The Registration Guide

One of the ways in which the Office of the Registrar facilitates student academic success is by providing information on the range of academic, enrichment, and support services available at the university. We encourage our students to take some time to familiarize themselves with the information contained in this guide so that they might be able to take full advantage of the opportunities and services at the university.

For additional information, please visit TESTUDO the Office of the Registrar interactive online services site and student portal, at: testudo.umd.edu.

Please also feel free to visit us at:

Office of the Registrar
Mitchell Building
First Floor
Phone: 301-314-8240
Fax: 301-314-9568
Email: registrar-help@umd.edu
registrar.umd.edu

Best wishes for a successful academic year!
The Registration Guide is produced under the direction of the Office of the Registrar at the University of Maryland. Revisions will be posted on the web at registrar.umd.edu/reg_guides.html as they occur.

The provisions of this publication are not to be regarded as an irrevocable contract between the student and the University of Maryland. Changes are effectuated from time to time in the general regulations, in fees, in class scheduling, in dates, and in the academic requirements. Notwithstanding any other provision of this or any other University publication, the University reserves the right to make changes in tuition, fees, and other charges at any time such changes are deemed necessary by the University and the University System of Maryland Board of Regents. Although changes in tuition, fees and charges ordinarily will be announced in advance, the University reserves the right to make such changes without prior announcement.

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## Academic Calendar

### Summer 2016
- Summer Sessions I and I-A Begin: May 31
- Summer Session I-A Ends: June 17
- Summer Session I-B Begins: June 20
- Independence Day Holiday: July 4
- Summer Sessions I and I-B End: July 8
- Summer Sessions II and II-C Begin: July 11
- Summer Session II-C Ends: July 29
- Summer Session II-D Begins: August 1
- Summer Sessions II and II-D End: August 19

### Fall 2016
- First Day of Classes: August 29
- Labor Day Holiday: September 5
- Thanksgiving Recess: November 23-27
- Last Day of Classes: December 12
- Reading Day: December 13
- Final Exams: December 14-20
- Main Commencement Ceremony: December 20
- College Commencement Ceremonies: December 21

### Winter Term 2017
- First Day of Classes: January 3
- Dr. Martin Luther King Holiday: January 16
- Last Day of Classes: January 23

### Spring 2017
- First Day of Classes: January 25
- Spring Break: March 19-26
- Last Day of Classes: May 11
- Reading Day: May 12
- Final Exams: May 13-19
- Senior Day: May 20
- Main Commencement Ceremony: May 21
- College Commencement Ceremonies: May 22
# Academic Deadlines

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall 2016</th>
<th>Spring 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Add a course</strong> - undergraduates and graduates</td>
<td>September 12</td>
<td>February 7</td>
</tr>
<tr>
<td><strong>Cancel Registration</strong></td>
<td>August 28</td>
<td>January 24</td>
</tr>
<tr>
<td><strong>Change from full-time to part-time</strong> - see registrar.umd.edu/deadlines.html</td>
<td>September 12</td>
<td>February 7</td>
</tr>
<tr>
<td><strong>Apply for Graduation</strong></td>
<td>September 12</td>
<td>February 7</td>
</tr>
<tr>
<td><strong>Drop a course</strong> (undergraduates)</td>
<td>September 12</td>
<td>February 7</td>
</tr>
<tr>
<td>Without &quot;W&quot; mark</td>
<td>September 12</td>
<td>February 7</td>
</tr>
<tr>
<td>With &quot;W&quot; mark (see Drop Policy)</td>
<td>November 7</td>
<td>April 12</td>
</tr>
<tr>
<td><strong>Drop a course</strong> (grad students)</td>
<td>November 7</td>
<td>April 12</td>
</tr>
<tr>
<td><strong>Drop a course</strong> - see registrar.umd.edu/deadlines.html</td>
<td>November 7</td>
<td>April 12</td>
</tr>
<tr>
<td>(with a refund - graduate students and part-time undergrads)</td>
<td>November 7</td>
<td>April 12</td>
</tr>
<tr>
<td><strong>Change Grading Option</strong></td>
<td>September 12</td>
<td>February 7</td>
</tr>
<tr>
<td><strong>Withdraw from all courses</strong></td>
<td>August 28</td>
<td>January 24</td>
</tr>
<tr>
<td>Withdraw with 100% refund (cancel)</td>
<td>September 12</td>
<td>February 7</td>
</tr>
<tr>
<td>Withdraw with 80% refund</td>
<td>September 12</td>
<td>February 7</td>
</tr>
<tr>
<td>Withdraw with 60% refund</td>
<td>September 19</td>
<td>February 14</td>
</tr>
<tr>
<td>Withdraw with 40% refund</td>
<td>September 26</td>
<td>February 21</td>
</tr>
<tr>
<td>Withdraw with 20% refund</td>
<td>October 3</td>
<td>February 28</td>
</tr>
<tr>
<td>Withdraw with 0% refund</td>
<td>December 12</td>
<td>May 11</td>
</tr>
</tbody>
</table>

[Image of three academic buildings and a student walking on a path]
Office of the Registrar
First Floor Mitchell Building
Phone: 301-314-8240
Fax: 301-314-9568
testudo.umd.edu or registrar.umd.edu

Email: registrar-help@umd.edu

Before You Register - Undergraduates

Newly Admitted Degree Seeking Undergraduate Students must meet with an advisor prior to registration. Contact the Orientation Office to arrange advising. Newly admitted students who miss orientation will not be permitted to register until the first day of classes.

Continuing University of Maryland Undergraduate Students receive a notification email that includes information about early registration, a link to check their registration time, and any registration blocks. Students with registration blocks; students on academic probation or dismissal, or who have been reinstated; Academic Achievement Program students; Individual Admit students; and student athletes, are all required to meet with an advisor before registering or processing schedule adjustments. Continuing students may register at their scheduled time or any time thereafter.

Non-degree Seeking Undergraduate Students may not register until the first day of classes in their initial semester. Registration appointments will be assigned for subsequent semesters and can be checked via testudo.umd.edu

Before You Register - Graduate Students

Newly Admitted Graduate Students should inform the university of their intention to accept admission through the admissions website or via email: gradschool@umd.edu. This should be done as soon as possible, and no later than the first day of classes. If the student has been admitted to a degree program, s/he must contact the appropriate academic department to arrange for orientation.

Newly Admitted Advanced Special Students (non-degree seeking) should inform the university of their intention to accept admission through the admissions website or via email: gradschool@umd.edu. Since Advanced Special Students have not applied to a degree program, all advising is handled via the Graduate School. Please contact their offices via email for advising assistance.

Continuing University of Maryland Graduate Students receive an email notification that includes information about early registration. Graduate students do not need an assigned registration time, but are encouraged to check advising and registration blocks to be sure they are eligible to register for the upcoming term. If the student’s graduate admission has expired, s/he should contact the Graduate School via email at: gradschool@umd.edu, for assistance.

Continuous Registration Requirements:

All graduate students must register for courses each semester (summer and winter sessions excluded) until the degree is awarded. A student who fails to register and who has not requested and received a waiver of registration or leave of absence will be notified by the Graduate School after the first day of classes that s/he must register for the current semester. The Graduate School will inform the director of the appropriate graduate program that the student is in jeopardy of termination. If the student does not register, s/he will be dismissed from the Graduate School at the end of the semester for failure to comply with the continuous registration requirement.

Waiver of Registration:

A student dismissed for non-registration may appeal during a 30-day period following the end of the semester of non-registration. If the student does not appeal, or if the appeal is denied, and s/he wishes to continue in the Graduate School, s/he must apply for readmission. In this case, readmission does not alter the initial requirements for time to complete the degree or advance to candidacy.

Please Note: Immunization Requirements

The University of Maryland requires all new students to provide documentation of inoculation for measles, mumps and rubella. Additionally, every student residing in an on-campus residence hall must be vaccinated against meningococcal disease. Students may request a waiver of this requirement. Students taking courses online, overseas, or at their place of employment (if employment is off-campus) are exempt from this policy. For more information, contact the University Health Center Info Desk at 301-314-8180, or visit health.umd.edu/clinicalservices/allergimmuntravel/immunizations.
Registration Steps
Most students can access registration services, including Drop/Add and Testudo links on testudo.umd.edu See steps 1-6 below for important registration information and an overview of the registration process.

STEP 1: Check Appointment and Registration Status
Go to testudo.umd.edu and click on Appointment and Registration Status to see if you have any advising, academic, or financial blocks. All blocks must be cleared prior to registration. (see chart in this publication)

STEP 2: Make Advising Appointment and Resolve all Registration Blocks
Advising to discuss academic planning is strongly recommended for all students, and is mandatory for some. (See Academic Advising in this publication.)
For an explanation of Registration Restrictions and Blocks see the next page.

STEP 3: Verify Course Availability
- Check the Schedule of Classes: stat.umd.edu/ soc/
- VENUS is a web-based tool that can assist in creating your class schedule sis.umd.edu/bin/venus

STEP 4: Obtain Special Permissions
Some courses have specific requirements, pre-requisites or require special permission. All special permissions must be obtained prior to registration. Colleges and departments can grant special permissions electronically, but the student must still officially register for the course at testudo.umd.edu. See the next page for an explanation of conditions or registration actions requiring college approval.

STEP 5: Register at your assigned appointment date/time, or anytime thereafter.
- **Online** - testudo.umd.edu: click Registration Drop/Add. Online registration hours are: Monday through Saturday 7:30 am - 11:00 pm and Sunday 5:30 pm - 11:00 pm.
- **In person** - complete the appropriate registration form at the Office of the Registrar Student Services Counter located on the first floor of the Mitchell Building. Office hours are Monday through Friday 8:00 am to 5:00 pm.
  * Please note that late registration begins on the first day of classes. All students initiating registration for the semester on or after this date will be assessed a $20 late registration fee.
  * All course registrations must be processed by the end of the Schedule Adjustment period (first 10 days of classes).

Students adding and dropping non-standard courses – those scheduled to begin or end outside of the standard semester/term dates – should consult the following Office of the Registrar web links:
registrar.umd.edu/current/registration/non-standard.htm or registrar.umd.edu/current/registration/Schedule%20Adjustment.html#penaltiesrefunds

Contact registrar-help@umd.edu for further information

STEP 6: After You Register ... Don’t Forget!
Visit testudo.umd.edu to:
- View your schedule (also includes book list)
- Verify your final exam schedule (See Final Examinations in this publication.)
- Check-in on your waitlist/hold file (See Waitlist and Hold File in this publication.)
- View your student account (one business day after registering) and make tuition payment arrangements
- Obtain your photo ID card (See Administrative Services in this publication.)
### Registration Blocks

<table>
<thead>
<tr>
<th>Block Type</th>
<th>What Does It Mean?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No record of immunization</td>
<td>The University does not have the student’s immunization records on file. Contact: University Health Center – <a href="http://health.umd.edu">health.umd.edu</a> or 301-314-8114</td>
</tr>
<tr>
<td>Mandatory Advising</td>
<td>Student must meet and be cleared by their department/advising college in order to register. Contact Academic Advising College, or department as appropriate</td>
</tr>
<tr>
<td>Academic Probation/Dismissal</td>
<td>Student is on probation/dismissal during the semester for which they are trying to register. Contact Academic Advising College</td>
</tr>
<tr>
<td>Must choose degree/major</td>
<td>Student has reached 60 credits and has not yet chosen a major, or is still listed in Letters and Sciences. Contact the Academic department offering the desired major to declare, or Letters and Sciences to register without a major</td>
</tr>
<tr>
<td>Fundamental Studies Math</td>
<td>Student has reached 30 credits and has not completed a fundamental math course. Registration must be completed in person at the Office of the Registrar. Contact Office of the Registrar at 301-314-8240</td>
</tr>
<tr>
<td>Fundamental Studies English</td>
<td>Student has reached 30 credits and has not completed a fundamental English course. Registration must be completed in person at the Office of the Registrar. Contact Office of the Registrar at 301-314-8240</td>
</tr>
<tr>
<td>Financially ineligible</td>
<td>An outstanding student financial balance exists. Contact Financial Service Center at 301-314-9000, or email <a href="mailto:billtalk@umd.edu">billtalk@umd.edu</a> if you have questions.</td>
</tr>
<tr>
<td>Judicially ineligible</td>
<td>Student has a judicial hold on their registration. Contact Office of Student Conduct at 301-314-8204</td>
</tr>
<tr>
<td>Academically ineligible</td>
<td>Student blocked from registration. Contact Office of the Registrar at 301-314-8240</td>
</tr>
<tr>
<td>Administratively ineligible</td>
<td>Student blocked from registration. Contact Office of the Registrar at 301-314-8240</td>
</tr>
<tr>
<td>Student last attended in….</td>
<td>Student was not registered during the previous semester and must re-enroll. Contact Office of Student Success at <a href="mailto:rr-admit@umd.edu">rr-admit@umd.edu</a></td>
</tr>
</tbody>
</table>

