



UNIVERSITY OF  
MARYLAND



# REGISTRATION **GUIDE**

2024-2025



# ABOUT THIS GUIDE

One of the ways in which the Office of the University 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 to take full advantage of the opportunities and services at the university. Revisions to the Registration Guide will be posted on the web at [registrar.umd.edu/registration-guide](http://registrar.umd.edu/registration-guide) 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.*



PHOTO BY STEPHANIE S. CORDLE

For additional information, **please visit Testudo**, the Office of the University Registrar's interactive online services: [testudo.umd.edu](http://testudo.umd.edu).

Or visit us at:

Office of the University Registrar  
Clarence M. Mitchell, Jr. Building  
First Floor

**Phone:** 301-314-8240

**Fax:** 301-314-9568

[registrar-help@umd.edu](mailto:registrar-help@umd.edu)

[registrar.umd.edu](http://registrar.umd.edu)

***Best wishes for a successful academic year!***

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# ACADEMIC CALENDAR 2024-2025

## Fall 2024

First Day of Classes .....	August 26
Labor Day .....	September 2
Thanksgiving Recess .....	November 27 - December 1
Last Day of Classes .....	December 9
Reading Day .....	December 10
Final Exams .....	December 11 - 17

## Winter 2025

Classes Begin .....	January 2
Dr. Martin Luther King Holiday .....	January 20
Classes End .....	January 22

## Spring 2025

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
Commencement - Main Ceremony .....	May 21
Commencement - College/Department Ceremonies .....	May 22 - 23

## Summer 2025

Sessions I and I-A Begin .....	June 2
Juneteenth Holiday .....	June 19
Session I-A Ends .....	June 20
Session I-B Begins .....	June 23
Independence Day Holiday .....	July 4
Sessions I and I-B End .....	July 11
Sessions II and II-C Begin .....	July 14
Session II-C Ends .....	August 1
Session II-D Begins .....	August 4
Sessions II and II-D End .....	August 22

# STANDARD REGISTRATION DATES & DEADLINES 2024-2025

For a complete list of semester dates and deadlines, please visit [registrar.umd.edu/calendars](https://registrar.umd.edu/calendars).

	Fall 2024	Spring 2025
<b>Schedule of Classes available</b>	February 16	September 20
<b>Registration appointment and blocks available</b> at <a href="https://app.testudo.umd.edu/main/regAppt">app.testudo.umd.edu/main/regAppt</a>	March 8	October 4
<b>Priority registration and graduate student registration begins</b>	March 28	October 24
<b>Early registration:</b> Currently enrolled students can register on their scheduled day and time.	April 1 - May 8	October 28 - December 5
<b>General registration:</b> Returning students may make changes to their schedule by adding and dropping classes; no appointment required. <i>New students will register at their orientation.</i>	May 9 - August 25	December 6 - January 26
<b>Last day to cancel registration with 100% refund</b>	August 25	January 26
<b>Late registration begins:</b> All students initiating registration for the semester on or after the first day of classes will be assessed a \$20 late registration fee.	August 26	January 27
<b>Schedule Adjustment Period:</b> Students can add and drop classes, change credit level, or grading method; no appointment required.	August 26 - September 9	January 27 - February 7
<b>Mandatory waitlist check-in period:</b> Students are required to check-in every business day to remain on the waitlist.	August 26 - September 10	January 27 - February 10
<b>Last day to drop a course with 100% refund</b> for graduate students, part-time undergraduate students and undergraduate students changing from full-time to part-time who want to drop a course while remaining registered in one or more courses.	August 30	January 31
<b>Last day to apply for graduation</b>	September 9	February 7
<b>Last day to drop a course with an 80% refund</b> for graduate students, part-time undergraduate students and undergraduate students changing from full-time to part-time who want to drop a course while remaining registered in one or more courses.	September 9	February 7
<b>Last day to withdraw from all courses with 80% refund</b>	September 9	February 7
<b>Last day to withdraw from all courses with 60% refund</b>	September 16	February 14
<b>Last day to withdraw from all courses with 40% refund</b>	September 23	February 21
<b>Last day to withdraw from all courses with 20% refund</b>	September 30	February 28
<b>Last day to drop a course with a W</b> ( <i>undergraduate students only</i> )	November 4	April 11
<b>Graduate student registration deadlines:</b> Last day for graduate students to drop a course, change course credit level, or change grading method	November 4	April 11
<b>Last day to withdraw from all courses with 0% refund</b>	December 9	May 13

# REGISTER FOR CLASSES

## Office of the University Registrar

First Floor

Clarence M. Mitchell, Jr. Building

Phone: 301-314-8240

Fax: 301-314-9568

[testudo.umd.edu](https://testudo.umd.edu) or [registrar.umd.edu](https://registrar.umd.edu)

Email: [registrar-help@umd.edu](mailto:registrar-help@umd.edu)

## Before You Register

### Undergraduate Students

#### Newly Admitted Degree-Seeking

**Undergraduate Students** must attend a New Student Orientation program to register for classes. During orientation, students will meet with their academic college and/or department advisor for guidance on registration. Newly admitted students who miss orientation will not be permitted to register until the first day of classes.

#### Currently Enrolled University of Maryland Undergraduate Students

receive a notification email with information about early registration and a link to check their registration time and registration blocks. Registration appointments for the fall semester are scheduled from late March through early May, and appointments for the spring semester are scheduled from late October through early December. Students may register at their scheduled registration appointment time or any time thereafter.

#### Non-Degree Seeking Undergraduate

**Students** may register on the first day of classes in their initial semester. Registration appointments will be assigned for subsequent semesters and can be checked via [testudo.umd.edu](https://testudo.umd.edu).

### Graduate Students

#### Newly Admitted Graduate Students

should contact the appropriate academic department for information about the departmental orientation and registration process. This should be done as soon as

possible, and no later than the first day of classes.

**Newly Admitted Advanced Special Students** (or non-degree seeking students) should contact the Graduate School for advising at [gradschool@umd.edu](mailto:gradschool@umd.edu).

For more information, see [gradschool.umd.edu/admissions/faqs/non-degree-seeking-student-checklist](https://gradschool.umd.edu/admissions/faqs/non-degree-seeking-student-checklist).

**Currently Enrolled University of Maryland Graduate Students** receive a notification email about early registration. Graduate students do not need an assigned registration time, but should check registration blocks. Registration for the fall semester begins late March, and for the spring semester, begins late October. Students in Masters/Doctoral thesis/dissertation programs should consult with their program coordinators to verify enrollment in their assigned candidacy and pre-candidacy courses.

**Continuous Registration Requirements:** [academiccatalog.umd.edu/graduate/policies/registration-policies/#continuous-registration-requirements](https://academiccatalog.umd.edu/graduate/policies/registration-policies/#continuous-registration-requirements).

All graduate students must register for

courses each semester (summer and winter sessions excluded) until the degree is awarded. A student who fails to register and who has not requested and received a waiver of registration or leave of absence will be notified by the Graduate School after the first day of classes that they must register for the current semester. The Graduate School will inform the director of the appropriate graduate program that the student is in jeopardy of termination. If the student does not register, they 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:** [academiccatalog.umd.edu/graduate/policies/registration-policies/#waiver-of-registration-for-certificate-master](https://academiccatalog.umd.edu/graduate/policies/registration-policies/#waiver-of-registration-for-certificate-master).

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

## Immunization Requirements

The University of Maryland requires all new students to provide documentation of vaccinations for measles, mumps, rubella and Tdap (Tetanus, Diphtheria, and Pertussis). Additionally, all undergraduate students must be vaccinated against meningococcal disease (MenACWY) or may request a waiver of this requirement. All new students are required to fill out the Tuberculosis (TB) risk screening questionnaire. The University of Maryland requires that ALL students, including credit/non-credit, degree/non-degree seeking, full-time/part-time, graduate/undergraduate, transfer and international students complete this form. Students taking all courses online or overseas are exempt from this policy. For more information, contact the University Health Center at 301-314-8114 or online at [health.umd.edu](https://health.umd.edu/sites/default/files/inline-files/Immunization%20Form_4-2023.pdf). Please find the Immunization Form at [https://health.umd.edu/sites/default/files/inline-files/Immunization%20Form\\_4-2023.pdf](https://health.umd.edu/sites/default/files/inline-files/Immunization%20Form_4-2023.pdf). Please visit [umd.edu/4Maryland](https://umd.edu/4Maryland) for more COVID vaccine information.



# REGISTRATION STEPS

Most students can access registration services, including Drop/Add and Testudo links on [testudo.umd.edu](https://testudo.umd.edu).  
See steps 1-4 below for important registration information and an overview of the registration process.

## 1 Prepare to register

- ❑ Check Appointment and Registration Status at [app.testudo.umd.edu/main/regAppt](https://app.testudo.umd.edu/main/regAppt).
- ❑ Review Your Degree Audit at [uachieve.umd.edu](https://uachieve.umd.edu).
- ❑ Update your address and emergency contact at [app.testudo.umd.edu/main/profile](https://app.testudo.umd.edu/main/profile).
- ❑ View the Schedule of Classes at [app.testudo.umd.edu/soc](https://app.testudo.umd.edu/soc).
- ❑ Build a course schedule at [venus.umd.edu](https://venus.umd.edu).
- ❑ Check the Final Exam Schedule at [registrar.umd.edu/registration/registering-classes-final-exams](https://registrar.umd.edu/registration/registering-classes-final-exams).

## 2 Schedule advising, resolve blocks, and obtain special permission

- ❑ Undergraduate students should schedule an advising appointment at [amp.umd.edu/terpengage/student-resources](https://amp.umd.edu/terpengage/student-resources).
- ❑ Graduate students should consult with their Program Coordinator to ensure enrollment in their assigned thesis research, pre-candidacy, or dissertation research course.
- ❑ Resolve registration blocks, if present. See *Registration Blocks* (p. 8) in this publication.
- ❑ Request permission from the department offering the course if it lists (*Perm Req*) in the schedule of classes.
- ❑ Obtain other special permission or an exception to policy if needed. See *Special Permissions* (p. 9) in this publication.

## 3 Register at your assigned appointment date/time, or anytime thereafter

- ❑ **Online:** Complete your registration at [app.testudo.umd.edu/main/dropAdd](https://app.testudo.umd.edu/main/dropAdd) between Monday - Saturday 7:30 a.m. - 11 p.m. and Sunday 5:30 p.m. - 11 p.m.
- ❑ **In-person:** Complete a registration request form at the Office of the University Registrar Front Counter Services located on the first floor of the Clarence M. Mitchell, Jr. Building between Monday - Friday 8 a.m. to 5 p.m.

Students who are unable to complete registration using Testudo or in-person should contact the Office of the University Registrar at [registrar-help@umd.edu](mailto:registrar-help@umd.edu) to request assistance.

**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.**

## 4 After you register... don't forget!

- ❑ View your book list on your Student Schedule at [app.testudo.umd.edu/main/schedule](https://app.testudo.umd.edu/main/schedule).
- ❑ Complete waitlist check-in at [app.testudo.umd.edu/main/waitlistCheckin](https://app.testudo.umd.edu/main/waitlistCheckin).
- ❑ Review academic dates and deadlines at [registrar.umd.edu/calendars](https://registrar.umd.edu/calendars) and guidelines for adding and dropping classes at [registrar.umd.edu/registration/register-classes/add-drop-classes](https://registrar.umd.edu/registration/register-classes/add-drop-classes).
- ❑ Pay your bill and visit [billpay.umd.edu](https://billpay.umd.edu) to learn more about your student account
- ❑ Review course-related policies at [www.ugst.umd.edu/courserelatedpolicies.html](https://www.ugst.umd.edu/courserelatedpolicies.html) and [gradschool.umd.edu/faculty-and-staff/course-related-policies](https://gradschool.umd.edu/faculty-and-staff/course-related-policies).

