UNIVERSITY OF MARYLAND DEPARTMENT
OF KINESIOLOGY

DOCTOR OF PHILOSOPHY DEGREE
REQUIREMENTS AND PROCEDURES

Degree Overview

The goal of the Doctor of Philosophy degree program at the University of Maryland is to prepare the next generation of researchers, scholars, teachers, and professional leaders in the core specializations within the field of Kinesiology. Students meet this goal not only through formal coursework, but also through active engagement in research, departmental activities, research seminars, and through attendance at professional meetings at the state, regional, national, and international levels. Program graduates are expected to understand Kinesiology as a discipline and are expected to develop teaching and presentation skills appropriate to their specialization. The graduate faculty expects all students will be “good citizens” and perform effectively in professional groups.

Completion of the Doctor of Philosophy degree signifies that a student is capable of conducting independent research and has attained a high level of scholarship. Students are expected to demonstrate high scholastic achievement, an understanding of current theoretical foundations, and appropriate research skills necessary to advance knowledge in their specialization. The capability to conduct quality independent research using sound methodology is essential. In addition to coursework, doctoral students are expected to engage in ongoing research under the guidance of their advisor. The graduate faculty is committed to providing both the leadership and experiences necessary to attain these goals.

Students are supported by their advisor(s), the Graduate Coordinator, and the Graduate Director. While the advisor is the first person a student should work with for issues related to degree progress, students and advisors should feel free to work with the Graduate Coordinator on questions of policy and procedure around the degree program. The Graduate Director may serve as a resource for students and advisors on all elements of the graduate program, and should be a primary point of contact whenever degree progress is likely to be negatively impacted by any situation.

Kinesiology Graduate Competencies - PhD

1. Students will be expected to demonstrate a comprehensive understanding of the interdisciplinary field of Kinesiology, and be able to analyze their own research and locate it in relation to the broader field of kinesiology and the aims and objectives of the School of Public Health.
2. Students will be expected to identify, apply, and critique a range of empirical foci, concepts and theories, and research methodologies, appropriate to their specialized area of kinesiological inquiry.
3. Students will be expected to originate, develop, and complete individually generated, high
quality, and prescient scholarly research appropriate to their specialized area of kinesiological inquiry.

4. Students will have demonstrated an ability to disseminate their scholarship (through presentation, publication, or other means) to appropriate scholarly constituencies.

REQUIREMENTS FOR SATISFACTORY PROGRESS

Students must meet minimum requirements for “satisfactory progress” each year in the doctoral program to be permitted to continue. Students must meet all degree Milestones within the time requirements and must maintain a 3.0 GPA throughout their program (See expanded Graduate School policy on “Academic Standing”, below). Additionally, students must meet their specialization requirements for satisfactory progress in the categories of academic coursework, research and scholarship, teaching, and professional and departmental citizenship. All graduate students must register for at least 1 credit hour each semester. Students should register for the number of credits that will, in the judgment of the graduate program faculty, accurately reflect their involvement in graduate study.

Academic Standing – Graduate School Policy

In order to maintain good academic standing, every graduate student must maintain a cumulative grade point average (GPA) of 3.0 for all courses taken at the University. The Graduate School will place a student whose cumulative grade point average falls below a 3.0 on academic probation. The Graduate School will notify both the student and the Director of Graduate Studies of the student’s program when a student is placed on probation. A student who is on probation requires the permission of the academic advisor and the Director of Graduate Studies to register for courses for each semester that she or he remains on probation. Probation will be lifted when the student achieves a cumulative GPA of 3.0. A student at the beginning of his or her graduate program whose GPA falls below 3.0 must raise it to 3.0 or above by the end of the semester in which his or her 15 hours of course work are completed, or be dismissed from the Graduate School. A student who has completed 16 or more hours of course work and whose cumulative GPA falls below 3.0 will also be placed on probation and will have one semester in which to raise his or her GPA to a 3.0. If the student does not achieve a cumulative GPA of 3.0 by the end of that semester, she or he will be dismissed from the Graduate School.

Milestones and Timelines

The Doctor of Philosophy degree is structured as a series of Milestones that students attain as they complete the requirements leading to the doctoral degree. Milestones represent major components of the degree that represent significant accomplishments in the process of degree completion. Each milestone is described in depth within the Procedures section. To meet the requirements for Satisfactory Progress, students must reach each milestone within the timelines and consistent with the criteria specified in the table, below. The table provides a summary of the Ph.D. Milestones and suggested and required timelines leading to satisfactory progress designations. It is the student’s responsibility to be informed of requirements and procedures and to complete all required paperwork/forms correctly and in a timely manner.
<table>
<thead>
<tr>
<th>Milestone (M)</th>
<th>Suggested Timeline*</th>
<th>Required Timeline and Criteria for Satisfactory Progress</th>
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| M1 Coursework Program of Study & Year 1 Annual Progress Report | End of semester 2 | • Program of Study must be approved prior to the conclusion of the second year  
• IKE submitted to APR committee |
| M2 Research Program of Study | Semester 3 or 4 | • Must be approved 1 mo. prior to the 1st written comprehensive exam (M3) |
| M3 Comprehensive Examinations & Advancement to Candidacy | Semester 5 or 6 | • No more than 6 cr. of KNES 689 incompletes on transcript.  
• No incompletes in formal coursework  
• 70% of non-dissertation credits completed  
• A minimum of 1 mo. after Dissertation Plan (M2) approved  
• Must occur within 5 years of initial enrollment in the degree program (GS req) |
| M4 Dissertation Proposal | Within One Academic Year of Advancement to Candidacy (M3) | • No more than 6 credits of incompletes on transcript other than those for KNES 899  
• Within 1 calendar year of Advancement to Candidacy (M3) |
| M5 Dissertation Defense | Within 1 year of proposal | • No incompletes on transcript other than for KNES 899  
• Within 4 years after Advancement to Candidacy (M3) (GS req.) |
| M6 Degree Conferred | A minimum of 6 month gap following Advancement to Candidacy (GS req.) | |

* Assumes full time students based on Fall semester admission  
(GS req.): Graduate School requirement
Research

Students are involved in research and scholarship throughout their doctoral program. Often, they begin as members of a research group or team and gradually assume more responsibilities for methodological and conceptual contributions within the team. These and other skills developed through independent research (e.g., KNES689, 899) are instrumental in the conceptualization and completion of the dissertation research. This process is documented in the Research Plan of Study, discussed in more depth in this document under the section, Program of Study.