### Special Permissions

<table>
<thead>
<tr>
<th>Permission Type</th>
<th>What Does It Mean?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course listed as “By Permission Only” (Perm Req)</td>
<td>Course is restricted to a certain population of students (specific majors, programs, etc.) Contact Academic department offering the course</td>
</tr>
<tr>
<td>Time Conflict</td>
<td>Student is attempting to register for courses whose times overlap. Contact Academic Advising College</td>
</tr>
<tr>
<td>Oversubscribe into a closed course</td>
<td>Student is attempting to register for a course that has filled. Contact Academic department offering the course</td>
</tr>
<tr>
<td>Pass/Fail Policy Override</td>
<td>Student does not meet the requirements to register for P/F grading. Contact Academic Advising College</td>
</tr>
<tr>
<td>Undergrad to take Graduate course</td>
<td>Undergraduate is attempting to register for a graduate level course. Contact Academic Advising College</td>
</tr>
<tr>
<td>Student has attempted course 2 times</td>
<td>Student is attempting to register for a course for the third time. Contact Academic Advising College</td>
</tr>
<tr>
<td>Student would exceed repeat credit limit</td>
<td>Student has already repeated 18 credits of course work and is attempting to repeat more. Contact Academic Advising College</td>
</tr>
</tbody>
</table>
**Special Permissions—cont’d**

<table>
<thead>
<tr>
<th>Changes after schedule adjust-</th>
<th>After the 10th day of classes, students cannot add courses without permission. Contact Academic Advising College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total credit limit reached</td>
<td>Students need permission to register for over 16 credits prior to first day of classes, or over 20 credits on or after first day of classes. Contact Academic Advising College</td>
</tr>
<tr>
<td>Fundamental Studies Math override</td>
<td>Permission to register for the semester without registering for fundamental math course. Contact Academic Advising College</td>
</tr>
<tr>
<td>Fundamental Studies English override</td>
<td>Permission to register for the semester without registering for fundamental English course. Contact Academic Advising College</td>
</tr>
<tr>
<td>CORE/Gen Ed policy override</td>
<td>Permission for students over 90 credits to register for more than one CORE or General Education course. Contact Academic Advising College</td>
</tr>
</tbody>
</table>

**Full Time Status**

**Undergraduates**
Any student registered for 12 or more semester hours at the end of the Schedule Adjustment Period (first 10 days of classes) is considered full time. Audited courses are not included in the calculation of credits for full-time status.

- **UMEI Program.** Students enrolled in UMEI 001-004 are considered full-time students. Students enrolled in UMEI 005 (semi-intensive) must register for an additional 6-8 credits, appropriate to their program, to meet the full-time requirement.
- **ENCO/COOP.** Students enrolled in Engineering Coop and Cooperative Education programs are given full-time status. However, in order to be considered enrolled as a full-time student for financial aid, he or she must be enrolled for 12 non-co-op credits in addition to any co-op credits. For additional information please see: [financialaid.umd.edu/ugfa/special_enrollment.php](http://financialaid.umd.edu/ugfa/special_enrollment.php)

**Note:** If any student with a scholarship or grant falls below the required 12 credit hours, the scholarship or grant may be cancelled.

Students receiving financial aid are strongly encouraged to contact a financial aid counselor prior to dropping below full-time status.

Additional information may be obtained from the Office of Student Financial Aid at [financialaid.umd.edu](http://financialaid.umd.edu), Room 1135 Lee Bldg., 301-314-9000 or email umfsfaid@umd.edu.

**Graduate Students**
The Graduate School uses a unit system to determine full-time or part-time student status. Please note that graduate units are different from credit hours. The number of graduate units per credit hour is calculated in the following manner:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-399</td>
<td>2 *</td>
</tr>
<tr>
<td>400-499</td>
<td>4</td>
</tr>
<tr>
<td>500-599</td>
<td>5 *</td>
</tr>
<tr>
<td>600-897</td>
<td>6</td>
</tr>
<tr>
<td>Masters Research: 799</td>
<td>12</td>
</tr>
<tr>
<td>Pre-candidacy Doctoral Research: 898</td>
<td>18</td>
</tr>
<tr>
<td>Doctoral Dissertation Research 899</td>
<td>18</td>
</tr>
</tbody>
</table>

*Not applicable to graduate degree, and not included in cumulative GPA calculations.*

To be certified as full time a graduate student must be officially registered for a combination of courses equivalent to 48 units per semester. Graduate assistants holding regular appointments have full-time status if they are registered for at least 24 units in addition to the assistantship; holders of half-time assistantships are considered full-time if registered for 36 units. Audited courses do not generate graduate units and cannot be used to calculate full-time or part-time status.

**Note:** Graduate students are eligible to register for courses numbered 400 – 899. Courses with last digit of 8 or 9 may be repeated for additional credit.

**International Students**
International students on F-1 and J-1 student visas must maintain full-time status throughout each semester according to Federal regulations governing F-1 and J-1 students. Please contact an advisor in International Student and Scholar Services at 301-314-7740 for questions concerning full-time status, or visit: [globalmaryland.umd.edu/offices/international-students-scholar-services/maintaining-status-1](http://globalmaryland.umd.edu/offices/international-students-scholar-services/maintaining-status-1).
Transfer Credit
Transfer Credit Services (TCS) is a division of the Office of the Registrar at the University of Maryland. TCS provides information and assistance to academic advisors as they work with undergraduate student transfer issues. Students and advisors work together to decide how courses satisfy a student’s degree program, while TCS provides information to the campus advising community on course equivalence, credit reports and articulation through an online course equivalency database at transfercredit.umd.edu.

Prior Learning Credit (PLC)
The University of Maryland provides students with several opportunities to receive undergraduate credit for knowledge and achievements gained through prior learning/competency-based education. Students may earn up to one-half of the credits required for their baccalaureate degree through PLC. Usually, this is no more than 60 credits. No more than 30 of these credits can be from College Level Examination Program (CLEP). The University recognizes the following as PLC: Advanced Placement (AP), International Baccalaureate (IB), Advanced Level/Advanced Subsidiary Level (A-Level/AS-Level), College-Level Examination Program (CLEP), Basic Military Training (BMT) and Departmental Proficiency Exams (Credit-by-Exam). All PLC that is awarded credit by the University of Maryland, with the exception of Credit-by-Exam, is recorded as prior learning credit at the top of the student’s transcript and will be included in the total number of credits earned. Credits earned through Credit-by-Exam are considered resident credit and posted under the semester in which the exam was taken. Students will not receive credit for both passing an examination and completing an equivalent course.

Students should inform their advisor that they have received or anticipate receiving credit for AP, IB, or A-Level/AS-Level exams. This information may impact placement into courses required for their degree.

Credit for AP, IB, A-Level/AS-Level and CLEP is awarded based on the approval of the relevant department offering the course material and is subject to ongoing departmental reevaluation. Even if a student has already been awarded credit for one of these exams at another institution, the credit will be reevaluated by the University of Maryland. The score received on the exam must be equivalent to the minimum score the University of Maryland accepted at the time the test was taken, otherwise, the exam will not be awarded PLC. The University of Maryland must receive an official score report directly from the organization/board that administered the exam for PLC to be awarded.

Duplicate credit will not be awarded for passing an exam and completing an equivalent course. Credit received in a course at the University of Maryland shall supersede any credit from AP, IB, A-Level/AS-Level, or CLEP. A student who has earned any grade, passing or otherwise, in a course at the University of Maryland shall not subsequently receive credit for that course by AP, IB, A-Level/AS-Level, or CLEP. If a student has been awarded exam credit for an equivalent University of Maryland course in which they have also earned credit, the course from the exam will be marked on their record as being a repeated course and the credits will be removed from the total number of credits earned. No credit will be awarded for AP, IB, or A-Level/AS-Level exams that are repeated or taken after a student has matriculated to the University of Maryland.

Advanced Placement (AP)
The University of Maryland encourages applicants to seek AP credit so that academically successful students may move forward in their programs at an appropriate pace. However, credit is not awarded for all exams offered by the College Board. Credits for AP exams are awarded based on departmental approval when the designated minimum score is earned. All departments reserve the right to reevaluate the content of exams and to change the assignment of credit, minimum required score and course equivalencies. Students need to have their scores sent directly to the University of Maryland from College Board; the University’s code is 5814.

International Baccalaureate (IB)
IB credit is awarded to students who have completed IB exams with a minimum grade of 5. Credit is not awarded for all exams offered by IB and is based on departmental approval. All departments reserve the right to reevaluate the content of exams, and to change the assignment of credit, minimum required score and course equivalencies. Students should have their scores sent directly to the University of Maryland from the International Baccalaureate Results Service. The University’s code is 001417.

Advanced Level/Advanced Subsidiary Level (A-Level/AS-Level)
The University of Maryland awards credit for A-Level/AS-Level exams taken through Cambridge International Exams (CIE) or one of the other approved boards. All departments reserve the right to reevaluate the content of exams and to change the assignment of credit, minimum required score and course equivalencies. Students are not permitted to earn credit for both A-Level and AS-Level exams within the same subject areas. Official scores must be sent by CIE or the approved exam board to the University of Maryland.

College-Level Examination Program (CLEP)
CLEP recognizes college-level competence achieved outside the college classroom.
Two types of CLEP tests are available:
- General Examinations - cover the content of a broad field of study
- Subject Examinations - cover the specific content of a college course

Credit is not awarded for all CLEP General and Subject Examinations. CLEP credits are awarded when satisfactory scores are attained. All departments reserve the right to reevaluate the content of exams, and to change the assignment of credit, minimum required score and course equivalencies. CLEP exams are administered at approved CLEP testing centers throughout the country. The University of Maryland is an approved CLEP Test Center (Test Center Code: 5814). Students who want to earn credit through CLEP must request their official score reports to be sent to the University of Maryland. The Score Recipient Code is 5814.

Basic Military Training (BMT)
Students who are currently on active duty or former service members in the United States Armed Forces are eligible to be awarded six credits of lower-level general elective credits. The credits are awarded for the completion of basic physical fitness and basic military science as part of basic military training for the United States Armed Forces.

To qualify, students must have been enrolled as an undergraduate student in the Fall 2013 semester or beyond, along with one of the following:
- Currently serving as an active duty member in the United States Armed Forces.
- Currently serving as a member of a reserve or National Guard branch of the United States Armed Forces.
- Has been Honorably Discharged from service in the United States Armed Forces.
- Has been Honorably Discharged from a reserve or National Guard branch of the United States Armed Forces.

Departmental Proficiency Examination (Credit-by-Exam)
At the University of Maryland, Credit-by-Exam is comparable to a comprehensive final examinations in a course. Although the mathematics department receives the most applications for Credit-by-Exam, many departments will provide opportunities for certain courses. Initial inquiry as to whether an examination in a specific course is available should be directed to the academic department which offers the course in question.

