Master's program. The core of the program consists of special education courses and other coursework within the University. More information on the AGS is found at the following website: [http://www.education.umd.edu/studentinfo/graduate_info/gradtnstepsags.html](http://www.education.umd.edu/studentinfo/graduate_info/gradtnstepsags.html)

### AGS Program Requirements for Students and Advisors

<table>
<thead>
<tr>
<th>1. Continuous Registration and Time Line:</th>
<th>Registration and advising is required every semester (including the summer session if graduating). The MEd degree must be completed in five years.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Required Coursework:</td>
<td>The following coursework is required:</td>
</tr>
<tr>
<td>• EDMS 645 Quantitative Research Methods I</td>
<td></td>
</tr>
<tr>
<td>• EDSP 673 Evaluating Evidence-Based Practices in Special Education</td>
<td></td>
</tr>
<tr>
<td>• EDSP 670 Single Subject Research in Special Education OR EDMS 646 Quantitative Research Methods II</td>
<td></td>
</tr>
<tr>
<td>3. Submit AGS Program of Approval:</td>
<td>A Program of Approval is developed with the advisor and must include 400 level or above coursework (graduate credit is NOT given for coursework below the 400 level). The form is found at the following website: <a href="http://education.umd.edu/studentinfo/graduate_info/forms/AGSProgram.pdf">http://education.umd.edu/studentinfo/graduate_info/forms/AGSProgram.pdf</a></td>
</tr>
<tr>
<td>4. Transfer Credit:</td>
<td>Up to six credits of graduate coursework may be transferred into the master’s program with the advisor’s approval. If applicable, complete the <em>Transfer or Inclusion of Credit Form</em>, available on the Graduate School webpage: <a href="http://www.gradschool.umd.edu/">http://www.gradschool.umd.edu/</a></td>
</tr>
<tr>
<td>5. GPA:</td>
<td>Maintain a minimum grade point average of 3.0 in courses approved for graduation. Any “D” or “F” grade on record may be repeated with the second grade counting toward the cumulative GPA. If the course is repeated, the first course registration remains on the transcript. If courses with “D” or “F” grades are not repeated, they will be computed in the grade point average the same as an “F” (zero quality points). In such cases, however, the “D” and “F” grades will not be counted as a part of graduation requirements and additional coursework must be taken.</td>
</tr>
<tr>
<td>6. Comprehensive Examination:</td>
<td>Three hours of written examinations are required. Procedures are presented above.</td>
</tr>
<tr>
<td>7. Submit Application for Graduation:</td>
<td>Published deadlines each semester for submitting the Application for Graduation are found in <em>Important Dates for All Graduating Graduate Students</em> found at: <a href="http://www.education.umd.edu/studentinfo/graduate_info/importantdates.html">http://www.education.umd.edu/studentinfo/graduate_info/importantdates.html</a> &lt;br&gt;Apply for graduation at the following website: <a href="http://www.testudo.umd.edu/apps/candapp">http://www.testudo.umd.edu/apps/candapp</a> &lt;br&gt;Note: Students must be registered the semester of graduation.</td>
</tr>
<tr>
<td>8. Additional AGS Graduation Forms:</td>
<td>The student is responsible for submitting the <em>Advanced Graduate Specialist (A.G.S.) Certification of Completion</em> form found at: <a href="http://education.umd.edu/studentinfo/graduate_info/forms/AGSCert.pdf">http://education.umd.edu/studentinfo/graduate_info/forms/AGSCert.pdf</a></td>
</tr>
</tbody>
</table>
V. PhD PROGRAM-FULL Time ONLY

The Doctor of Philosophy (PhD) degree prepares researchers, teacher educators, and leaders in the field of special education. **The degree requires a minimum of 90 credit hours beyond the bachelor degree. Fifty (50) credit hours must be taken at College Park.** Table 1 is a diagram of doctoral study milestones. Students select one of the following areas:

- Behavioral and Learning Disorders
- Early Childhood Special Education, including Infants and Toddlers
- Secondary and Transition Special Education
- Severe Disabilities, including Autism
- Special Education Policy

The Ph.D. coursework and advancement to candidacy must be completed in a 5-year time frame after acceptance into the doctoral program and the remaining degree requirements must be completed within 4 years after advancement to candidacy. **Continuous Registration** is also required every fall and spring semester (and in the summer if graduating in August). Newly admitted students register in the semester of admission, to validate admission. For additional information on Registration Policies go to the Graduate School website at [http://www.gradschool.umd.edu/catalog/academic_policies.htm](http://www.gradschool.umd.edu/catalog/academic_policies.htm).

