



A GUIDE TO GRADUATE PROGRAMS
FOR STUDENTS ADMITTED 2015 OR
EARLIER

**DEPARTMENT OF CRIMINOLOGY
AND
CRIMINAL JUSTICE**



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ADMISSION TO GRADUATE STUDY

ADMISSION TO THE GRADUATE SCHOOL

Students with a BA/BS degree may choose to apply for entry either into the Master's Program or directly into the Ph.D. program. Such students admitted directly into the Ph.D. program will complete the requirements of the Master's program before beginning Ph.D.-level work.

For admission to graduate study at the Department of Criminology and Criminal Justice, the applicant must first be admitted to the University of Maryland Graduate School. Please visit <http://gradschool.umd.edu/admissions/application-process> to apply.

The Department requires that **all** applicants arrange for submission of official Graduate Record Examination (GRE) scores from the Educational Testing Service using institutional code **5814**.

Decisions on Fall semester admissions will be made for those whose completed applications and submitted supporting materials have been received by the Graduate School and the Department on or before **December 15th**. Applications for both the MA and Ph.D. programs are accepted for **Fall entry** only.

If the application is favorably recommended by the Department, this decision is sent to the Graduate School. The Graduate School then notifies the applicant of admission and asks for acknowledgement of acceptance. If the applicant is not favorably recommended for graduate study by the Department, then the Graduate School notifies the applicant of the decision.

FINANCIAL AID

The financial aid most regularly available in the Department is in the form of graduate teaching and research assistantships, which are offered to doctoral students (**note that students with a BA or BS degree can apply directly into the PhD program**). Other regularly available forms of financial aid are listed in the Graduate Catalog, and the appropriate application procedures are discussed. A small number of scholarships and fellowships are also available to the most outstanding new PhD applicants. During the application process applicants can indicate their interest in graduate assistantship and financial aid consideration. No separate application is required.

For continuing students, applications for financial aid are due in January each year. The Program Coordinator will provide current students with an application and alert them of the deadline.

A graduate teaching or research assistantship provides a stipend and remission of tuition for up to ten credit hours per semester. The appointment to an assistantship is for one academic year (9.5 months) and may be renewed for up to five years (four years for students entering with an MA in Criminology/Criminal Justice). Renewal is dependent upon the student's performance as an assistant

as well as making satisfactory progress through the program.

The duties of an assistant require up to 20 hours of work per week as assigned. The assignment usually consists of assisting one or more professors in their teaching and/or research responsibilities. In addition, assistants are expected to assist in some general departmental administrative duties.

INTERNATIONAL STUDENT ADMISSION

In their application, international applicants must also include scores on Test of English as a Foreign Language (TOEFL), the International English Language Test (IELTS) or the Pearson Test of English (PTE) if English is not the native language. Proper immigration documents and evidence of financial resources are also required. The GRE is not waived for foreign students. Applications will **not** be processed without the application fee.

DELAY OF ADMISSION

A written offer of admission by the Dean for Graduate Studies is made to an applicant who meets all admission requirements. The offer specifies the date of entrance which will normally coincide with the date requested in the application. The offer of admission must be accepted or declined by the date specified in the offer. If the Graduate School is not notified by the date specified, the offer of admission lapses and the space is reassigned to another applicant. An individual whose offer of admission has lapsed must submit a new application and fee if he or she wants to be reconsidered for admission at a later date.

Any student who cannot register in the authorized semester must immediately submit a written request to have the date of admission extended. This request must be sent to the Director of Graduate Records in the Graduate School, University of Maryland and copied to the Department.

MINIMUM ADMISSION REQUIREMENTS

The Graduate School requires that students submit the following materials for admission consideration: a statement of purpose; GRE scores; transcript(s) from the prior educational institution(s); 3 letters of recommendation; CV/Resume; and TOEFL/IELTS/PTE for international students. In addition, the Department requires a Writing Sample. If an applicant has studied at the graduate level elsewhere, less weight may be, but is not necessarily, placed on the quality of the undergraduate academic record. The Department has a preference for students who have a background in social science and/or research.