Credit-by-Exam may not be taken for courses in which the student has remained registered at the University of Maryland, beyond the Schedule Adjustment Period even with a transcript notation of W.

In order to be considered for Credit-by-Exam, a student must meet the following eligibility criteria:
- A minimum of 12 (twelve) credit hours completed at the University of Maryland;
- A minimum grade point average of 2.0;
- Completion of all prerequisite courses or the approval of the department chairperson (or, in non-departmentalized units, the dean) and the Senior Vice President and Provost.

Note: Requirements a. and b. may be waived for students in their first semester at the University of Maryland by the department chairperson and the dean.

The following applies to the grading associated with Credit-by-Exam:
- A student may cancel application for credit-by-exam at any time prior to the completion of the examination with no entry on the permanent record.
- The examination instructor shall make the grade available to the student prior to the formal submission of the grade.
- A grade of “C-” or better must be obtained to establish credit-by-exam.
- If a student elects not to have the grade posted, a grade of “W” shall be recorded. No course may be attempted more than once using credit-by-exam.
- Grades earned using credit-by-exam shall be posted on the transcript as resident credit in the semester the examination was taken and used in computing semester and cumulative grade point averages. Such grades shall be accompanied by the notation “By examination” as applicable.

Credit-by-exam will not be accepted for any part of the final 30 (thirty) semester hours without permission of the Senior Vice President and Provost. With such permission, 6 (six) of the final 30 (thirty) credit hours may be by credit-by-exam. Applications for examinations shall be approved on an individual course basis. The instructor must certify on the report of examination that copies of the examination questions and the student’s answers shall be retained in accordance with the University of Maryland’s Records and Retention and Disposal Schedule.

If an examination for a course is available, the department will provide information regarding when and where the exam is administered, type of examination, and material which might be helpful in preparing for the examination. After making arrangements with the department, students must apply through the Division of Letters and Sciences, 1117 Hornbake Library, 301-405-2793. See ltsc.umd.edu/forms-ltsc.html for additional information regarding Credit-by-Exam.
Other Non-Traditional Experience

There are some instances of prior learning/competency-based education for which the University of Maryland generally does not award credit. These include, but are not limited to: American Council on Education (ACE), Defense Activity for Non-Traditional Education Support (DANTES), Program on Non-Collegiate Sponsored Instruction (PONSI), departmental credit-by-exam from institutions other than Maryland public institutions of higher education, and life experiences. Students may contact the Office of the Registrar to appeal the acceptance of prior learning experiences. For prior learning credit to be awarded during an appeal, the student must provide evidence that the prior learning experience falls within the level, scope, content, and expected learning outcomes of courses offered at the University of Maryland. The determination of the Office of the Registrar shall be final.

Course Placement Options

Math Placement

The Math Placement test gives a measure of a student’s current mathematical skills. The results are used to advise students on the appropriate course to take to complete the mathematics requirement for their program of study. Lower-level mathematics courses require the permission of the department before students may register. Statistics indicate that the majority of students who enroll in a math course beyond that indicated by the placement test either withdraw from the course or earn D’s or F’s.

Please note that MATH 003, 010, 011, 013, and 015 do not satisfy the university’s Fundamental Studies Mathematics requirement. They are non-credit courses that carry a fee in addition to tuition charges.

For more information go to math.umd.edu and click on ‘Undergraduate’ then ‘Credit, Placement, and Advising.”

Foreign Language Placement

All students are expected to enroll in foreign language courses at the highest level appropriate. To determine placement, students must take a foreign language placement assessment: arhu.umd.edu/undergraduate/ffpa

Please review specific course descriptions and contact advisors in the School of Languages, Literatures and Cultures with any and all queries related to placement. For further information go to: sll.umd.edu

ARHU Global Engagement Requirement

To expand ARHU students’ understanding of other cultures and language in an increasingly global society, ARHU students must complete the “Global Engagement Requirement.” Learning a second language produces deep knowledge of cultural as well as linguistic differences while opening pathways for common understanding. The requirement may be satisfied in one of three ways:

Option 1: Study of a Foreign Language Requirement: Students will take foreign language coursework to the designated level at UMD. Please consult an ARHU advisor for a list of the approved course sequences.

Option 2: Cultural Immersion through Study Abroad Requirement: Students will participate in a semester long Study Abroad experience in a country where English is not the primary language.

The study abroad experience must include:
1. At least the first year/elementary level language of the host country before or during the experience (or equivalent as determined by the ARHU foreign language placement policy);
2. A reflection component that will challenge students to assess their pre-departure, in country, and post study abroad experience;
3. Participation in one of the following pre-approved engagement experiences:
   - Internship
   - Service Learning
   - A living situation involving daily interaction with host nationals (e.g., a pre-approved home stay with a host national family)
   - Other - an engagement experience approved in advance of departure

Students must develop a learning contract with an ARHU advisor in advance of studying abroad in order for the experience to count for the Global Engagement Requirement. Past study abroad experiences will not be considered retroactively.

Option 3: Individually-designed Experience

Requirement: Students may also create an individually-designed experience that achieves the learning outcomes of the global engagement requirement. This option must include:
1. At least the first year/elementary level language of the host country before or during the experience (or equivalent as determined by the ARHU foreign language placement policy);
2. A pre-approved short- or long-term study abroad program that has been deemed appropriate for inclusion in this option by ARHU in conjunction with the Education Abroad Office.
3. Students must develop a learning contract with an ARHU advisor and petition to have the experience approved in advance.

Students proposing study abroad in an English-speaking country must choose to study a language that has significance to the historical or current culture of the host country. Students will need to research and discuss the intersection of the chosen language and culture in their petition.
Important notes:

1. Students already beyond the required language needed to fulfill the Global Engagement Requirement must document their language proficiency by taking a placement assessment or equivalent as determined by the ARHU foreign language placement policy.
2. Students taking a foreign language class at the University of Maryland will need to take a foreign language placement assessment. Please see an ARHU advisor for details.
3. Students seeking exemption from the Global Engagement Requirement must take the foreign language placement assessment in an on-campus proctored environment. Please see an ARHU advisor or see arhu.umd.edu/undergraduate/fbtp for the proctored exam schedule.

For more information, please see an advisor in the ARHU Office of Student Affairs, call 301-405-2108, or visit arhu.umd.edu/undergraduate/globalengagement.

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Pass-Fail Grading Option

- To register for a course under the pass-fail option, an undergraduate must have completed 30 or more credit hours with a GPA of at least 2.0. At least 15 of these credit hours must have been completed at UMCP with a University of Maryland GPA of at least 2.0.
- Courses must be electives in the student’s program; they may not be college, major, field of concentration, or general education program requirements.
- Only one course per semester or summer session may be registered under the pass-fail option.
- No more than 12 semester hours of credit may be taken under the pass-fail option during a student’s college career.
- Students may not choose this option when re-registering for a course.
- Under the pass-fail option, a course that is completed with a passing grade will count toward the student’s total credit hours but will not be computed in the grade point average. A course that is completed with a failing grade will appear on the student’s record and will be computed both in the overall average and in the semester average.

**Note:** Grading Option changes may be processed only during the first ten days of classes. Graduate students are not eligible for the Pass-Fail grading option. For more information please see ‘Academic Regulations’ in Chapter 4 of the undergraduate catalog. umd.edu/catalog.

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Repeating Courses

Repeating Courses

The following Campus Repeat Policy applies to all courses that may not be repeated for additional credit. There is a limit to the number of times a course may be repeated. Students may have one repeat of any course taken either for a grade or audited; they cannot register for any given course more than twice. A student’s college dean may grant an exception allowing an additional course repeat. In this case, students must present a plan for successfully completing the course. All attempts will be counted toward the total limit for repeatable credits.

Students may repeat no more than 18 credits. If a student withdraws from all courses during a semester, those courses are not included in this limit.

Students should consult their academic advisor to discuss repeating courses and the implications for transcripts and cumulative GPA.

For more information please see ‘Academic Regulations’ in Chapter 4 of the Undergraduate Catalog. http://umd.edu/catalog/index.cfm

College of Education Repeat Policy

All registrations in student teaching, whether a student withdraws or takes a leave of absence, will be counted as an attempt under the campus repeat policy. Only two registrations are allowed. After two registrations, further attempts at student teaching must be approved by the college department and the school system professionals involved in the candidate’s student teaching experience. For more information go to: http://umd.edu/catalog/index.cfm

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Undergraduate Student Classifications

Freshmen 1-29 semester hours
Sophomore 30-59 semester hours
Junior 60-89 semester hours
Senior 90+ semester hours

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Taking Courses at Other Institutions

Courses Taken at Another Institution (Transfer Credit)

Undergraduate students already enrolled at the University of Maryland must obtain permission prior to taking courses at another institution using the following forms:

- **Permission to Enroll at Another Institution (PTE)** form must be submitted to, and approved by, the advising college prior to enrolling at another U.S. institution.
- **Permission to Study Abroad (PSA)** form must be submitted to, and approved by, the advising college prior to enrolling at an International Institution.
This permission is required for courses taken away from the University of Maryland in all semesters, summer and winter term. Failure to obtain permission prior to enrolling in course(s) away from the University of Maryland may result in the course not being accepted for transfer by the university and/or applied to degree requirements.

Upon completion of the course(s), the student must request an official sealed transcript be sent from the institution they attended to the University of Maryland.

The student and advisor will work together to decide how the transfer course(s) are applicable to the student’s degree program. The title of course, term in which the course was taken and the number of transfer credits awarded will be noted on the student’s official transcript; but the grade earned will not be displayed. Grades from transferred courses are not included in the University of Maryland grade point average calculation.

Questions regarding Courses Taken at Another Institution (Transfer Credit) should be directed to the student’s advising college: transfercredit.umd.edu/advcollege.html

University System of Maryland Inter-Institutional Enrollment Program

Under the Inter-Institutional Enrollment program, students have the opportunity to take courses at other University System of Maryland (USM) institutions to augment their degree programs at the University of Maryland in College Park. Students may take courses at the system schools listed below, provided the courses meet the requirements of their programs. Students are charged tuition and fees by the home institution and courses are considered resident credit at the home institution. Inter-Institutional Enrollment is not available during the Summer and Winter terms for undergraduate students. Inter-Institutional Enrollment is available during Summer and Winter terms for graduate students on a case-by-case basis. Inter-Institutional Enrollment is not available at University of Maryland University College for University of Maryland, College Park Students.

Other System Institutions Include:
- Bowie State University
- Coppin State College
- Frostburg State University
- Salisbury State University
- Towson State University
- University of Baltimore
- University of Md, Baltimore
- University of Md Baltimore County
- University of Md Eastern Shore

For more information: registrar.umd.edu/current/registration/inter-institutional.html or email interinstitutional@umd.edu.

Consortium of the Universities of the Metropolitan Area

Consortium universities are:
- American University
- The Catholic Univ of America
- Gallaudet University
- George Mason University
- George Washington University
- Georgetown University
- Howard University
- Marymount University
- National Intelligence University
- National Defense University
- Trinity Washington University
- Uniformed Services Univ of the Health Sciences
- Univ of the District of Columbia

To augment their program of study, eligible students may enroll at other consortium institutions offering courses that are not available at their home institutions. Payment of tuition for courses will be made at the student’s home campus and courses are considered resident credit at the student’s home institution.

Any eligible degree seeking graduate or undergraduate student may participate in this program according to the following stipulations:

- Golden ID students who enroll in courses through the Metropolitan Area Consortium are not eligible for a waiver of fees.
- Continuing Education courses cannot be taken through the Consortium program.
- Neither faculty/staff/graduate student tuition remission programs (this includes assistantships, fellowships, etc.), nor the partial tuition waiver program for spouses and dependents of University of Maryland employees may be used for courses taken through the Metropolitan Area Consortium.
- Education courses cannot be taken through the Consortium program.