Teaching

Upon graduation, many Ph.D. graduates accept faculty positions that require undergraduate teaching. To prepare students for these responsibilities, the faculty offer several options to enhance practical experience and teaching knowledge. An explanation of how the student plans to meet the teaching expectation should be stated clearly in the Coursework Program of Study (M1). If the student and advisor provide a strong rationale, the Program of Study committee may exempt this requirement.

The teaching expectation can be fulfilled in one (1) of the following ways:

- Complete the Teaching Certificate Program sponsored by the University Teaching & Learning Program (https://tltc.umd.edu/programs).
- Complete the department course, KNES 620: Teaching Kinesiology in Higher Education (3 cr.) or an equivalent offering.
- Present documentation to the Graduate Committee that the student has had primary responsibility for planning and teaching experience.

Professional and Collegial

During the degree process, students will find a number of opportunities to present themselves in a professional or a collegial context. Students are expected to become involved in both academic meetings and social gatherings at the department, college, and university levels that help create a sense of community among scholars. Further, students can learn from interactions with each other, from faculty both within the department and university, and by acting as a university representative to visitors. Students are encouraged to attend state, regional, national, and international conferences, first as an attendee, then as an active participant and eventually as a first author on scholarly presentations. The image students present should be prepared, professional, and reflect the high standards of scholarship that positively represent themselves, their advisors, the research team, the department, and the university.

The privilege of studentship comes with some responsibilities to others that may be affected by student actions. Maintaining good working relationships with others aids in moving research projects forward. Being a good citizen in the lab, office and teaching areas includes respecting the space, work, schedules, equipment, and research participants of all fellow researchers.

After graduation, service is often part of the professional career. While there is no formal service obligation for graduate students, there are numerous opportunities within the Department, School and University to develop experience. Students may hold seats on
Department committees, represent their individual laboratory group to the Department Chair, support social, fraternal, or intramural sports organizations, or participate in some form of Graduate Student Government, either at the School or University level.

Funding

Doctoral students are often funded according to the policies set forth by the university and the Graduate School. Graduate Assistants are, first and foremost, graduate students pursuing an education. The opportunity to work closely with faculty and undergraduate students in teaching, research, or administrative environments is an integral part of that education. The University is committed to ensuring that graduate assistant assignments are productive, enhance student qualifications, meet funding support and workload goals, and are consistent with the educational objectives of the student and his or her program. The Policies for Graduate Assistantships may be accessed at https://academiccatalog.umd.edu/graduate/policies/policies-graduate-assistantships/

Expectations

Students should meet with their faculty advisor or the lead instructor for their assigned TA course before the semester to design mutual expectations. The template for mutual expectations can be found here: https://gradschool.umd.edu/forms (under general forms).

Overloads

At times students may be offered an overload to teach additional courses; all overloads must be approved by the student’s Advisor and Graduate Director. Students and Advisors should factor in the time needed for the extra teaching and determine if it will impede progress.

Funding Extensions

Assuming a funded student is making satisfactory progress as determined by the Annual Progress Meeting (described below), the department strives to provide funding for PhD students for 4 years of their graduate studies. Occasionally, an additional semester or year of support is required due to unique circumstances surrounding the complexity of the dissertation or other extenuating circumstances that did not require a formal leave of absence. If a student has advanced to candidacy by the end of their fourth year in the doctoral program, can demonstrate a realistic degree completion plan (i.e., dissertation defense) and timeline consistent with an additional semester or year of support, and has advisor support (by separate letter or email), then the student may formally request a semester or year extension of departmental funding support. All requests will be reviewed by the Graduate Committee and decisions will be communicated by the Graduate Director. The student’s advisor may be asked to meet with the Graduate Committee to discuss the request.

Fall Deadline: Monday after Thanksgiving
Spring Deadline: Monday after spring break

Annual Progress Meeting

Annually and prior to June 1st, each student is required to meet with his or her advisor and a committee (minimum of two) with whom the student has worked closely to report his/her progress and to receive direction regarding future study. The meeting may
include other faculty in the specialization.

Students are required to provide (a) a brief written assessment (1-2 pages) of their progress and (b) an unofficial transcript to faculty members in their specialization a minimum of 7 working days prior to their annual progress meeting to provide faculty adequate time for review. The written assessment must include a self-evaluation of strengths and weaknesses and progress in the following categories:

- Academic coursework (consistent with the Coursework Program of Study, M1)
- Research and scholarship (consistent with the Dissertation Program of Study, M2)
- Department and professional citizenship (see Professional and Collegial Expectation Section, above)

In addition, students should describe their plans and timeline for attaining their next degree milestone, as well as discuss their present career goals. The annual progress meeting allows a chance for students to not only receive feedback on their strengths and weaknesses with regard to academic progress but also to gain advice and direction regarding career planning.

At the annual progress meeting, the student will provide a brief oral summary of the written assessment. Area faculty and the student will discuss the student’s strengths and weaknesses and work with the student to develop a concrete plan to address the weaknesses prior to the next annual progress meeting. At the conclusion of the annual progress meeting, faculty will evaluate the student’s accomplishments and determine if the student is making satisfactory progress. The student may be advised of unsatisfactory progress at this time, based on poor academic or research performance. A student with a coursework incomplete on the transcript for longer than a year, or two coursework incompletes for six months, will be deemed as making unsatisfactory progress. In the case of unsatisfactory progress, the student is placed on academic probation, and the student’s advisor and APR committee must write a detailed plan of action for the student that describes what is needed for the student to reach satisfactory performance. A student with unsatisfactory progress must have an APR review meeting within six months, which will be attended by the APR committee plus the Graduate Director. If the student is still advised of unsatisfactory progress due to failure to address the concerns described in the detailed plan of action at this next meeting, he/she will lose department funding and may be encouraged to withdraw from the program. APR meetings will then be held every 6 months thereafter, though students with repeated unsatisfactory performance will be asked to leave the program.