ADVISEMENT AND PROGRAM PLANNING

ADVISEMENT

After a student is recommended for admission, the student is advised by the Chairperson of the Department or the Director of Graduate Studies until such time as the student selects an advisor. MA students are expected to select an advisor from among the Department's Graduate Faculty prior to the end of their first semester. Doctoral students should select an advisor prior to the end of their second semester. Requests for approval of the advisor are available in the Department's Graduate Office. Students are free to change their advisor. They are responsible, however, for completion of the new advisor form, which must be signed by the new advisor. The advisor is usually the chairperson of the student's thesis committee, but there is no requirement that this be the case. Graduate students may select any qualified member of the Graduate Faculty to act as their thesis advisor. A list of the Department's Graduate Faculty is available on the Department's website.

PROGRAM PLANNING

The student must seek an appointment with the advisor prior to registration for the first semester's course work. The advisor will assist in planning the degree program. Students should bear in mind that the advisor, the Department, or the Graduate School is under no obligation to accept any courses to be applied to the student's official program as approved by the Graduate School which are not a part of the program developed with the advisor's assistance. The policies governing degree programs are subject to modification from time to time.

The policies in effect at the time of enrollment are binding upon the students, and subsequently established program requirements may not be imposed retroactively.

THE MASTER'S DEGREE

INTRODUCTION

The Department of Criminology and Criminal Justice offers a Master of Arts (MA) program¹, which will result in the receipt of a Master's degree in criminology and criminal justice. The Graduate School requires a minimum of 30 semester hours in courses approved for graduate credit that must include six hours of thesis research credits (CCJS 799).

MA students must successfully complete a thesis. Students planning on writing a thesis should not choose a topic or commence working on a thesis until they have chosen a thesis advisor, consulted with the advisor concerning the intended research topic and plan, consulted also with other members of the graduate faculty whom he or she intends to have serve on the Master's Thesis Committee, and obtained their preliminary approval and permission to proceed.

An examining committee appointed by the Dean of Graduate Studies must approve the thesis. When the thesis is completed and ready for oral defense, the advisor files a Nomination of Examining Committee form with the Graduate School, certifying that the thesis is completed and listing the proposed committee members. The Graduate School Dean then sends the Department Coordinator a form approving the committee and listing any incomplete grades. The student's thesis advisor is Chairperson of the committee and the remaining members of the committee are members of the graduate faculty of the University who are familiar with the student's program of study. The examining committee consists of a minimum of three members, at least two of which must be members of the Department's faculty. In most instances the full committee will be selected from the faculty of the Department.

It should be noted that if the research conducted for completion of the thesis requires the use of human subjects, the proposed study must be approved by the Department's and University's Human Subjects Committees, well in advance of any data collection. Each student's advisor is aware of the appropriate procedures involved in obtaining approval of these committees.

A final oral defense of the thesis shall be held when the student has completed his or her thesis to the satisfaction of the advisor. The Chairperson of the examining committee selects the time and place for the examination and notifies the other members and the candidate. Members of the committee must be given a minimum of seven school days to read the thesis.

The oral defense is normally an hour, but it may be longer. The defense may be attended by Department faculty and graduate students and the committee Chairperson may open the discussion to those present for questions and comments. Upon satisfactory completion of the oral defense, the committee signs the form sent by the Graduate School. It is returned by the Chairperson to the Dean of the Graduate School no later than the appropriate date listed in "Important Dates for Graduate

¹ More information about the Traditional programs can be found at: www.ccjs.umd.edu

Students”² if the student is to graduate in the semester in which the oral examination is given. The “Important Dates” information can be obtained either from the Graduate School or from the Department's Graduate Office.

Any student who wants to graduate in a certain semester should not only consult the deadlines listed in “Important Dates” but should also consult with his or her thesis advisor before the beginning of the registration period of the semester in which the student intends to graduate in order to make sure all the necessary course work has been completed.

The student should consult the *Graduate Catalog* for directions on the preparation and submission of the thesis. <http://www.gradschool.umd.edu/catalog/>.

TRANSFER OF CREDIT

A maximum of **six** semester hours of graduate-level course credits earned at regionally accredited institutions prior to, or after, matriculation in the Graduate School may be applied toward a Master's degree at the University of Maryland.

