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 the Office of the Registrar interactive online services site, TESTUDO, at: www.testudo.umd.edu. To enter the student portal, please go to: www.my.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
www.registrar.umd.edu

Best wishes for a successful academic year!
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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 [www.registrar.umd.edu/reg_guides.html](http://www.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 effected 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.
### Academic Calendar

#### Summer 2013
- Memorial Day Holiday: May 27
- Summer Sessions I and IA Begin: May 28
- Summer Session IA Ends: June 14
- Summer Session IB Begins: June 17
- Independence Day Holiday: July 4
- Summer Sessions I and IB End: July 5
- Summer Sessions II and IIC Begin: July 8
- Summer Session IIC Ends: July 26
- Summer Session IID Begins: July 29
- Summer Sessions II and IID End: August 16

#### Fall 2013
- Labor Day Holiday: September 2
- First Day of Classes: September 3
- Thanksgiving Recess: November 28-Dec 1
- Last Day of Classes: December 13
- Reading Day: December 14
- Final Exams: December 16-21
- Main Commencement Ceremony: December 21
- College Commencement Ceremonies: December 22

#### Winter Term 2014
- First Day of Classes: January 2
- Dr. Martin Luther King Holiday: January 20
- Last Day of Classes: January 22

#### Spring 2014
- First Day of Classes: January 27
- Spring Break: March 16-23
- Last Day of Classes: May 13
- Reading Day: May 14
- Final Exams: May 15-21
- Senior Day: May 22
- Main Commencement Ceremony: May 22
- College Commencement Ceremonies: May 22/23
# Academic Deadlines

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall 2013</th>
<th>Spring 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Add a course</strong> - undergraduates and graduates</td>
<td>September 16</td>
<td>February 7</td>
</tr>
<tr>
<td><strong>Cancel Registration</strong></td>
<td>August 30</td>
<td>January 27</td>
</tr>
<tr>
<td><strong>Change from full-time to part-time</strong> - see <a href="http://www.registrar.umd.edu/current/Policies/deadlines.html">www.registrar.umd.edu/current/Policies/deadlines.html</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Change Credit Level</strong></td>
<td>September 16</td>
<td>February 7</td>
</tr>
<tr>
<td>Undergraduates</td>
<td>November 11</td>
<td>April 14</td>
</tr>
<tr>
<td>Graduate Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Apply for Graduation</strong></td>
<td>September 16</td>
<td>February 7</td>
</tr>
<tr>
<td><strong>Drop a course</strong> (undergraduates)</td>
<td>September 16</td>
<td>February 7</td>
</tr>
<tr>
<td>Without &quot;W&quot; mark</td>
<td>November 11</td>
<td>April 14</td>
</tr>
<tr>
<td>With &quot;W&quot; mark (see Drop Policy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Drop a course</strong> (grad students)</td>
<td>November 11</td>
<td>April 14</td>
</tr>
<tr>
<td><strong>Drop a course</strong> (with a refund - graduate students and part-time undergrads)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Change Grading Option</strong></td>
<td>September 16</td>
<td>February 7</td>
</tr>
<tr>
<td>Undergraduates</td>
<td>November 11</td>
<td>April 14</td>
</tr>
<tr>
<td>Graduate Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Withdraw from all courses</strong></td>
<td>August 30</td>
<td>January 27</td>
</tr>
<tr>
<td>Withdraw with 100% refund (cancel)</td>
<td>September 16</td>
<td>February 7</td>
</tr>
<tr>
<td>Withdraw with 80% refund</td>
<td>September 16</td>
<td>February 14</td>
</tr>
<tr>
<td>Withdraw with 60% refund</td>
<td>September 23</td>
<td>February 21</td>
</tr>
<tr>
<td>Withdraw with 40% refund</td>
<td>September 30</td>
<td>February 21</td>
</tr>
<tr>
<td>Withdraw with 20% refund</td>
<td>October 2</td>
<td>February 28</td>
</tr>
<tr>
<td>Withdraw with 0% refund</td>
<td>December 13</td>
<td>May 13</td>
</tr>
</tbody>
</table>
Registration and Course Placement

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

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. For more information, contact the University Health Center Info Desk at 301-314-8180 or visit www.umd.edu/health.

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 www.my.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 will receive a notification email that includes information about early registration and 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.

Newly Admitted Advanced Special Students (non degree seeking) are encouraged to follow the steps above after receiving notification of admission. Since you have not applied to a degree program, all advising is handled via the Graduate School. Please contact their offices via email at: gradschool@umd.edu for advising assistance.

Continuous Registration Requirements: All graduate students must register for courses each semester, not including summer and winter sessions, 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 he or she must register for the current semester. The Graduate School will also 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:
www.gradschool.umd.edu/catalog/registration_policies.htm
A student who is dismissed for non-registration may appeal the dismissal 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.

Before You Register - Graduate Students

Newly Admitted Graduate Students should inform UM of your intention to accept admission to the University via email: gradschool@umd.edu. This should be done as soon as possible, and no later than the first day of classes. If you have been admitted to a degree program, you must contact the appropriate academic department to arrange for orientation.