**NOTE TO ADVISORS:** All forms mentioned in this section can be found on the Faculty/Staff EDSP Blackboard organization site.

**Progress to Doctoral Degree**

The following are PhD expectations leading to graduation to be evaluated each year:

1. Students are required to interact with their advisor at least once each semester. Each year students complete a self-assessment of their progress toward degree. Additionally, each year a faculty committee assesses students’ progress toward degree using the student self-assessment and faculty expectations. The review is shared with each doctoral student.

2. Full-time doctoral students who have not yet been advanced to candidacy are expected to take and successfully complete with a grade of “B” or higher at least 9 program relevant credits each semester. Part-time students not yet advanced to candidacy are expected to take and successfully complete 9 program relevant credits per year. All coursework is to be completed prior to advancement to candidacy. Once advanced to candidacy doctoral students are automatically registered for 6 hours of EDSP 899 each semester. Any incomplete grades (except in EDSP 899) are to be converted to regular grades during the following semester. These expectations are to be monitored by the advisor.

3. Doctoral students must file with the College Graduate Studies Office an **Approved Program of Study** (listing all completed and proposed courses and their semester and year), signed by the advisor, before their 21st post-masters credit hour following admission into the Program. Doctoral students must take and pass the **Doctoral Pre-Candidacy Examination** after an Approved Program of Study is on file with the College Graduate Studies Office and prior to advancement to candidacy.

4. A doctoral student is expected to be **advanced to candidacy** (i.e., a status in which the student has completed all formal degree requirements other than the doctoral dissertation and the final defense examination), within 5 years after acceptance into the doctoral program and must complete the remaining degree requirements within 4 years after advancement to candidacy.
EDSP PhD Degree Milestones (11/09/12)

Please Note:

1. Continuous Registration is required until graduation unless one applies for a waiver to Graduate School.

2. Annual Student Self-Assessment

3. Annual Faculty Review

Required Doctoral Seminar
EDSP 860

Develop and Submit an Approved Program of Study
- Program of Study must be filed before one can register beyond the 21st post masters credit
- Any changes to the Approved Program of Study must be sent to Chair and College Graduate Office

Doctoral Pre-Candidacy Examination
by Faculty Advisory Committee (FAC)

Advancement to Candidacy**
- Application made only after passing Pre-Candidacy Examination

Completion of All Coursework

Automatic Registration for EDSP 899
ALL students will be registered automatically by the Graduate School for six (6) credits of EDSP 899 for each Fall and Spring semester following advancement to candidacy until graduation.

Minimum of 12 hours of Dissertation Research

Application for Research using Human Subjects (IRB): Must be approved before dissertation research is begun.

Dissertation Proposal Committee Meeting

Implementation of Dissertation Research

Application for Graduation

Oral Examination of Dissertation Defense

Graduation
5. Prior to advancement to candidacy, doctoral students are expected to complete the following in consultation with their advisor:

- An internship with an outside agency
- College teaching apprenticeship

The advisor verifies these activities through the Student Annual Self-Assessment and the Annual Faculty Review.

6. Prior to graduation, doctoral students are expected to complete the following:

- One or more conference presentations
- Author/co-author on one or more peer-reviewed journal articles
- Author/co-author on one or more book chapters
- Review of one or more journal articles or conference proposals

7. A student must be advanced to candidacy prior to seeking approval of a doctoral research committee. The advisor must give initial approval of the topic and of the committee members. Students should obtain the Certification of Doctoral Research Committee and Dissertation Proposal form prior to the proposal meeting, fill out the form, and present it at the proposal meeting. Approval of all research involving human subjects by the campus Institutional Review Board is also required prior to starting the dissertation research.

8. Doctoral students are required to complete the dissertation and dissertation defense within two years of acceptance of the dissertation proposal.