The advisor is responsible for completing a **KNES Faculty Assessment of Progress** written report documenting the student’s strengths and weaknesses in each of the three assessment categories: coursework, research and scholarship, and professional and department citizenship. The report must be signed by the advisor, student, and the committee members attending the satisfactory progress meeting. The **Faculty Assessment of Progress** report requires approval of the Graduate Director. Copies of the report will be given to the student, and placed in the student’s academic folder in the graduate office.

### Continuous Registration

All graduate students must be registered the first semester of their doctoral program
and each successive fall and spring semester until graduation. Graduate students must register for the number of graduate units/credits that will, in the judgment of the advisor and the Graduate Director, accurately reflect the student’s involvement in graduate study and use of university resources. Students must register for a minimum of one credit prior to Advancement to Candidacy.

Following Advancement to Candidacy (M4), the Graduate School requires that candidates register for a minimum of 6 credits of KNES 899 each fall and spring semester until the degree is conferred. However, during summer and winter, students can choose the number if 899 credits if they opt to register.

**New Policy in Fall 2018: 899/898 Credits**

The Graduate Council has revised Graduate School requirements as they pertain to award of the PhD degree. The six (6) month time period between advancing to candidacy and eligibility to conduct a defense has been removed. The candidate is still required to complete 12 credits of 899 (Doctoral Dissertation Credits). In order to allow candidates to defend and earn the degree when they are deemed ready to defend, the department/program can submit a request to the Graduate School to allow 898 credits (Doctoral Research Credits) to be substituted for an equivalent amount of 899 credits. The 898 credits must only have been used in support of the candidate’s own research. Departments and programs that have used 898 as place fillers or independent study credits, must use another number.

**Time Limit**

Advancement to Candidacy, **Milestone 4 (M4)**, must be accomplished within 5 years after admission to the doctoral program. The candidate then has five additional years in which to complete the dissertation and final oral defense. Continuous registration is required throughout the doctoral degree. See KNES Continuous Registration policy, above, and the Graduate School website for the latest information on this policy.

An initial time extension of up to one year is possible if the student can document extenuating circumstances. Written requests for extensions accompanied by a rationale and a detailed projected monthly timeline must be approved by the advisor and Graduate Committee before requests are put forward to the Graduate School for review. Requests without required documentation (i.e., rationale, advisor supporting letter, detailed timeline) are unlikely to be approved. Appeals of denied requests may be made to the Graduate Committee, with supporting documentation.

**Mandatory Termination Due to Unsatisfactory Progress**

An advisor may consult with the Director of Graduate Studies about unsatisfactory progress of a student. The DGS may facilitate a meeting between with advisor and student. The student may request an individual meeting with the DGS. Only after this can the Director consider, upon the recommendation of the advisor, the Annual Progress committee, and the Graduate Committee, to ask a student to withdrawal.

**Leave of Absence**

Students may request a leave of absence for a period normally not to exceed one year. During this period, the Graduate School time limitations on Advancement to Candidacy and Graduation will be suspended and the termination date will be extended for
the leave period. Reasons for a leave of absence request may include, but are not limited to, family and medical leave and other exceptional circumstances (e.g., foreign student visa application delays, military assignment, etc.)

Requests for a leave of absence must include (a) a rationale for the request and (b) an advisor’s letter of support. The request should be submitted to the Graduate Coordinator and requires the approval of the Graduate Director and the Graduate School. If a student requests a one semester leave and then must extend the leave to a second semester, this request constitutes only one leave of absence. See current the Graduate School website for latest information on this policy.

Graduate Course Load

Full-time graduate students may not carry more than 15 hours of credit during any one semester. Students who have been granted Graduate Assistantships will not be permitted to enroll in more than 10 credits of coursework. Full-time summer-term students may not enroll in more than 8 hours of credit in a six-week period.

To meet full-time status, students must have 48 graduate units per semester.

- Graduate Assistantships carry 24 units
- 400-level courses carry 4 units per credit hour
- 600-700 level courses typically carry 6 units per credit hour
- KNES 799 carries 12 units per credit hour
- KNES 899 carries 18 units per credit hour

Graduate Credits

Ph.D. programs typically included coursework at the 600 - 800 levels. Occasionally, students may receive Program of Study Committee approval for 3-6 credits of 400 level courses. Undergraduate courses (i.e., 300 level and below) and selected courses identified by the graduate faculty may be included in the graduate coursework program of study (for 0 credit) but cannot be counted as graduate credits toward the minimum 60 credit requirement for the Ph.D.

Coursework Plan (M1)- Program of Study:

The Program of Study is a formal plan that incorporates courses, research, and other experiences significant to the culture of scholarship. Program of Study approval represents Milestones 1 and 2 in the Ph.D. program and is a formal plan that lists courses, teaching, and research experiences that meet the requirements of the Ph.D. degree. Coursework and Dissertation Program of Study components can be done together or at two separate meetings depending on the student’s progress. The Dissertation Program of Study approval must occur at least 1 month prior to the first written Comprehensive Examination.

The Program of Study document must consist of the following five components:

1. Coursework in the area of specialization, including KNES 600/SPHL600 and the professional ethics requirement (1 credit minimum);
2. Coursework outside the area of specialization that provides important knowledge in support of the area of specialization;
3. Coursework or documentation that meets the KNES teaching expectation;
4. Coursework (e.g., KNES 689s, statistics, computing, critical analysis) that
provides competencies in research skills needed in the specialization

5. A broad outline or narrative describing the research goals and career expectations of the student, which will allow analysis of the coursework plan such that faculty can evaluate the suitability of the coursework in relation to the research and career goals.

Note: Students are not required to project the semester in which courses will be taken, although a coursework timeline is often helpful in planning.

**Integrative Kinesiology Essay (IKE):**
The Integrative Kinesiology Essay (IKE) is a mechanism to assess doctoral students’ mastery of Kinesiology Graduate Competency 1:

> “Students will be expected to demonstrate a comprehensive understanding of the interdisciplinary field of Kinesiology, and be able to analyze their own research and locate it in relation to the broader field of kinesiology and the aims and objectives of the School of Public Health.”