Students whose fees are remitted through these programs and who are interested in enrolling in courses at consortium schools will be expected to pay for the course(s) at the appropriate College Park credit hour rate for the semester in which they enroll. For more information: registrar.umd.edu/current/registration/consortium.html or email dcconsortium@umd.edu
Education Abroad

Education Abroad (EA) collaborates with departments across campus to administer and sponsor 400+ study abroad programs throughout the year, including semester, winter, spring break and summer terms. Students in all majors are encouraged to discuss study abroad with an academic advisor to fit this exciting opportunity into a 4-year plan and to meet with an EA advisor to learn more about program options.

EA manages the registration of any student who is studying abroad. For more information, please visit the Education Abroad Office located in 3122 Susquehanna Hall or umd.edu/studyabroad or contact EA at educationabroad@umd.edu or 301-314-7746.

Faculty/Staff Registration

Degree-seeking Faculty, and all staff, must be admitted to the University as an undergraduate or graduate student prior to registering for classes. Contact the appropriate office below:

Undergraduate Admissions
Ground Floor Mitchell Building
301-314-8385
applymaryland@umd.edu

or

Graduate School
2123 Lee Building
301-405-3644
gradschool@umd.edu

Non-degree seeking faculty should contact the Registrar’s Office.

Office of the Registrar
1113 Mitchell Building
301-314-8240
registrar-help@umd.edu

Note that registration for non-degree seeking students is on a space available basis.

Remission of fees: Contact your departmental payroll and benefits administrator for more information about applying for tuition remission.

For Tuition remission guidelines, please see: umd.edu/benefits/tuition-remission/
Schedule Adjustment

Schedule Adjustment Period
The Schedule Adjustment period is the first ten business days of classes during the Fall or Spring semester. A similar period of time is designated for Summer and Winter Terms. Check the corresponding academic calendar for exact dates.

Add and Drop Classes
Students can add, drop, or change course sections during the schedule adjustment period. Courses added prior to and during the schedule adjustment period will appear on the student’s permanent record. Courses dropped prior to or during the schedule adjustment period will not appear on the student record, nor will they count towards the number of attempts a student has for any given course.

All students dropping courses after the first day of classes should consult the deadlines page in this Guide to avoid incurring additional charges.

Waitlist v. Hold File

What’s the difference between the Waitlist and the Hold File?
The Waitlist is an option if you meet the course requirements established by the department offering the course (specific majors, credit levels, special populations, etc.)

The Hold File is a roster of students who wish to register for a course, but who do not meet the departmental restrictions. These students must be placed on the hold file even though the course may have seats available. Students on the waitlist receive priority over those on the hold file.

If a course is closed when a student registers, the waitlist/hold file option may be available. Names are stored on a first come, first served basis for access to seats as drops are processed. If the student decides to go on the waitlist/hold file s/he must check in on the first day of classes (mandatory check-in) to see if s/he has received entrance to the class. If the course has not been received by the first day of classes, the student must then check-in daily to remain on the waitlist. See the academic calendar for mandatory check-in dates.

An additional drop period for undergraduate students begins at the close of the schedule adjustment period and ends at the end of the tenth week of classes. During the drop period a student may drop a maximum of four credits or one course. Courses dropped during this time (after the schedule adjustment period) will be recorded on the student’s transcript with a “W” notation for undergraduate students only. (This mark is not used in computing the semester or cumulative GPA.) No notation will appear on the graduate record for courses dropped during the drop period.

Students interested in adding and dropping non-standard courses (those which are scheduled to begin or end outside of the standard semester/term dates) should consult the Registrar’s web pages for important information regarding schedule adjustment and deadlines.

Part-time students should also consult the deadlines page in this Guide to avoid incurring additional charges.

registrar.umd.edu/current/registration/non-standard.htm
Financial Adjustments for Dropping and Adding Courses

Full-time undergraduate students do not receive a refund for courses dropped if the total number of credits for which they are registered remains at twelve or more. If a full-time undergraduate student drops a course(s) prior to the first day of classes, changing his or her total number of credits to eleven or less, charges for the semester will be assessed according to the per credit hour tuition for part-time students. If the student later adds a course(s), changing the total number of credits back to twelve or more, the student will be charged for the difference between the per credit hour tuition already paid and the tuition rate for full-time undergraduates. During the first five days of classes, the same rules apply, but an additional charge equal to 20% of the difference between the full-time and part-time tuition rates will be assessed. After the first five days of classes, there is no refund for changing from full-time to part-time status.

Part-time undergraduate students are charged by the credit hour. Refund rates for part-time undergraduates are as follows:

Prior to first day of classes or earlier ........................................... 100% refund
First 5 days of classes ....................................................... 80% refund
After first 5 days of classes ................................................ 0% refund

Important Notes:

1. During the first ten days of classes students will not be charged for add/drop transactions if they are of equal credit value, are held at the College Park Campus and both the add and the drop are processed on the same day. This is considered an even exchange.

2. Courses taken at Shady Grove or through the Maryland English Institute (MEI) are not considered in even exchange calculations.

Graduate Student Course and Credit Changes

A graduate student may drop a course, add a course, change between audit and credit status, change the number of credits for a course within the listed range, or withdraw from the university without special approval until the tenth day of classes each semester. No credit level changes or grading option changes are permitted after the tenth week of classes.

Drop/Add and other changes may be done in person at the Registrar’s Office or online at http://www.testudo.umd.edu/. Exception to the published deadlines requires a petition to the Graduate School and must include the written approval of the instructor and the Graduate Director of the program. Petitions should be submitted to the Graduate School, 2123 Lee Building. The graduate program stamp must be placed on the change of grading option/credit level form.

For full information on deadlines go to: apps.gradschool.umd.edu/catalog/registration_policies.htm#10

Change of Major

To process a change of major, please visit the college associated with the new major for approval and advising. The change can be processed by an advisor.

Some majors have special admission requirements. See http://umd.edu/ for information on Limited Enrollment Programs at the University of Maryland

A student must be enrolled in the major and minor programs from which he or she plans to graduate when registering for the final 15 hours of the baccalaureate program.

Second Major: A student wishing to complete a second major in addition to his/her primary major, must obtain written permission from both the college dean for the primary major and the college dean for the secondary major.

Minors: Students should contact the academic college associated with a desired minor for information on enrollment.

Second Degree: For second degree information refer to the Undergraduate Catalog: http://umd.edu/catalog/index.cfm/show/content.section/cl/271/ss/1585/s/1506

Cancellation of Registration

Students who register and later decide not to attend the university must cancel their registration prior to the first day of classes for the semester. Failure to do so will result in a financial obligation to the University of Maryland even if the student does not attend class.

Cancellation requests must be received in writing and signed by the student. They may be sent by mail, fax, or email to:

Office of the Registrar
Mitchell Building
University of Maryland
College Park, Maryland 20742
FAX: 301-314-9568
registrar-help@umd.edu

Please include university identification number and student signature on all correspondence. For additional information concerning cancellation contact the Office of the Registrar at 301-314-8240.

Cancellation of Housing and Dining Services is a separate process. Contact Resident Life at 301-314-2100, and Dining Services at 301-314-8067, to cancel those contracts.

Leave of Absence

Undergraduates

See the Undergraduate Catalog for information on Limited Enrollment Programs at the University of Maryland

A leave of absence is available to students who need to take time away from the university with the
intention of returning the following semester. The leave of absence status is especially helpful for recipients of federal financial aid because they are not considered to be withdrawn provided they do return and complete the following semester. In general, a student may take a leave of absence from the university only once during matriculation as an undergraduate and may only apply for a leave of absence during the last 60 days of the semester. Return to the university is contingent upon the conditions outlined below. There are no refunds associated with a leave of absence. Students with federal financial aid should contact the office of Student Financial Aid to discuss the ramifications of a leave of absence.

Students wishing to request a leave of absence should contact:

Office of the Registrar
1113 Mitchell Building
301-314-8240
registrar-help@umd.edu

Return to the University
Students who find it necessary to leave the university may be required to petition the Faculty Review Board in order to return. Students who have earned a minimum 2.0 cumulative GPA with no previous withdrawal or leave of absence are exempt from this requirement. Students who take a leave of absence while on academic probation, or those returning from dismissal, are always required to petition the Faculty Review Board. Students are also required to complete a reinstatement advising meeting with their academic college advising office before the petition will be considered by the Faculty Review Board. For information on how to apply for reenrollment go to: studentsuccess.umd.edu/

Graduate Leave of Absence for Childbearing, Adoption, Illness or Dependent Care
In recognition of the effects that childbirth, adoption, illness, and caring for incapacitated dependents (such as children, ill or injured partners, or aging parents) may have on the time and energy that graduate students have to devote to their educational programs, the university allows students in such circumstances to apply for a leave of absence of up to two semesters during which time they do not intend to make academic progress toward the completion of their degree. The time taken on an approved leave of absence is not included in the time limitations for degree completion and advancement to candidacy.

For more information, see:
apps.gradschool.umd.edu/catalog/registration_policies.htm

Special Considerations
Students on approved leave of absence do not have the rights and privileges of registered students, do not have a valid UM identification card and are not entitled to use university resources, such as the libraries, recreational centers, shuttle buses, and other services covered by mandatory fees. Students seeking information on use of the libraries while on an official leave of absence may find it at: lib.umd.edu/access/access-privileges

Students must be registered during a semester in which they fulfill a university or departmental degree requirement, such as taking qualifying exams or submitting a dissertation or thesis. In addition, students must be registered to be eligible for any form of university financial aid (e.g., a teaching or research assistantship) and to be certified as full-time students.

Impact on Funding:
Interruptions to the normal sequence of academic progress may result in a loss of future funding and a slower time to completion of degree. In some programs, a leave of absence may mean that students must join a new project upon return, with the likelihood that their research may take longer to complete. Whenever a leave of absence is being considered, a student should meet with the advisor to develop a plan for resumption of study and gain a clear understanding of future funding opportunities.

Students with outstanding educational loans need to consider the effect leave of absence may have on their loan status. Students should arrange to meet with a student financial aid officer and/or contact their lenders prior to taking leave.

For more information contact:
Student Financial Services Office
1135 Lee Building
301-314-9000.

Withdrawal From Classes
The term “withdrawal” means termination of enrollment in all classes for a given semester. Students are expected to make regular and consistent progress towards the completion of their degree; however, exceptional circumstances may require withdrawal. The university considers such an interruption to be very serious as it delays normal progress towards the degree; students should not withdraw for frivolous reasons or to avoid the consequences of ignoring their academic responsibilities. Any student considering withdrawal is strongly encouraged to meet with his or her academic college advisor before leaving the university.

Important Note: Withdrawing or taking a leave of absence from the university may have serious implications for international students, students receiving financial aid, or those residing in on-campus housing. Students are advised to contact the appropriate offices before finalizing withdrawal or leave of absence plans.
Graduate students who withdraw may be in violation of the university's continuous registration requirement unless they have received a waiver of registration from the Graduate School. If the time limitation in a masters or pre-candidacy program has not lapsed, the graduate student is eligible to re-enroll without readmission provided s/he has received a waiver of registration from the graduate program or has received an approved leave of absence from the Graduate School. Withdrawal by a doctoral candidate without an approved leave of absence or waiver of registration will officially end graduate student status. For more information contact: registrar-appeals@umd.edu

Withdrawal for Active Duty Military
If you are called to active duty in the U.S. armed forces, you may present your orders, withdraw, and receive a full refund of your tuition and fees for that semester. Students may re-enroll upon completion of their tour of duty. For more information go to: registrar.umd.edu/current/registration/military.html

Resign from Graduate Study
A graduate student wishing to withdraw from the university and terminate his or her graduate student standing may do so by submitting a letter to the graduate school. The graduate school will cancel the student’s admission status effective the date the letter is received. If the student is registered for classes at the time of resignation, the graduate school will ask the Office of the Registrar to withdraw the student. A graduate student seeking to return to UM after resigning must reapply for admission and is subject to all graduate program and graduate school requirements. S/he may be required to repeat previously elected courses.