9. Students must be registered in the semester of graduation, including a summer session if graduating in August.

**Program of Study Requirements**

Student and advisor develop a formal program of study before completing 21 post-masters credit hours. Doctoral Students are NOT to register for coursework beyond this point until an approved program of study is on file in Student Services, College of Education.

Program of Study Forms are available from the College Graduate Studies Office website at [http://education.umd.edu/studentinfo/graduate_info/FormsExplanGrad.html](http://education.umd.edu/studentinfo/graduate_info/FormsExplanGrad.html) and must be approved by the student’s advisor, and the person(s) designated at the departmental level to approve programs, prior to submission to the College Graduate Studies Office. The program of study should contain:

- a list of completed graduate coursework appropriate to the student's program;
- a list of projected coursework according to specialization, college teaching requirements, and research methods; and
- must be signed by the advisor and chairperson in the department
- must conform to all policies and procedures of the university, college, and department with special regard for minimum graduate hours, residency requirements, course requirements, and degree program expectations.

**Changes to Program of Study.** You must submit a revised Program of Study form to the advisor and Chair and send to the College Graduate Studies Office. As a part of graduate clearance, variances to the approved program will be noted and the advisor and program are notified.
**Previous Coursework.** Master's degree coursework is counted *if considered relevant and approved by the student's advisor*. The Graduate School requires official transcripts for all coursework in the student's Program of Study.

**Required Coursework (recommended semester/year).** The following coursework is required prior to graduation. The recommended sequence for enrollment follows each course.

- **EDSP 860:** Doctoral Research Seminar in Special Education (Fall Year 1)
- **EDSP 875:** Policy Issues Affecting individuals with Disabilities (Spring Year 1)
- **EDSP 872:** Theory & Empirical Design in Special Education (Spring Year 2)
- **EDMS 645:** Quantitative Research Methods I or Equivalent (Fall Year 1)
- **EDMS 646:** Quantitative Research Methods II or Equivalent (Spring Year 1)
- **EDSP 670:** Single Subject Research in Special Education (Spring/Summer Year 1)
- **EDSP 671:** Qualitative Methods in Special Education or 3 credits equivalent (Fall Year 2)
- **EDSP 651:** Applied Multiple Regression Analysis OR 3 credit course equivalent at the intermediate level demonstrating performance level competence in single subject or qualitative research methods (Fall Year 2)
- **EDSP 888A:** Apprenticeship in Special Education: College Teaching (3 credits)
- **EDSP 889:** Apprenticeship in Special Education (1-8)
- **EDSP 898:** Pre-Candidacy Research (1-8 credits)
- **EDSP 899:** Doctoral Dissertation Research - minimum of total 12 credit hours

**Internship in Special Education.** Each doctoral student is expected to gain knowledge and experience in an area related to their research or to advance their experience in area related to their doctoral student. This is done on a full-time basis for at least one semester with a selected staff member in a school, school system, educational agency, governmental agency, legislative body, etc. The internship must be undertaken in a site different from the one where the student is employed. Students and their advisors must agree on the internship and fill out a contract form.

**Apprenticeship in Special Education (College Teaching).** Each doctoral student is expected to gain knowledge and experience teaching at UM. The student and advisor develop a contract to outline the responsibilities for this apprenticeship.

**Doctoral Pre-Candidacy Examination.** (aka Doctoral Comprehensive Examinations)

The EDSP Doctoral Pre-Candidacy Examination is designed to ensure that doctoral students have attained specific knowledge and skills as identified in EDSP Doctoral Student Learning Outcomes: (1) Specialty Knowledge and Teacher Education and (2) Research prior to Advancement to Candidacy. Doctoral students must be able to: (a) propose and identify important issues on a selected topic; conduct a critical analysis of the literature or conduct a pilot study; and identify and defend research questions for future research; (b) effectively communicate in writing the findings of a critical literature review or pilot study; and (c) orally defend results and research directions. Doctoral students, with guidance from their Faculty Advisory Committee (FAC), must select one of the following options:

**Option 1: Pre-Candidacy Review of Literature Paper**
- Conduct an extensive search of the literature on a selected topic
• Select a method for a literature analysis (e.g., analysis of relevant policies, analysis of research and scholarly literature, meta-analysis)
• Evaluate literature based on the selected method for analyzing the literature
• Summarize strengths and weaknesses of the literature
• Determine research question(s) for a dissertation proposal
• Pre-Candidacy Paper will become the student’s Chapter II in the dissertation