Newly Admitted Advanced Special Students (non degree seeking) are encouraged to follow the steps above after receiving notification of admission. Since you have not applied to a degree program, all advising is handled via the Graduate School. Please contact their offices via email at: gradschool@umd.edu, for advising assistance.

Continuing University of Maryland Graduate Students receive a notification email including 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 that you are eligible to register for the upcoming term. If your graduate admission has expired, please contact the Graduate School via email at: gradschool@umd.edu, for assistance.

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. For more information, contact the University Health Center Info Desk at 301-314-8180 or visit www.umd.edu/health.
Registration Steps
Most students can access registration services, including Drop/Add, by using the “Academics and Testudo” tab on [www.my.umd.edu](http://www.my.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 [www.my.umd.edu](http://www.my.umd.edu), open the Academics and Testudo tab, then Registration Time and Blocks 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 plans/planning is strongly recommended for all students, and is mandatory for some. *(See Academic Advising, p.23)*
For an explanation of Registration Restrictions and Blocks see page 8.

**STEP 3: Verify Course Availability**
- Check the Schedule of Classes: [www.testudo.umd.edu/ScheduleOfClasses.html](http://www.testudo.umd.edu/ScheduleOfClasses.html)
- VENUS is a web-based tool that can assist in creating your class schedule: [www.registrar.umd.edu/current/registration/registration.html#blocks](http://www.registrar.umd.edu/current/registration/registration.html#blocks)

**STEP 4: Obtain Special Permissions**
Some courses have specific requirements, pre-requisites or require special permission. All special permissions must be obtained prior to registering. Colleges and departments can grant special permissions electronically, however you must still go to [www.my.umd.edu](http://www.my.umd.edu) to officially register for that course. For an explanation of conditions or registration actions requiring college approval see page 8.

**STEP 5: Register at your assigned appointment date/time, or anytime thereafter.**
- **Online** - [www.my.umd.edu](http://www.my.umd.edu): click on Academics and Testudo tab. Under Registration Time and Blocks select the appropriate term and then Take me to 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:
- [www.registrar.umd.edu/current/registration/non-standard.htm](http://www.registrar.umd.edu/current/registration/non-standard.htm)
- [www.registrar.umd.edu/current/registration/Schedule%20Adjustment.html#penaltyrefund](http://www.registrar.umd.edu/current/registration/Schedule%20Adjustment.html#penaltyrefund)
- registrar-help@umd.edu for further information

**STEP 6: After You Register ... Don't Forget!**
Visit [www.my.umd.edu](http://www.my.umd.edu) and click on the Academics and Testudo tab to:
- View your schedule
- Verify your final exam schedule (see Final Examinations, page 26)
- Check your book list
- Check-in on your waitlist/hold file (see Waitlist and Hold File, page 13)
- View your student account (one business day after registering) and make tuition payment arrangements.
- Obtain your photo ID card (see Administrative Services, pages 30-31)
**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.</td>
</tr>
<tr>
<td>Contact: University Health Center – <a href="http://www.health.umd.edu">www.health.umd.edu</a> or 301-314-8114</td>
<td></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”</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>(Perm Req)</td>
<td></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>
Changes after schedule adjustment period

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>After the 10th day of classes, students cannot add courses without permission. Contact Academic Advising College</td>
<td></td>
</tr>
<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 60 credits to register for more than one CORE or General Education course. Contact Academic Advising College</td>
</tr>
</tbody>
</table>

**Special Permissions—cont’d**

**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 considered full-time students.

**Note**: If a 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, Room 0102 Lee Bldg., 301-314-9000.

**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>
</tr>
</thead>
<tbody>
<tr>
<td>000-399</td>
</tr>
<tr>
<td>400-499</td>
</tr>
<tr>
<td>500-599</td>
</tr>
<tr>
<td>600-897</td>
</tr>
<tr>
<td>Masters Research 799</td>
</tr>
<tr>
<td>Pre-candidacy Doctoral Research 898</td>
</tr>
<tr>
<td>Doctoral Dissertation Research 899</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Units per Credit Hour:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 *</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5 *</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>12</td>
</tr>
<tr>
<td>18</td>
</tr>
</tbody>
</table>

*Not applicable to Graduate degrees, 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 in calculating 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 the Office of International Services at 301-314-7744 if you have any questions concerning full-time status.
Transfer Credit

The Transfer Credit Center provides information and assistance to academic advisors as they work with student transfer issues. This service is a joint effort of the Office of Undergraduate Admissions and the Office of the Registrar. Students and advisors work together to decide how courses fit into a student’s individual program, while the Center provides information to the campus advising community on course equivalence, credit reports and articulation tables through its online course equivalency database at www.tce.umd.edu.