# REGISTRATION BLOCKS

Block	What does it mean?	Who should you contact?
<b>Acad dismissal/probation-needs advising</b>	You are on academic dismissal/probation and require special permission for all registration requests.	Academic advising college
<b>Academically ineligible</b>	You have been blocked from registration; usually associated with your admission status to the university.	Office of the University Registrar <a href="mailto:registrar-help@umd.edu">registrar-help@umd.edu</a>   301-314-8240
<b>Administratively ineligible</b>	You have been blocked from registration.	Office of the University Registrar <a href="mailto:registrar-help@umd.edu">registrar-help@umd.edu</a>   301-314-8240
<b>Athlete: needs SPECADV stamps &amp; Dean's approval</b>	You are an active member of a NCAA sport and require special permission for all registration requests.	Academic advising college
<b>Financially ineligible</b>	You have an outstanding financial balance on your student account.	Student Financial Services & Cashiering <a href="mailto:billtalk@umd.edu">billtalk@umd.edu</a>   301-314-9000
<b>Judicially ineligible</b>	You have a judicial hold on your registration.	Office of Student Conduct <a href="mailto:studentconduct@umd.edu">studentconduct@umd.edu</a>   301-314-8204
<b>Mandatory advising</b>	You must meet and be cleared by the department/advising college listed. If there is more than one department/college listed, the last unit will lift the block.	Academic department or advising college
<b>Must choose a degree major</b>	You have reached 60 credits and have not yet chosen a degree-granting major (still in Letters and Sciences).	Department of desired major to start the change of major process <b>OR</b> if you would like to remain in Letters and Science, submit an Exception to Academic Policy request at <a href="https://ltsc.umd.edu/exceptionpolicy">ltsc.umd.edu/exceptionpolicy</a>
<b>Must meet English fundamental studies</b>	You have reached 30 credits (earned + currently registered for) and have not completed an English course that meets the Academic Writing requirement. If you are currently enrolled in a course that will meet the requirement, the block will be lifted after you have earned credit.	Academic advising college to see if you may be eligible for an exception which will allow you to register using Testudo <b>OR</b> register in person with the Office of the University Registrar. Your registration must include a course that meets this requirement
<b>Must meet Math fundamental studies</b>	You have reached 30 credits (earned + currently registered for) and have not completed a math course that meets the fundamental studies requirement. If you are currently enrolled in a course that will meet the requirement, the block will be lifted after you have earned credit.	Academic advising college to see if you may be eligible for an exception which will allow you to register using Testudo <b>OR</b> register in person with the Office of the University Registrar. Your registration must include a course that meets this requirement
<b>New student requires advising</b>	Newly admitted students must attend a new student orientation program. You will receive advising and will register for classes during the program.	Office of Student Orientation and Transition <a href="mailto:askorientation@umd.edu">askorientation@umd.edu</a>   301-314-8217
<b>Proof of vaccination required</b>	You must submit proof of immunizations to register for classes per the university's immunization policy.	University Health Center <a href="https://health.umd.edu">health.umd.edu</a>   301-314-8114
<b>Student has made too many registration transactions</b>	Students have a limited number of drop/add transactions that can be processed, and you have exceeded the maximum number that can be processed in Testudo.	Office of the University Registrar <a href="mailto:registrar-help@umd.edu">registrar-help@umd.edu</a>   301-314-8240
<b>Student last attended in ...</b>	As an undergraduate student, you have taken a break in enrollment (not registered during the previous fall or spring semester).	Student Success Office <a href="mailto:rr-admit@umd.edu">rr-admit@umd.edu</a>
<b>Your graduate admission expired for...</b>	As a graduate student, you have exceeded the time limitations for your degree.	The Graduate School <a href="mailto:gradschool@umd.edu">gradschool@umd.edu</a>   301-405-3644



# SPECIAL PERMISSIONS & EXCEPTIONS TO POLICY

Permission/Exception	What does it mean?	What should you do?
<b>By Permission Only - appear in Schedule of Classes as: (Perm Req)</b>	You need permission from the department to register for the course. This permission is required for all students.	Contact the department offering the course
<b>Changes after schedule adjustment period</b>	You are attempting to add, drop, or make a change to grading method or credit level after the academic deadline.	To request an exception to make a change to the course, submit an exception to policy request following your academic advising college instructions.
<b>Gen Ed requirement</b>	You have over 60 credits and are only allowed to register for one General Education course.	To request to register for another Gen Ed course, follow the instructions of your academic advising college.
<b>Oversubscribe into closed course</b>	You are attempting to register for a course whose seats have been filled.	Add yourself to the waitlist, if available. Check out instructions for <a href="#">Waitlist and Holdfile</a> (p. 20)
<b>Pass/Fail override</b>	You are attempting to register for a course with the pass/fail grading method but do not meet the Pass/Fail grading requirements.	To request an exception to the pass/fail grading requirements, submit an exception to policy request following your academic advising college instructions.
<b>Repeat Course</b>	You are attempting to register for a course for the third time, this is in violation of the Repeat Course Guidelines.	To request permission for a third repeat, submit an exception to policy request following your academic advising college instructions.
<b>Repeat Limit</b>	You are attempting to register for a course which will exceed the repeat credit limit, this is in violation of the Repeat Course Guidelines.	To request permission to exceed the repeat limit, submit an exception to policy request following your academic advising college instructions.
<b>Seats reserved for incoming students</b>	Please review the Seat Management Plan at <a href="https://registrar.umd.edu/registration/register-classes/seat-management-plan">registrar.umd.edu/registration/register-classes/seat-management-plan</a> for additional information.	
<b>Time Conflict</b>	You are attempting to register for two courses which meet at the same time or have an overlap.	To request permission for a time conflict, submit an exception to policy request following your academic advising college instructions.
<b>Total Credit Limit Reached</b>	You have reached the maximum credit limit for the term (16 credits prior to first day of classes, or 20 credits on or after first day of classes).	To request permission for a credit overload, submit an exception to policy request following your academic advising college instructions.
<b>Undergrad student taking graduate course</b>	You are an undergraduate student attempting to register for a graduate level course.	To request an exception to register for a graduate level course, submit an exception to policy request following your academic advising college instructions.

## Undergraduate Student Classifications

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

## Enrollment Status

### Undergraduate Students

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/CO-OP:** Students enrolled in Engineering Co-op (ENCO099) and Co-operative Education (UNIV099) programs are considered full-time students.
- **ADS Reduced Course Load Accommodations:** Eligible students can work with Accessibility & Disability Service (ADS) to request a reduction in course load to meet full-time status.

### Full-Time Status and Financial Aid/Scholarships/Grants

If you are considering dropping credits or withdrawing from the university, this may affect your financial aid. For more information, please review information on Enrollment & Keeping Aid at [financialaid.umd.edu/resources-policies/enrollment-keeping-aid](https://financialaid.umd.edu/resources-policies/enrollment-keeping-aid). Students receiving financial aid, scholarships, or grants are strongly encouraged to

contact a financial aid counselor prior to dropping below full-time status.

Additional information may be obtained from:

Office of Student Financial Aid  
Room 0115  
Clarence M. Mitchell, Jr. Building  
301-314-8377  
[umdfinancialaid@umd.edu](mailto:umdfinancialaid@umd.edu)

### Graduate Students

The Graduate School uses a unit system in making calculations 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:

Courses	Units per Credit Hour
000-399*	2
400-499	4
500-599*	5
600-897	6
799 (Masters Research)	12
HESP829	18
898 (Pre-candidacy Doctoral Research)	18
899 (Doctoral Dissertation Research)	18

\*Not acceptable for credit toward graduate degrees

Fall or Spring Semester Enrolled Units	Enrollment Status
48+	Full-time
25 - 47	Three-quarter time/ More than half-time
24	Half-time
1 - 23	Less than half-time

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. Course taken with the grading method of Audit do not generate graduate units and will not be used in

calculating full-time or part-time status.

Fall, Winter, Spring, or Summer 12-week Term Enrolled Units	Enrollment Status
36+	Full-time
19 - 35	Three-quarter time/ More than half-time
18	Half-time
1 - 17	Less than half-time

Graduate assistants holding regular appointments have full-time status if they are registered for at least 18 units in addition to the assistantship; holders of half-time assistantships are considered full-time if registered for 27 units. Courses taken with the grading method of Audit do not generate graduate units and will not be used in calculating full-time or part-time status.

### International Students

International students on F-1 and J-1 student visas must maintain full-time status throughout each semester/term according to federal regulations governing F-1 and J-1 students. Please contact an advisor in International Student and Scholar Services at 301-314-7740 for questions concerning full-time status, or visit: [globalmaryland.umd.edu/offices/international-students-scholar-services/maintaining-status-1](https://globalmaryland.umd.edu/offices/international-students-scholar-services/maintaining-status-1).



## Pass-Fail Grading Option

- To register for a course under the pass-fail option, an undergraduate must have completed 30 or more credit hours with a GPA of at least 2.0. At least 15 of these credit hours must have been completed at University of Maryland, College Park with a University of Maryland GPA of at least 2.0.
- Courses for which this option applies 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 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.
- When registering under the pass-fail option, a course that is passed will count as hours in the student's record but will not be computed in the grade point average. A course that is failed will appear on the student's record and will be computed both in the overall average and the semester average.
- Students registering for a course under the pass-fail option are required to complete all regular course requirements. Their work will be evaluated by the instructor by the normal procedure for letter grades. The instructor will submit a letter grade. The grades **A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, P, S, W, NG or Audit**; they cannot be registered (after the schedule adjustment period) for any given course more than twice. A student's dean's office 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 not choose the Pass-Fail option when re-registering for a course in which a grade of I has been noted.  
*The choice of grading option may be changed only during the schedule adjustment period for courses in which the student is currently registered.*

**Note:** Graduate students are not eligible



for the pass-fail grading option. For more information, please see "Academic Records and Regulations" in the "Academic Policies and Procedures" section of the Undergraduate Catalog at [academiccatalog.umd.edu](https://academiccatalog.umd.edu).

## Repeat Course Guidelines

### Course Repeats for Undergraduate Students

*The following guidelines apply to all courses that may not be repeated for additional credit.* There is a limit to the number of times a student may repeat a course. Students may have one repeat of any course in which they earned an **A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, P, S, W, NG or Audit**; they cannot be registered (after the schedule adjustment period) for any given course more than twice. A student's dean's office 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 not choose the Pass-Fail option when re-registering for a course in which a grade of I has been noted.

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

Students should consult their academic advisor to discuss repeating courses and the

implications for transcripts and cumulative GPA.

For more information, please see "Academic Records and Regulations" in the "Academic Policies and Procedures" section of the Undergraduate Catalog at [academiccatalog.umd.edu/undergraduate/registration-academic-requirements-regulations/academic-records-regulations](https://academiccatalog.umd.edu/undergraduate/registration-academic-requirements-regulations/academic-records-regulations).

### Course Repeats for Graduate Students

A student may repeat a course in an effort to earn a better grade. Whether higher or lower, the most recent grade will be used in computing the grade point average. For more information see the "Grade Point Average Computation" section of the Graduate Catalog at [academiccatalog.umd.edu/graduate/policies/academic-record](https://academiccatalog.umd.edu/graduate/policies/academic-record).

### College of Education Repeat Guidelines

All registrations in the student teaching yearlong internship, 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 the student teaching yearlong internship must be approved by the college department and the school system professionals involved in the candidate's student teaching internship experience. For more information go to: [academiccatalog.umd.edu](https://academiccatalog.umd.edu).



# REGISTRATION FOR SPECIAL POPULATIONS

## DC Consortium

[consortium.org](https://consortium.org)

Eligible graduate and undergraduate students can benefit from the cross-registration program of the Consortium of the Universities of the Washington Metropolitan Area. This cooperative arrangement that is designed to permit the sharing of academic resources by member institutions. Students can enroll for courses that are not available at their home institutions to augment their program of study. Students enrolled for classes at participating consortium institutions through the consortium program can have the courses count as resident credits at their home institutions. Students pay their home institution for the courses they register for through the consortium program. Students are responsible for paying the host institution for any additional fees associated with certain courses (e.g. studio fees, lab fees, books, and study materials).

### **Consortium universities are:**

- American University
- The Catholic University of America
- Gallaudet University
- George Mason University
- The George Washington University
- Georgetown University
- Howard University
- Marymount University
- National Defense University
- National Intelligence University
- Trinity Washington University
- Uniformed Services University of the Health Sciences
- University of the District of Columbia
- University of Maryland, College Park

For more information on registration eligibility, restrictions, and procedures, see [registrar.umd.edu/registration/special-populations/dc-consortium](https://registrar.umd.edu/registration/special-populations/dc-consortium) or email [dcconsortium@umd.edu](mailto:dcconsortium@umd.edu).



## Education Abroad

Education Abroad (EA) collaborates with departments across campus to administer and sponsor 300+ study abroad programs throughout the year, including semester, winter, spring break and summer terms. Students in all majors are encouraged to discuss study abroad with an academic advisor to fit this exciting opportunity into a 4-year plan and to meet with an EA advisor to learn more about program options; both in person and virtual.

EA manages the registration of any student who is studying abroad. For more information, please visit the Education Abroad Office located in H.J. Patterson Hall, Room 1118, [umd.edu/studyabroad](https://umd.edu/studyabroad), or contact EA at [educationabroad@umd.edu](mailto:educationabroad@umd.edu) or 301-314-7746. Explore additional opportunities for global engagement virtually at [marylandglobal.umd.edu](https://marylandglobal.umd.edu).

## Faculty and Staff Registration

All University of Maryland **staff** (non-degree seeking and degree-seeking) **and degree-seeking faculty** who wish to register for courses must be admitted to the university as an undergraduate or graduate student prior to registration.

To apply as an undergraduate student, visit the Office of Undergraduate Admissions at

[admissions.umd.edu](https://admissions.umd.edu), or contact 301-314-8385 or [applymaryland@umd.edu](mailto:applymaryland@umd.edu).