Option 2: Pre-Candidacy Study
• Conduct a search of the research and scholarly literature on a selected topic
• Determine research question(s) for study
• Select an appropriate methodology (i.e., single subject, quantitative, qualitative) to answer the research question(s)
• Collect data or identify an extant data base
• Analyze data
• Interpret results, identify strengths and weaknesses of the study, and propose research directions
• Pre-Candidacy Study must include all the components of a research study: Review of literature, Methods, Results, and Discussion

All doctoral students enroll in EDSP 898: Pre-Candidacy Research for a variable amount of credit (1-6) depending on a student’s program/credit needs (maximum of 6 credits).

Students meet with advisor to write and discuss drafts of Pre-Candidacy Paper or conduct and write Pre-Candidacy Study to prepare for the Faculty Advisory Committee meeting.

As part of the EDSP doctoral pre-candidacy examination process, students select one of the two options and present Pre-Candidacy Paper or Study to a Faculty Advisory Committee (FAC). The committee must include a minimum of two EDSP faculty members within the student’s area of specialty and one member from outside the specialty area (within the department, college, or university).

**Doctoral Pre-Candidacy Examination (FAC)**

**The Advisor’s responsibilities include:**
- Meet as frequently as necessary to provide feedback to the student on drafts of the Pre-Candidacy Paper or Study
- Determine when the student’s Pre-Candidacy Paper or Study is to be given to the FAC for review and evaluation
- Return a copy of the completed FAC form to Carol Scott.

**The FAC’s responsibilities include:**
- Attend the pre-candidacy examination meeting to provide feedback on the student’s pre-candidacy paper or study;
- Evaluate the student’s written product and oral presentation

**The Student’s responsibilities include:**
- Determine time, date, and location of the Pre-Candidacy Examination Meeting
- Provide a copy of Pre-Candidacy Paper or Study to FAC two weeks prior to the meeting
- Present findings to their FAC (1 hour)
NOTE Advisors: When doctoral students pass the FAC examination, the advisor emails the Special Education Program Director and the CHSE coordinator (Ms. Caroline Ordiales-Scott) with the date of the FAC examination, faculty members on the committee, and the passing results of the FAC. The CHSE coordinator sends a letter (signed by the Program Director) to the student and sends a copy of the letter to the advisor. Upon receiving the letter, the advisor completes and signs the Advancement to Candidacy Form and gives the form to the CHSE coordinator who sends a copy of the letter and Advancement to Candidacy Form to the COE Graduate Studies Office (Ms. Patti Dowdell). The advisor gives all three copies of the FAC examination rubric to the Chair of Special Education Graduate Committee (Dr. Joan Lieber).

Advancement to Candidacy
Following successful completion of the Doctoral Pre-Candidacy Examination, a student must apply to the Graduate School for Advancement to Candidacy. Both an Application for Admission to Candidacy form (must be received prior to the 25th of the month in order for the advancement to be effective the first day of the following month) must be filed with the College Graduate Office. These forms can be found at: http://education.umd.edu/studentinfo/graduate_info/FormsExplanGrad.html#formsed

Post-Candidacy Registration
ALL post-candidacy doctoral students are registered automatically by the Graduate School for 6 credits of EDSP 899 for each Fall and Spring semester following formal advancement to candidacy until they complete their Ph.D. Those students, who plan to graduate during the summer semester, must be registered. Please notify Carol Scott, cscott18@umd.edu, so that a registration request can be sent.

Doctoral Dissertation and Examining Committee
Earning the Ph.D. in the Department of Special Education requires that the doctoral candidate conduct an original research study, which contributes to the knowledge base in special education. The special education program requires 12 credits of doctoral research. The student should download a copy of the Graduate School Electronic Thesis and Dissertation (ETD) Style Guide at: http://www.gradschool.umd.edu/current_students/electronic_thesis_and_dissertations_at_um.html

The student receives a grade of "Incomplete" until the dissertation is completed. The ETD Style Guide outlines the electronic formatting required by the Graduate School and the ETD submission process. The Style Guide also includes a section on formatting your document with Microsoft Word.