All graduate study credits offered as transfer credits must meet the following criteria: (1) they must have received graduate credit at the institution where earned; (2) they must not have been used to meet the requirements for any degree previously earned; (3) they must have been taken within the time limits applicable to degrees awarded by the Graduate School; that is, they must have been taken within the five-year time limit for completing the Master's degree; (4) the department or program to which the student has been admitted at Maryland must certify that the courses are appropriate to the degree program the student is pursuing at Maryland; that is, the course must be approved by the student's advisor and the Department's Chairperson; and, (5) the student must have earned a "B" or better in the course offered for transfer credit.

The request for transfer of credit, the necessary transcripts, and certification of Department approval must be submitted to the Graduate School at the earliest possible date. The Master's degree cannot be awarded until the Graduate School has the official transcript for the credit to be transferred. If the credit is taken after matriculation, the student must receive prior approval of the credit from the advisor and the Department's Chairperson. The request for transfer is then submitted to the Graduate School.³

TIME LIMIT

All requirements for the Master's degree must be completed within five (5) years of the entrance date. One extension of up to one year may be granted at the discretion of the Department.

² May be found on the University's Graduate School website: www.gradschool.umd.edu

³ Visit http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html to obtain form.

PROGRAM REQUIREMENTS

The Graduate School makes the following requirements regarding all Master's degrees. The entire course of study for any Master's degree must constitute a unified, coherent program which is approved by the student's advisor and by the Graduate School. The student must have a minimum of 30 semester hours in courses acceptable for credit toward a graduate degree. Additional courses may be required if the student is inadequately prepared for the required graduate courses. To graduate the student must have a GPA of 3.0 or greater.

The Graduate School states that grades for courses not a part of the program, but taken in graduate status, will be computed in the average. Any "D" or "F" grade on the record may be repeated, with the second grade replacing the first. If courses with "D" or "F" grades are not repeated, they are computed in the grade point average as an "F" (zero quality points). However, in the latter case, they are not counted as part of the degree requirements and additional course work must be done. Any incomplete grades that are not removed and replaced with acceptable letter grades will be computed in the same manner. In addition, the Department's policy is that any graduate student who received a grade of "D" or "F" in two different courses will be dismissed from the program.

The residence requirement requires that before a request for classification to in-state status will be considered, a student must comply with all of the following requirements for a period of at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status. Requirements to be satisfied are located at <http://www.testudo.umd.edu/rco/policy.html> - Residency Clarification Office website. **The student must be registered for at least one credit in the semester he or she plans to graduate.**

The general plan of study for the Traditional M.A. student is as follows:

- **CCJS 600** (Criminal Justice), **CCJS 610** (Research Methods in Criminal Justice and Criminology) and **CCJS 651** (Seminar in Criminology) are required courses that must be passed with a grade of "B -" or better.
- **CCJS 620** (Fundamentals for Criminological Research) and **CCJS 621** (The General Linear Model) are required courses that must be passed with a grade of "B -" or better.
- Three graduate-level (e.g., 600 or above) elective courses.
- A thesis.

MA/JD JOINT DEGREE PROGRAM

The Graduate program in Criminology and Criminal Justice at the University of Maryland, College Park, and the University of Maryland, School of Law (located in Baltimore) offers a joint program of studies leading to a MA/JD degree.

Under the terms of this program, a student may earn both degrees in four academic years. Up to nine (9) credit hours received from the Law School are transferable and will be considered as electives towards your MA degree. Full applications are **REQUIRED** for both schools.

Candidates must be admitted to both programs separately. Admissions to one program, does not automatically guarantee admissions in the other. Grade point averages in each program will be computed separately and students must maintain minimum standards in each school to continue in the program and receive both degrees. If a student's enrollment is terminated in either program, the student may elect to complete work for the degree in which he/she remains enrolled, but such completion must be upon the same conditions as required of regular (non-joint program) degree candidates. Students must submit an approved course of study by the Graduate Director of UMCP and the Dean of the Law School. For more information regarding the joint MA/JD program, please contact:

University of Maryland, Baltimore
Francis King Carey School of Law
520 West Lombard Street
Baltimore, MD 21201
410-706-3492
admissions@law.umaryland.edu

University of Maryland, College Park
Department of Criminology & Criminal Justice
2220 LeFrak Hall
College Park, MD 20742
301-405-6838
criminologydept@umd.edu

THE DOCTORAL DEGREE

INTRODUCTION AND CURRICULUM SUMMARY

For completion of the Ph.D. degree, competence in theory, research methodology and quantitative techniques is expected, as well as competence in the general field of criminology and criminal justice and in some specialization area within criminology or criminal justice selected by the student with Department approval.