Advanced Placement Credit (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. Students should arrange to have their scores sent directly to the University of Maryland from the College Board; the University's CEEB code is 5814. Credits are accepted and courses are exempted, based on departmental approval. (Credit is not granted for all exams offered by the College Board.) AP credits already received from another institution will be reevaluated. AP credits that are accepted are recorded as transfer credit on University of Maryland records and figure in the total number of credits earned toward graduation. Students may not receive AP credit for an equivalent course taken at the University of Maryland or elsewhere. Students should inform their advisors that they anticipate receiving AP credit and check with them for detailed information on the assignment of AP credit.

Certain departments, particularly Mathematics and Physics, have separate criteria for placement in courses and the assignment of credit. Students should check with those departments for additional information.

For a complete list of AP exams and credits allowed, go to: www.tce.umd.edu/apchartGENED.html

Please note that the chart represents a general outline of AP credit. All departments reserve the right to reevaluate the content of exams and to change the assignment of credit and course equivalencies.

International Baccalaureate Exams (IB) and Credit Table
The University of Maryland awards credit to students who sit for International Baccalaureate exams according to the table at:

For a complete list of IB exams and credits allowed, go to: www.tce.umd.edu/ibchartGENED.html

IB credits that are accepted are recorded as transfer credit on University of Maryland records and figure in the total number of credits earned toward graduation. Credit awards and course equivalences are subject to change.

Interested students should call the Office of Undergraduate Admissions for additional information, 301-314-8385.

College-Level Examination Program (CLEP)
The College-Level Examination Program (CLEP) recognizes college-level competence achieved outside the college classroom. Two types of CLEP tests are available:

1) General Examinations, which cover the content of a broad field of study; and
2) Subject Examinations, which cover the specific content of a college course.

Credit can be earned and will be recognized by University of Maryland for some CLEP General or Subject Examinations, provided satisfactory scores are attained.

CLEP credits that are accepted are recorded as transfer credit on University of Maryland records and figure in the total number of credits earned toward graduation.

For a complete list of CLEP exams go to: www.tce.umd.edu/clepchartGENED.html

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 www.math.umd.edu and click on ‘Undergraduate’ then ‘Credit, Placement, and Advising.’

Foreign Language Placement
All students are expected to enroll in courses at the highest level appropriate. 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: www.languages.umd.edu

Language Requirement: College of Arts and Humanities
1) Successful completion of level 4 in one language in high school.
2) Successful completion of a foreign language sequence specified by the College of Arts and Humanities. Contact college for details.
3) Submit official documentation verifying native speaker proficiency. Contact college for details.

Language Requirement: Philip Merrill College of Journalism
Completion of two courses, minimum. At least one course at the intermediate level, and no more than one course at the introductory level. (High School equivalence does not satisfy this requirement.)

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 G.P.A. 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.

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.

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: www.education.umd.edu

Undergraduate Student Classifications
Freshmen 1-29 semester hours
Sophomore 30-59 semester hours
Junior 60-89 semester hours
Senior 90+ semester hours
Taking Courses at Other Institutions:

Courses Taken at Another Institution (Transfer Credit)
Courses taken at another institution may not be credited toward a degree without approval in advance. A Permission to Enroll at Another Institution form must be submitted to, and approved by, the advising college prior to enrolling at another institution. The same rule applies to all semesters, summer and winter terms included. Upon completion of the course(s), the student must submit an official sealed transcript to the Office of the Registrar for posting to her/his academic record.

The college dean determines which transfer credits are applicable to the student’s degree program. The titles of courses accepted for transfer credit will be noted on the student’s record; the grade will not. Grades from transferred courses are not included in the University of Maryland grade point average calculation.

For more information see ‘Courses Taken at Other Institutions’ in Chapter Four of the undergraduate catalog: www.umd.edu/catalog

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 they 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 in self-support programs (Summer and Winter terms) for undergraduate students. 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, University of Baltimore, Coppin State College, University of Maryland at Baltimore, Frostburg State University, University of Maryland Baltimore County, Salisbury State University, Towson State University, University of Maryland 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
www.consortium.org
Consortium universities are: American University, The Catholic University of America, Corcoran College of Art & Design, Gallaudet University, George Mason University, George Washington University, Howard University, Marymount University, National Defense Intelligence College, National Defense University, Southeastern University, Trinity University, University of the District of Columbia, and the University of Maryland, College Park.

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 are not eligible to enroll in courses through the Metropolitan Area Consortium with waiver of fees.
- Neither faculty/staff or 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.
- Continuing 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: www.registrar.umd.edu/current/registration/consortium.html or email dcconsortium@umd.edu.

Education Abroad
Study programs administered or sponsored by the University of Maryland are offered for the year, semester, winter and summer terms. For more information about these exciting programs and other Education Abroad options, please contact Education Abroad located in 1125 Holzapfel Hall. Students should also check with their college department for department-specific programs, such as those run by Business, Engineering, Architecture and Journalism. Early planning is strongly encouraged.

For more information: www.international.umd.edu/studyabroad/ or email educationabroad@umd.edu.
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
um-admit@umd.edu

or

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

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

Remission of fees: Contact your department representative for Tuition Remission Request forms.