For more information, go to: apps.gradschool.umd.edu/catalog/registration_policies.html#12

Refunds of Tuition and Fees
All financial accounts must be cleared through the Financial Service Center, Room 1135, Lee Building. Only amounts in excess of the non-refundable enrollment deposit will be refunded. Stopping payment on a check does not constitute an official withdrawal.

For complete instructions and the current refund schedule go to: bursar.umd.edu/t_refunds.php

Note: Credit adjustments for unused housing services are based on the date residence hall checkout procedures are completed, not the date of withdrawal. See your residence hall/dining services agreement.
Academic Information

Course Numbering System

The first digit of the course number designates the level of the course and the last two digits identify the course. Courses ending with the numeral 8 or 9 are the only courses that are repeatable for credit. Course levels are designated as follows:

- 000-099  Non-credit course
- 100-199  Courses primarily for first-year students
- 200-299  Courses primarily for sophomore students
- 300-399  Junior/Senior courses (not acceptable for credit toward graduate degrees)
- 400-499  Junior/Senior courses (acceptable for credit toward some graduate degrees)
- 500-599*  Professional School courses (Dentistry, Law, Medicine) or post-baccalaureate courses not for graduate degree credit
- 600-899  Courses restricted to graduate students
- 799  Masters Thesis credit
- 899  Doctoral Dissertation credit

*Not applicable to Undergraduate degrees, and not included in GPA calculations.

General Education
Office of the Dean for Undergraduate Studies
2110 Marie Mount Hall
gened.umd.edu
301-405-9363

General Education
All students at the University of Maryland must complete general education. The General Education program has the following goals for all students:

- Develop skills in clear writing, effective speaking/presentation, and critical and analytic reason.
- Strengthen knowledge in major areas of study.
- Broaden knowledge of civilizations past and present.
- Establish the ability to thrive both intellectually and materially and to support themselves, their families, and their communities through a broad understanding of the world in which they work and live.
- Define the ethical imperatives necessary to create a just society in their own communities and in the larger world.

General Education Requirements

Notes—Courses used to fulfill General Education requirements:
1) Must be selected from the approved General Education course lists.
2) May also be used to satisfy college, major, and/or supporting area requirements if the courses also appear on the General Education Fundamental or Distributive Studies lists.
3) May not be taken on a Pass-Fail basis.

Fundamental Studies (15 credits)
- Academic Writing (3 credits)*
- Math (3 credits)*
- Professional Writing (3 credits)
- Oral Communication (3 credits)
- Analytic Reasoning (3 credits)

*AP/IB exemptions are allowed

Distributive Studies (25 credits)
Two courses from each category:
- Humanities (two courses, 6 credits)
- Natural Sciences (two courses, 7 credits, one course must be lab)
- History and Social Sciences (two courses, 6 credits)
- Scholarship in Practice (2 courses, 6

Diversity (Two courses/4-6 credits)
Diversity courses may also fulfill a Distributive Studies category:
Two Understanding Plural Societies courses

Or

One Understanding Plural Societies course (3 credits)
and
One Cultural Competence course (1-3 credits)

I-Series (Two courses, 6 credits)
Double counted with distributive studies

Optional—Experiential Learning
Experiential Learning offers students the opportunity to participate in independent studies fulfilled through internships, research, study abroad, or community-service learning.

Requirements for students under the CORE general education program can be found at ugst.umd.edu


**Learning Programs and Opportunities**

**First Year Book**
Each year the University selects a book that will provide a shared intellectual experience for faculty, staff, and all first-year students. The First Year Book provides an opportunity for community dialogue on a topic from the perspective of different disciplines, from the sciences to the humanities. Our community is stronger when we are free to challenge each other and listen respectfully. Many first year courses use the book and students receive a free copy when they arrive on campus. For more information, please see fyb.umd.edu.

**Golden ID Card Program**
The University of Maryland participates in the Golden Identification Card Program (Golden ID) allowing eligible senior citizens to take advantage of the university’s wide variety of course offerings. To be eligible for participation, the individual must be 60 years of age or older, a legal resident of the State of Maryland (as defined by the Board of Regents) and retired (not engaged in gainful employment for more than 20 hours a week). Application is made through either the Undergraduate or Graduate Admissions Office. The appropriate application fee will be assessed. Tuition is waived, however a Golden ID fee is charged each semester. This fee is the same fee that is charged to all part-time students less the health, student activity and athletic fees. Golden ID students can register for up to three courses, on a space available basis, beginning the third day of classes in the fall and spring semesters, and beginning the first day of classes for summer terms. Golden ID students must meet all course prerequisite and co-requisite requirements. Golden ID students are not eligible for consortium courses, continuing education, or winter term. Golden ID students have the opportunity to become involved with the Golden ID Student Association. Additional information may be obtained from the Golden ID Program at 301-314-8219.

**Maryland Center for Undergraduate Research**
Undergraduate students who are interested in pursing research activities or assisting with faculty research projects should explore the many opportunities offered by the Maryland Center for Undergraduate Research. Visit the office at 2100D McKeldin Library or go to: ngerinh.umd.edu

**Reserve Officers’ Training Corp (ROTC)**
ROTC courses are available to University of Maryland students through several programs. **Note:** A maximum of 16 credits of ROTC courses may be applied toward a College Park degree.

**Air Force ROTC** is a college program that allows you to earn your degree while training to become an Air Force officer. You will receive invaluable leadership training, be involved in community events, and visit active-duty Air Force bases. All course materials and uniform items are provided at no-cost, and you may compete for scholarships to help pay your tuition. Most importantly, the program can lead to an exciting career in the U.S. Air Force!

For more information: 301-314-3242
afrotc.umd.edu or email at: afrotcdet330@umd.edu

**Army ROTC:** In Army ROTC you will do things that challenge you mentally and physically. As you find yourself rappelling from towers or leading your team through various obstacles, you will develop skills you

the confidence to take charge, self-discipline and the ability to make smarter decisions. Whether you want to have a career in the military or not, Army ROTC classes are a fun way to gather skills for your future success.

For more information: armyrotc.umd.edu or email at armyrotc@umd.edu
301-314-9939

**Navy ROTC:** Registration is through the D.C. Consortium Program at George Washington University. Contact University of Maryland Consortium Coordinator at 301-314-8254.

For more information on Navy ROTC at GWU: nrotc.gwu.edu

**Satisfactory Academic Progress**

**Academic Performance**
Undergraduate academic performance is based on a student’s grade point average (GPA). Students are required to achieve a 2.0 GPA to maintain satisfactory academic progress. Students with a GPA under 2.0 will be placed on academic probation.

**Semester Academic Honors** (Dean’s List) are awarded to students who complete, within any given semester (excluding winter and summer terms), 12 or more credits with a semester GPA of 3.5 or higher. This recognition is noted on the student’s academic record. Courses with grades of ‘P’ and ‘S’ are excluded from the twelve credit determination.

**Academic Probation and Dismissal**

**Academic Probation**
Students are placed on academic probation if their cumulative GPA falls below 2.0; they are expected to attain a 2.0 cumulative GPA by the end of any probationary semester. Students who fail to do so may be academically dismissed, depending on their credit level as detailed:
can use throughout your entire life, skills such as thinking on your feet, Students who are on academic probation and have earned fewer than 60 credits are permitted to continue on academic probation if a minimum semester GPA of 2.0 is achieved in each semester of probation.

- Full-time students must complete 9 or more credits in each semester. Part-time students are permitted to satisfy this credit requirement in two consecutive semesters. A completed credit is defined as credit for any course in which a student receives a grade of A+/B+/C+/D+/-, F, P, or S. Students who meet this requirement are permitted to continue on probation until the close of the semester (excluding winter and summer terms) in which they attain a cumulative GPA of 2.0.

- Students who are on probation are dismissed if they have not achieved a cumulative GPA of 2.0 at the end of the semester in which they complete 60 credits.

- Students who are on probation and attain a cumulative GPA of 2.0 at the end of a winter or summer term are not subject to dismissal in the subsequent semester.

Students who have earned 60 credits or more are dismissed from the University if their cumulative GPA remains below 2.0 at the end of their probationary semester.

The Student Success Office notifies students when they are placed on academic probation. Such notice includes a requirement that the student consult an academic advisor in his or her college early in the probationary semester. Academic advisors assist students in developing appropriate plans for achieving satisfactory academic performance. Students placed on probation are not allowed to add or drop courses, or register without the approval of an academic advisor in their college.

Academic Dismissal

- Students who have earned 60 or more credits are dismissed if their cumulative GPA remains below 2.0 for two consecutive semesters without the approval of an academic advisor in their college.

- Students who have attained a cumulative GPA of 2.0 the preceding winter or summer term are not subject to dismissal.

- Students who have earned fewer than 60 credits are dismissed following any probationary semester in which they fail to attain a minimum 2.0 semester GPA and complete the requisite credits detailed under ‘Academic Probation.’

- Students who have been academically dismissed and then reinstated are academically dismissed again if a cumulative GPA of at least 2.0 is not achieved by the end of the first semester after reinstatement. Reinstated students may not add or drop courses or register during any semester without the approval of academic advisor in their college, unless a cumulative GPA of at least 2.0 is achieved.

- The Office of the Registrar notifies the appropriate university offices when students are academically dismissed and notes the dismissal on their academic record.

- The Student Success Office notifies students in writing when they are dismissed. The notices include a statement that registration for the next semester (excluding winter or summer terms) will be canceled.

- Applications and information about the reinstatement process can be obtained from the Student Success Office, whose responsibility it is to administer the reinstatement process in coordination with the Faculty Review Board.

For more information please see ‘Academic Regulations’ in Chapter 4 of the undergraduate catalog. umd.edu/catalog

Plus/Minus Grading

In Fall 2005, the University Senate voted to adopt a policy for plus/minus grading, which was approved by the President. A slight revision to the policy was passed by the Senate, approved by the President in Fall 2011, and implemented in Fall 2012. Under the policy, quality points for each letter grade from A through D reflect plus and minus components of the grade, as shown below. The plus/minus system applies to both undergraduate and graduate courses.

Quality Points for Letter Grades

Quality points (points used in calculating Grade Point Average) associated with each letter grade under the plus/minus grading policy and the former grading policy are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Plus/Minus Policy (As of Fall 2012)</th>
<th>Policy Through Summer 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>4.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>2.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>1.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Marking System

The University’s marking system defines the standards for letter grades as follows:

A+, A, A- denotes excellent mastery of the subject and outstanding scholarship
B+, B, B- denotes good mastery of the subject and good scholarship
C+, C, C- denotes acceptable mastery of the subject
D+, D, D- denotes borderline understanding of the subject, marginal performance, and it does
not represent satisfactory progress toward a degree.

F - denotes failure to understand the subject and unsatisfactory performance.

Minimum Required Grade Standards
To maintain the comparability of grading standards under the plus/minus grading policy with the former policy, all academic programs must accept letter grades that include plus or minus as meeting their current minimum grade requirements. This principle applies to minimum grade requirements of D, C, B, or A in undergraduate and graduate courses. In graduate courses, for example, the former requirement of a B is satisfied by a grade of B+ or under the plus/minus grading policy. In an undergraduate course, former requirement of a C is satisfied by a grade of C+, C, or C- under the plus/minus grading policy.

Graduate School Probation Standard
The Graduate School Probation Standard on academic probation and dismissal retains the current GPA requirement of maintaining a minimum cumulative 3.0 GPA. A student whose cumulative grade point average falls below 3.0 will not be placed on probation until s/he completes 12 credits or two semesters, whichever comes first. This change was made effective August 29, 2012.

For more information, see: 
https://apps.gradschool.umd.edu/catalog/academic_record.htm

Calculation of Cumulative GPA
Cumulative GPAs are calculated under the prevailing grading policy at the time the course was taken.