If students admitted to the doctoral program have not completed the equivalent of **CCJS 600** (Criminal Justice), **CCJS 610** (Research Methods in Criminal Justice and Criminology), and **CCJS 651** (Seminar in Criminology), they will be required to complete these courses. Also, any student who enters the Ph.D. program with an MA/MS and did not complete a Master's thesis must complete one in our program.

All doctoral students must complete **CCJS 710** (Advanced Statistical Methods - Limited Dependent Variables) and an advanced course in statistics. CCJS 710 and the advanced statistics course must be completed with a grade of "B -" or better. The candidate is required to pass two Ph.D. comprehensive examinations, acquire at least 12 hours of Ph.D. research credits (CCJS 899), and prepare and defend a doctoral dissertation under guidance of his/her Ph.D. dissertation committee

Regarding the advanced statistics course, the Department offers a variety of courses that satisfy the requirements for the elective advanced statistics course (e.g., CCJS 699T Longitudinal Data Analysis, CCJS 699L Seminar on Causal Inference). In addition, students have the option of requesting that a course outside the department count towards this requirement. To submit a request, students should forward the course syllabus to the Departmental Statistics Committee for approval along with a written justification for how this course fits into the person's course of study. Students must file permission received from the Graduate Director and the Departmental Statistics Committee with the Graduate Program Coordinator. Please note that an approved out of department course cannot also fulfill the "one elective outside of department" requirement stated above.

A few examples of courses that might be approved for Ph.D. students to meet this requirement include:

- EDMS 657 Exploratory Latent and Composite Variable Methods
- EDMS 722 Structural Modeling
- SOC 709P Advanced Special Topics in Data Analysis: Network Analysis
- SURV 632 Social and Cognitive Foundations of Survey Measurement
- SURV 701 Analysis of Complex Sample Data
- SURV 722 Randomized and Non-Randomized Research Design

This list is not comprehensive. Please also note that many of these classes are upper level courses in the home department and therefore have prerequisites that may include permission of the instructor.

It is the student's responsibility to obtain the necessary permission.

TRANSFER OF CREDIT

Courses submitted for transfer credit must meet the following criteria: 1) they must have received graduate credit from a regionally accredited institution where earned; 2) they must not have been used to meet the requirements for any degree previously earned; 3) the Department must certify that the courses are appropriate to the degree program of the student; and 4) the student must have earned a "B" or better in the course offered for transfer credit.

TIME LIMIT

The University requires that a student must be admitted to candidacy within five years after admission to the doctoral program. In addition, the student must be admitted to candidacy at least one academic year before the date on which the degree is to be conferred.

The student must complete the entire program for the degree, including the dissertation and final examination, within a four-year period after admission to candidacy. One extension of time, either for admission to candidacy or for completion of requirements for the doctoral degree, may be granted at the discretion of the Department. Beyond that one extension, admission to the program terminates, at which point a student may apply for readmission to the program. For further details, please consult the graduate school policy manual.

RESIDENCE REQUIREMENT

Before a request for classification to in-state status will be considered, a student must comply with all of the following requirements for a period of at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status. Requirements to be satisfied are located at <http://www.testudo.umd.edu/rco/policy.html> - Residency Clarification Office website.

REGISTRATION REQUIREMENT

All graduate students making any demand upon the academic or support services of the University, whether taking courses, using University libraries, laboratories, computer facilities, office space, housing, or consulting with faculty advisors, taking qualifying examinations and assessments, must register for the number of graduate units which will, in the judgment of the faculty advisor, accurately reflect the student's involvement in graduate study and use of University resources. In no case will registration be for less than one credit.

Doctoral students who have been advanced to candidacy will be automatically registered for 6 credits of CCJS899 Doctoral Dissertation Research each semester, excluding summer sessions, until the degree is awarded. The 899 course will carry 6 credit hours and will be covered by flat candidacy tuition.

Failure to comply with the requirement for maintaining continuous registration may be taken as evidence that the student has terminated the doctoral program. A new application for admission, with the consequent reevaluation of the student's performance, will be required of a student wishing to resume a graduate program, whose admission has been terminated under this regulation.