For Tuition remission guidelines, please visit uhr.umd.edu/benefits/tuition-remission/

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

Office of the Registrar
1113 Mitchell Building
301-314-8239
registrar-help@umd.edu

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.

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, deadlines and refunds.

www.registrar.umd.edu/current/registration/non-standard.htm

www.registrar.umd.edu/current/registration/Schedule%20Adjustment.htm#penaltiesrefund

Part-time students should also 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 semester check-in dates.
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 and other campuses 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 class day 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 [www.umd.edu](http://www.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: [www.umd.edu](http://www.umd.edu).

**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. The following majors have special admission requirements; students with fewer than 45 credits not admitted directly into these programs may be admitted to the Division of Letters and Sciences by going to the Undergraduate Advising Center and indicating a desire to do so (contact the Office of Undergraduate Admissions, 301-314-8885):

- Architecture
- Business
- Communication
- Chemical & Life Sciences
- Criminology & Criminal Justice
- Engineering
- Government & Politics
- Journalism

A student wishing to do so (contact the Office of Undergraduate Admissions, 301-314-8885):

- Landscape Architecture
- Psychology

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: [www.umd.edu/catalog/index.cfm](http://www.umd.edu/catalog/index.cfm) See content section://2211u/15851/1582.

**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 you do not attend class.

Your cancellation request must be received in writing and sent either by Registered Mail or fax to:

Office of the Registrar
Mitchell Building
University of Maryland
College Park, Maryland 20742
FAX: 301-314-9568

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**

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 students considering their academic college advising office before the petition will be considered by the Faculty Review Board.

For information on how to apply for readmission go to:  
[www.studentsuccess.umd.edu/](http://www.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 may 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.

**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 [www.lib.umd.edu/access/access-privileges](http://www.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 go to:  
[www.registrar.umd.edu/current/registration/withdraw.html](http://www.registrar.umd.edu/current/registration/withdraw.html)

or 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.

Financial Service Center  
1135 Lee Building  
301-314-9000,  
billtalk@umd.edu

Department of Resident Life  
2100 Annapolis Hall  
301-314-2100  
reslife@umd.edu

Office of International Services:  
2111 Holzapfel Hall  
301-314-7740  
internationalservices@umd.edu

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 go to:  
[www.gradschool.umd.edu/catalog/registration_policies.htm](http://www.gradschool.umd.edu/catalog/registration_policies.htm)

Forms for waivers are available at:  
[www.gradschool.umd.edu/gss/forms](http://www.gradschool.umd.edu/gss/forms)

**Withdrawal Procedures**

A withdrawal is available any time between the first and last day of classes. Students must submit written notice of withdrawal to the Office of the Registrar no later than the last day of classes. In exceptional cases, a retroactive withdrawal may be granted based on documented requests in which the extenuating circumstances significantly impaired the student’s ability to complete the semester and officially withdraw by the established semester deadlines. Such circumstances include, but are not limited to, medical or psychological causes. Withdrawal becomes effective on the date the form is filed with the Office of the Registrar. A notation of withdrawal and the effective date will be posted to the student’s academic record.

**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:  
[www.thestamp.umd.edu/student_involvement/veteran_student_life/military_call_up](http://www.thestamp.umd.edu/student_involvement/veteran_student_life/military_call_up)

**Financial Adjustments for Withdrawal From All Courses**

**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:  
[www.bursar.umd.edu/t_Refunds.php](http://www.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.

**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.
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 course 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 and CORE
Office of the Dean for Undergraduate Studies
2110 Marie Mount Hall
www.ugst.umd.edu/core
www.gened.umd.edu
301-405-9363

Students at the University of Maryland must complete a general education program. The University of Maryland currently has two general education programs: CORE, and the new General Education.

Who completes the new General Education program?
New freshmen to the University of Maryland in Fall 2012 will complete the new General Education program. Transfer and other students, please see: www.gened.umd.edu/documents/enEdTransferPolicy.pdf

Who completes the CORE general education program?
All students enrolled at the University of Maryland College Park prior to fall 2012 will be under CORE requirements except as noted in the transfer policy (see URL below). Many new transfer students from Maryland public colleges will complete the CORE general education program. For more information on transfer students, see: www.gened.umd.edu/documents/enEdTransferPolicy.pdf

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 credits, one course must be outside of major requirements)
Note: Students may apply up to six AP/IB courses toward Distributive Studies

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.

CORE Requirements

Notes: Courses used to fulfill CORE requirements:
1) Must be selected from the approved CORE course lists.
2) May also be used to satisfy college, major, and/ or supporting area requirements if the courses also appear on CORE Fundamental or Distributive Studies lists (unless restricted by college or major).
3) May not be taken on a Pass-Fail basis.
4) May not include more than one IE course.