To apply as a graduate student, visit The Graduate School at [gradschool.umd.edu/admissions](https://gradschool.umd.edu/admissions), or contact 301-405-3644 or [gradschool@umd.edu](mailto:gradschool@umd.edu).

**Non-degree seeking faculty** must complete the Non-Degree Seeking Faculty Registration Form which can be found at [registrar.umd.edu/registration/special-populations/faculty-and-staff](https://registrar.umd.edu/registration/special-populations/faculty-and-staff).

*Registration for non-degree seeking students is on a space available basis.*

Questions related to the Non-Degree Seeking Faculty Registration Form should be directed to:

Office of the University Registrar  
Clarence M. Mitchell, Jr. Building  
Room 1113  
301-314-8240  
[registrar-help@umd.edu](mailto:registrar-help@umd.edu)

In addition, non-degree seeking faculty should submit a Tuition Remission Application which can be found at [uhr.umd.edu/benefits/tuition-remission](https://uhr.umd.edu/benefits/tuition-remission).

Questions related to the use of tuition remission should be directed to the staff member in your department who handles employee benefit information, or the [University's Human Resources office](#).

## Golden ID

The Golden ID Program allows eligible senior citizens to take advantage of the variety of courses offered at the University of Maryland. To be eligible for participation, the individual must be:

- 60 years of age or older
- A legal resident of the State of Maryland
- Retired (not engaged in gainful employment for more than 20 hours a week)

To apply as an undergraduate student, visit the Office of Undergraduate Admissions at [admissions.umd.edu](https://admissions.umd.edu), or contact 301-314-8377 or [applymaryland@umd.edu](mailto:applymaryland@umd.edu). To apply as a graduate student, visit The Graduate School at [gradschool.umd.edu/admissions](https://gradschool.umd.edu/admissions), or contact 301-405-3644 or [gradschool@umd.edu](mailto:gradschool@umd.edu).

Golden ID students are responsible for paying the application fee and the Golden ID fee (see [billpay.umd.edu/UndergraduateTuition](https://billpay.umd.edu/UndergraduateTuition)) for each semester registered. Golden ID students who are enrolled at the university and are registered in a state-supported program will have their tuition automatically waived; those who are registered for an entrepreneurial and/or self-supported program will need approval for their tuition to be waived.

Golden ID students can register at [app.testudo.umd.edu/main/dropAdd](https://app.testudo.umd.edu/main/dropAdd) on a space available basis for a maximum of three courses beginning on the third day of classes in the fall and spring semesters and beginning on the first day of classes for winter and summer terms. Golden ID students must meet all course prerequisite and corequisite requirements, are not eligible for Consortium courses or Continuing & Executive Education Program, and can participate in the Golden ID Student Association.

For additional information please call 301-314-8250 or email [registrar-help@umd.edu](mailto:registrar-help@umd.edu) with the subject line, "Golden ID."

## Reserve Officers' Training Corp (ROTC)

ROTC courses are available to University of Maryland students through several programs.

### Air Force ROTC

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 have the opportunity to 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, visit [afrotc.umd.edu](https://afrotc.umd.edu), or contact [afrotcdet330@umd.edu](mailto:afrotcdet330@umd.edu) or 301-314-3242.

### Army ROTC

The mission of Army ROTC is to educate, train, and inspire qualified young men and women for service to the Nation as an officer in the United States Army. It also offers scholarship opportunities to help pay for tuition. AROTC builds leadership skills allowing students to graduate as leaders of character and go on to an exciting career in the Army, National Guard, or Army Reserves. AROTC cadets are required to complete the military science courses and attend weekly labs where they practice "hands-on" leadership in a tactical setting. Summer broadening opportunities include internships, adventure training and foreign exchange programs. For more information, visit [armyrotc.umd.edu](https://armyrotc.umd.edu) or contact [armyrotc@umd.edu](mailto:armyrotc@umd.edu).

### Naval ROTC

The Naval ROTC program's purpose is to educate and train qualified young men and women for service as commissioned officers in the United States Navy and Marine Corps. It prepares college students for leadership and management positions

in an increasingly technical and demanding military environment. NROTC midshipmen are required to complete the naval science courses and attend weekly professional seminars. During the summer, NROTC midshipmen participate in active duty at sea or shore-based training cruises for approximately four weeks. For more information, visit [navalrotc.umd.edu](https://navalrotc.umd.edu), or contact [navalrotc@umd.edu](mailto:navalrotc@umd.edu) or 301-314-6289.

## USM Inter-Institutional Enrollment

Inter-Institutional enrollment is a program that allows eligible undergraduate and graduate students at University System of Maryland (USM) institutions to take selected courses at other USM campuses while paying tuition at their home institutions. This program gives student the opportunity to augment their degree programs at the University of Maryland, College Park. Students register for the courses at both their home and host institutions, but are billed only by their home institutions.

### USM institutions include:

- Bowie State University
- Coppin State College
- Frostburg State University
- Salisbury State University
- Towson State University
- University of Baltimore
- University of MD, Baltimore
- University of MD, Baltimore County
- University of MD, College Park
- University of MD, Eastern Shore
- University of MD Global Campus\*

*\*University of Maryland, College Park undergraduate students are not eligible to register at the University of Maryland Global Campus through the inter-institutional concurrent registration program.*

For more information on registration eligibility, restrictions, and procedures, see [registrar.umd.edu/registration/special-populations/usm-inter-institutional](https://registrar.umd.edu/registration/special-populations/usm-inter-institutional).



# COURSE PLACEMENT

## World Language Placement

All students are expected to enroll in world language courses at the highest level appropriate. To determine placement, students must complete the World Language Placement (WLP): [arhu.umd.edu/academics/world-language-placement](https://arhu.umd.edu/academics/world-language-placement).

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: [slc.umd.edu](https://slc.umd.edu)

## Math Placement

The Math Placement Test (MPT) 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. The MPT is required for incoming first year students since lower-level mathematics courses require passing it at the appropriate level 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** or **F** grades

Please note that MATH 003, 007, 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](https://www-math.umd.edu) and click on "Undergraduate" then "Credit, Placement, and Advising."



## ARHU Global Engagement Requirement

To expand ARHU students' understanding of other cultures and language in an increasingly global society, ARHU students must complete the "Global Engagement Requirement."

Learning a second language produces deep knowledge of cultural as well as linguistic differences while opening pathways for common understanding. The requirement may be satisfied in one of three ways:

### Option 1: Study of a World Language

*Requirement:* Students will take world language coursework to the designated level at UMD. Please consult an ARHU advisor for a list of the approved course sequences.

### Option 2: Cultural Immersion Through Study Abroad

*Requirement:* Students will participate in a semester long Study Abroad experience in a country where English is not the primary language.

The study abroad experience must include:

1. At least the first year/elementary level language of the host country before or during the experience (or equivalent as determined by the ARHU world language placement policy).
2. A reflection component that will challenge students to assess their pre-departure, in country, and post study abroad experience.
3. Participation in one of the following pre-

approved engagement experiences:

- Internship
- Service Learning
- A living situation involving daily interaction with host nationals (e.g., a pre-approved home stay with a host national family)
- Other - an engagement experience approved in advance of departure

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

### Option 3: Individually-Designed Experience

*Requirement:* Students may also create an individually-designed experience that achieves the learning outcomes of the Global Engagement Requirement. This option must include:

1. At least the first year/elementary level language of the host country before or during the experience (or equivalent as determined by the ARHU world language placement policy).
2. A pre-approved short- or long-term study abroad program that has been deemed appropriate for inclusion in this option by ARHU in conjunction with the Education Abroad Office.
3. A learning contract developed with an ARHU advisor and a petition to have the experience approved in advance.

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

### Important notes:

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

For more information, please see an advisor in the ARHU Office of Student Affairs and Career Engagement, call 301-405-2108, or visit [arhu.umd.edu/academics/advising/global-engagement](https://arhu.umd.edu/academics/advising/global-engagement).



# TRANSFER CREDIT

**Transfer Credit Services (TCS)** is a service area of the Office of the University Registrar at the University of Maryland. TCS provides accurate and timely information about transfer policies and procedures to advisors and students. Additionally, TCS oversees and supports the undergraduate transfer evaluation process, which includes: determining the acceptability of courses, awarding credit by UMD, and maintaining the database of transfer course evaluations.



## Transfer Course Database

Students seeking to transfer courses to UMD should first search the Transfer Course Database at [app.transfercredit.umd.edu](http://app.transfercredit.umd.edu) to see if an evaluation has already been completed. All courses that have been evaluated by UMD for transfer are searchable in the Transfer Course Database. Instructions on how to read the database can be found at [registrar.umd.edu/transfer-credit/transfer-course-database](http://registrar.umd.edu/transfer-credit/transfer-course-database).

Students may review notations in the database to find details on transfer course evaluation decisions. A full list of the codes used in the notations can be found at [registrar.umd.edu/transfer-credit/transfer-course-evaluation-process/transfer-course-evaluation-codes](http://registrar.umd.edu/transfer-credit/transfer-course-evaluation-process/transfer-course-evaluation-codes).

Courses that cannot be found in the database have not been evaluated for transfer. Review the Transfer Course Evaluation Process section below to learn how to submit one or more courses for evaluation.

Please direct questions regarding the database to [transfercredit@umd.edu](mailto:transfercredit@umd.edu).

## Transfer Course Evaluation Process

A course must be deemed acceptable for transfer by UMD before it can be applicable toward satisfying a degree requirement (e.g. general education, specific major requirements, and general electives). A course that is deemed not acceptable for transfer credit cannot satisfy a degree requirement. A transfer course may not satisfy a general education requirement if it is not approved for general education during the evaluation process.

Generally, college-level courses completed at regionally-accredited institutions will transfer, provided the course is similar in level, scope, content and expected learning outcomes to courses offered at the University of Maryland and a grade of **C-** or higher is earned. Grades of **D-** or higher are accepted for courses completed at Maryland public institutions. Regional accrediting bodies include: Higher Learning Commission; Middle States Commission on Higher Education; New England Commission on Higher Education; Northwest Commission on Colleges and Universities; Southern Association of Colleges and Schools, Commission on Colleges; WASC Senior College and University Commission; Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges.

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

Transfer courses from non-regionally accredited institutions in the United States will be reviewed on an individual basis at the request of the student. Only transfer courses that have been deemed acceptable for transfer to UMD will be posted to the student's academic record. Transfer courses from international institutions that are not recognized by the country's Ministry of Education are not accepted for transfer and will not be awarded credit by UMD.





The University of Maryland typically does not award undergraduate transfer credit for courses that are pre-collegiate, remedial, vocational, technical, graduate, professional (e.g. law, medicine, dentistry, nursing), or religious in nature and do not fall within the level, scope, content and expected learning outcomes of courses offered at UMD. Other types of transfer courses that typically are not awarded transfer credits are internships, independent study, and research.

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

- direct equivalency to a UMD course (whether within or outside the major),
- no direct equivalency, but satisfies general education requirement, or
- no direct equivalency, but is accepted as a general elective.

Students work with an academic advisor to understand how transfer courses satisfy degree requirements:

- Students who have been admitted to UMD should contact their advising college for assistance.
- Students who have not been admitted

to UMD should contact the Pre-Transfer Advising Program at [pretransferadvising@umd.edu](mailto:pretransferadvising@umd.edu).

- *Transfer Credit Services does not provide advising services.*

Students who would like to request an evaluation of a domestic course for transfer to UMD will need to provide a detailed syllabus from the semester/term when the course was taken for academic department review. The syllabus along with the evaluation request can be emailed directly to the academic department or can be emailed to Transfer Credit Services. *Students are asked to be patient while waiting for an evaluation to be completed.*

For detailed instructions on requesting a transfer course evaluation for domestic transfer credit, international transfer credit, Education Abroad transfer credit, or for obtaining a Preliminary Transfer Credit Evaluation, see [registrar.umd.edu/transfer-credit/transfer-course-evaluation-process](https://registrar.umd.edu/transfer-credit/transfer-course-evaluation-process).

Students are responsible for submitting all final official transcripts detailing their entire academic record prior to enrolling at UMD. Transfer courses will post to a student's UMD

record only from official transcripts received from the institution at which the credit was earned.

## Prior Learning Credit (PLC)

The University of Maryland provides students with several opportunities to receive undergraduate credit for knowledge and achievements gained through prior learning. The university recognizes the following as PLC: Advanced Placement (AP), International Baccalaureate (IB), Advanced Level/Advanced Subsidiary Level (A-Level/AS-Level), College-Level Examination Program (CLEP), Basic Military Training (BMT) and Departmental Proficiency Exams (Credit-by-Exam completed at UMD). All PLC that is awarded credit by the University of Maryland, with the exception of Credit-by-Exam, is recorded at the top of the student's transcript and will be included in the total number of credits earned.