PHD COMPREHENSIVE EXAMINATIONS

Objectives:

The PhD comprehensive examinations are an integral part of the Ph.D. degree in Criminology and Criminal Justice. They represent the part of the program that requires students to demonstrate their understanding of the central issues facing the discipline. It also requires students to have formed their own positions on these issues and to demonstrate they have the ability to articulate and defend these positions. As such they place an emphasis not only on what people know but also on how they can use what they know and if they have developed an understanding of how what we know can be transformed through research, theory development, and action. The student is expected to demonstrate in the examinations their reasoned perspective on the literature in our field and their ability to integrate that literature to describe future developments.

Development of Exams:

There are two comprehensive examinations -- theory and general. Each examination is created by a faculty committee. The committee members are:

General: Denise Gottfredson, Laura Dugan, Brian Johnson, Jean McGloin, Lauren Porter, Larry Sherman, Kiminori Nakamura, Jim Lynch

Theory: Ray Paternoster, Gary LaFree, Sally Simpson, Min Xie, Terry Thornberry, Tom Loughran, David Maimon, John Laub

The committees develop an exam by soliciting questions from each committee member. A committee chair puts a draft exam together based on the contributed questions. This draft exam is circulated among the committee members and revised based on feedback from the committee.

The theory examination includes the following topics:

- history of criminological theory;
- meanings of and trends in theory development;
- contemporary theories of crime and criminal behavior; and
- research testing these theories, and applications of these theories to types of crime (e.g., drugs, violence, white collar) and groups of special interest (e.g., women, minorities, juveniles, and victims).

The theory exam generally asks questions that require a deep understanding of a discrete body of

theory and research.

The general examination covers the theory of and research on law enforcement, adjudication, and corrections as well as issues in crime control and prevention. Specifically, the general comp contains questions related to the following areas:

- The criminal justice system (police, juvenile and adult courts, corrections)
- Crime prevention and control (effectiveness; policy; trends)
- Crime, criminal justice and public policy (crime trends; trends in criminal justice administration; population change and criminal justice)
- The role of research in the criminal justice system (evidence based policy; diffusion of innovation)

The following topics might also be included in the general exam, but only in the context of the broader areas listed above. That is, a question on courts might ask specifically about drug treatment courts; a question of juvenile crime prevention might ask about risk and protective factors for juvenile delinquency; or a question on policing might ask about strategies for policing gangs. These sub-areas will not appear as stand-alone questions requiring in depth responses.

- Race, ethnicity and criminal justice;
- Specialized courts (e.g., drug treatment courts, community courts, teen courts) courts;
- Risk and protective factors of juvenile delinquency/drug use;
- Guns and crime;
- Drugs and crime; and
- Gangs.

As there are several areas on which students might be tested, the general comp requires broader reading and preparation, with less depth in any one area.

Timing and Logistics:

Students are required to take comp exams by the end of year 3 and 4 of their MA/Ph.D. sequence for students who finished our TMA program, or the end of year 2 and 3 of Ph.D. program for students entering into Ph.D. from another MA program.

The theory and general examinations are given on the last Friday before classes in January and the last Friday in June each year. They are each six hours in length. One faculty member proctors the exam. This function rotates among faculty members.

Students may bring a list of references into each exam. The list must be organized alphabetically and may contain no additional notes related to the content of the sources. The list will be handed in with the completed comp.

All examinations must be typed. If students require a non-typing accommodation, they can elect

to handwrite their answers during the exam, and then type them in on the next business day. These students must leave the answers with the examiner at the end of the examination, and then return to the Department on the next business day to key in the exact text they have handwritten during the examination. The text will be proofread by staff; any variation between the two versions will be taken as a case of academic dishonesty.

Exam Preparation:

Unlike most Ph.D. programs in Criminology and Criminal Justice, ours requires only two courses. Our program requires few courses because the faculty believes that self-directed study for comprehensive exams is a helpful educational experience. Students are expected, within a two to three year period, to organize what is known about the topics covered in the two comprehensive exams, to familiarize themselves with current research in these areas, and to develop their own opinions about the state of the research and knowledge in each area.

