**TEN IMPORTANT THINGS EVERY GPD SHOULD KNOW (Part 1)**

**As Discussed By Associate Dean, Jeffrey Halverson**

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1. Grad faculty membership status of all faculty in your program

<https://gradschool.umbc.edu/faculty/>

1. The “5 Year Rule” for MS students, “5/4 Year Rule” for PhD students

<https://gradschool.umbc.edu/graduation/reqs/masters/>

<https://gradschool.umbc.edu/students/candidacy/>

1. Policies in the GA handbook

<https://gradschool.umbc.edu/funding/assistantships/handbook/>

1. Rules for committee nominations (MS and PhD) and paperwork

<https://gradschool.umbc.edu/files/2017/02/master_final_exam_commitee_nomination.pdf>

<https://gradschool.umbc.edu/files/2017/05/phd_final_exam_commitee_nomination.pdf>

1. Policy on remote committee participation

<https://gradschool.umbc.edu/graduation/dissertations/>

1. The credit and billing rate schedule for 799, 898, 899

<https://gradschool.umbc.edu/funding/assistantships/registration/>

1. Enrollment rules that apply during post-candidacy

<https://gradschool.umbc.edu/graduation/reqs/doctoral/>

1. Using 7700/8800 vs. requesting a fee waiver after the MS/Ph.D. defense

<http://catalog.umbc.edu/content.php?catoid=21&navoid=1241>

1. Day 10 requirement for all GAs, and how GRAD 600, 601, and 603 work

<https://gradschool.umbc.edu/funding/assistantships/registration/>

1. FICA exemption rules for summer GAs

<https://umbc.app.box.com/s/2gh6oou1rdop030fi54ld29mfifpi96f>