The Graduate School has established procedures for the Dissertation Committee, which has a minimum of five members.

• Nomination of the Dissertation Examining Committee. Membership on a Dissertation Examining Committee requires nomination by the student's advisor and the director of graduate studies in the student's graduate program, and approval by the Dean of the Graduate School. The nomination of a Dissertation Examining Committee should be provided to the Graduate School at least six weeks before the date of the expected

- **Chair of the Dissertation Examining Committee.** Each committee will have a chair, which must be a Tenured/Tenure Track Member of the Graduate Faculty. Dissertation Examining Committees may be co-chaired upon written recommendation of the program's director of graduate studies and with the approval of the Dean of the Graduate School.

- **Representative of the Dean of the Graduate School.** Each Dissertation Examining Committee shall have appointed to it a representative of the Dean of the Graduate School who should have some background or interest related to the student's research. The Dean's Representative must be a Tenured Member of the Graduate Faculty and must be from a department other than CHSE. In cases where a student is in an interdisciplinary graduate program, the Dean's Representative may not be a faculty member participating in the interdisciplinary program.

- **Special Members.** Individuals from outside the University of Maryland who have been approved for Special membership in the Graduate Faculty may serve on Dissertation Examining Committees.

**Note:** Student must be registered for EDSP 899 the semester of the exam and must provide a complete copy of the dissertation to committee members at least ten business days before the oral examination.

**IRB Human Subjects Review**

At the University of Maryland, all research that involves the use of human subjects requires review and approval by the Institutional Review Board (IRB) prior to the initiation of the research. Further all students must complete CITI training before applying to the IRB for approval of their research. Students conducting research complete an application that is available online at the Institutional Review Board (IRB) web site [http://www.umresearch.umd.edu/IRB/](http://www.umresearch.umd.edu/IRB/). Applications are completed on line using IRBnet. Directions for using IRBnet are available on the IRB web site. The application is completed by the student and signed by the student’s advisor. The application is then submitted to the Special Education IRB Liaison. Once the liaison approves the application, it is forwarded to the University’s IRB Office. Research cannot begin until the student (and the advisor) receives approval from the IRB. Students should allow 2-4 weeks to secure approval from the IRB Office.

**Oral Defense Announcement**

The Graduate School requires that an announcement of the oral defense be disseminated to all faculty and graduate students within the department in which the candidate's degree is to be awarded. The oral announcement must include the candidate’s name; the date, time, and location of the defense; and the dissertation title. It is the program's responsibility to disseminate the dissertation defense date announcement to its faculty and students. Oral defenses must be held in University facilities that are readily accessible to all members of the Dissertation Examining Committee and all others attending the defense. The chair of the Dissertation Examination Committee selects the time and place for the examination. Send announcement requests to Carol Scott at cscott18@umd.edu.
**Final Oral Examination**
The final oral examination allows the candidate to briefly present the dissertation and explain the conclusions, and for the committee to question the candidate.

All five members of the examining committee must be present for the examination. At the final stage of the oral defense, the candidate leaves the room. Only the members of the Dissertation Examining Committee are present for the final deliberation and vote on the success of the defense. Two or more negative votes constitute a failure. Candidates may present themselves for the oral examination only twice. After the Dissertation Committee votes, completion of the “Interim Report of Examining Committee” and the “Report of the Examining Committee” forms are signed and submitted to the Coordinator. It is the advisor's responsibility to notify the Department Chairperson of the outcome of the final oral examination.

**Oral Defense Attendees**
By action of the Graduate School Graduate Council on October 7, 1999, the platform of the dissertation defense changed and has become an “open” defense in two parts. Policies and procedures are as follows:

Part 1: A public presentation by the candidate on the main aspects of the research reported in the dissertation. Questions from the audience to the candidate will be permitted. For questions from persons who are not members of the Dissertation Examining Committee, the Chair of the Dissertation Examination Committee shall have discretion to decide whether such questions are germane to the topic of the dissertation and how much time shall be allotted for the answers.