Grades received under the grading policy prior to Fall 2012 receive quality points earned for those credits (as awarded under the official grading policy at that time, i.e. A+=4.0; A=4.0; A-=4.0; B+=3.0; B=3.0; B-=3.0; C+=2.0; C=2.0; C-=2.0; D+=1.0; D=1.0; D-=1.0; and F=0).

The cumulative GPAs for students entering the university as of Fall 2012 are calculated using the quality points earned under the plus/minus grading policy that became effective in Fall 2012 (i.e. A+=4.0; A=4.0; A-=3.7; B+=3.3; B=3.0; B-=2.7; C+=2.3; C=2.0; C-=1.7; D+=1.3; D=1.0; D-=0.7; and F=0).

Grades and GPAs earned under the plus/minus policy in effect prior to Fall 2012 will not be recalculated using the quality points of the plus/minus grading policy that became effective in Fall 2012.

The Registrar makes GPA calculations and reports them on student transcripts. Transcripts include an explanation of the change in the University’s grading policy.

Acceptance of Undergraduate Transfer Credits
Generally, college-level courses completed at regionally-accredited institutions will transfer, provided the course is similar in level, scope, content and expected learning outcomes to courses offered at the University of Maryland and a grade of "C-" or higher is earned. Grades of "D-" or higher are accepted for courses completed at Maryland public institutions. Regional accrediting bodies include: Middle States Association of Colleges and Schools; New England Association of Schools and Colleges; North Central Association of Colleges and Schools; Northwest Association of Schools and Colleges; Southern Association of Colleges and Schools; and Western Association of Schools and Colleges.

It is important to note that as per University of Maryland academic policies, the minimum grade required to satisfy a degree requirement may be higher than the minimum grade to be awarded transfer credit.

Transfer Credit Services oversees course subject matter to determine the acceptability and awarding of transfer credit for the University; and consults with the academic departments for course clarifications and guidance. This review is based on a comparison of the transfer course to courses offered for degree programs at the University of Maryland.

A course that is accepted for transfer to the University of Maryland will receive one of the following types of evaluations:

- Direct equivalency to a University of Maryland course (whether within or outside of the major),
- No direct equivalency, but satisfies general education requirement, or
- No direct equivalency, but is accepted as a general elective.

Transfer courses from non-regionally accredited institutions in the United States will be reviewed on an individual basis at the request of the student. Only transfer courses that have been deemed acceptable for transfer to the University of Maryland will be posted to the students’ academic record. For a course to be deemed acceptable for transfer, the course must be similar in level, scope, content and expected learning outcomes to courses offered at the University of Maryland.

Transfer courses from international institutions that are not recognized by the country’s Ministry of Education are not accepted for transfer and will not be awarded credit by the University of Maryland.

Acceptance of Graduate Transfer Credits
All graduate study credits offered as transfer credit must meet the following criteria:

- No more than six credit hours of graduate work may be transferred from another institution, unless the program has special approval by the Graduate Council. When changing programs within the University of Maryland, the student may request inclusion of credits earned at the University of Maryland.

Advanced Special Students may...
transfer up to twelve (12) graduate credits to the degree program, subject to the approval of the Graduate Program.

- The advisor and Graduate Director will need to certify that transfer courses are applicable to the student's program and, for non-University of Maryland courses, that the courses have been revalidated.
- Credit must have been granted by a regionally accredited U.S. institution or foreign university. If the latter, evaluation by the staff of International Student and Scholar Services and the Graduate School is required.
- The courses must be graduate level and have been taken for graduate credit at the original institution.
- The student must have earned a grade of "B-" or better in the course.
- The credit must not have been used to satisfy the requirements for any other degree.

The student must furnish an official transcript to the Graduate School. Transfer work satisfies only the 400-level requirements for the master's degree and does not apply to upper-level requirements. Transfer course work must have been taken within seven years of awarding the current University of Maryland master's degree (all other course work must be taken within five years of the award of master's degree.)

For more information, see apps.gradschool.umd.edu/catalog/academic_record.htm#10

**Degree Completion, Undergrad**

The following are required for graduation:

- A minimum of 120 successfully completed course credits
- An overall GPA of 2.0
- A grade of C- or better in all courses towards the major
- A GPA of 2.0 in the major coursework

Individual colleges, schools, and departments, however, may establish higher requirements for graduation. Students should check with their academic advisor for specific information. If special circumstances make it impossible to complete a normal course load, meet with an advisor to discuss the circumstances, plans for continued progress toward a degree, and the implications for continued enrollment.

**University of Maryland Student Academic Success-Degree Completion Policy**

University of Maryland policy stipulates that full-time degree seeking students are expected to complete their undergraduate degree program in four years. To meet this expectation, students must plan carefully in consultation with an academic advisor; complete 30 credits each year (usually accomplished through a course load of 14-16 credits per semester); satisfy general education, prerequisite and other course requirements with acceptable grades in a timely manner; and meet the benchmarks.

Academic units provide benchmarks and sample templates of multi-semester plans leading to four-year graduation. Students are required to map out individualized four-year plans consistent with these guidelines and benchmarks, and are responsible for updating them as circumstances change. Students who do not meet benchmarks are required to select a more suitable major.

Students who change majors must submit a realistic graduation plan to the academic unit of the new major for approval. Any student who completes 10 semesters or 130 credits without completing a degree is subject to mandatory advising prior to registration for any subsequent semester. Students with exceptional circumstances, or those who are enrolled in special programs, are required to develop a modified graduation plan that is appropriate to their situation. In all cases, students are responsible for meeting progress expectations and benchmarks required for their degree programs. Every student should contact his or her college or department advisor to obtain the relevant materials for developing a four-year graduation plan and required benchmarks. For information about this policy visit: ugrad.umd.edu/academicaccess.html

and ugrad.umd.edu/faq-successpolicy.html

**Online Degree Audit**

Online degree audit is designed to help students evaluate progress towards completion of requirements for graduation. It produces an academic audit that compares the requirements for any major with courses already taken to illustrate the student's 'fit' into those requirements. Please note that The online audit is a tool to help chart progress in a major; the audits that the online audit provides are not official. As such, they do not imply degree clearance – official audits can only be provided by the academic advising unit. Use the online audit as a springboard for discussion by running an audit before an advising session to help formulate questions or issues to discuss with your advisor.

**How Do I Access the Online Audit?**

Any current undergraduate student can access the online audit. Go to testudo.umd.edu click on ‘Degree Audit’, and log in using your directory ID.
Academic Advising

What Is Academic Advising?
Academic advising is an ongoing process that helps students clarify their educational and career goals, and chart a meaningful plan for achieving those goals. Advising is the joint responsibility of the student and the advisor. The advisor assists students in evaluating their degree progress and helps them select appropriate courses and other educational experiences tailored to their personal goals. Ultimately, students are responsible for making decisions and setting and meeting identified goals and published requirements (Advising Community Group, UMD, 2002).

Advising is strongly recommended for all students, and mandatory for the following groups: Newly admitted first-year and transfer students, concurrent enrollment students, students on academic probation, students nearing senior status, students who have not met fundamental studies requirements, student athletes, individual admit students, students in the Academic Achievement Program and in certain majors and colleges. Additionally, some registration actions require permission from the academic advising college.

Advising may be conducted at several levels, by different people. Each academic unit has discretion in the establishment of its advising.

For a complete discussion of Academic Advising go to studentsuccess.umd.edu/studentresources/academicadvising.php.

To find your advising contact, go to studentsuccess.umd.edu/studentresources/academicadvising.php, then click on the individual college link.
for help with research, and find materials that can help you succeed in your academic work. Visit lib.umd.edu for anytime/anywhere access to collections and services. This is also a place to renew or check due dates, or ask a librarian a research question.

**McKeldin Library** is the main library on campus. The Terrapin Learning Commons (TLC), a popular collaborative study space on the library’s second floor, offers more than 100 computers, plus scanners, printers and multimedia equipment. Check out laptops and chargers, ebook readers, and tablets, or work with your group in a study room. McKeldin also houses about 1.8 million books, millions of government documents and the Adaptive Technology Lab for students with disabilities. The John and Stella Graves MakerSpace offers 3D printers, 3D scanners and more for students of any major to innovate and create.

**Hornbake Library** houses special collections that focus on the University of Maryland; the state of Maryland; broadcasting and journalism; culture and literature; and U.S. social and economic movements. Nonprint Media Services and the Prange Collection are also located there. The entry point of Hornbake Library is the Maryland Room, which serves as a gateway to many of the collections.

**Six other University of Maryland libraries** include: the Architecture Library; Art Library; Engineering and Physical Sciences Library; Michelle Smith Performing Arts Library (which houses the International Piano Archives at Maryland and Special Collections in Performing Arts); and the White Memorial (Chemistry) Library. The Priddy Library is located at the Shady Grove campus.

**Maryland English Institute (MEI)**
1117 Cole Student Activities Building
mei.umd.edu
301-405-8634

MEI provides a variety of English language courses for international undergraduate students, graduate students, and international teaching assistants (ITAs). Although UMEI courses are not credit bearing, each course is assigned a credit and a unit equivalent.

Courses UMEI 001, 002, 003 and 004 are intensive English courses that meet for 23 hours per week. Students enrolled in these courses are considered full-time and may not be enrolled in other courses simultaneously.

- **UMEI 005**
  6 cred equiv = 6 units each = 36 units
- **UMEI 006**
  2 cred equiv = 2 units each = 4 units
- **UMEI 007**
  3 cred equiv = 4 units each = 12 units
- **UMEI 008**
  2 cred equiv = 2 units each = 4 units

Undergraduates enrolled in UMEI 005 (semi-intensive English, 10 hours per week) must also register for two academic courses totaling at least six credits, but not more than eight credits, to meet the full-time requirement.

Graduate students who are required to take English (e.g. UMEI 005, 006, 007 or 008) may also enroll in academic courses. The number of courses the student may enroll in while taking required English courses depends on:

1. The specific English course the student is required to take, and
International graduate students must be enrolled in 48 units to maintain full-time status and are permitted to enroll in no more than 52 units. Students who exceed 52 units must contact their department for permission to take the overload. Neither MEI nor ISSS approves of students exceeding 54 units as this practice typically places international students at risk.

Placement policies:
- UMEI 001-004 require a separate application to MEI, available at the web address above.
- UMEI 005 is required for undergraduates who have received conditional admission to UM. It is also required for graduate students who have placed into the course based on the TOEFL ITP exam. The course must be taken in the student’s first semester. UMEI 005 is open to other interested students as space is available.
- UMEI 007 is restricted to graduate students. Placement into the course is based on the results of the TOEFL ITP or MEWT exam. Students who are required to take the course must do so in their first semester at the university. The course is also open to other interested graduate students as space is available.
- UMEI 006 and UMEI 008 are intended for International Teaching Assistants. Placement is based on the ITA evaluation screening. The courses are open to other interested graduate students as space is available. MEI must issue a permission stamp in a student’s SIS record before the student can register for either of these courses.

UMEI tuition remission cannot be applied to MEI courses.

The Office of Multi-Ethnic Student Education (OMSE)
1101 Hornbake Library,
onse.umd.edu
301-405-5616 or 405-5615
The Office of Multi-Ethnic Student Education (OMSE) oversees direct efforts to combat the achievement gap by providing academic support programs to enhance the recruitment, retention, and graduation of undergraduate multi-ethnic students. Such academic support programs include: a comprehensive tutorial program, tutorial lab, computer lab with disabilities support software, and peer mentoring programs. Additional programs include the OMSE Academic Excellence Society, OMSE Check Up for drop-in students, College Success Scholars, Road Maps to Success, Sister-2-Sister and Soaring Achievers. Courses to develop college success skills, such as UNIV 100 and peer helping strategies (EDCP 312-Human Diversity Core course) are also available.

