



## DEADLINE DATES FOR FINAL GRADUATION REQUIREMENTS - MASTER'S STUDENTS

The department wants to help you meet required graduation deadlines, so here are all the important due dates for the upcoming school year in a single document. Be sure to save it in an easily accessible format for future reference.

- Please note that **YOU** are responsible for filling out the forms and documents.
- The person signing the "Director of Graduate Program" section in your forms is Eusebia Mont

### There Are Lots of Dates That Need to be in Your Personal Calendar!

Date	Department due dates & requirements in 2023
Aug. 25 (Fri)	Approval of candidacy paper topic from first reader (Dept. requirement)
Sept. 8 (Fri)	Approval of candidacy paper topic from second reader (Dept. requirement)
Oct. 20 (Fri)	Candidacy paper proposal due to both readers (Dept. requirement)

List your 1<sup>st</sup> and 2<sup>nd</sup> reader on form- Required for block to be lifted for HESP638 (Candidacy Paper)  
<https://forms.gle/Dm85GLz8pVuSpVV29> (if you have issues clicking this link, copy and paste the url into your browser)

	Department due dates & requirements in 2024
Jan 1-Feb 7	Submit <a href="#">Application for Graduation</a> to the Graduate School. Submit application for Bilingual Certificate Program.
Jan. 19 (Fri)	Candidacy paper due to both readers (Dept. requirement)
Feb. 5 (Mon)	Candidacy paper grade (Pass or Fail) returned to students
Mar. 1 (Fri)	Last day to submit <a href="#">Nomination of Thesis Committee Form</a> to the Office of the Registrar ( <a href="mailto:registrar-graduate@umd.edu">registrar-graduate@umd.edu</a> ).
Mar. 4 (Mon)	Deadline for re-submission for failed Candidacy Papers (Dept. requirement)



Mar. 11 (Mon)	Deadline for approval of re-submitted Candidacy Papers by first and second readers (Dept. requirement)
Mar 29 (Fri)	Comprehensive examinations <i>All prior incomplete grades (with the exception of candidacy) MUST be completed before you can take comps</i>
Apr. 19 (Fri)	Re-take of Comprehensive examination for failed questions (Note: Students with more than one failed question will need to re-take the entire Comprehensive examination during exam week. They will not be able to graduate in the current semester)
Apr. 29 (Mon)	<i>Master's Thesis Students:</i>  Final date to submit thesis via <a href="#">ETD System</a> .  Final date for thesis directors to submit signed <a href="#">Report of Examining Committee form</a> to the Office of the Registrar ( <a href="mailto:registrar-graduate@umd.edu">registrar-graduate@umd.edu</a> ).
May 3 (Fri)	Complete KASA form and Approved Program Form, located in your digital file for academic advising on Box.
May 14 (Fri)	Comprehensive Examination – Full re-exam for those who failed the entire exam
May 19-21	Commencement ceremonies

### PREPARATION FOR GRADUATION

**Graduate students must apply for a diploma no later than the end of the Schedule Adjustment period at the beginning of the semester in which they intend to graduate.**

**Last date to apply for Spring 2023 graduation – February 7, 2024**

**Grad School's Deadline Dates & Clarification for Graduation**

<https://gradschool.umd.edu/calendar/deadlines/academic-deadlines>

### **Master's Degree Completion Checklist**



### THESIS STUDENTS:

- Register for 799 on [Testudo](#) for up to three thesis credits with your advisor(s). A total of six credits of 799 are required for graduation with a thesis.
- Get your research approved before you begin any data collection.
  - Human subjects: [Institutional Review Board](#) (IRB)
  - Vertebrate species: [Institutional Animal Care and Use Committee](#) (IACUC)
  - Recombinant RNA/DNA research: [Biosafety Committee](#)
- Form a committee and submit the Nomination of Committee [form](#) signed by your advisor and your program's DGS to the Office of the Registrar ([registrar-graduate@umd.edu](mailto:registrar-graduate@umd.edu)) by the posted [deadline](#). See related thesis committee [policies](#).
- Defend your thesis. Be sure to review the [policies](#) on oral examinations.

### ALL MASTER'S STUDENTS:

- Accept your offer to earn a degree at a world-class research and training university.
- Maintain continuous registration until degree conferral, which is explained [here](#).
- Track degree progress in [U.achieve](#).
- Apply for graduation in the beginning of your final semester. [Applications](#) automatically roll over to the next semester if you are unable to graduate that semester.
- Complete Approved Program Form for your advisor and Director of M.A. Program to sign. This form is in your digital file on Box – Due no later than **May 3, 2024**. Questions should be emailed to DyQuan Washington, CGS, at [dwashi10@umd.edu](mailto:dwashi10@umd.edu).
- Ensure any required final papers, capstones, or projects are complete.
- Ensure any admissions provisions and/or language conditions are satisfied prior to graduation.

### KASA Form

Fill out your KASA form located in your digital file for academic advising on Box. The form is titled "MA SLP KASA rev effective 2020". – Due no later than May 3, 2024.



**Praxis exam**

- The praxis exam can be taken any time before you apply for ASHA certification. Students typically take this during their final semester in the program. <https://www.ets.org/praxis/asha/requirements>
- **Please list the University of Maryland as a recipient of your NTE ASHA exam scores using the number R0131.** There are additional codes for University of Maryland, but your report will not come to the Department unless you use this code.

**Contact Information/Employment Data**

- You'll be asked to fill out a google form at the end of your degree program with the following information (ASHA requires this info for the department's accreditation):
  - your forwarding address if you will be moving after graduation
  - your preferred email address
  - and information about your Clinical Fellowship Year (CFY)

Summer 2024 - Graduation Requirements Dates	
July 10	<b>Master's and Doctoral Students:</b> Final date to submit the <a href="#">Application for Graduation</a> to graduate this semester/term.
July 14	<b>Master's Thesis Students:</b> <a href="#">Nomination of Thesis Committee Form</a> to the Office of the Registrar ( <a href="mailto:registrar-graduate@umd.edu">registrar-graduate@umd.edu</a> ). Committee form must be submitted at least 6 weeks before the scheduled defense.
August 11	<b>Master's Thesis Students:</b> Final date to submit thesis via <a href="#">ETD System</a> . Thesis directors to submit signed Report of Examining Committee form to the Office of the Registrar ( <a href="mailto:registrar-graduate@umd.edu">registrar-graduate@umd.edu</a> ).

**Deadlines for Fall 2024 Graduation will be announced at a later date.**