Students may earn no more than 60 credits from PLC. No more than 30 of these credits can be from the College Level Examination Program (CLEP).

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

To see how credit is awarded by UMD for a specific exam, students should review the UMD equivalency chart that corresponds with the year their exam was taken at [registrar.umd.edu/transfer-credit/prior-learning-credit](https://registrar.umd.edu/transfer-credit/prior-learning-credit).

*All departments reserve the right to reevaluate the content of exams/experience, and to change the minimum required score, course equivalencies, and the assignment of credit.*

Students will not receive credit for both PLC and completing an equivalent course. No credit will be awarded for AP, IB, or A-Level/AS-Level exams that are repeated or taken after a student has matriculated to the University of Maryland.



## Advanced Placement (AP)

The University of Maryland encourages applicants to seek AP credit where relevant. Credit may be awarded for exams offered by the College Board and is based on the year the exam was taken. Students must have their scores sent directly to UMD from the College Board; the institution code for UMD is 5814.

## International Baccalaureate (IB)

The University of Maryland awards credit to students for a broad array of IB exams. Credit is not awarded for all exams offered by IB and is based on departmental approval. Students should have their scores sent directly to UMD from the International Baccalaureate Results Service. UMD's code is 001417.

## Advanced Level/Advanced Subsidiary Level (A-Level/AS-Level)

The University of Maryland awards credit for A-Level/AS-Level exams taken through Cambridge International Exams (CIE) or other approved boards. Credit is not awarded for all exams offered and is based on departmental approval. *Students are not permitted to earn credit for both A-Level and AS-Level exams within the same subject areas.* Official scores must be sent by CIE or the approved exam board to UMD.

## College-Level Examination Program (CLEP)

CLEP recognizes college-level competence achieved outside the college classroom. CLEP exams ([clep.collegeboard.org](http://clep.collegeboard.org)) are administered by the College Board. The type of credit awarded for CLEP General and Subject Examinations is based on departmental approval, certain restrictions may apply. All departments reserve the right to reevaluate the content of exams, and to change the minimum required score, course equivalencies, and assignment of credit. Students currently enrolled at UMD must complete a Permission to Enroll form ([registrar.umd.edu/transfer-credit/permission-enroll](http://registrar.umd.edu/transfer-credit/permission-enroll)) prior to signing up to take CLEP exams. Students who want to earn credit through CLEP must request their

official score reports to be sent to UMD. The Score Recipient Code is 5814.

## Basic Military Training (BMT)

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

To qualify, students must have been enrolled as an undergraduate student in the Fall 2013 semester or beyond, along with one of the following:

- Currently serving as an active duty member in the United States Armed Forces.
- Currently serving as a member of a reserve or National Guard branch of the United States Armed Forces.
- Has been Honorably Discharged from service in the United States Armed Forces.
- Has been Honorably Discharged from a reserve or National Guard branch of the United States Armed Forces.

Students interested in receiving the six credits

of lower-level general elective credits for their service to the United States Armed Forces must provide appropriate documentation based on their current status. For additional information, see the "Basic Military Training" section on [registrar.umd.edu/transfer-credit/prior-learning-credit](http://registrar.umd.edu/transfer-credit/prior-learning-credit).

## Departmental Proficiency Examination (Credit-by-Exam)

Credit-by-Exam at UMD is comparable to a comprehensive final examination in a course. Although the mathematics department receives the most applications for Credit-by-Exam, other departments may provide opportunities for certain courses. Initial inquiry on the availability of an examination for a specific course should be directed to the academic department offering that course.

Credit-by-Exam may not be taken for courses in which the student has remained registered at the University of Maryland beyond the Schedule Adjustment Period - even with a transcript notation of **W**. Credit-by-Exam will not be accepted for any part of the final 30 semester hours without permission of the Senior Vice President and Provost. With such permission, 6 of the final 30 credit hours may be credit-by-exam.



To be considered for Credit-by-Exam, a student must meet the following eligibility criteria:

1. A minimum of 12 credit hours completed at the University of Maryland\*;
2. A minimum grade point average of 2.0\*;
3. Completion of all prerequisite courses or the approval of the department chairperson (or, in non-departmentalized units, the dean) and the Senior Vice President and Provost.

\*Requirements 1 and 2 may be waived for students in their first semester at the University of Maryland by the department chairperson and the dean.

If an examination for a course is available, the department will provide information regarding when and where the exam is administered, the type of examination, and material which might be helpful in preparing for the examination. Students can apply for a Math CBE by contacting the department at [math-ugadvisor@umd.edu](mailto:math-ugadvisor@umd.edu).

Applications for examinations shall be approved on an individual course basis. Application for Credit-by-Exam is equivalent to registration for the course; however, the following conditions apply:

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

be accompanied by the notation "By examination" as applicable.

- f. The instructor must certify on the report of examination that copies of the examination questions and the student's answers shall be retained in accordance with the University of Maryland's Record and Retention Disposal Schedule.

### Other Non-Traditional Experience

There are some instances of prior learning/competency-based education for which the University of Maryland generally does not award credit. These include, but are not limited to: American Council on Education (ACE), Defense Activity for Non-Traditional Education Support (DANTES), Program on Non-Collegiate Sponsored Instruction (PONSI), Sophia Learning, StraighterLine, Coursera, Outlier, study.com, departmental Credit-by-Exam from institutions other than Maryland public institutions of higher education, and life experiences.

Students may contact the Office of the University Registrar to appeal the acceptance of prior learning experiences. For prior learning credit to be awarded during an appeal, the student must provide evidence that the prior learning experience falls within the level, scope, content and expected learning outcomes of courses offered at the University of Maryland. The determination of the Office of the University Registrar will be final. Questions regarding PLC should be directed to [transfercredit@umd.edu](mailto:transfercredit@umd.edu).

### Permission to Enroll at Another Institution

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

- *Permission to Enroll at Another Institution* (PTE) form must be submitted to, and approved by, the advising college prior to enrolling at another U.S. institution.
- *Study Abroad Course Approval* (SACA) form must be submitted to, and approved

by, the advising college and Education Abroad prior to enrolling at an international institution.

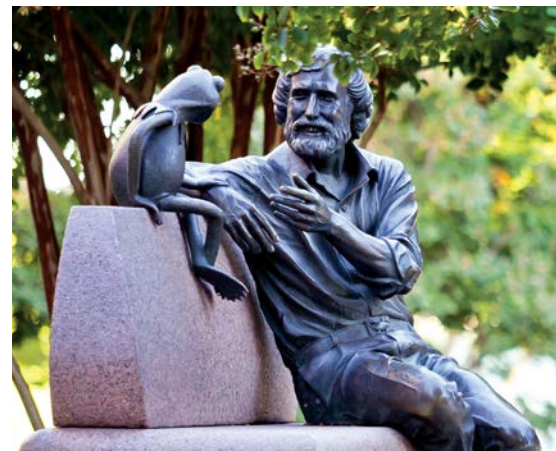
All transfer courses taken away from UMD must be evaluated for acceptability to the university. See [registrar.umd.edu/transfer-credit/transfer-course-evaluation-process](https://registrar.umd.edu/transfer-credit/transfer-course-evaluation-process) for instructions on how to request a transfer course evaluation.

Permission to enroll at another institution is required for courses taken away from UMD in all semesters, summer and winter terms. Failure to obtain permission prior to enrolling in a course away from UMD may result in the course not being accepted for transfer by the university and/or applied to the student's degree requirements.

Upon completion of the course, the student must request an official transcript be sent from the institution they attended to UMD.

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

Questions regarding PTE should be directed to the student's advising college, and questions regarding SACA should be directed to the student's advising college and Education Abroad.





# ADD & DROP CLASSES



After an initial registration, students make changes to their schedule by adding or dropping classes on Testudo at [app.testudo.umd.edu/main/dropAdd](https://app.testudo.umd.edu/main/dropAdd). A student's permanent record and student account may be impacted by the timing of these changes. See below for information about the Schedule Adjustment Period, Drop Period, and Refund Schedules for Drops. Students are responsible for checking the calendar that corresponds to their semester, term, or non-standard course for exact dates and deadlines at [registrar.umd.edu/calendars](https://registrar.umd.edu/calendars).

*Students who want to drop all their courses are separating from the university and should reference Cancellation of Registration (p. 22), Undergraduate Student Withdrawal (p. 22), Graduate Student Leave of Absence (p. 22), or Graduate Student Withdrawal (p. 23) as appropriate.*

## Schedule Adjustment Period

The Schedule Adjustment Period is a designated period of time at the beginning of each term when students can add or drop courses. Courses added will appear on a student's permanent record. Courses dropped during this period will not appear on the student's permanent record.

*There may be a financial penalty for drops during the Schedule Adjustment Period. Review the Refund Schedules for Drops (p. 21) section below.*

Term	Business Days for Schedule Adjustment Period
Fall and Spring semester	10 days
Winter, Summer IA, IB, IIC, IID (3-week sessions)	1 day
Summer I and II (6-week sessions)	4 days
12-week term	8 days

## Waitlist and Hold File

If a course is full when a student registers, the waitlist/hold file option may be available. Student names are saved to the waitlist/hold file on a first-come, first-served basis and based on the day and time a student confirms placement on the waitlist/hold file. Students will be given a seat in a section if a seat becomes available. Students must process a Waitlist Check-in to officially confirm registration for the course and section and must check-in daily during the mandatory waitlist check-in period posted on [registrar.umd.edu/calendar](https://registrar.umd.edu/calendar). If a student does not check-in once a day during the mandatory waitlist check-in period, their name will be removed from the waitlist. While on the waitlist/hold file, the student is responsible for the material being covered in class. If the student does not receive the course from the waitlist or hold file by the end of the mandatory waitlist check-in period, they may not continue to attend any the course.

## Waitlist v. Hold File

### What's the difference between the Waitlist and the Hold File?

The **Waitlist** is an option if you meet the established course requirements (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 course 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.

For additional information, visit [registrar.umd.edu/registration/register-classes/waitlist-hold-file](https://registrar.umd.edu/registration/register-classes/waitlist-hold-file).

## Drop Period

The Drop Period is a designated period of time after the Schedule Adjustment Period.

For undergraduate students, drops during this time period will be recorded on the student's permanent record with a mark of W and will not be used in the computation of a student's cumulative grade point average. During this period an undergraduate student may drop a maximum of four credits. However, if the course carries more than four credits, the student may drop the entire course, or in the case of a variable credit course, reduce the credit level by up to four credits. A course dropped with a W will count as an attempt at a course for the purposes of the undergraduate course repeat guidelines.

Graduate students may change the number of credits for a course, change the grading method option for a course, or drop a course during the Drop Period in person at the Office of the University Registrar or online at [testudo.umd.edu](https://testudo.umd.edu). Contact your graduate program for more information.

Term	Drop Period Ends
Fall and Spring semester	10th week of semester
Winter, Summer IA, IB, IIC, IID (3-week sessions)	2nd week of term
Summer I and II (6-week sessions)	4th week of term
12-week term	8th week of term

## Refund Schedules for Drops

### Full-time Undergraduate Students

Full-time undergraduate students do not receive a refund for courses dropped if the total number of credits for which they are registered remains 12 or more. Full-time undergraduate students who drop a course or courses thereby changing the total number of credits for which the student is registered to 11 or less, will be charged as noted below.

Before the First Day of Classes: If a full-time undergraduate student drops a course or courses, thereby changing the total number of credits for which the student is registered to 11 or less, the student will be charged part-time per credit hour tuition. However, if the student later adds a course or courses, thereby changing the total number of credits for which the student is registered to 12 or more, the student will be charged full-time tuition.

During the first five days of classes: If a full-time undergraduate student drops a course or courses, thereby changing the total number of credits for which the student is registered to 11 or less, the student will be charged part-time per credit hour tuition. However, if the student later adds a course or courses, thereby changing the total number of credits for which the student is registered to 12 or more, the student will be charged full-time tuition.

After day five of schedule adjustment through the end of the schedule adjustment: If a full-time undergraduate drops a course or courses thereby changing the total number of credits

for which the student is registered to 11 or less, charges for the semester will be assessed on the basis of part-time per credit hour tuition plus 20% of the difference between the full-time tuition and fees and appropriate part-time charges.

After the Schedule Adjustment Period: There will be no refund for changing from full-time to part-time status.