Fundamental Studies (3 courses)
One course in Introduction to Writing
One course in Mathematics
One course in Professional Writing

Distributive Studies (9 courses) 28 credits
Humanities and the Arts — three courses
One course from Literature (HL)
One course from The History or Theory of Arts (HA)
One additional HL or HA or Humanities HO course

Sciences and Mathematics — (3 courses) 10 credits
Up to two courses from Physical Sciences (PL/PS)
Up to two courses from Life Sciences (LL/LS)
Up to one course from Math/Formal Reasoning (MS)

Notes:
1) At least one science course MUST include or be accompanied by a lab taken in the same semester (LL or PL lists only).
2) More than one lab course may be taken.
3) Courses must be taken from at least two of the three lists.

Social Sciences and History — (3 courses) 9 credits
One course from Social or Political History (SH) list
Two courses from Behavioral and Social Sciences (SB) list

Optional—Interdisciplinary and Emerging Issues
The IE category features courses that provide an interdisciplinary examination of issues (theory, questions, methods) across CORE areas, or that present a significant portion of content that does not fit into any of the specific CORE areas but deals with contemporary issues, emerging disciplines, or other categories of knowledge, skills, and values that lie outside these areas.

Students may take one IE course in place of one of the following:
• The third course in the Humanities and the Arts category (one HL and one HA must be taken)
• The third course in the Sciences and Mathematics category (two science courses chosen from PL, PS, LL, or LS lists including at least one course from the LL or PL lists must be taken)
• One SB course in the Social Sciences category (one SH and one SB must be taken)

Advanced Studies
(2 courses) 6 credits
Two upper-level (300- or 400-level) courses outside the major taken after 60 credits. Students may substitute a CORE–approved senior capstone course in their major or a senior or honors thesis for one of the two required Advanced Studies courses. Enrollment in CORE Capstone courses will be subject to departmental guidelines. The other course must be outside the major.

Human Cultural Diversity
(One course) 3 credits
Cultural Diversity courses focus primarily on: (a) the history, status, treatment, or accomplishment of women or minority groups and subcultures; (b) non-Western culture, or (c) concepts and implications of diversity.

Note: A number of CORE Human Cultural Diversity courses also satisfy CORE Distributive Studies, Advanced Studies, or a college, major, and/or supporting area requirement.

Study Abroad and Satisfying Core Requirements
Students completing CORE requirements may use study abroad to earn credit toward University of Maryland CORE Distributive and/or Advanced Studies requirements. All students considering study abroad must meet with a Study Abroad Advisor and complete the Permission to Study Abroad form. The Study Abroad Office determines if the course work will be completed through an accredited academic program and be eligible for transfer credit. Upon approval, the number of credits will be determined for each course. How the courses will apply to a student’s graduation requirements will be determined by the student’s advising college. CORE Distributive Studies equivalencies (if applicable) must be shown clearly on the Study Abroad form with approvals from the UM academic departments which offer similar courses. CORE Advanced Studies criteria also apply to Study Abroad courses students wish to count toward CORE Advanced Studies. Some college/departmental guidelines and restrictions may apply.

Participation in a study abroad program with the successful completion and transfer of at least 9 credits abroad automatically waives a student’s CORE Human Cultural Diversity requirement. This does not apply to the new General Education Diversity requirements effective beginning Fall 2013.

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 www.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 undergraduate students less the health, student activity and athletic fees. Golden ID students register on a space available basis for a maximum of three courses during the first week of classes and must meet all course prerequisite and co-requisite requirements. Golden ID students are not eligible for consortium courses or continuing education. Golden ID status affords access to certain academic and non-academic services. Such services are only available to the registered individual during that particular session. Golden ID students also have the opportunity to become involved with the Golden ID Student Association which provides cultural and social events, course recommendations, and peer advising. Additional information may be obtained from the Golden ID Program, 1113 Mitchell Building or 301-314-8219.

Maryland Center for Undergraduate Research
Undergraduate students who are interested in pursuing 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: www.ursearch.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:
www.afrotc.umd.edu,
afrotc@umd.edu,
301-314-3242

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 can use throughout your entire life, skills such as thinking on your feet, 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:
www.armyrotc.umd.edu,
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 301-314-8239.

For more information on Navy ROTC at GWU:
www.gwu.edu/~navyrotc/overview.html

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, and 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 below:

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+/- 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 Office of the Registrar 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, and no later than the beginning of the early registration period for the next 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
1) Students who have earned 60 or more credits are dismissed if their cumulative GPA remains below 2.0 for two consecutive semesters (excluding winter and summer terms). Students who attained a cumulative GPA of 2.0 the preceding winter or summer term are not subject to dismissal.

2) 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.’
3) 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 an academic advisor in their college, unless a cumulative GPA of at least 2.0 is achieved.

4) The Office of the Registrar notifies the appropriate University offices when students are academically dismissed and notes the dismissal on the students’ academic record.

5) 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 Office of Student Success, whose responsible it is to administer the reinstatement process in coordination with the Faculty Review Board.

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>3.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>3.0</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>0.0</td>
<td>0.0</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+, B, or B- 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.

Changes in University Publications and Communications
All references in University publications and websites defining minimum required grades as D, C, B, or A have been changed to D-, C-, B-, or A-. Similarly, all references to numerical values for minimum required grades in specific courses (e.g., 3.0, 2.0, or 1.0) have been converted to letter grades (B-, C-, or D-).