The IKE is a 3,000-word essay in which students are expected to demonstrate a comprehensive understanding of:

- the history and constituents of the interdisciplinary field of kinesiology
- their research specialization’s history, focus, and relationship to the broader field of kinesiology
- the contribution made by their research specialization to the aims and objectives of the School of Public Health

In order to prepare for the writing of this essay, students will attend the departmental lecture series that will expose them to the interdisciplinary breadth and depth of kinesiology. In addition, a resource website will be developed which will provide a vehicle for the circulation of key readings pertaining to the three core sections of the IKE (the interdisciplinary field of kinesiology; the various research specializations; and, the relationship to the School of Public Health).

The IKE is due two weeks prior to the student’s first APR, and should be distributed to each of the APR committee members. This essay will then form the basis of part of the discussion within the APR meeting.

**Dissertation Plan (M2):**

Dissertation Research Plan:

In consultation with the advisor, the student designs a plan that includes research competency coursework (approved in M1), pilot or collaborative research, professional experience (e.g., scholarly presentations, publications, and grant writing), and a timeline for the dissertation research. The plan should be comprehensive, allowing the committee to see specific activities and individual benchmarks anticipated as part of the plan and how the activities will lead to a successful dissertation project. Explain how each research study or experience will contribute skills and competencies leading to the dissertation.

Note that this is not the dissertation proposal (M4), but rather is a broad presentation of the path the student will take to reach that milestone. Thus, this M2 meeting will include
discussion of the independent studies and other activities that will lead to the development of a dissertation proposal, generally presented in the student’s third year in the program. The plan should be considered a “pre-proposal” meeting in which the student is provided detailed feedback from a committee that broadly represents the future dissertation committee (see below). The plan must be approved a minimum of 1 month prior to writing the first Comprehensive Examinations (M3) to provide adequate time for processing these requests.

Committee

The Doctoral Program of Study Committee is responsible for examining and approving the student’s Coursework and Dissertation Program of Study materials.

Membership Qualifications: Consistent with the criteria for all doctoral committees, the majority of faculty on the committee must be full-time, tenure-track graduate faculty in the Department of Kinesiology who are currently conducting research in their discipline. The Graduate Director is responsible for approving all committees.

The student in consultation with the advisor selects a minimum of three (3) other committee members early in the student’s program (a minimum of 4 total).

- Three committee members should be selected for their expertise relevant to the doctoral student’s area of research and study. The student and advisor are encouraged to structure this committee as the future dissertation committee (minus the Dean’s representative).
- The student submits the committee members’ names on the KNES Program of Study Committee Appointment Form to the graduate coordinator a minimum of seven working days prior to the Coursework Program of Study meeting to allow adequate time to process this request.
- Committee members for the Coursework and Dissertation Program of Study Committees should remain the same, and will constitute the core of the student’s future Comprehensive Examination and Dissertation Committees.

Program of Study Format

Note: In order to ensure all the course requirements are being met, students need to send the Program of Study to the Director of Graduate Studies and the Graduate Coordinator before circulating it to the graduate faculty.

Using the five (5) components listed above as a guide, list the courses (department, suffix & number, title, and credits,) for each course proposed. The Coursework Program of Study contains (a) completed coursework, (b) current semester coursework, and (c) proposed coursework taken in preparation for the Comprehensive Exam and Dissertation within the student’s Ph.D. area of specialization.

The Coursework Program of Study should consist of a Preface page and three sections:

Preface Page:
- Student Name
- Current Date
- Proposed date of the committee meeting
- Specialization - Area of Specialization Name of Advisor
• Names of other committee members
• Student’s Undergraduate Degree: List degree awarded, institution, date awarded
• Student’s Graduate Degree(s): List previous degrees awarded, institution, date awarded

Section I: Graduate Coursework Completed (use column format)
• Include coursework from master’s degree and other graduate credits completed
• List: course prefix, number, title, semester/year completed, grade, credit
• Total credits

Section II: Coursework Plan (current and proposed coursework; use column format)
• Arrange courses in Sections I – V
  I. Courses in Area of Specialization
  II. Support Courses outside Specialization
  III. Courses or Experiences to meet Teaching Expectation
  IV. Courses to meet Research Competencies
  V. Research Lab Meetings/ Independent Study/ Dissertation
• Within each section, first list courses completed and in progress, semester and grade (if applicable).
• Next list proposed courses. Although, it is not necessary to project the semester in which the course will be taken, you are encouraged to project a coursework timeline by contacting department representatives, professors, the web, etc. to determine the semester in which the course will be offered.

Section III: Research and Career Overview
Students will present a broad overview of their research interests and career goals. Though broad, the student must provide enough depth for the committee to evaluate the relevance of the proposed coursework experiences to the student’s future research and career activities.

Approval Meetings (M1 and M2)

During the formal Program of Study meeting:
• The student provides an oral summary of the materials, including previous educational and professional experiences relevant to the coursework plan and research/career aspirations following degree completion (M1), or descriptions of on-going projects and future dissertation plans and how each research component provides a foundation for dissertation research (M2)
• Committee members review the materials in each section/plan and suggest revisions or recommendations
• Committee members may require revision and resubmission of either plan
  Committee makes final decisions and may indicate their approval by signing the required forms
  If the Program of Study is approved, the student or advisor submits the signed M1 or M2 Program Approval Form (as appropriate) with a copy of the final approved Program of Study to the Graduate Coordinator.

Revisions or Modifications

The Program of Study is a plan to guide the student’s coursework and research experiences throughout the degree. It is not unusual for the student and advisor to seek minor revisions or modifications to the plan because of discontinued or newly offered
coursework, minor refocusing within the specialization, unavailable research experiences, or new opportunities for coursework or research.

Once the Program of Study has been approved, minor modifications can be proposed by the student in consultation with the advisor and committee members (e.g., via email). If the committee members agree to the modifications, the student must submit to the Graduate Coordinator a written summary of the modification(s) signed and dated by the advisor and committee members. The Graduate Director must approve the modification, which is then placed in the student’s academic file.

If major modifications are required to the Program of Study (e.g., substantial refocusing of degree coursework, research focus, or area of specialization), the Program of Study Committee must meet formally to review the changes and approve the new program. Major modifications require committee members to sign a new M1 and/or M2 Program of Study Approval Form that the advisor submits with the new Program of Study materials to the Graduate Coordinator. All changes require the approval of the Graduate Director. Substantial changes may require the formation of a new Program of Study committee, which then considers new Coursework and/or Dissertation Plans.