### Part-time Undergraduate Students and Graduate Students

**Part-time undergraduate students** are charged for courses by the credit hour. Students may drop and add courses without penalty provided that the changes are made on the same day and the total number of credits does not change (even exchange).<sup>\*</sup> Otherwise, a percentage charge and/or complete charge will be imposed according to the schedule below:

Before the First Day of Classes. . . 100% refund

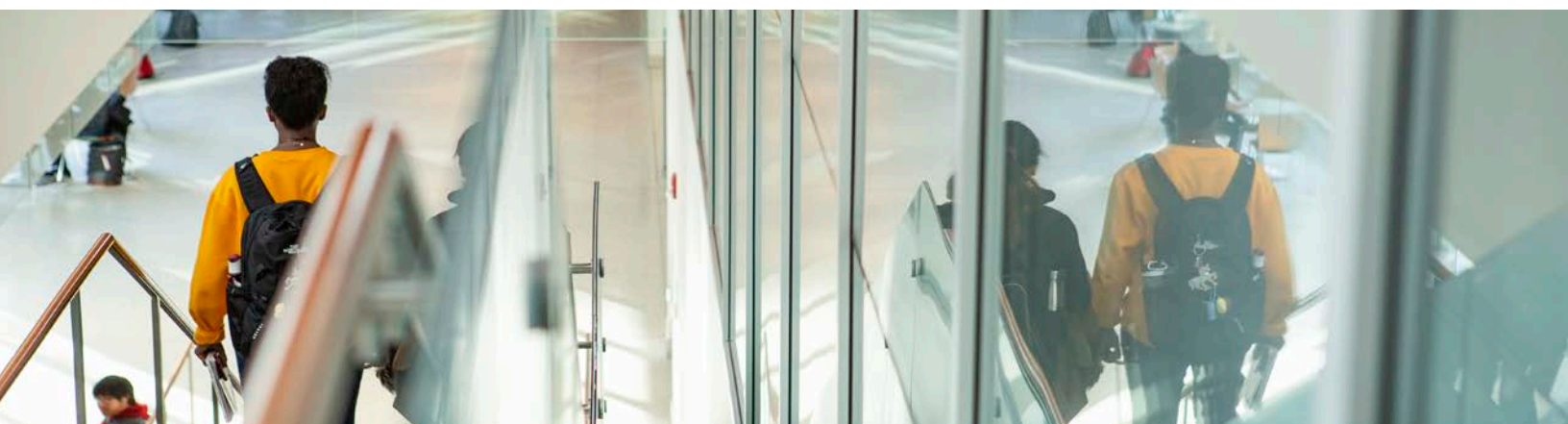
During first 5 days of classes. . . . 100% refund

After day 5 of schedule adjustment through the end of the schedule adjustment . . . . 80% refund

After the Schedule Adjustment Period. . . . 0% refund

<sup>\*</sup>*Courses taken through the Maryland English Institute (MEI) are not considered in even exchange calculations.*

*For Summer, Winter, 12-week terms, and non-standard courses, view the associated calendar found at [registrar.umd.edu/calendars](https://registrar.umd.edu/calendars) for the no charge drop period deadlines.*





# SEPARATING FROM THE UNIVERSITY

## Cancellation of Registration

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

The Cancellation of Registration form found on [registrar.umd.edu/registration/separating-university/cancel-registration](https://registrar.umd.edu/registration/separating-university/cancel-registration) must be completed and submitted to the Office of the University Registrar by email to [registrar-help@umd.edu](mailto:registrar-help@umd.edu) or fax at 301-314-9568. Please include university identification number (UID) and student signature on all correspondence.

*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.*

## Undergraduate Student Withdrawal

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.

### Withdrawal Procedures

Students may request a withdrawal from all classes any time between the first and last day of classes by completing the “Undergraduate

Withdrawal Form” and “Survey of Students Leaving the University of Maryland During the Semester” found on [registrar.umd.edu/registration/separating-university/withdraw](https://registrar.umd.edu/registration/separating-university/withdraw). Students must return both forms to the withdrawal to the Office of the University Registrar no later than the last day of classes. The effective date of the withdrawal for purposes of any refund is the date that the written withdrawal notice is received by the Office of the University Registrar. Notation of withdrawal and the effective date will be posted to the student’s academic record. Instructors and college offices will be notified of all withdrawn students.

In addition to academic consequences, a withdrawal can have serious effects for students receiving financial assistance, international students, and students in residence halls. It is the student’s responsibility to review these potential implications with the appropriate offices listed below before withdrawing:

- Student Financial Services | Lee Building, Room 1135 | 301-314-9000 | [billtalk@umd.edu](mailto:billtalk@umd.edu)
- International Student and Scholar Services | H. J. Patterson Hall, Rm. 1126 | 301-314-7740 | [internationalservices@umd.edu](mailto:internationalservices@umd.edu)
- Department of Resident Life | Annapolis Hall, Room 2100 | 301-314-2100 | [reslife@umd.edu](mailto:reslife@umd.edu)

For more information on undergraduate student withdrawal, including the procedures for non-degree seeking students, visit [registrar.umd.edu/registration/separating-university-withdraw](https://registrar.umd.edu/registration/separating-university-withdraw).

### Appeal to Withdraw After Deadline

Students are expected to withdraw from the semester according to the policy and procedures outlined by the university. It is the student’s responsibility to know and adhere

to all academic policies. 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.

For information visit [registrar.umd.edu/registration/separating-university/appeal](https://registrar.umd.edu/registration/separating-university/appeal) or contact: [registrar-appeals@umd.edu](mailto:registrar-appeals@umd.edu).

### Return to the University

Students who find it necessary to leave the university may be required to petition the Faculty Review Board in order to return. Students who have earned a minimum 2.0 cumulative GPA with no previous withdrawal are exempt from this requirement. Students who withdraw while on academic probation, or those returning from dismissal, are always required to petition the Faculty Review Board. Students are also required to complete a reinstatement advising meeting with their academic college advising office before the petition will be considered by the Faculty Review Board.

For information on how to apply for reenrollment go to: [studentsuccess.umd.edu](https://studentsuccess.umd.edu).

## Graduate Student Leave of Absence

### Graduate Leave of Absence for Childbearing, Adoption, Illness or Dependent Care

In recognition of the effects that childbirth, adoption, illness, and caring for incapacitated dependents (such as children, ill or injured partners, or aging parents) may have on the time and energy that graduate students have to devote to their educational programs, the university allows students in such circumstances to apply for a leave of absence

of up to two semesters during which time they do not intend to make academic progress toward the completion of their degree. The time taken on an approved leave of absence is not included in the time limitations for degree completion and advancement to candidacy. For the Graduate Student Parental Accommodation Policy, which provides students the option to maintain full-time enrollment status rather than take a leave of absence, see the “Parental Accommodation Policy” in the Graduate Catalog at [academiccatalog.umd.edu/graduate/policies/academic-record/#graduate-student-parental-accommodation-policy](https://academiccatalog.umd.edu/graduate/policies/academic-record/#graduate-student-parental-accommodation-policy) and the “Leave of Absence Policy” at [academiccatalog.umd.edu/graduate/policies/registration-policies/#leave-of-absence-for-childbearing-adoption-serious-health-condition-dependent-care-or-financial-hardship](https://academiccatalog.umd.edu/graduate/policies/registration-policies/#leave-of-absence-for-childbearing-adoption-serious-health-condition-dependent-care-or-financial-hardship).

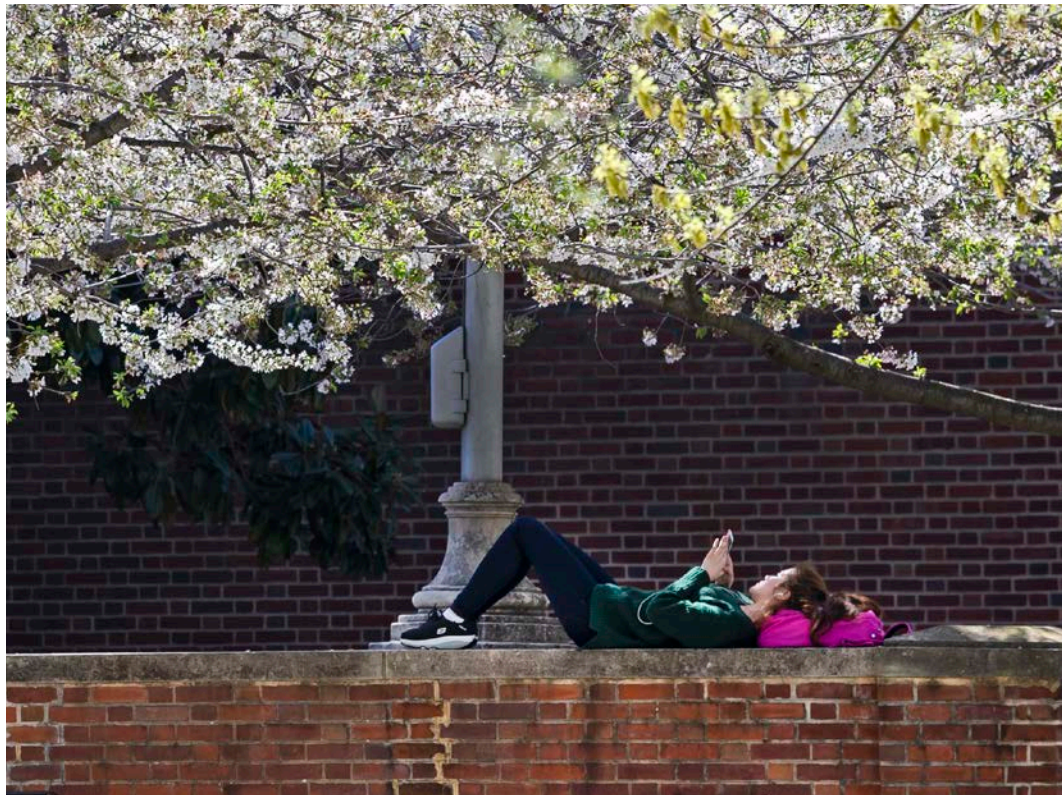
### Special Considerations

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

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

### Impact on Funding

Interruptions to the normal sequence of academic progress may result in a loss of future funding and a slower time to completion of degree. In some programs, a leave of absence may mean that students must join a new project upon return, with the



likelihood that their research may take longer to complete. Whenever a leave of absence is being considered, a student should meet with the advisor to develop a plan for resumption of study and gain a clear understanding of future funding opportunities.

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

For more information contact: Student Financial Services, email [billtalk@umd.edu](mailto:billtalk@umd.edu), or call 301-314-9000.

### Graduate Student Withdrawal

Graduate students admitted to the University of Maryland are expected to make satisfactory progress in meeting programmatic requirements, must demonstrate the ability to succeed in their course of studies or research, must attain performance minima specified by the graduate program in all or in particular courses, and complete their degree within the established time limits.

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 master's or pre-candidacy program has not lapsed, the graduate student is eligible to re-enroll without readmission provided they have received a waiver of registration from the graduate program or have 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.

Forms for waivers are available at [registrar.umd.edu/registration/separating-university/withdraw#graduate](https://registrar.umd.edu/registration/separating-university/withdraw#graduate).

### Withdrawal Procedures

Students may request a withdrawal from all classes at any time between the first and last day of classes by completing the “Degree-Seeking Graduate Student Withdrawal Form” found on [registrar.umd.edu/registration/separating-university/withdraw#graduate](https://registrar.umd.edu/registration/separating-university/withdraw#graduate). Students must submit this written notice of



withdrawal to the Office of the University Registrar no later than the last day of classes. The effective date of withdrawal, for the purposes of any refund, is the date that the written withdrawal notice is received by the Office of the University Registrar.

In addition to academic consequences, a withdrawal can have ramifications on financial aid, visa status, graduate student status, and progress toward earning a degree. It is the student's responsibility to review these potential implications with the appropriate offices.

- Assistantships and Tuition Remission Benefit: Contact your Benefits Coordinator
- Fellowship: Contact Advisor and Graduate Program Director
- Financial Aid: Contact Student Financial Services & Cashiering | Lee Building, Room 1135 | 301-314-900 | [billtalk@umd.edu](mailto:billtalk@umd.edu)
- F-1 and J-1 Visa Holders: Contact International Student & Scholar Services | H.J. Patterson Hall, Room 1126 | 301-314-7740 | [internationalservices@umd.edu](mailto:internationalservices@umd.edu)

For more information on graduate student withdrawal, including the procedures for non-degree seeking students, visit [registrar/umd.edu/registration/separating-university/withdraw#graduate](https://registrar.umd.edu/registration/separating-university/withdraw#graduate) or email [registrar-graduate@umd.edu](mailto:registrar-graduate@umd.edu).

## Appeal to Withdraw After Deadline

Students are expected to withdraw from the semester according to the policy and procedures outlined by the university. It is the student's responsibility to know and adhere to all academic policies. 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.

For information visit [registrar.umd.edu/registration/separating-university/appeal](https://registrar.umd.edu/registration/separating-university/appeal) or contact: [registrar-appeals@umd.edu](mailto:registrar-appeals@umd.edu).

## 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 **an email** or letter to the Graduate School at [gradschool@umd.edu](mailto:gradschool@umd.edu). 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 their resignation, they must complete the "Degree-Seeking Graduate Student Withdrawal Form" and submit it to the Office of the University Registrar. A graduate student seeking to return to UMD after resigning must reapply for admission and is subject to all graduate program and

Graduate School requirements. They may be required to repeat previously taken courses.