Academic Success and Tutorial Services
2204 Marie Mount
tutoring.umd.edu
301-405-4745
As an initiative of the Academic Achievement Programs (AAP), the Academic Success and Tutorial Services program provides free peer tutoring to all UM students for over twenty 100- and 200-level general education courses. Additionally, tutoring is offered for historically difficult accounting, biology, chemistry, computer science, economics, mathematics, and physics courses. Tutors are vetted through undergraduate faculty recommendations and a competitive interview process before being fully trained in their roles. Contact AAP’s Tutorial Coordinator to sign up for tutoring or to request a copy of the current tutoring schedule.

The Counseling Center
Shoemaker Building
301-314-7651
counseling.umd.edu
Many students encounter a variety of personal, social, career, and academic issues that call for assistance beyond advice provided by friends and family. The Counseling Center provides free and confidential services by professional counselors to all University of Maryland students. The four divisions of the Counseling Center are the Counseling Service, Disability Support Service, Learning Assistance Service and the Testing and Research Unit.

The Counseling Service, comprised of psychologists and counselors, provides individual, group and couples counseling for a variety of psychological, interpersonal, and career issues.

The Disability Support Service provides accommodations and coordinates services to ensure that individuals with disabilities have equal access to University of Maryland programs.

The Learning Assistance Service provides a variety of academic enhancement services, including academic counseling and coaching, one credit learning strategies courses, math learning support, skill-building workshops, Guided Study Sessions, ESOL conversation groups, and a Peer Assisted Learning Program.

The Testing and Research Unit conducts research on a variety of issues affecting students and their experiences. The Testing Office provides personality and career assessments to aid psychologists in their therapeutic work with students and national testing program administrations (GRE, CLEP, MAT, TOEFL, Praxis, etc.) for students and individuals in the community.
Final Examinations

A final examination is given in every course. Exceptions may be made with the written approval of the chair, the director, or the dean of the non-departmentalized school or college as appropriate; however, a student’s final course grade will be based on a combination of assessments that is at least the equivalent of a comprehensive examination.

No final examination may be given, or equivalent assignment due, during the last week of classes. All in-class final examinations must be held on the date and at the time listed in the Official Examination Schedule. Out-of-class final examinations or equivalent assessments are due on the date and at the time listed in the Official Examination Schedule.

Students whose class schedule requires them to take more than three final examinations on the same day have the right to reschedule so that they have no more than three exams on any given day. (Students are strongly encouraged to check the final exam schedule before registering for courses.) The student must take responsibility for initiating the rescheduling or be responsible for taking the examinations as scheduled.

When rescheduling is necessary, the student should first contact the instructors of the classes involved. Students who have difficulty rescheduling examinations with their instructors should contact the Dean’s Office of their academic program for help. Students wishing to reschedule a final examination under this rule should contact their instructors by the deadline for dropping courses (see Deadlines in this Guide).

Please note the following final exam exceptions:

**Classes that meet at non-standard times,** or whose starting times do not correspond with any of the standard class times, will not be assigned a time for the final exam until mid-semester.

**Exams for classes that begin 6 P.M. and later** are given on the same day and at the same time that the class meets during the semester. For example, a Tuesday 6:00 p.m. class will have its exam on Tuesday of the exam week at 6:00 p.m. Final examinations for classes that meet more than one evening a week will be held on the exam day corresponding to the first day of the week that the class meets; ex: a T/Th 6:00 p.m. class will have its exam on Tuesday of the exam week at 6:00 p.m. Evening exams are generally held in regularly scheduled classrooms. The department will notify faculty of any exceptions.

**Final Examinations for BMGT courses numbered 600 and above** are generally three hours in length and exam dates and times will be announced in class.

Graduation Information

**Undergraduate Students**

**Preparing to Graduate**

Students should contact their advising college for a senior audit. If pursuing a minor and/or certificate, contact the program advisor to confirm completion status. Official audits are conducted by academic advisors.

**Applying to Graduate**

Diploma applications can be processed in either of the following ways:

1. Online for undergraduates at registrar.umd.edu/current/

Select Graduation Application & Diploma Status from the Online Transactions section.

2. In person at the Student Services Counter in the first floor lobby of the Mitchell Building.

**Commencement Ceremonies**

Visit commencement.umd.edu for the latest information on the ceremony dates, locations, times and speakers.

**Latin Honors**

Highest commencement honors bestowed by the university for sustained excellence in scholarship are:

1) Summa cum laude, awarded to students with a GPA equal to the highest two percent of all college graduates over the previous academic year.

2) Magna cum laude, to the next highest three percent, and

3) Cum laude, to the next five percent.

All of the following must be met to be eligible for Latin Honors:

- At least 60 semester hours must be earned at College Park or in a resident credit program.
- No more than 6 credits taken pass/fail or satisfactory/fail count toward the 60 hour minimum.
Financial Information

Financial Service Center
Office of the Bursar
1135 Lee Building
bursar.umd.edu
billtalk@umd.edu
301-314-9000

Tuition and Fees
All students who register for any semester incur a financial obligation to the university. Financial policy and fees are set by the university with the approval of the Board of Regents. Each student admitted to the university is assessed tuition based on undergraduate or graduate standing, residency classification, and in certain cases, program of study.

For a detailed explanation of tuition and fees go to:
bursar.umd.edu

Billing and Payment
For complete billing access and payment information go to:
bursar.umd.edu
Monthly billing statements are generated around the 25th of each month with payment due by the 20th of the next month. Bills are available on-line; students do not receive a paper bill. We send email notifications regarding bills, but it is the student’s responsibility to login and check their financial account each month.

Returning students are not permitted to complete registration until all financial obligations to the University, including current semester fees, library fines, parking violation fines, and other penalty fees/service charges are paid in full. Students are urged to check their account by logging into:
bursar.umd.edu

Questions regarding an account may be directed to the Financial Service Center in Room 1135, Lee Bldg, or by phoning 301-314-9000. The office is open from 8:30 a.m. to 4:30 p.m. Monday through Friday.

Refunds
To receive a refund from a student account, submit a written refund request to the Bursar’s Office by visiting the Financial Service Center in Room 1135, Lee Building, to complete a refund request form, by logging onto Student Account Inquiry at bursar.umd.edu to complete an online refund request, or fax a letter requesting a refund to (301) 405-0659.

For an explanation of refund policy and refund schedules go to:
bursar.umd.edu

Graduate Students
Preparing to Graduate
Masters Candidates must be registered in the graduation term. Submit the following documents to the Office of the Registrar (1113 Mitchell Building) by the deadlines posted at gradschool.umd.edu/calendar/deadlines/academic-deadlines

- Masters’ Approved Program Form
- Certification of Masters’ Without Thesis Form (Non-Thesis Students only)
- Nomination of Thesis Committee Form (Thesis students only)
- Signed Report of Examining Committee Form (Thesis students only)
- Electronic Publication Form (Thesis students only)
- Masters’ Thesis* A processing fee will be charged to your student account.

Doctoral Candidates must be registered in the graduation term. Candidates are automatically registered for doctoral dissertation credits (899) by the Office of the Registrar and must submit the following forms to the Office of the Registrar by the deadlines specified at:
gradschool.umd.edu/calendar/deadlines/academic-deadlines

- Nomination of Dissertation Committee Form
- Electronic Thesis and Dissertation Publication Form
- Doctoral Dissertation* A processing fee will be charged to your student account.

No student with an average less than 3.300 is considered for a Latin honor.
The final, cumulative GPA must meet cutoff levels for the student’s graduation year.

Note: Because final semester grades are processed after Commencement activities, identification of Latin Honors in the University’s Commencement Ceremony Program are tentative and unofficial, pending the submission and calculation of all final grades for the semester of commencement.

For an explanation of refund policy and refund schedules go to:
bursar.umd.edu

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Office of the Bursar
1135 Lee Building
bursar.umd.edu
billtalk@umd.edu
301-314-9000

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Returning students are not permitted to complete registration until all financial obligations to the University, including current semester fees, library fines, parking violation fines, and other penalty fees/service charges are paid in full. Students are urged to check their account by logging into:
bursar.umd.edu

Questions regarding an account may be directed to the Financial Service Center in Room 1135, Lee Bldg, or by phoning 301-314-9000. The office is open from 8:30 a.m. to 4:30 p.m. Monday through Friday.

Refunds
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gradschool.umd.edu/calendar/deadlines/academic-deadlines

- Nomination of Dissertation Committee Form
- Electronic Thesis and Dissertation Publication Form
- Doctoral Dissertation* A processing fee will be charged to your student account.
Student Financial Aid

General Regulations Governing Receipt of Aid

To receive a credit on his or her account at registration, the student must have accepted and received final approval of the financial aid award. No deferments of bills will be granted unless the student has accepted aid.

Students sponsored by an agency or employer remain responsible for their fees. If the university doesn’t receive payment from the sponsor, the student will be charged.

Students receiving certain types of financial assistance must attempt or maintain a minimum semester credit load to keep the full award. If the recipient’s credit level drops below the minimum requirement, the aid is automatically reduced or canceled and the student is responsible for paying any resulting balance on the account; therefore, any student contemplating dropping credits should contact the Office of Student Financial Aid (OSFA) first at 301-314-9000 or umfinaid@umd.edu.

Neither credit earned by examination nor courses taken as “audit” are counted toward the minimum credit level.

Policy on Satisfactory Academic Progress

The Office of Student Financial Aid (OSFA) is required by federal and state regulations to monitor the academic progress for all financial aid recipients. Applicants must comply with the Satisfactory Academic Progress Policy as a condition of initial or continuing eligibility.

For a complete discussion of this topic go to: financialaid.umd.edu/policies/satisfactory_academic_progress.php

Students who have questions about the Satisfactory Academic Progress Policy and financial aid eligibility should contact the Office of Student Financial Aid (OSFA) at: 301-314-9000 or email: umfinaid@umd.edu.

Residency Reclassification

Residency Classifications are made according to the Board of Regents Policy on Student Classification for Admission and Tuition purposes. You are responsible for finding out your residency classification when you are admitted to the university and, if applicable, contesting it within the prescribed deadlines. Please visit the Residency Reclassification website at registrar.umd.edu/resreclass.html for a full explanation of the policy, relevant forms, resources and frequently asked questions.

Policy Statements

This section outlines the most frequently referenced University of Maryland policies relevant to students. Updates to these policies, as well as additional University of Maryland, College Park, and University System of Maryland policies and procedures can be found at: http://umd.edu/policies/.

Disclosure of Student Records (FERPA)

The University of Maryland adheres to a policy of compliance with the Family Educational Rights & Privacy Act (FERPA/Buckley Amendment). With certain limitations, this Act requires and it is the policy of the university to:

• permit students to inspect their education records.
• limit disclosure to others of personally identifiable information from education records without student’s prior written consent.
• provide students the opportunity to seek correction of their education records where appropriate.

Prior consent will not be required for disclosure of educational records to school officials of the University of Maryland who have been determined to have legitimate educational interests. Certain information has been designated “Directory Information” and will be disclosed without prior consent unless a student files written notice. Directory information includes but is not limited to:

• Name • Address • E-mail address • Participation in Officially Recognized Activities & Sports • Weight and Height of Members of Athletic Teams • Telephone Listing • Dates of Attendance • Degrees & Awards Received • Full or Part-time Status • Most Recent Previous Educational Institution Attended • Major Field of Study. Students who wish to limit the disclosure of directory information or wish access to their official
records should obtain the appropriate form at the Student Services Counter, Mitchell Building, and return the completed form to the Student Services Counter.

Students alleging university noncompliance with the Family Educational Rights and Privacy Act may file a written complaint with the Family Educational Rights and Privacy Office, United States Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

For complete University policy on access to and release of student data information, see the current edition of the Undergraduate Catalog online at http://umd.edu/catalog/index.cfm

**Equity Council**
The Equity Council serves as an advisory group to the President and supports the longstanding and continuous goal of the University of Maryland to be a national leader in recruiting and retaining a diverse community of faculty, staff and students.