Distinctions between minor and major modifications will be determined by the Graduate Director in consultation with the advisor.

**Comprehensive Exam (M3)**

Comprehensive examinations represent an opportunity to assess whether the student has demonstrated the necessary knowledge and ability to successfully pursue creative, independent research that will advance the body of knowledge within the specialization.

The examinations are not simply a retesting of course content. Instead, both the written and oral portions of the comprehensive examination assess the student’s ability to integrate knowledge and pursue creative, independent research in their Ph.D. specialization. The student may elect to write the comprehensive examination (a) with permission of their advisor, (b) after the submission of an approved Coursework Program of Study (M1) & Dissertation Program of Study (M2), and (c) upon completion of a minimum of 70% of the courses proposed in the Coursework Program of Study (exclusive of dissertation credits).

**Timeline Reminder:** The student must complete the written and oral comprehensive examinations and be Advanced to Candidacy within 5 years of their admission to the Ph.D. program.

**Criteria**

Responses to Comprehensive Examination questions provide students an opportunity to integrate knowledge gained from formal coursework, independent reading and study, and research competencies. As such, examination answers should demonstrate synthesis and critical analysis of material, rather than the repetition of isolated content previously assessed in formal coursework.

The student should be able to discuss theoretical issues and frameworks from the body of knowledge, synthesize findings from current research, and pose the next logical research steps to advance knowledge in the area. The student should demonstrate a
high level of scholarship as evidenced by clear, logical, and scholarly thinking in both written and oral portions of the examination.

Eligibility

- The student, advisor, and Program of Study committee must agree that the student is properly prepared and ready to take the Comprehensive Exam before the examination can be scheduled.
- The student must have completed a minimum of 70% of the non-dissertation credits in the Coursework Program of Study.
- A one month period must elapse between Coursework Program of Study approval and the first written Comprehensive Examination, and
- A one (1) month period must elapse between Dissertation Plan approval and the first written Comprehensive Examination.
- The student must submit a KNES Application for the Comprehensive Examination a minimum of two weeks prior to the first scheduled written exam to provide adequate time to process the request and schedule space. The student and advisor must sign the form, acknowledging both the membership of the committee and that the examination questions have been reviewed by the advisor.

Committee

The Comprehensive Examination Committee is responsible for the preparation and evaluation of the student’s comprehensive examination. All committee members shall be selected for their relevant expertise in the student’s area of specialization. The student and advisor are encouraged to structure the committee very closely to that of the future Dissertation Committee.

Membership Qualifications: Consistent with the criteria for all doctoral committees, the majority of committee members must be full-time, tenured or tenure-track graduate faculty in the Department of Kinesiology currently engaged in conducting research in their discipline. The Graduate Director is responsible for approving all committees.

The Comprehensive Examination Committee consists of

- A minimum of 4 graduate faculty members (including the advisor; see qualifications, above).
- The committee members should possess expertise appropriate for the student's doctoral emphasis.

Special considerations/regulations apply to the nomination of members from outside the University (see the Graduate Coordinator). This process requires an additional 1 month time period for Graduate School approval.

Administrative Procedures

- The student shall be given a maximum of 2 months to complete the written portion of the examination, although written examinations may be completed within a shorter time period.
- Four days of writing are scheduled at the advisor’s discretion in consultation with the student.
- The total examination writing time shall be no less than 12 hours and no more than 20 hours overall. Additional time can be allotted for editing at the advisor’s discretion.
• The examination format is determined by the advisor in consultation with the Comprehensive Examination Committee.
• Prior to the examination, the student shall meet with the advisor and each committee member to be apprised of the subject areas tested.
• The advisor is responsible for obtaining and evaluating the questions to ensure appropriate depth and breadth at least 2 weeks in advance of the first written examination.
• The student and advisor must complete a Nomination of Committee form at least two weeks in advance of the first written examination, acknowledging that the advisor has received and reviewed the questions for the written examinations.
• Questions for each examination must be provided to the Graduate Coordinator at least 48 hours in advance of each written examination.
• Student responses must be typed on a Department of Kinesiology computer that is not accessible to the student prior to the examination. The wireless card in the computer should be removed prior to the examination.
• Open-book examinations are not permitted.

Oral Examination:

Upon successful completion of the written examination, an oral examination will be scheduled for all students. Oral examinations need not be scheduled for a student who fails the written exam.

The oral examination may address any relevant issue related to the specialization and may include direction for the dissertation. The interim period between the completion of the written and the oral examinations shall not exceed one month.

Results

The advisor is responsible for reporting the results of the Comprehensive Examination, in the form of a consensus judgment, to the Graduate Director using the KNES Comprehensive Examination Report form.

Candidates who fail either the written or oral examinations may be permitted a one-time opportunity to strengthen the identified weaknesses and retake all or a portion of the examination. The committee, however, may choose to deny this opportunity and require that the unsuccessful candidate’s doctoral program be terminated.

Advancement to Candidacy (M4)

Students who have successfully completed the Comprehensive Examination must complete the Graduate School’s Application for Advancement to Candidacy form. This form should be submitted to the department’s Graduate Coordinator for processing. After the final signature of the Graduate Director, the student will be notified of approval. The Graduate Coordinator will submit these forms to the Graduate School. At this time, the student officially becomes a “Candidate” for the Doctor of Philosophy degree.

Following Advancement to Candidacy the Graduate School requires that candidates register for a minimum of 6 credits of KNES 899 (dissertation credits) each fall and spring semester until the degree is conferred. The registrar manages registration for KNES899 for fall and spring semesters.

Note: Advancement to Candidacy must occur within 5 years following admission to
the Ph.D. program and a minimum of 6 mo. prior to the date the degree will be conferred (Graduate School requirements).