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. The Graduate School increases the period of study before the GPA minimum standard is applied: “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.

Degree Requirements Based on Calculated GPA
All requirements that are based on any calculated GPA of grades earned in more than one course continue under the plus/minus policy. For example, the College of Education has a degree requirement that students must maintain an overall GPA of 2.75. This requirement is unaffected by the introduction of plus/minus grading.
University Requirements for Graduation

The University’s requirements of a minimum overall GPA of 2.0 for bachelor’s degrees and 3.0 for graduate degrees are unchanged.

Limited Enrollment (LEP) Requirements

Stated grade requirements for LEPs have been changed in the catalog and in other university communications, with minimum individual course requirements stated as C- and B-. For example, LEP requirements that previously stated a minimum course grade of 3.0 or B are met by a grade of B+, B, or B - under the plus/minus grading system. Minimum cumulative GPAs required to enter an LEP remain in effect under plus/minus grading.

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.

Future Changes in Minimum Grade Requirements in Course Prerequisites or Minimum Grades to Meet Degree Requirements

Proposals by academic programs to modify minimum course grade requirements are considered by established procedures for changes in degree requirements. Under university policy, when a change is made in degree requirements, all students currently registered in the undergraduate major or graduate program are allowed to complete their degree under existing requirements.

A proposal was approved by the University Senate to require that students earn a minimum course grade of C- in each course used to meet major degree requirements and a cumulative grade point average of 2.0 in all courses used to meet major degree requirements. The new requirements became effective as of Fall 2012.

Acceptance of Undergraduate Transfer Credits

In general, credit from academic courses taken at institutions of higher education accredited by a regional association transfer provided that the course is completed with a grade of at least C- and the course is similar in content and level of work offered at the University of Maryland, College Park. Grades of D- or better are accepted from appropriate course work completed at a regionally accredited Maryland public institution. The University accepts grades of C- (or D- from Maryland public institutions) from students who matriculated to the University of Maryland in Fall 2012 or after. The University accepts transfer course grades of C- (or D- from Maryland public institutions) from current students for transfer courses completed in Fall 2012 or after.

Acceptance of Graduate Transfer Credits

The policies for acceptance of graduate transfer credits remain unchanged. The requirement of a B is satisfied by a grade of B+, B, or B- under the plus/minus grading policy.

See www.gradschool.umd.edu/catalog/academic_record.htm#10 for current policies.

Degree Completion, Undergrad

A minimum of 120 successfully completed course credits is required for graduation in any undergraduate degree curriculum; however, individual colleges, schools, and departments may establish higher requirements for graduation. Students should check with their academic advisor for specific information. If there are special circumstances that 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 to 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 the benchmarks and sample templates of multi-semester
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, University of Maryland, 2002).

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

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

For a complete discussion of Academic Advising go to www.advising.umd.edu.

To find your advising contact, go to www.advising.umd.edu, then click on the individual college link.

Degree Navigator (DN)
Degree Navigator 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 DN is a tool to help chart progress in a major; the audits that DN provides are not official. As such, they do not imply degree clearance – official audits can only be provided by the academic advising unit. Use DN 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 DN?
Any current undergraduate student can access Degree Navigator via my.umd.edu:
⇒ log into www.my.umd.edu using your directory ID
⇒ select the Academics and Testudo tab
⇒ scroll down to Testudo Quick Links, and select Degree Navigator (audit)
The University Book Center is the official bookstore for the University of Maryland. The UBC provides a large selection of used textbooks, general and technical reference books, school supplies, computers, software, and Terp clothing and novelties. Students may also sell their books back for cash.

University Career Center & the President's Promise
3100 Hornbake Library/South Wing
www.Careers.umd.edu
www.presidentspromise.umd.edu
301-314-7225

The University Career Center & the President’s Promise support the University’s mission and its academic programs by providing a variety of programs and services to meet the diverse career development and employment needs of degree-seeking students and alumni. The Center teaches, advises and counsels students to make decisions about career interests, employment and further or continued education; it collaborates with academic departments, employers and alumni in the delivery of programs and services. All students should consider internships and other co-curricular opportunities as an integral part of their academic endeavors. Students should incorporate these opportunities into the pursuit of their degree. See the Center’s website for more information about resources and services.

University Libraries
www.lib.umd.edu

The University Libraries support the research, teaching and learning needs of the campus community. Get help starting on a project, ask for help with research, and find materials that can help you succeed in your academic work. Visit www.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 new collaborative study space on the library’s second floor, is supported in part by the Library Technology Fee. You’ll find more than 100 computers, plus scanners, printers and multimedia equipment. Check out laptops and chargers, e-book readers, and tablets. Grab a bite at Footnotes Café 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.

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
www.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
2. the number of units the academic course carries.

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 OIS approves of students exceeding 54 units as this practice typically places international students at risk.

UM tuition remission cannot be applied to MEI courses.