For further information please visit diversity.umd.edu or call 301-405-6810. Follow us on Twitter @DiverseTerps and Facebook: https://www.facebook.com/diversityumd

**Non-discrimination**
The University of Maryland is committed to creating and maintaining an educational, working and living environment that is free from discrimination and harassment. UMD’s Non-Discrimination Policy & Procedures prohibit discrimination against individuals based on certain characteristics, including but not limited to, disability, sexual orientation and race. The Office of Civil Rights & Sexual Misconduct receives all complaints of discrimination, harassment and retaliation. To report an incident, contact the Office for Civil Rights & Sexual Misconduct by phone at 301-405-1142, or email civilrights@umd.edu. For more information go to umd.edu/ocsrm

**UMD’s Non-Discrimination Policy & Procedures**: umd.edu/policies/2014-VI-100a.html

**Accessibility**
No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the University of Maryland. UMD’s Accessibility & Disability Policy & Procedures prohibit discrimination on the basis of disability and establish procedures for obtaining accommodations. The Office of Disability Support Services facilitates reasonable accommodations to qualified individuals. For assistance in obtaining an accommodation, contact the Office of Disability Support Services at 301.314.7682, or Disspt@umd.edu. For more information go to counseling.umd.edu/DSS/

**UMD’s Accessibility & Disability Policy and Procedures**: umd.edu/policies/2014-VI-100a.html

**Participation in Class Exercises That Involve Animals**
Students concerned about the use of animals in teaching are responsible for contacting the instructor prior to course enrollment to determine if animals are to be used in the course, if class exercises involving animals are optional or required, and what alternatives, if any, are available. If no alternatives are available, refusal to participate in required activities involving animals may result in a failing grade in the course. Departments that include courses where animals are used must actively inform students of such courses through notices in the catalog and other publications.

The University of Maryland, College Park campus, affirms the right of the faculty to determine course content and curriculum requirements. However, the university also encourages faculty to consider offering alternatives to the use of animals in their courses. In each course the instructor determines whether the use of animals will be a course requirement or optional activity. The following departments currently have courses that may require animals to be used in class activities: Animal and Avian Sciences, Biology, Cell Biology & Molecular Genetics, Entomology, Psychology, and courses with the BSCI and NRMT prefixes.

**Sexual Misconduct**
The University of Maryland is committed to providing a working and learning environment free from sexual misconduct. Sexual misconduct, including relationship abuse, is prohibited by UMD’s Sexual Misconduct Policy & Procedures. The Office of Civil Rights & Sexual Misconduct receives all complaints of sexual misconduct. To report an incident, contact the Office of Civil Rights & Sexual Misconduct by phone at 301-405-1142 or by email at titleixcoordinator@umd.edu.

For more information visit osc.umd.edu

**UMD’s Sexual Misconduct Policy & Procedures**: umd.edu/policies/2014-VI-160a.html

**Student Conduct**
Office of Student Conduct
2117 Mitchell Building
studentconduct.umd.edu
301-314-8204

**Academic Integrity**

**Code of Academic Integrity**
president.umd.edu/policies/2014-iii-100a.html

The university is an academic community with a fundamental purpose of the pursuit of knowledge. Essential to this purpose is the commitment to the principles of integrity and academic honesty. The Code of Academic Integrity is designed to ensure that the principle of academic honesty is upheld.

**Academic dishonesty**
The normal sanction for academic dishonesty is a grade of “XF” - failure due to academic dishonesty. That grade will normally be recorded on the student transcript, in addition to
any other action taken (e.g., suspension or expulsion). The normal penalty for graduate students is dismissal. The Student Honor Council investigates allegations of academic dishonesty and convenes Honor Boards to adjudicate charges.

Any of the following are acts of academic dishonesty; however, this is not an inclusive list: cheating; fabrication; facilitating; academic dishonesty; plagiarism.

**Student Honor Pledge**
The Honor Pledge is a statement undergraduate and graduate students are asked to write by hand and sign on examinations, papers, and other academic assignments not specifically exempted by the instructor. Over the past several years, thousands of students have signed the Honor Pledge to affirm the quality and integrity of their work. The Pledge reads:

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I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination.
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Students are encouraged to write the pledge deliberately and thoughtfully. Each signing of the pledge contributes to a community of trust and helps build a tradition that generations of Maryland students will remember with pride. Questions or comments should be directed to the Student Honor Council chair at: studentconduct@umd.edu.

**Student Misconduct**
The primary purpose for the imposition of discipline in the university setting is to protect the campus community. Consistent with that purpose, reasonable efforts are also made to foster the personal and social development of those students who are held accountable for violations of university regulations. Maryland students are given unusual authority and responsibility for management of the campus process. Membership on the student judiciary is an extraordinary educational experience, an opportunity to be of service to the community, and a personal honor.

Cases that may result in suspension or expulsion are heard by conduct boards comprised entirely of students. Less serious cases are resolved in disciplinary conferences conducted by university staff members. Students are accorded substantial procedural protections, including an opportunity for a hearing and an appeal. Acts of violence, intimidation, disruption or rioting; substantial theft or vandalism; fraud or forgery; and use or distribution of illegal drugs; are forms of misconduct that most frequently result in dismissal from the university.

Students accused of violating university disciplinary regulations are encouraged to discuss the allegations with their parents or guardians, legal counsel, and appropriate university staff members. For example, international students are encouraged to review the charges against them with an advisor in the International Student and Scholar Services Office.

A complete list of conduct considered prohibited by the University is available through the Undergraduate Catalog or through the Office of Student Conduct website at [president.umd.edu/policies/2014-iiii-100a.html](http://president.umd.edu/policies/2014-iiii-100a.html).

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**Administrative Services**

**EMAIL – The Official University Correspondence**
Verify your email address by going to [testudo.umd.edu/](http://testudo.umd.edu/). Email is the primary means for sending official communications to students, so email must be checked on a regular basis. Academic advisors, faculty, and campus administrative offices use email to communicate important and time-sensitive notices. All enrolled students are provided access to the university’s email system and an email account. All official university email communication will be sent to this email address (or an alternate address if provided by the student).

Students are responsible for keeping their email address up to date or for redirecting email to another address. Failure to check email, errors in forwarding email, and returned email (from “full mailbox” or “unknown user” errors for example), will not excuse a student from missing university announcements, messages, deadlines, etc. Email addresses can be quickly and easily updated at [testudo.umd.edu/](http://testudo.umd.edu/) or in person at the Student Service Counter on the first floor of the Mitchell Building.

Technical support for university email is available at: [helpdesk.umd.edu/](http://helpdesk.umd.edu/) or 301-405-1400

**Change of Contact Information**
It is imperative that accurate and up-to-date addresses and phone numbers be maintained at all times. Changes of contact information can be processed at any time. Address changes are handled by the Office of the Registrar and the Office of the Bursar. Changes may be processed at the following locations:
- At [testudo.umd.edu/](http://testudo.umd.edu/)
- Student Services Counter, Mitchell Bldg, 1st Floor Lobby
- Office of the Bursar, Room 1115 or 1135, Lee Building, 8:30 a.m. to 4:30 p.m. Monday-Friday.
Confidentiality of Student Address

Any student who wants his/her address to be kept confidential should visit registrar.umd.edu/. All requests for non-disclosure of information will be implemented as soon as publication schedules will reasonably allow. The university will use its best effort to maintain the confidentiality of information a student properly requests not to be publicly disclosed; however, the university makes no representations, warranties or guarantees that information designated for non-disclosure will not appear in public documents.

Change of Name

A change of name can be processed at any time. Name Change forms are available at the Student Services Counter, first floor lobby, Mitchell Building, 8:00 a.m.-5:00 p.m., Monday-Friday. Along with the Name Change form, the student must provide proof of name change (court order, marriage license, driver’s license) and a photo ID with the new name. For more information go to: registrar.umd.edu/.

ID Number

The University of Maryland assigns all students a nine digit UID number, which becomes the student’s identification number for all university records. This number is displayed on the front of the University ID Card. The University also recommends that students provide their social security number, which is used only for a limited number of purposes such as: federal reporting requirements, employment, financial aid, and IRS reporting.

Identification Cards

Photo ID cards should be carried at all times and are used by all students to withdraw books from the libraries, to be admitted to the dining halls and to most campus events, and as a general form of identification on campus.

Every faculty/staff/student is issued one photo ID card for the duration of their time at the university. Students may obtain a UM ID card upon registration; a valid photo ID (i.e., State Driver’s License, Passport, etc.) must be presented at the Office of the Registrar Student Services Counter. Students who are not currently registered may not receive a UM identification card.

University of Maryland photo ID cards will be replaced free of charge only when the most recent, active ID card is turned into the Office of the Registrar at the time of reissue and: 1) the ID bar code is no longer visible or readable; or 2) the ID card has become worn and no longer functions properly. The replacement of an ID card will carry a charge of $20 if the student/faculty/staff/affiliate indicates that their card is lost, has been stolen, has intentional damage (i.e. holes punched in the card, cards intentionally snapped in two, etc.), or to replace a photo on an otherwise working ID card.

Replacement cards can be requested at the Registrar’s Office first floor lobby in the Mitchell Building weekdays from 8:00am to 5:00pm. For questions concerning the identification system, call 301-314-8240.

Veterans Services

UM students using VA Education Benefits (Veterans Education Assistance Act – U.S. Code Title 38) have their enrollment certified at the Office of the Registrar/Veterans Services. This office has information on:
- Differences between the VA’s Education Benefit Programs
- VA Education Benefit Applications
- VA Enrollment Certification form 22-1999
- Contacting the VA
- How VA Education Benefit payments are issued

Veterans and dependents receiving VA benefits must notify Veterans Services of any change to enrollment or degree program. Veterans Services must notify the U.S. Dept. of Veterans Affairs of such changes to prevent delay in receipt of benefits.

For more information: registrar.umd.edu/veteran-benefits.htm

Active Duty military members receiving Tuition Assistance should send their approval forms to:
Office of Third Party Billing
Office of the Bursar
University of Maryland
1135 Lee Building
College Park, MD 20742
PHONE: 301-314-9026
FAX: 301-314-7067
EMAIL: veterans@umd.edu
WEB: registrar.umd.edu/veteran-benefits.html

The Office of Veteran Student Life in the Adele H. Stamp Student Union offers assistance through its Veterans Health and Human Services, Transition Assistance, and Terp Vets Programs.
**Essential Services**

**UMD Alerts**
alert.umd.edu/

UMD Alerts is a notification system that allows the University of Maryland to inform students, faculty and staff of emergencies or other timely information that affects the campus. This system sends messages to your email (associated with your UMD registration) and a registered mobile device. UMD students, faculty and staff are automatically registered through their campus-assigned email address. Please take the time to add a mobile device to your profile. You may access the system by visiting alert.umd.edu.

**International Student and Scholar Services (ISSS)**
3109 Susquehanna Hall
Phone: 301-314-7740
globalmaryland.umd.edu/offices/international-students-scholar-services

ISSSS provides international students at UMD with advice on immigration matters, economic difficulty, and social and cultural adjustment to the U.S. and university life. ISSS provides orientation for all new international students, scholars and faculty; organizes workshops on work authorization; and provides information on immigration, social and cultural activities, and other topics of concern to international students.

**Transportation Services**
transportation.umd.edu/

**Emergency Weather Conditions**
alert.umd.edu/
301-405-SNOW (7669)

As soon as a decision is made about the university’s status in inclement weather, the Office of University Communications works to share the news as widely and as quickly as possible. Status reports are posted on the university home page http://umd.edu/ by 6 am.

The news is also shared on the following social media sites: facebook.com/UnivofMaryland and twitter.com/UMDRightNow.

Through UMD Alerts, individuals have the opportunity to sign up for and choose to receive text alerts. Visit alert.umd.edu/ for more information.

The university’s status is also available by calling the snow hot line at 301-405-SNOW (7669). Please be advised that delays can occur due to high volume. The Washington Post, the Baltimore Sun, and local radio and television stations are notified by 6 am if at all possible.

While there are multiple ways to receive weather-related updates, we advise checking http://umd.edu/ first.

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