For more information, visit [academiccatalog.umd.edu/graduate/policies/registration-policies/#resignation-from-the-university](https://academiccatalog.umd.edu/graduate/policies/registration-policies/#resignation-from-the-university).

## Refunds of Tuition and Fees

All financial accounts must be cleared through The Office of Student Financial Services and Cashiering. Only eligible account credits in excess of the non refundable enrollment deposit will be refunded. A check stop payment or a credit card charge-back/dispute does not constitute an official withdrawal. For complete instructions and the current refund schedule visit [billpay.umd.edu/refunds](https://billpay.umd.edu/refunds).

**Note:** Credit adjustments for unused housing services are based on the date residence hall checkout procedures are completed, not the date of withdrawal. Further information is available within your residence hall/dining services agreement.

## Withdrawal for Active Military Duty

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 reenroll upon completion of their tour of duty. For more information visit [registrar.umd.edu/veterans-benefits/active-military-duty](https://registrar.umd.edu/veterans-benefits/active-military-duty).



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

## General Education

### Office of the Dean for Undergraduate Studies

Marie Mount Hall, Room 2110

301-405-9363

[gened.umd.edu](http://gened.umd.edu)

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

- Develop skills in clear writing, effective speaking/presentation, and critical and analytic reasoning.
- 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)

### Big Question (formerly I-Series) (Two courses, 6 credits)

*Double counted with distributive studies*

### Optional—Experiential Learning

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

Requirements for students under the CORE general education program can be found at [ugst.umd.edu](http://ugst.umd.edu).

### Fundamental Studies Academic Writing Minimum Grade Requirement of C- or higher Starting Fall 2017

In accordance with Code of Maryland Regulations (COMAR 13B.06.01.03), students who enroll in Fundamental Studies Academic Writing (FSAW) must earn a grade of C- or higher. Students who have completed FSAW with a grade of D- or higher prior to Fall 2017 at a Maryland public institution will have met the Academic Writing General Education requirement.





## 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

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

## Academic Probation and Dismissal

### Academic Probation

Students are placed on academic probation if their cumulative GPA falls below 2.0; they are expected to attain a 2.0 cumulative GPA by the end of any probationary semester. Students who fail to do so may be academically dismissed, depending on their

credit level as detailed 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+**, **A**, **A-**, **B+**, **B**, **B-**, **C+**, **C**, **C-**, **D+**, **D**, **D-**, **F**, **P**, or **S**. Students who meet this requirement are permitted to continue on probation until the close of the semester (excluding winter and summer terms) in which they attain a cumulative GPA of 2.0.
- Students who are on probation are dismissed if they have not achieved a cumulative GPA of 2.0 at the end of the semester in which they complete 60 credits.
- Students who are on probation and attain a cumulative GPA of 2.0 at the end of a winter or summer term are not subject to dismissal in the subsequent semester.

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

The Student Success Office notifies students when they are placed on academic probation. Such notice includes a requirement that the student consult an academic advisor in his or her college early in the probationary semester.

Academic advisors assist students in developing appropriate plans for achieving satisfactory academic performance. Students placed on probation are not allowed to add or drop courses, or register without the approval of an academic advisor in their college.

### Academic Dismissal

- Students who have earned 60 or more

credits are dismissed if their cumulative GPA remains below 2.0 for two consecutive semesters (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.
- Students who have earned fewer than 60 credits are dismissed following any probationary semester in which they fail to attain a minimum 2.0 semester GPA and complete the requisite credits detailed under "Academic Probation."
- Students who have been academically dismissed and then reinstated are academically dismissed again if a cumulative GPA of at least 2.0 is not achieved by the end of the first semester after reinstatement.
- Reinstated students may not add or drop courses or register during any semester without the approval of an academic advisor in their college, unless a cumulative GPA of at least 2.0 is achieved.
- The Office of the University Registrar notifies the appropriate university offices when students are academically dismissed and notes the dismissal on their academic record.
- The Student Success Office notifies students in writing when they are dismissed. The notices include a statement that registration for the next semester (excluding winter or summer terms) will be canceled.
- Applications and information about the reinstatement process can be obtained from the Student Success Office, whose responsibility is to administer the reinstatement process in coordination with the Faculty Review Board.

For more information, please see "Academic Dismissal and Probation" in the "Academic Policies and Procedures" section of the Undergraduate Catalog at [academiccatalog.umd.edu](http://academiccatalog.umd.edu).

## Grading

### 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.
- **XF** is used to indicate failure due to academic dishonesty. Treated in the same way as **F** for the purposes of cumulative average.
- **I** is used as an exceptional mark that is an instructor option. See "Marking System" in the "Academic Records and Regulations" section of the Undergraduate Catalog at [academiccatalog.umd.edu](http://academiccatalog.umd.edu).
- The mark of **P** is a student option mark. This grade is not used in any computation of quality points or cumulative average totals at the end of the semester. See "Marking System" in the "Academic Records and Regulations" section of the Undergraduate Catalog at [academiccatalog.umd.edu](http://academiccatalog.umd.edu).
- An **S** is a department option mark which may be used to denote satisfactory performance. This is not included in the computation of cumulative average.
- A **W** is used to indicate withdrawal from a course after the end of the schedule adjustment period. For information and completeness, the grade of a **W** is placed on a student's permanent record by the Office of the University Registrar. This grade is not used in any computation of quality points or cumulative average totals at the end of the semester.

## Calculation of Grade Point Average

### Undergraduate Students

Grade Point Average (GPA) is a standard calculation of all grades earned at the University of Maryland. The university calculates two GPAs:

1. Semester GPA is the calculation of grades at UMD for a specific term.
2. Cumulative GPA is the calculation of all grades at UMD through the most recent graded term.

Grade	Quality Points
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
F	0.0
XF	0.0
I*	--
P*	--
S*	--
W*	--
NGR*	--

*\*Courses for which a mark of I, P, S, W, or NGR has been assigned are not included in computing the GPA. Other factors may also impact your GPA calculation, e.g. zero-level courses (MATH003) and repeated courses. Please contact your advisor for more information.*

How to Calculate Your GPA:

1. Multiply the attempted credits of the course by the number of quality points assigned to the grade earned.
2. Add quality points in each course for your total quality points.

3. Add attempted credits in each course for your total attempted credits.
4. Divide total quality points by total attempted credits.
5. This calculation is your GPA.

For additional assistance calculating your GPA, use Testudo GPA Calculator at [testudo.umd.edu/gpa/index.html](http://testudo.umd.edu/gpa/index.html).

### Graduate Students

GPA is computed by dividing the total number of quality points accumulated in courses for which a grade of **A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-,** or **F** has been assigned by the total number of credits attempted in those courses. Each letter grade has an associated quality points value. Multiplying the quality points value by the number of credits for a particular course gives the number of quality points earned for that course.

All courses taken that are number 400 and above will be used in the calculation of the grade point average. The following are not used in the calculation of the grade point average: courses at the 500-level; courses numbered 799, 898, or 899; and courses grade with an *S*. *Repeated courses will impact GPA calculations.*

Grade	Quality Points
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+	0.0
D	0.0
D-	0.0
F	0.0
XF	0.0
I	0.0



## 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 generally be processed by an advisor.

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

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

**Second Major:** A student wishing to complete a second major in addition to their 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: [academiccatalog.umd.edu](http://academiccatalog.umd.edu).

## Undergraduate Degree Completion

The following are required for graduation:

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

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

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

University of Maryland policy stipulates that full-time degree seeking students are expected to complete their undergraduate degree program in four years.

To meet this expectation, students must plan carefully in consultation with an academic advisor; complete 30 credits each year (usually accomplished through a course load of 14-16 credits per semester); satisfy general education, prerequisite and other course requirements with acceptable grades in a timely manner; and meet the benchmarks.

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

Students who change majors must submit a realistic graduation plan to the academic unit of the new major for approval. Any student who completes 10 semesters or 130 credits without completing a degree is subject to mandatory advising prior to registration for any subsequent semester. Students with exceptional circumstances, or those who are enrolled in special programs, are required to develop a modified graduation plan that is appropriate to their situation.

In all cases, students are responsible for meeting progress expectations and benchmarks required for their degree programs. Every student should contact his or her college or department advisor to obtain the relevant materials for developing a four-year graduation plan and required benchmarks.

For information about this policy visit: [studentsuccess.umd.edu](http://studentsuccess.umd.edu) and [studentsuccess.umd.edu/policies](http://studentsuccess.umd.edu/policies).



## Online Degree Audit

Online degree audit is designed to help students evaluate progress towards completion of requirements for graduation. It produces an academic *audit* that compares the requirements for any major with successfully completed courses and registered courses (including both in-progress and future terms), to illustrate the student's progress in completing those requirements. Please note that the online audit is a tool to help chart progress in a major; the audits that the online audit provides are not official. As such, they do not imply degree clearance—official audits can only be provided by the academic advising unit. Use the online audit as a springboard for discussion by running an audit before an advising session to help formulate questions or issues to discuss with your advisor.

## How Do I Access the Online Audit?

Any current undergraduate student can access the online audit. Go to [testudo.umd.edu](http://testudo.umd.edu), click on "Degree Audit," and log in using your directory ID.



# ACADEMIC RESOURCES & SERVICES

## Academic Advising

### What Is Academic Advising?

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

*Advising is strongly recommended for all students, and mandatory for the following groups:*

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

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

- For a complete discussion of Academic Advising go to [studentsuccess.umd.edu/academic-advising](https://studentsuccess.umd.edu/academic-advising).
- To find your advising contact, go to [studentsuccess.umd.edu/academic-advising](https://studentsuccess.umd.edu/academic-advising) then click on the individual college link.

## Academic Support

The University of Maryland is committed to academic excellence, and provides a variety of tutoring and other academic resources to support student success. Academic success resources and tutoring resources available around campus and elsewhere can be found at [tutoring.umd.edu](https://tutoring.umd.edu).

- The **Academic Success and Tutorial Services** initiative of the Academic Achievement Program (2204 Marie Mount Hall) is a resource for all students, with a specific focus on serving students in “high-risk” courses—those with historically high DWF rates.
- The Department of Mathematics and the Teaching and Learning Transformation Center both offer **math tutoring** in a variety of undergraduate courses.
- The **Grammar Hotline** can answer questions on word choice, punctuation, sentence structure, or proper citation.
- The **Guided Study Session program (GSS)** offers free, regularly scheduled group review sessions for students in

traditionally difficult courses.

- The **Office of Multi-ethnic Student Education -OMSE** (1101 Hornbake Library) offers a variety of services and programs to enhance the learning experiences and promote the academic success of undergraduate students.
- The **Oral Communication Center** helps students with speaking assignments and hosts workshops on topics such as listening, speaking anxiety, and presentation delivery. The center is staffed by trained undergraduate peer consultants.
- The **Teaching & Learning Transformation Center’s Learning Success team** supports students in achieving course success, enhancing learning practices, and becoming learning leaders. Get help with a class, hone your learning skills and help others learn. Free academic coaching.
- The **Counseling Center** hosts a Wellness Series of drop-in virtual skills sessions on a wide range of topics (16

total!) to support your mental health and wellbeing. Tuesday sessions focus on academic success.

- **Veteran Student Life** offers one-on-one tutoring through the STEM Veteran Assistance Program.
- The **Gossett Center for Academic & Personal Excellence** provides tutoring for Student-Athletes.
- The **Writing Center** (1205 Tawes Hall) is located in the Department of English and provides opportunities for undergraduate students to improve writing and thinking skills in their academic work, and also in preparation for their respective careers. In a comfortable and supportive atmosphere, trained consultants with a variety of majors assist writers individually at all stages of the composing process.
- Department Advising (see [tutoring.umd.edu/tutoring-resources#deptment](https://tutoring.umd.edu/tutoring-resources#deptment))
- Academic Success Resources: Study Skills, Test-Taking Skills, Stress & Self Care, Time Management



## First Year Book

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

For more information, please see [fyb.umd.edu](https://fyb.umd.edu).

## International Student & Scholar Services (ISSS)

H. J. Patterson Hall, Room 1126

Phone: 301-314-7740

[globalmaryland.umd.edu/offices/international-students-scholar-services](https://globalmaryland.umd.edu/offices/international-students-scholar-services)

ISSS provides international students at UMD with advice on immigration matters, economic difficulty, and social and cultural adjustment to the U.S. and university life. ISSS administers orientation to all new international students, scholars and faculty; organizes workshops on career development and employment options; and provides information on immigration, social and cultural activities, as well as other topics of concern to international students.