**Placement policies:**

- UMEI 001-004 require a separate application to MEI, available at the above web address.
- UMEI 005 is required for undergraduates who have received conditional admission to UM. It’s also required for graduate students who have placed into the course based on the MEIPE 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 MEIPE 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.

**The Office of Multi-Ethnic Student Education (OMSE)**

1101 Hornbake Library, www.omse.umd.edu
301-405-5616 or 405-5615

The Office of Multi-Ethnic Student Education (OMSE) oversees direct 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, www.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 301-34-7651 www.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 UM 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 provides individual, group and couples counseling for a variety of personal, interpersonal, and career issues. The Disability Support Service coordinates services to ensure that individuals with disabilities have equal access to University of Maryland programs. The Learning Assistance Service provides academic counseling and coaching, one credit learning strategies courses, math learning support, workshops, Guided Study Sessions, an ESOL conversation program and a Peer Assisted Learning Program. The Testing and Research Unit conducts research on the student experience at the University and offers a variety of tests (GRE, CLEP, MAT, TOEFL, Praxis, etc.) and personality and career assessments to help students plan for their futures.
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).

Standard Final Exams
Exam times are based on, but not the same as, the start time of the lecture period for the individual class. To determine exam times for classes held at standard times go to: www.registrar.umd.edu/current/registration/exam.html

Common Final Exams
Final examinations for all sections of specific large lecture courses are given at special designated times. Note that these exam times do not depend on the hour or day at which the particular section meets. The rooms in which these examinations will be held will be announced in class. To determine exam times for common final exams go to: www.registrar.umd.edu/current/registration/exam.html

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 once 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. Exam times for the Undergraduate Business Program at Shady Grove 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:
   Select Academics & Testudo, then Apply for Graduation
2) In person at the Student Services Counter in the first floor lobby of the Mitchell Building.

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

Commencement 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 past three terms.
2) Magna cum laude, to the next highest three percent, and
3) Cum laude, to the next five percent.

To be eligible for these awards, at least 60 semester hours must be earned at College Park or in a resident credit program. No more than six credits taken pass/fail or satisfactory/fail count toward the 60 hour minimum. No student with an average less than 3.300 will be considered for a commencement honor.

Because grades for a term are officially recorded after the term’s graduation day, computation of the GPA does not include grades for courses taken during the student’s final semester at UM. The hours taken during that semester do apply toward the 60-hour requirement.

**Graduate Students**

**Preparing to Graduate**

**Masters Candidates** must be registered for at least 1 credit in the graduation term. Submit the following documents to the Office of the Registrar (1113 Mitchell Building) by the deadlines posted at www.gradschool.umd.edu/deadlines/:
- Masters’ Approved Program Form
- Certification of Masters’ Without Thesis Form
- Nomination of Thesis Committee Form (Thesis students only)
- Report of Examining Committee Form (Thesis students only)

**Doctoral Candidates** must be registered in the graduation term. You are automatically registered for Candidacy Tuition (899) by the Office of the Registrar. Confirm registration, and submit the following documents to the Office of the Registrar by the deadlines specified at: www.gradschool.umd.edu/deadlines/:
- Nomination of Dissertation Committee Form
- Electronic Thesis and Dissertation Publication Form
- Report of Examining Committee Form
- Doctoral Dissertation*
- Survey ofEarned Doctorates
* A Printing and Archiving Fee will be charged to your student account.

**Refunds**

In order to receive a refund from your student account, submit a written refund request to the Bursar’s Office. This can be done by visiting the Financial Service Center in Room 1135 of the Lee Building, or by phoning 301-314-9000. This office is open from 8:30 a.m. to 4:30 p.m. Monday through Friday.

**Financial Service Center**
Office of the Bursar
1135 Lee Building
www.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:
www.bursar.umd.edu

**Billing and Payment**

Complete information is located at www.bursar.umd.edu

For important billing access and payment information go to:
www.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. Although we send email notifications regarding bills, it is the student’s responsibility to login and check their financial account each month.

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

If a student registers without proper financial clearance from the Office of the Bursar, his/her registration may be cancelled unless and until his/her account balance is paid in full. Questions regarding an account should be directed to the Financial Service Center in Room 1135 of the Lee Building, or by phoning 301-314-9000. This office is open from 8:30 a.m. to 4:30 p.m. Monday through Friday.

For an explanation of refund policy and refund schedules go to:
www.bursar.umd.edu
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 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: www.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. Your residency classification is provided on your admission letter; you are responsible for knowing your status and, if applicable, contesting it within the prescribed deadlines. Please visit the Residency Reclassification website at www.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: www.president.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 is 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 www.umd.edu/catalog.

**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 www.president.umd.edu/eqco or call 301-405-6810.

**The University of Maryland Code on Equity, Diversity, and Inclusion**
The code on equity, diversity, and inclusion prohibits discrimination within the campus community on the basis of: ethnicity • age • marital status • personal appearance • political affiliation • color • mental or physical disability • creed • sex • national origin • sexual orientation • The exercise of the rights secured by the First Amendment of the United States Constitution.