Preparation for the theory and general comprehensive is facilitated by taking required and recommended courses. These are not required of all students but are highly encouraged because they provide guidance regarding the kind of material that should be covered during exam preparation.⁴ It must be understood that completion of these courses is not all that needs to be done to prepare for comprehensives. In addition to satisfactory performance in course work, the students must develop their own positions and organize the literature in a way that leads them to be able to "profess" the discipline.

The faculty recommends that students take the following courses to help prepare themselves for the comps:

Theory: History of Criminological Thought (CCJS654) and other theory-related courses (e.g., Gender & Crime, Corporate Crime; Comparative Criminology; Life Course Criminology).

General: Policing (CCJS601); Courts & Sentencing (CCJS602); Corrections (CCJS653); Juvenile Delinquency (CCJS652).

Students also form study groups and register for independent study credits with faculty members to help prepare for the examinations. Students are also encouraged to practice writing a few timed essays so that they become accustomed to writing in the allotted time frame. These practice essays are also useful for obtaining feedback from faculty members.

Copies of past examinations are available from the Graduate Program Coordinator. Students are encouraged to obtain copies of past exams to familiarize themselves with the usual content and structure of the exams.

A note on reading lists: As part of the process of preparing for the exam, students are expected to develop their own reading list. They might do so by referring to course reading lists, conducting

⁴ There will be times when particular courses are unavailable. In these cases, students should get a copy of the latest syllabus and pursue a non-directed independent study.

library searches by topic, and asking faculty for advice about key readings. The faculty regards the development of the reading list as an important part of the comp studying process.

Grading Procedures:

Comprehensive examinations are graded by all members of the comprehensive exam committees described above. Each grader grades each question “pass” or “fail,” with a recommendation for- or against “pass with distinction.” One member of the committee tabulates scores by student in a matrix by de-identified graders. Each student is allowed to review the matrix for their own examination, but not for other students. All examinations with 75% of the total possible points pass. Those with less than 75% fail unless the faculty decides to pass the examination. The faculty committee meets after the grades have been submitted to discuss potential failing exams. For each failed examination in which at least two (2) graders have given the examination a score of three (3) or higher, the faculty decides (during the post-grading meeting) whether to change the grades in order to pass the examination.

Faculty have two weeks to grade the exams after receiving them (usually the following Monday). This is the standard time given to faculty to evaluate other important documents (e.g., theses and dissertations). Given that the committees often meet to discuss exam results after the grading is complete, students should not expect to be notified of their exam outcome until about three weeks after they completed the exam. The faculty is fully committed to providing a careful review of the students comps in a timely fashion and will work hard to have the results ready within three weeks of the exam date.

Failing a Comprehensive Exam:

Once a student fails a comprehensive examination, they have the right to take the examination a second time, only if they have complied with the following procedures:

- 1) Selected a comprehensive study advisor from among the faculty
- 2) Developed a plan for studying for the examination, which may include reading, attending relevant graduate classes or comprehensive study sessions, and taking written practice examinations under time deadlines for feedback by faculty
- 3) Obtained written certification in a letter from the advisor to the Chair certifying that a reasonable study plan has been completed.

Students who choose to retake a failed exam must do so the next time the exam is given. A student who fails a comprehensive a second time shall be terminated from the doctoral program.

Common Reasons for Failing Exams:

Following are the three most common reasons why students fail comprehensive exams:

- Answering a question other than the one asked
- Omitting or mis-summarizing key studies

- Running out of time (usually evidenced by a brief and incomplete response to the fourth question)

SPECIAL CIRCUMSTANCES

An accommodation to reschedule the exam cannot be made except in the case of documented hospitalization or upon the recommendation from UMD's Accessibility & Disability Service (ADS) due to a documented disability. A new exam will be made up by the appropriate committee and the rescheduled exam must be completed within 30 days of the original exam date.

ADMISSION TO CANDIDACY

After satisfactory completion of the comprehensive exams and fulfillment of required courses, the student should apply for admission to candidacy. A student must be admitted to candidacy for the doctorate within five years.

It is the responsibility of the student to submit an application for admission to candidacy. Applications are available online submitted to the Department's Graduate Program Coordinator for further action and transmission to the Graduate School.

http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html

The student has four years from the date of admission to candidacy to complete the degree requirements.