**New Policy in Fall 2018: 899/898 Credits**

The Graduate Council has revised Graduate School requirements as they pertain to award of the PhD degree. The six (6) month time period between advancing to candidacy and eligibility to conduct a defense has been removed. The candidate is still required to complete 12 credits of 899 (Doctoral Dissertation Credits). In order to allow candidates to defend and earn the degree when they are deemed ready to defend, the department/program can submit a request to the Graduate School to allow 898 credits (Doctoral Research Credits) to be substituted for an equivalent amount of 899 credits. The 898 credits must only have been used in support of the candidate’s own research. Departments and programs that have used 898 as place fillers or independent study credits, must use another number. This policy is not yet in effect pending making changes in the student systems.

**Proposal (M4)**

Ph.D. candidates work closely with their advisor to prepare the dissertation proposal. The proposal must meet the standards and expectations established by the advisor prior to distribution to the Dissertation Proposal Committee.

**Proposal Committee**

The advisor and candidate determine the constitution of the Committee within the guidelines established by the Graduate School and the department.

**Membership Qualifications:** Consistent with the criteria for all doctoral committees, the majority of Dissertation Proposal committee members must be full-time, tenured or tenure-track graduate faculty in the Department of Kinesiology currently engaged in conducting research in their discipline. Dissertation Proposal Committee membership is subject to the approval of the Graduate Director.

- The members of the proposal and the defense committee should remain the same.
- The Dissertation Proposal Committee consists of a **minimum of five (5) Members.**
- One member of the Dissertation Proposal Committee must be the **Graduate Dean’s Representative.** The Dean’s Representative’s role is to ensure that the Dissertation Proposal and Defense is conducted in a manner consistent with the Graduate School’s prescribed guidelines and procedures. The Dean’s Representative must be a tenured UM faculty member from a **department other than the candidate’s home department,** and have a related interest in the candidate’s area of study.
- Additional committee members can include distinguished scholars outside the department affiliated with UM or those outside the University of Maryland who hold a terminal degree and who are experts in the area of the dissertation topic. (See the Non-UM Faculty section, below).
- Committee membership may include members of the Program of Study or the Comprehensive Examination Committees, although this is not required.
- The candidate is responsible for working with the department’s Graduate Coordinator to file the KNES Nomination of Dissertation Proposal Committee form to initiate the nomination process Non-UM Faculty Members
- No formal procedure is required to nominate non-UM Faculty members to the Dissertation **Proposal Committee.** However, non-UM Faculty members must be approved by the Graduate School prior to serving on the final Dissertation **Defense Committee.** Candidates are encouraged to begin the process required by the Graduate
School to approve non-UM faculty for the Defense Committee before the time of the Proposal Committee meeting.

- To nominate non-UM Faculty to serve on the Dissertation Defense Committee, candidates must consult with the KNES Graduate Coordinator a minimum of 2 months prior to the submission to the Graduate School of the Nomination of the Dissertation (Defense) Committee form to permit adequate time to process the request and receive Graduate School approval.

- To nominate a non-UM Faculty member to the Graduate Faculty, the candidate must submit to the Graduate Coordinator the Graduate School Nomination of Graduate Faculty form accompanied by the nominee’s curriculum vitae.

- The candidate must complete a KNES Nomination of Dissertation Proposal Committee Form and submit to the Graduate Coordinator 1 month prior to the proposal meeting for approval by the Graduate Director.

Abstract and Proposal Circulation

Once the advisor has approved the proposal, the candidate must:

- Include the KNES Proposal Rating Sheet and distribute the abstract and full proposal to the Committee a minimum of 7 working days prior to the Dissertation Proposal meeting to provide adequate time for committee members to review the proposal.

- Distribute a copy of the abstract (1 page) to all KNES graduate faculty members (knesgradfac@umd.edu) a minimum of 7 working days prior to the Dissertation Proposal

“Consistent with department policy, I am forwarding a copy of my dissertation abstract (attached) for your review. Please submit your comments to my advisor, Dr. ___ (advisor’s email address) prior to the proposal presentation meeting on ______. Dr. and I welcome your comments and questions. Thank you in advance for your assistance in this matter.”

Proposal Meeting

A minimum of 7 working days prior to the proposal meeting, the candidate must:

- Schedule the Dissertation Proposal meeting. The meeting must be held within SPH
- Contact the Coordinator to reserve the department conference room. Faculty, students, and other interested persons may attend the proposal meeting and may ask questions.

Proposal Approval

Following the Dissertation Proposal Meeting, committee requested revisions to the proposal should be circulated to the Committee members for formal approval.

- The advisor then submits the KNES Dissertation Proposal Acceptance form signed by the committee members to the Graduate Coordinator.
- The advisor is responsible for responding to any non-committee faculty members’ comments and concerns.
- The Graduate Director will approve the Dissertation Proposal Acceptance form after the official Institutional Review Board (IRB) letter approving the research has been received and placed in the student’s academic folder.

Note: Any changes or addendum to the proposal at a later date must have the approval of the IRB and the Proposal Committee. The candidate must write a summary of the
changes and have committee members sign the summary. If the changes impact the research design, methods, or data collection/management procedures, an application seeking approval for the revision must be submitted and approved by the IRB. The signed summary of changes with a copy of the official IRB approval letter should be submitted to the Graduate Coordinator for approval by the Graduate Director. Approval generally extends only until the Ph.D. degree time limitation (termination date) is reached. The committee may request additional changes if time extensions are granted or if new knowledge becomes available in the interim.

INSTITUTIONAL REVIEW BOARD (IRB)/ HUMAN SUBJECT APPROVAL and/or INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC) APPROVAL

If data collection involves working with human subjects, including use of surveys, interviews, inventories, or questionnaires, the candidate must submit an IRB/ Human Subjects Application (http://research.umd.edu/rco). Applications must be routed and shared with the Department IRB liaison via the IRBNet website. See IRB website for latest polices and procedures for protection of human subjects.

If data collection involves working with animals or animal tissues, the candidate must submit an IACUC Application (http://research.umd.edu/rco). See IACUC website for latest polices and procedures for protection of animals.

CITI Training

CITI (Collaborative Institutional Training Initiative) Training (CITI Program) is widely considered the standard in online human subject research training. Ongoing education and training in protection of human participants is a federal requirement. Enhanced oversight, new requirements, and recent guidance provided by the Office of Human Research Protections (OHRP) have required actions to strengthen human research protections programs.