If you feel you have been subjected to any form of discrimination, you may file a complaint with the Office of Human Relations Programs, or with a member of the Equity Council.

**Non-discrimination Policy**
The University of Maryland is an equal opportunity institution with respect to both education and employment. The University’s policies, programs and activities conform to pertinent federal and state laws and regulations on nondiscrimination regarding race, color, age, national origin, sex, or disability. Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964 as amended, Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act or related legal requirements should be directed to:

**Campus Compliance Officer**
Office of Diversity and Inclusion
University of Maryland
College Park, Maryland 20742
www.odec.umd.edu
301-405-2839

**Participation in Class Exercises That Involve Animals**
Students who are concerned about the use of animals in teaching are responsible for contacting the instructor prior to course enrollment to determine whether animals are to be used in the course, whether class exercises involving animals are optional or required, and what alternatives, if any, are available. If no alternatives are available, the 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 NRMT prefix.

**Sexual Harassment**
Sexual Harassment by University faculty, staff, and students is prohibited by the “UMCP Policy and Procedures on Sexual Harassment.” The policy and procedures can be obtained by calling 301-405-2838. Brochures and posters are available at the same number. ODEC also provides training and education on sexual harassment. If you suspect you have been the target of sexually harassing behavior, or are accused of this type of discrimination, please call ODEC.

**Student Conduct**
Office of Student Conduct
2118 Mitchell Building
www.studentconduct.umd.edu
studentconduct@umd.edu
301-314-8204

**Academic Integrity**
**Code of Academic Integrity**
www.president.umd.edu/policies/aii100a.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,” denoting “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. A forty member 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:

I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination.

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 (including any sexual assault), intimidation, disruption or rioting; substantial theft or vandalism; fraud or forgery; use or distribution of illegal drugs; and any Code of Student Conduct violation motivated by considerations of sex, race, ethnic origin, sexual orientation or religion 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 Education Services Office.

A complete list of conduct considered prohibited by the University is available through the Undergraduate Catalog or through **Administrative Services**

**EMAIL – The Official University Correspondence**

Verify your email address by going to [www.my.umd.edu](http://www.my.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 [www.my.umd.edu](http://www.my.umd.edu) or in-person at the Student Service Counter on the first floor of the Mitchell Building.

Technical support for University email: [www.helpdesk.umd.edu](http://www.helpdesk.umd.edu) or 301.405.1400

**Change of Mailing Address**

It is imperative that accurate and up-to-date addresses be maintained at all times. Changes in either mailing or permanent address 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.
- www.my.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 wishing his/her address to be kept confidential should visit the Student Services Counter, or www.my.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 be publicly disclosed. The University, however, 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. Proof of name change (court order, marriage license, driver’s license) must be submitted with name change form.

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 requires students to 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, for admission to most campus events, for admission to the dining halls, 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, stolen, or the card has intentional damage (i.e. holes punched in the card, cards intentionally snapped in two, etc.).

Replacement cards can be requested at the Registrar’s Office first floor lobby in the Mitchell Building weekdays from 8:00 am to 5:00 pm.

For questions concerning the identification system phone 301-314-8240.

Veterans Services
UM Veterans Services
Office of the Registrar
1113 Mitchell Building
College Park, MD 20742
EMAIL: vabenefits@umd.edu
FAX: 301/314-9568
PHONE: 301/314-8239
WEB: www.registrar.umd.edu/veteran-benefits.html

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
- Direct Deposit of VA Payments

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.

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
FAX: 301-314-7067
PHONE: 301-405-9026

Additionally, 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.

For more information:
www.registrar.umd.edu/veteran-benefits.html
**UMD Alerts**

www.alert.umd.edu

UMD Alerts, administered by the Department of Public Safety, is an alert system that allows the University of Maryland to contact you during an emergency by sending text messages to your email, cell phone, pager or BlackBerry/Treo. In an emergency, authorized senders will instantly notify you with real-time updates, instructions on where to go, what to do or what not to do, who to contact and other important information.

Register at [www.alert.umd.edu](http://www.alert.umd.edu)

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**Office of International Services (OIS)**

2111 Holzapfel Hall

www.ois.umd.edu

internationalservices@umd.edu

Phone: 301-314-7740

OIS provides international students at UM with advice on immigration matters, economic difficulty, and social and cultural adjustment to the U.S. and University life. OIS 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.

For a complete listing of services available from OIS go to: [www.international.umd.edu/ies](http://www.international.umd.edu/ies)

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**Transportation Services**

www.transportation.umd.edu

**Emergency Weather Conditions**

www.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 undertakes a three-pronged effort to notify the community. Status reports are posted on the university home page [www.umd.edu](http://www.umd.edu) as quickly as possible, normally by 6 am. The university’s status is also available by calling the snow hot line at 301-405-SNOW (7669). Radio and television stations are notified by phone, by 6 am if at all possible. Check [www.umd.edu](http://www.umd.edu) or the snow hot line first.