DISSERTATION REQUIREMENTS

The Graduate School discusses the requirements regarding the dissertation in the following areas:

- A Departmental committee must approve the dissertation.
- Directions for the preparation and submission of the dissertation are available at *Graduate School Catalog* <http://www.gradschool.umd.edu/catalog/>.
- During the preparation of the dissertation, all candidates for the doctoral degree must register for Doctoral Dissertation Research (CCJS 899). At least twelve such credits must be completed before graduation. Ordinarily the student receives the grade of satisfactory until such time as the dissertation is finished.

DISSERTATION PROPOSALS

Dissertation proposals should be approved by the unanimous vote of the student's doctoral dissertation committee. If the student's dissertation involves research with human subjects, approval of the Department's and University's Human Subjects Committees must be obtained. Advisors are aware of the appropriate procedures. Once the dissertation proposal is approved, a copy must be filed in the student's Department file.

DISSERTATION COMMITTEES

The dissertation advisor is ordinarily chairperson of the dissertation committee, but does not have to be the sole member of the committee on whom the student relies for advice and guidance.

Whomever the student uses as principal mentor, however, she/he would be well advised to keep the dissertation advisor constantly advised on the progress she/he is making. The dissertation advisor is responsible for the composition of the Dissertation Committee.

According to Graduate School requirements, the committee shall consist of a minimum of five voting members, all of whom hold the doctoral degree. At least one of the five must hold an appointment in a department or graduate program external to the one in which the student is seeking the degree. A minimum of three members of the committee must be regular (and not associate) members of the graduate faculty of the University of Maryland. If the "outside" member is a regular member of the graduate faculty, this member is usually designated as the representative of the Dean of the Graduate School. This member sees that the examination is conducted according to established procedures. Any disagreement over the examination procedures is referred to the Dean's representative for a decision. One or more members of the committee may be persons from other institutions who hold the doctorate and are distinguished scholars in the field of the dissertation.

The Department requires that at least three members of the dissertation committee, including the dissertation chairperson, be from the Department faculty. The chairperson of a Ph.D. comprehensive committee should be a regular member of the graduate faculty of the University and not an associate member. It is possible, in exceptional circumstances, for the dissertation chairperson to be an associate member of the graduate faculty. However, approval of the Graduate School Dean must be obtained. Also, this would not change the Graduate School requirement that at least three members of the committee be regular members of the graduate faculty. The minimum size of a dissertation committee is five members but it is possible to have six or more members.

In the semester that the candidate anticipates submitting copies of the dissertation to her/his dissertation committee, the advisor sends to the Graduate School a "Nomination of the Dissertation Examining Committee" form listing the names of the desired committee members, together with an abstract or summary of the dissertation. This form must be submitted to the Graduate School by the date specified in "Important Dates."⁵ The candidate is responsible for seeing to it that the advisor has completed the form. The Graduate School Dean then sends to the Department Graduate Program Coordinator a form approving the committee for the oral defense and listing any incomplete grades.

ORAL DEFENSE

Complete copies of the draft dissertation must be distributed to each member of the committee at least 10 working days before the defense. The time and place of the defense are established by the dissertation committee chairperson. All defenses must be announced to the Department at least one week prior to the defense.

All final oral dissertation defenses are open to the faculty and graduate students of the Department.

After the examination, the committee deliberates and votes in private. Two or more negative votes constitute a failure. The candidate may only present himself/herself for final oral defense of her/his dissertation twice.

DISSERTATION APPROVAL

After the dissertation is approved by the examination committee, the committee members sign the form sent by the Graduate School stating that the dissertation is completed. This form is returned by the chairperson of the committee to the Dean of the Graduate School no later than the appropriate date listed in “[Important Dates](#)” if the student is to graduate in the semester in which the oral defense is conducted.

The candidate must submit to the Graduate School online the original typed manuscript and one bound quality copy of the dissertation to the department library. The advisor must sign both copies to the Graduate School prior to the deadline.

For a further discussion regarding the guidelines governing dissertation examination procedures, contact the Graduate Program Coordinator.

APPLICATION FOR DIPLOMA

The candidate must submit the application for diploma to the Registrar's Office via testudo <http://www.testudo.umd.edu/apps/candapp/>. The student must meet the deadline specified in “Important Dates.” **The student must be registered for at least one credit in the semester he/she plans to graduate.**

QUESTIONS ABOUT THE GRADUATE PROGRAM?

PLEASE CONTACT:

Graduate Program Coordinator

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