Part 2: A formal examination of the candidate by the Dissertation Examination Committee. This part shall be open only to the Dissertation Examination Committee, other members of the Graduate Faculty, and graduate students from the candidate’s department/graduate program. During Part Two, only members of the dissertation Examination Committee shall be permitted to ask questions. After examination, the Committee deliberates and votes in private. Attendance at the final discussion and vote shall be limited to the members of the Dissertation Examining Committee.

All members of the Dissertation Examining Committee must attend the oral defense. The Graduate School, prior to the defense, and in conjunction with the College Graduate Studies Office must approve last minute changes in the constitution of the Committee. The Dissertation Chairman must submit in writing any requested substitution to the Associate Dean of the College of Education. The substitution is not official until the Graduate School grants the approval and the written confirmation is received by the Associate Dean. The oral may not be held until the official written substitution has been made. A defense that is held with one or more substitute members on the committee, but without prior written confirmation from the Graduate School that the substitution(s) have been approved, will be voided and the defense will have to be repeated. See Established Procedures for Conduct of the Doctoral Dissertation Defense.

**Filing the Dissertation in Digital Form**
The candidate is responsible to submit the dissertation by the published deadline in *Important Dates for All Graduating Graduate Students (there is a fee associated with this)*
http://www.education.umd.edu/studentinfo/graduate_info/importantdates.html
Guidelines for submitting the Thesis and Dissertation Electronic Publication Form at http://www.gradschool.umd.edu/gss/forms


General Graduate Forms and Graduation Information
All outstanding accounts due to the University must be paid in full before the degree will be conferred. This includes such items as late registration fees, library fines, parking tickets, etc., as well as the diploma fee. Neither the diploma nor any transcripts will be issued until outstanding bills are settled. If the student does not graduate as planned, she/he must apply for the diploma again when she/he is able to graduate.

The student is responsible for filing and completing all forms required throughout their respective degree program as well as for graduation. These forms can be found on the College of Education, Student Services website at http://www.education.umd.edu/studentinfo/graduate_info/FormsExplanGrad.html. Forms can also be found at the UM Graduate School at http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html
After completing forms, please have your advisor sign and submit to the Department Chair for signature, Room 1308.

To ensure each student as met the graduate degree requirements, a request for a graduation “AUDIT” can be retrieved from the Student Services Office in the College of Education (Room 1204 Benjamin). They also provide a step by step graduation requirements guide on the website at http://www.education.umd.edu/studentinfo/graduate_info/gradsteps.html

Academic regalia (robe and cap) are required for all candidates at graduation. Please see information on the University’s commencement webpage at http://www.commencement.umd.edu/graduate/graduate_regalia.cfm. Please make sure you place your order as soon as possible.

Getting your Directory ID/Password for Registration and Access to Campus Resources

Please visit the following website to obtain your Directory ID and Password: http://www.it.umd.edu/new/student.html

Before being able to access most online resources at the university, you must establish your online identifier, your Directory ID, and an associated password. Here are the steps to follow in order to establish your Directory ID and Password:

- Identity Proofing - We do not, at this time, require in-person identity verification, so, as an alternative, you must provide several facts that uniquely identify you. This information includes:
- a portion of your Social Security Number,
- your surname (last name),
- your birth date, and
- a phone number that you we have on file for you.

- Once we have verified your identity, you may select your Directory ID. An initial ID has been established that is based on your name. You may keep this pre-assigned ID or choose a different ID. **Please, carefully consider your choice, because this ID will define your email address and all login ID's at the university.**

- In order to accept your ID, either the pre-assigned one or the one you choose, you must review and agree to the Policy on the Acceptable Use of Information Technology Resources, which applies to all members of the university community.

- Once you have established your Directory ID, you will be asked to establish your initial password to the system.

- Next, you will need to provide answers to several security questions. If you forget your password, your responses to these security questions may be used to establish a new password.

- Finally, you will be able to activate your Division of IT supported accounts, including your email account.

**Note:** All students are required to complete the Immunization Form to attend UM. Make sure your University ID number is on this form. For more information, please visit the UM Health Center website at [http://www.health.umd.edu/clinicalservices/allergimmuntravel/immunizations](http://www.health.umd.edu/clinicalservices/allergimmuntravel/immunizations). If you do not submit the immunization form, you will be blocked/restricted from registering for courses.