## Maryland English Institute (MEI)

Cole Student Activities Building

Room 1117

301-405-8634

[mei.umd.edu](https://mei.umd.edu)

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



## Intensive English Program

Courses UMEI 001, 002, 003, and 004 together constitute the Intensive English Program (IEP). Each course number represents a different level in the program, and each course meets for 23 hours per week. Students enrolled in these courses are considered full-time and may not be enrolled in other classes simultaneously. Placement into the program is made by UMD graduate and undergraduate admissions processes and is based on the standardized English test scores submitted with the student's UMD application. Non-UMD students are also admitted to the IEP via an application process directly to MEI.

### UMEI 005: English Bridge Program

The Bridge Program consists of UMEI 005, "Advanced English as a Foreign Language," plus additional course(s) in a student's degree program. Undergraduate and graduate students admitted by UMD with a Bridge Program requirement must enroll in UMEI 005 in their first semester of attendance. Undergraduates are permitted to take two additional courses totaling no more than 8 credits while in the Bridge Program. MEI strongly recommends that graduate students take only one additional course while in the Bridge Program. UMEI 005 meets four days per week for two hours per session.

### UMEI 007: Advanced Writing for International Students

Placement into UMEI 007 is made by the Graduate School based on the standardized

English test scores submitted upon application to UMD. Students required to enroll must do so in their second semester of attendance. Other graduate students are welcome to enroll on a space-available basis. The course meets twice per week for two hours per session.

### UMEI 006 and 008: Oral Communication Courses

These oral communications courses are intended for International Teaching Assistants. Placement into the courses is based on required screening of ITAs by MEI before ITAs can begin teaching assignments. Other interested students may enroll on a space-available basis and should contact MEI for a registration permission stamp.

#### UMEI 005

6 cred equiv = 6 units each = 36 units

#### UMEI 006 and 008

2 cred equiv = 2 units each = 4 units

#### UMEI 007

3 cred equiv = 4 units each = 12 units

International graduate students must be enrolled in 48 units to maintain full-time status. Neither ISSS nor MEI endorses international students exceeding 54 units while enrolled in UMEI courses as it is most important for students to establish a solid foundational knowledge of academic English skills to succeed in their educational programs.

UMD tuition remission cannot be applied to MEI courses.

## The Office of Multi-ethnic Student Education (OMSE)

1101 Hornbake Library  
301-405-5616 or 301-405-5615  
[omse.umd.edu](http://omse.umd.edu)

The Office of Multi-ethnic Student Education (OMSE) is an academic unit within the Office of Diversity and Inclusion (ODI) at the University of Maryland. OMSE serves undergraduate students with academic support programs to increase rates of matriculation, retention, graduation, and overall GPA. We recognize the value of multiple histories, beliefs and ethnic backgrounds of our students. The majority of students served are American Indian, Asian American, African American, Latinx, and multi-racial.

OMSE provides an integrated system of services and programs to enhance the learning experience and ensure the academic success of multi-ethnic undergraduate students. We collaborate with faculty, staff, campus offices and other college programs to provide unique opportunities for our diverse population of students. Among our many programs and resources are the College Success Scholars program, K-12 Pipeline, La Familia, OMSE Academic Excellence

Society (OAES), OMSE Check-up Student Coaching Program, Service Learning Certificate Program, Sister to Sister, Student Leadership Advisory Council (SLAC), University Partners Program (UPP), student employment, a comprehensive tutoring program, and a computer lab with assistive technology.

## Office of Undergraduate Research

Undergraduate students who are interested in engaging in research should explore resources and opportunities provided by the Office of Undergraduate Research (OUR). Contact OUR at [our.umd.edu](http://our.umd.edu).

## University Libraries

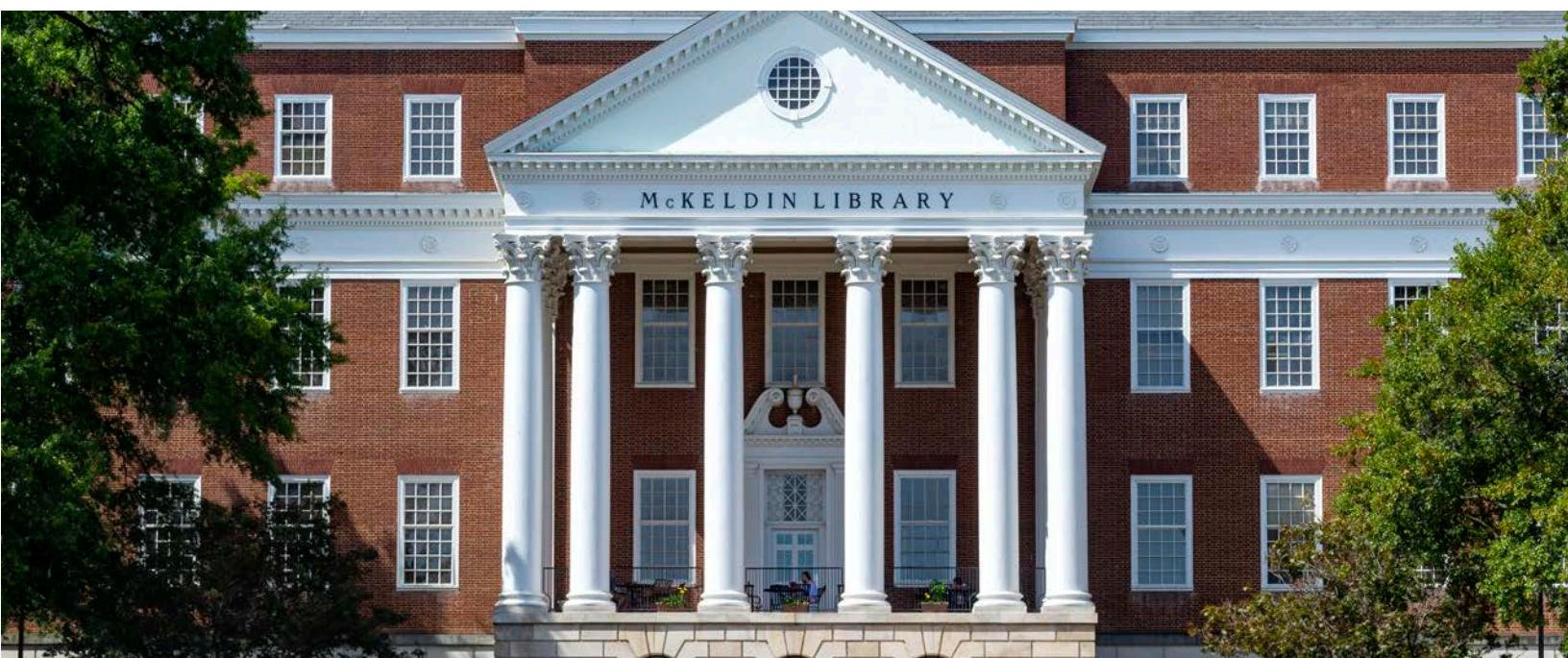
[lib.umd.edu](http://lib.umd.edu)

The University Libraries support the research, teaching and learning needs of the campus community. Get help starting a project, ask for help with research, and find materials that can help you succeed in your academic work. Visit [lib.umd.edu](http://lib.umd.edu) for anytime/anywhere access to collections and services. Subject specialist librarians are available for research assistance in every discipline.

**McKeldin Library** is the main library on campus. The Terrapin Learning Commons (TLC), a popular collaborative study space on the library's second floor, offers computers, scanners, printers and multimedia equipment. Check out laptops, chargers, and tablets or work with your group in a study room. You can also borrow some of the university's most popular textbooks from the first floor service desk. McKeldin also houses about 1.8 million books, millions of government documents and the Adaptive Technology Lab, which provides accessibility and disability services.

**Hornbake Library** houses special collections that focus on the University of Maryland; the state of Maryland; broadcasting and journalism; culture and literature; U.S. social and economic movements; and postwar Japan. The entry point of Hornbake Library is the Maryland Room, which serves as a gateway to many of the collections.

**Four other UMD campus libraries** include: the Architecture Library; Art Library; Michelle Smith Performing Arts Library (which houses the International Piano Archives at Maryland and Special Collections in Performing Arts); and the STEM Library, which houses the John and Stella Graves Makerspace that offers 3D printers, 3D scanners and more for students of any major to innovate and create.





# STUDENT PROGRAMS & SERVICES

## Accessibility and Disability Service (ADS)

301-314-7682  
[counseling.umd.edu/ads](mailto:counseling.umd.edu/ads)

The Accessibility and Disability Service (ADS) facilitates the establishment of reasonable accommodations for qualified individuals. For assistance in obtaining accommodations, contact the Accessibility & Disability Service (ADS) at 301-314-7682, or [adsfrontdesk@umd.edu](mailto:adsfrontdesk@umd.edu).

## The Counseling Center

Shoemaker Building  
301-314-7651  
[counseling.umd.edu](mailto:counseling.umd.edu)

Many students encounter a variety of personal, social, career, and academic issues that call for assistance beyond advice provided by friends and family. The Counseling Center provides free and confidential services by professional counselors to all University of Maryland students. The two divisions of the Counseling Center are the Counseling Service and the Research Unit.

### The Counseling Service

301-314-7651  
[counseling.umd.edu/cs](mailto:counseling.umd.edu/cs)

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

### The Research Unit

[counseling.umd.edu/research/about](mailto:counseling.umd.edu/research/about)

The Research Unit of the Counseling Center is responsible for generating new ideas and conducting research studies that support the interests of the Counseling Center, Student Affairs, and the larger university

community. Areas of research include student development, basic needs, well-being, and retention; multiculturalism and social justice; as well as clinical service delivery. Design, implementation, and analysis of the bi-annual University New Student Census, the Withdrawal Survey, and the Food Access & Student Well-being Study are the Research Unit's primary responsibilities.

## Office of Diversity and Inclusion

301-405-2838  
[diversity.umd.edu](mailto:diversity.umd.edu)

The Office of Diversity and Inclusion provides leadership and expertise for helping the university achieve its diversity, equity and inclusion goals. ODI houses several units that offer support to students, including ADA compliance, Bias Incident Support Services (BISS), the LGBTQ+ Equity Center, the Nyumburu Cultural Center, the Office of Multi-ethnic Student Education (OMSE) and TerrapinSTRONG. ODI also coordinates with Diversity Officers and other partners across campus. Students may reach out to ODI at [DiverseTerps@umd.edu](mailto:DiverseTerps@umd.edu) for support or to be connected to resources.

### Bias Incident Support Services

301-405-0980  
[BiasSupport.umd.edu](mailto:BiasSupport.umd.edu)

Bias Incident Support Services (BISS) is a team under the Office of Diversity and Inclusion that is charged with addressing hate-bias incidents targeting UMD students, faculty and staff. The program responds to incidents, collects and shares data on hate-bias incidents, and educates the campus community about bias and its impact. If you have been affected by bias, you can [submit a bias report to BISS](#) or email [BiasSupport@umd.edu](mailto:BiasSupport@umd.edu) to receive support.





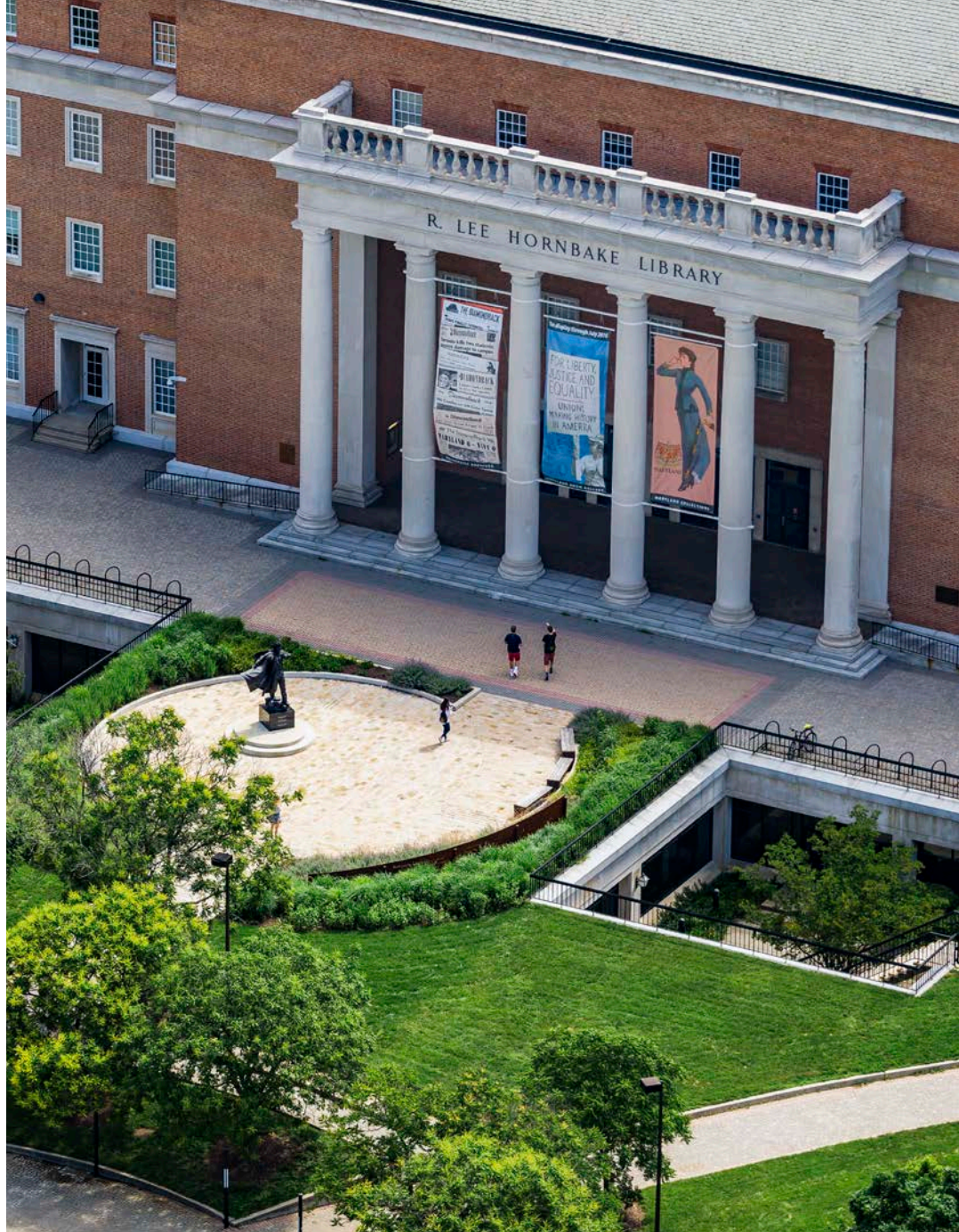
## University Career Center & The President's Promise

