

GRADUATE PROGRAM PROPOSAL

1. Criteria for Admission to the graduate program

- 1.1 Applicants must have a minimum GPA of 3.0 to apply to the Master's Program.
- 1.2 Applicants must have a minimum GPA of 3.5 to apply to the Doctoral Program.
- 1.3 Applicants with lower GPA's may be considered and accepted in a provisional basis if other indicators of ability are exceptional (letters of recommendation, GRE scores, prior experience ...).
- 1.4 GRE is required with scores of at least 650 in the quantitative and analytical parts.
- 1.5 Applicants with lower GPA's and/or GRE's may be considered and accepted in a provisional basis if other indicators of ability are exceptional (letters of recommendation, prior experience ...).
- 1.6 Any professor who wants to admit a student not meeting the above criteria must request that the student applies as Advanced Special Student
- 1.7 Advanced Special Students must take 2 ENCE courses (400 level or higher), earn a B or better in all courses taken, and reapply to the program.
- 1.8 Applicants granted admission to any of the six department divisions can only transfer to another division following approval of the Director of the alternative division and the Graduate Office. Students may be required to provide application materials to the alternative division director before a decision can be rendered.

2. Policy for awarding financial support: T.A., R.A., and Fellowships

- 2.1 Financial support will be coordinated through the graduate affairs committee with the intent of maximizing the number of quality students recruited to and retained by the graduate program.
- 2.2 The Committee will award all Department TA positions and recommend all UMCP Fellowships, taking into account recommendations of the faculty. These awards will be used strategically at the Department level for attracting and retaining the best students.
- 2.3 The awarding of GRA positions will be made by PI's and notified to the Committee.

3. Doctoral Program

- 3.1 The process of qualifying doctoral candidates will be uniform across the Department. This process will consist of three steps:
 - 3.1.1 A qualifying exam will be given to all potential candidates within 2 equivalent academic years of admission to the doctoral program (i.e., post-masters).
 - 3.1.2 This qualifying exam will consist of both written and oral parts.
 - 3.1.3 A committee of four (4) faculty will be appointed by the student's primary advisor for each potential candidate to evaluate performance on the qualifying exam. The potential candidate shall be deemed to pass the exam if no more than one member of the review committee disagrees. A student can retake the exam if no more than 2 members of the committee disagree. The exam can be retaken only once and should be retaken not sooner than 2 months and not later than 6 months of the original exam.
- 3.2 A dissertation Proposal Review will be made within two (2) years of a candidate having passed the Qualifying Exam. This review will be made by the candidate's doctoral committee, as mandated by the Graduate School.
- 3.3 A Dissertation Defense will be made before the candidate's doctoral committee no sooner than one academic year following the Proposal Review, as mandated by the Graduate School.