Please review the CITI Training Completion Guide

All Graduate Students should plan to complete CITI training for degree completion and prior to any substantive involvement with human research participants.

Dissertation Format

- Guidelines for preparing the dissertation and the submission process can be found on the Graduate School website
  https://gradschool.umd.edu/students/academic-progress/thesis-and-dissertation-filing

- The advisor determines the editorial style (APA, MLA, etc.) consistent with the expectations in the specialization.

Diploma

The Application for Diploma is a Graduate School form should be completed online (testudo) during schedule adjustment. All Graduate School deadline dates and forms Graduate School website http://www.gradschool.umd.edu/.

The Application for Diploma form and can be submitted thru TESTUDO (www.testudo.umd.edu). The candidate must be registered for at least 6 credits of
KNES 899 in the graduating semester.

The Dissertation Defense (M5)

Ph.D. candidates work closely with their advisor to complete the dissertation and prepare for the oral dissertation defense. The dissertation must meet the standards and expectations established by the advisor prior to distribution to the Dissertation Defense (Oral Examination) Committee. The Dissertation Defense represents Milestone 5, the final milestone in the Ph.D. program. Because the Defense examination typically occurs during the graduating semester, the candidate must complete several Graduate School and department forms early in the semester (See, Table below).

Dissertation Defense Committee

Membership Qualifications: Consistent with the criteria for all doctoral committees, the majority of committee members must be full-time, tenured or tenure-track graduate faculty in the Department of Kinesiology currently engaged in conducting research in their discipline. Dissertation Committee membership is subject to the approval of the Graduate Director and the Graduate School.

• Whenever possible, the members of the proposal and the defense committee should remain the same.

• The Dissertation Committee consists of a minimum of five (5) members.

• One (1) member of the Dissertation Committee must be the Graduate Dean’s Representative. The Dean’s Representative’s role is to ensure that the Dissertation Defense is conducted in a manner consistent with the Graduate School’s prescribed guidelines and procedures (link). The Dean’s Representative must be a tenured UM faculty member from a department other than the candidate’s home department, and have a related interest in the candidate’s area of study.

• Additional committee members can include distinguished scholars outside the department affiliated with UM or those outside the University of Maryland who hold a terminal degree and who are experts in the area of the dissertation topic. (See the Non-UM Faculty section, below).

• Committee membership may include members of the Program of Study or the Comprehensive Examination Committees, although this is not required.

• The candidate is responsible for working with the department’s Graduate Coordinator to file the Graduate School Nomination of Dissertation Committee form online to initiate the nomination process. The procedure is strictly governed by Graduate School deadlines (Note: This form must be submitted during the first few weeks of the graduating semester. Failure to meet this deadline will delay graduation until the following semester).

• An official letter of approval from the UM Institutional Review Board (IRB/Human Subjects) must be submitted along with the Nomination of Dissertation Committee form.

Non-UM Faculty Members

• To nominate non-UM Faculty to serve on the Dissertation Committee, candidates must consult with the Graduate Coordinator a minimum of 1 month prior to the submission of the Nomination of the Dissertation Committee form for procedures necessary to nominate non-UM members to permit adequate time to process the request and receive Graduate School approval for non-UM Faculty.

• To nominate a non-UM Faculty member to the Graduate Faculty, the
candidate must submit to the Graduate Coordinator the Graduate School Nomination of Graduate Faculty form accompanied by the nominee’s curriculum vitae.

Remote Participation in dissertation defense.
The graduate school policy permits multiple remote participations in a doctoral dissertation defense. The request must be made in advance and provide a compelling reason for the remote participation. The candidate, committee chair and Dean’s Representative are not permitted to participate remotely. The request for remote participation can be done via email and must include the following information: Candidate Name, Advisor/Chair name, date of defense, name of remote participant, reason for need to participate remotely, and acknowledgement of the remote participation policy. Please visit https://academiccatalog.umd.edu/graduate/policies/doctoral-degrees-policies/ for complete details.

Defense (Oral Examination) Meeting

Although the Dissertation Defense is an open meeting primarily concerned with the oral examination of the dissertation, committee members may question the candidate on any aspect of the degree specialization. Specific procedures are as follows:

• The advisor agrees to schedule the dissertation defense when the dissertation is properly prepared and consistent with the approved Dissertation Proposal.
• The candidate must submit the completed dissertation to committee members a minimum of seven working days prior to the dissertation defense date to provide adequate time for faculty to evaluate the dissertation.
• The candidate must submit an electronic copy of the abstract to the Graduate Coordinator at least seven working days prior to the scheduled meeting. The Graduate Coordinator will email a formal announcement of the defense, along with the abstract to the graduate students.
• The candidate will distribute a copy of the abstract (1 page) to all KNES graduate faculty members (knesgradfac@umd.edu). For example the email to the faculty might read:

  “Consistent with department policy, I am forwarding a copy of my dissertation abstract (attached) for your review. Please submit your comments to my advisor, Dr. _____ (advisor’s email address) prior to the proposal presentation meeting on _______. Dr. and I welcome your comments and questions. Thank you in advance for your assistance in this matter.”

• The student is responsible for bringing the KNES Report of the Examining Committee form to the defense meeting (get it from Coordinator)
• During the dissertation defense, only committee members may ask questions of the candidate.
• At the conclusion of the examination, the committee members vote on the candidate’s competency and the dissertation’s acceptability. Two or more negative votes constitute a failure; the candidate may not be examined more than twice.

FOLLOWING THE MEETING
• After the committee approves revisions and corrections and with final approval by the
advisor, the candidate prepares and submits the formal dissertation to the Graduate School in an electronic format. Submission instructions can be downloaded from the Graduate School website at:

- After the committee and advisor have approved all revisions and corrections, the advisor submits the signed and dated KNES Report of the Examining Committee form to the Graduate Coordinator for the Graduate Director's signature.

<table>
<thead>
<tr>
<th>REQUIREMENTS AND CREDIT DISTRIBUTION FOR Ph.D. DEGREE</th>
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<td>SPHL600**</td>
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<td>KNES 600, Kinesiology in Public Health</td>
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<tr>
<td>KNES898/899 Dissertation Credits</td>
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</table>

**Students with an MPH are exempt from SPHL600.

The Doctor of Philosophy Degree requires a minimum of 60 credit hours beyond the Masters degree. This total includes a minimum of 12 credit hours for the dissertation. If a master’s degree student in the Department of Kinesiology (UM) continues into the doctoral program, the minimum total of course credits for both programs (M.A. & Ph.D.) is 90 credit hours. This total includes a minimum of 30 credits required for the Master of Arts degree (24 hours of coursework + 6 hours of thesis (KNES 799) and a minimum of 12 credits of dissertation (KNES 899). The actual credit hours and related experiences approved by the student’s Program of Study Committee may exceed 60 credits and should be based on the student’s previous experiences and future scholarly goals. The graduate faculty anticipates that credit hours and ancillary experiences taken by doctoral students will vary considerably from student to student. The Program of Study committee determines the number of credits
required in the specialization. With regard to KNES600/SPHL600 and/or the required professional ethics course, students who have successfully completed previous graduate-level course work in these areas can petition the Graduate Director and Graduate Committee to waive these course requirements by providing a syllabus or other relevant documentation showing the overlap in content. Such a waiver would not reduce the total number of credits required for the degree.

### SUMMARY OF FORMS AND TIMELINES FOR THE PH.D. DEGREE

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<thead>
<tr>
<th>Form</th>
<th>Origin</th>
<th>HTML Link</th>
<th>Submitted by</th>
<th>Timeline for Submission*</th>
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<td>NOTE: Graduate School Deadlines</td>
<td>KNES</td>
<td><a href="https://gradschool.umd.edu/calendar/deadlines/deadlines">https://gradschool.umd.edu/calendar/deadlines/deadlines</a></td>
<td>KNES Dept deadlines occur prior to Graduate School deadlines*</td>
<td></td>
</tr>
<tr>
<td>M1 &amp; M2</td>
<td>Program of Study Committee Appointment</td>
<td>KNES</td>
<td>student</td>
<td>A minimum of 7 working days prior to Coursework Program of Study meeting</td>
</tr>
<tr>
<td>M1 &amp; M2</td>
<td>Program of Study Cover/Rating Sheet</td>
<td>KNES</td>
<td>student</td>
<td>Distributed via email To committee. Must allow 7 working days for circulation.</td>
</tr>
<tr>
<td>M1 &amp; M2</td>
<td>Program of Study Approval Form: Coursework and/or Dissertation Plan</td>
<td>KNES</td>
<td>advisor</td>
<td>Coursework: a minimum of 9 months prior to the first written comprehensive exam; Dissertation Plan: a minimum of 1 month prior to writing the first comprehensive exam</td>
</tr>
<tr>
<td>M3</td>
<td>Application for Comprehensive Examination</td>
<td>KNES</td>
<td>student</td>
<td>A minimum of one (1) month prior to writing the first exam and following completion</td>
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<tr>
<td>M3</td>
<td>Comprehensive Examination Report</td>
<td>KNES</td>
<td>advisor</td>
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<td></td>
<td>following the oral Examination</td>
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<td>of 70% of non-dissertation coursework</td>
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<tr>
<td>M3</td>
<td>Application for Admission to Candidacy</td>
<td>Grad. School</td>
<td>student</td>
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<td></td>
<td>Following successful completion of comp. examination. Must be submitted within 5 years of initial enrollment in the program and at least 6 months prior to date degree is conferred.</td>
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<tr>
<td>M4</td>
<td>Nomination of Graduate Faculty (for non UM-Faculty Dissertation committee members ONLY)</td>
<td>Grad. School</td>
<td>Candidate</td>
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<td></td>
<td>Two months prior to the planned proposal date.</td>
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<tr>
<td>M4</td>
<td>Graduate School Style &amp; Policy Manual</td>
<td>Grad. School</td>
<td>FYI</td>
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<td></td>
<td>Thesis style/format must be approved by Graduate School prior to acceptance</td>
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<tr>
<td>M4</td>
<td>KNES Nomination of Dissertation Proposal Committee</td>
<td>KNES</td>
<td>candidate</td>
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<tr>
<td></td>
<td>1 month prior to Dissertation proposal</td>
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<tr>
<td>M4</td>
<td>Dissertation Proposal Rating Sheet</td>
<td>KNES</td>
<td>candidate</td>
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<tr>
<td></td>
<td>To Dissertation Committee members with proposal. Must allow 7 working days for review before meeting date.</td>
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<tr>
<td>M4</td>
<td>Dissertation Proposal Acceptance</td>
<td>KNES</td>
<td>advisor</td>
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<tr>
<td></td>
<td>After proposal has been revised and approved</td>
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<tr>
<td>M4</td>
<td>IRB/Human Subjects Application Or Institutional</td>
<td>IRB or IACUC</td>
<td>candidate</td>
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<td>After proposal approval, as needed</td>
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<td>Animal Care and Use Committee application</td>
<td>esearch.umd.edu/IACUC/</td>
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<tr>
<td>M5 Application for Diploma</td>
<td>Grad. School</td>
<td><a href="http://www.vprgs.umd.edu">www.vprgs.umd.edu</a></td>
<td>candidate</td>
<td>At beginning of the graduating semester</td>
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<tr>
<td>M5 Application for Graduation</td>
<td>Office of Registrar</td>
<td><a href="http://www.testudo.umd.edu/Registrar.html">http://www.testudo.umd.edu/Registrar.html</a></td>
<td>candidate</td>
<td>At beginning of graduating semester</td>
</tr>
<tr>
<td>M5 Report of the Dissertation Examining Committee</td>
<td>KNES</td>
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<td>advisor</td>
<td>At completion of dissertation defense</td>
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<tr>
<td>M5 Application for Graduation</td>
<td>Registrar</td>
<td><a href="http://www.testudo.umd.edu/Registrar.html">http://www.testudo.umd.edu/Registrar.html</a></td>
<td>candidate</td>
<td>At beginning of graduating semester</td>
</tr>
</tbody>
</table>

*All deadlines and forms are listed on the KNES graduate bulletin board and on the Graduate School website [http://www.gradschool.umd.edu/](http://www.gradschool.umd.edu/). Department deadlines always precede Graduate School deadlines to provide time for departmental review and signatures.*