Hornbake Library/South Wing  
Room 3100

301-314-7225  
[careers.umd.edu](https://careers.umd.edu)

[@umdcareercenter](https://twitter.com/umdcareercenter)

The University Career Center (UCC) & the President's Promise supports the university's mission and academic programs by providing comprehensive programs and services to meet the diverse career development needs of degree-seeking students. The Center teaches and advises students to explore career interests, develop skills to navigate the search process, and collaborates with academic departments, employers, and alums to implement innovative opportunities for experiential learning and industry connections. All students are encouraged to engage the Center early and often for guidance related to internships and co-curricular experiences aligned to their academic endeavors. Visit the [UCC's website](https://careers.umd.edu) and social media for more information about resources and services.



## University Book Center

Stamp Student Union  
301-314-BOOK (2665)  
[oneterp.com](https://oneterp.com)

The University Book Center (UBC) is the official bookstore for the University of Maryland. The UBC offers gifts and clothing for every age, in many styles and in all the official colors of the University of Maryland, College Park. The UBC is a one-stop-shop with new and used textbook formats, including rental options, and digital choices. You may visit the UBC in person and/or online. We offer a price-match program and, for peace of mind, provide a textbook refund policy covering the first 30 days of classes. The UBC accepts all major forms of payment, including Student Account charging.



# FINAL EXAMS



There shall be a final examination and/or assessment in every undergraduate course, unless written permission is granted by the unit head. All in-class final examinations must be held on the date and time listed in the official final examination schedule. Changes to final examination schedules and locations must be approved by either the department chair, the dean of the college,

or the appropriate designee. However, final examinations or assessments may not be rescheduled to the final week of classes or on Reading Day.

Students may seek to reschedule final examinations so that they have no more than three examinations on any given day. It is the responsibility of the students to contact their course instructor to schedule an alternative

examination schedule, or be responsible for taking the examination as officially scheduled.

If students have difficulty rescheduling examinations with their instructors, they are advised to contact the dean's office of their academic program for assistance. Faculty members are expected to accommodate students with legitimate rescheduling requests.

***Students are strongly encouraged to check the final exam schedule before registering for any courses at [registrar.umd.edu/registration/register-classes/final-exams](https://registrar.umd.edu/registration/register-classes/final-exams).***



# 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

Students must apply for graduation no later than the end of the Schedule Adjustment Period at the beginning of the semester in which they intend to graduate. Diploma applications can be processed in either of the following ways:

1. Online at [registrar.umd.edu/graduation-diplomas/graduation](https://registrar.umd.edu/graduation-diplomas/graduation) or
2. In person at Front Counter Services in the first floor lobby of the Clarence M. Mitchell, Jr. Building.

### Attending Commencement

Visit [commencement.umd.edu](https://commencement.umd.edu) for the latest information on the ceremony dates, locations, times, and speakers.

## Undergraduate Latin Honors

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

1. Summa cum laude, awarded to students with a GPA equal to the highest two percent of all college graduates over the previous academic year.
2. Magna cum laude, to the next highest three percent.
3. Cum laude, to the next five percent, as well as to all students with a cumulative GPA of 3.900 or greater who would not otherwise be eligible for a Latin Honor.

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

- At least 60 semester hours must be earned at College Park or in a resident credit program.
- No more than 6 credits taken pass/fail or satisfactory/fail count toward the 60 hour minimum.
- No student with an average less than 3.300 is considered for a Latin honor.
- The final, cumulative GPA must meet cutoff levels for the student's graduation year.

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







## Graduate Students

Listed below is a summary of the essential progress of the latter-stages of most graduate program completion experiences at the university. Graduate programs may have requirements beyond those listed here. Please check with your academic advisor and departmental Graduate Studies Office for specific program requirements.

For more information see [registrar.umd.edu/graduation-diplomas/degree-requirements/graduate-degree-requirements](https://registrar.umd.edu/graduation-diplomas/degree-requirements/graduate-degree-requirements).

### Master's Degree Completion Process

1. Completion of required coursework
2. Submission of Application for Graduation
3. Submission of Approved Program Form
4. Completion of departmental examination requirements
5. Completion of thesis/departmental writing requirements (thesis students)
  - A. Thesis Students
    - i. Register for at least 1 credit at semester of graduation
    - ii. Submission of Nomination of Thesis or Dissertation\*

- iii. Thesis Oral examination defense
- iv. Submission of signed Report of Thesis Examination Committee form
- v. Submission of thesis electronically through ProQuest Learning Services\*
- vi. Evaluation and approval of submitted thesis
- vii. Verification of coursework completion
- viii. Graduation
- B. Non-Thesis Students
  - i. Register for at least 1 credit at semester of graduation
  - ii. Verification of coursework completion
  - iii. Graduation

### Doctoral Degree Completion Process

1. Completion of required coursework
2. Completion of departmental examinations and requirements
3. Completion of departmental qualifying examinations
4. Submission of Application for Admission to Candidacy

5. Beginning - Completion of dissertation
6. Submission of Application for Graduation
7. Submission of Nomination of Dissertation Committee
8. Dissertation Oral examination defense
9. Submission of signed Report of Dissertation Examination form
10. Submission of dissertation electronically via ProQuest Learning Services\*
11. Evaluation and approval of submitted dissertation
12. Graduation

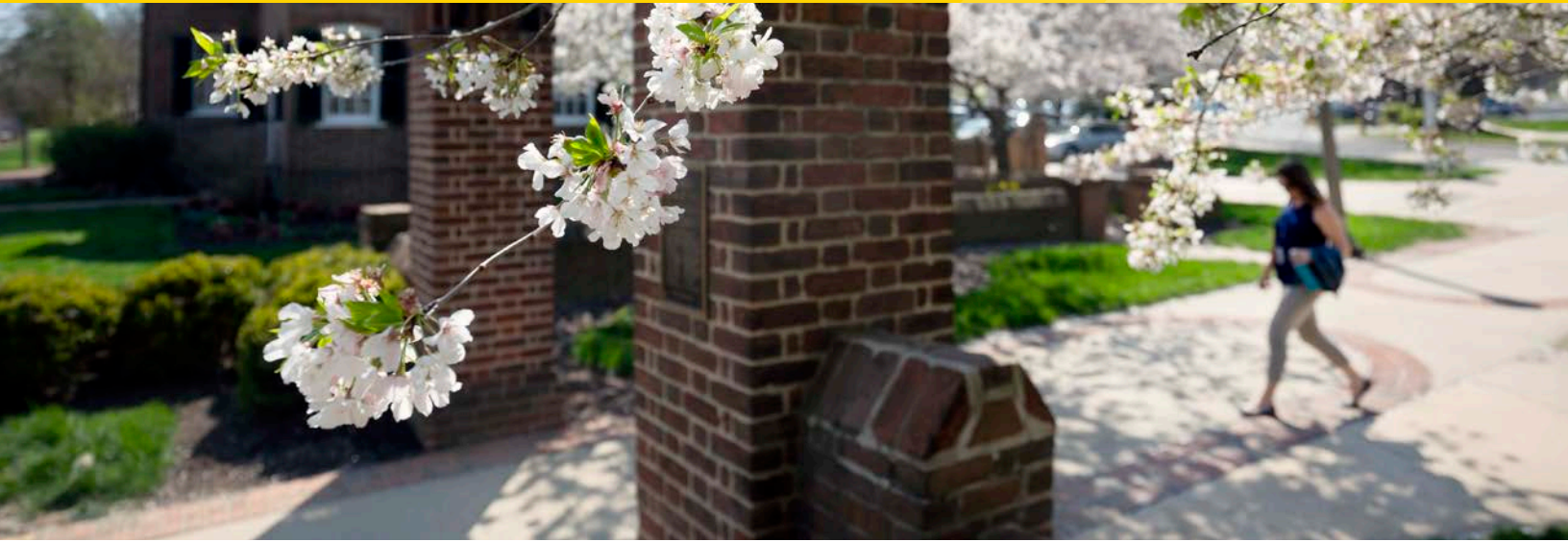
### Graduate Certificate Completion Process

1. Completion of required coursework
2. Submission of Application for Graduation
  - A. If you submitted an application for graduation for your master's degree and are also completing a graduate certificate, please also submit the Graduate Certificate Completion form.

2. Verification of coursework completion
3. Graduation

\* A processing and archiving fee will be charged to your student account.

# FINANCIAL INFORMATION



## Student Financial Services & Cashiering

Lee Building  
Room 1135  
301-314-9000  
[billpay.umd.edu](http://billpay.umd.edu)  
[billtalk@umd.edu](mailto:billtalk@umd.edu)

For a checklist of needed and helpful items to complete for parents or guardians of new students, please go to: [billpay.umd.edu/parents](http://billpay.umd.edu/parents).

## Tuition and Fees

All students registered for any semester incur a financial obligation to the university. Financial policy and fees are set by the university with the approval of the Maryland Board of Regents. Each student admitted to the university is assessed tuition based on undergraduate or graduate standing, residency classification, number of credits taken, and in certain cases, program of study. For a detailed explanation of tuition and fees, visit: [billpay.umd.edu/costs](http://billpay.umd.edu/costs).

## Billing and Payment

For complete billing access and payment information go to: [billpay.umd.edu](http://billpay.umd.edu). Monthly billing statements are typically generated the 25th of each month with payment due by the 20th of the following month. eBills

are available on-line and are not sent out as a paper bill. A notification is sent to the student's official UMD email account when a new bill has been generated, but it is ultimately the student's responsibility to login and check their financial account each month. Payment is due in full by the stated eBill due date, but the university also offers the Terp Payment Plan (TPP) during Fall and Spring semesters if your account meets plan requirements. Information on the TPP may be found at [billpay.umd.edu/tpp](http://billpay.umd.edu/tpp).

Students are not permitted to complete registration for future terms until all financial obligations to the university, including current and past due semester fees and other assessed charges are paid. A student who is registered for an upcoming term may have that course schedule canceled if any past due balances are not paid by stated deadlines (or) financial clearance from the Office of Student Financial Services & Cashiering is not obtained. Our office will communicate with the student through their official university email if the account is subject to this action. Answers to many of the most frequently asked questions regarding financial accounts can be found at [billpay.umd.edu/faq](http://billpay.umd.edu/faq), or by interacting with the Virtual Assistant within the green "Chat" balloon on [billpay.umd.edu](http://billpay.umd.edu).

[edu](http://umd.edu). Any additional questions or need for assistance on a student's financial account can be obtained by emailing Student Financial Services at [billtalk@umd.edu](mailto:billtalk@umd.edu), please be sure to include the student UID number in your email. You may also call the Student Financial Services office directly at 301-314-9000. The office hours and mailing address may be found at [billpay.umd.edu/contact](http://billpay.umd.edu/contact). If your questions are related to financial aid, please see that separate department's web page at [financialaid.umd.edu](http://financialaid.umd.edu).

## Refunds

We request that all students enroll in direct deposit during their first term at UMD. This is a fee-free service, and can be done at [billpay.umd.edu/refunds](http://billpay.umd.edu/refunds). All financial aid excess refunds process automatically, and if enrolled in direct deposit, are typically obtained approximately one week prior to a term beginning. If you would like to request a refund for any excess credit on the student account that is not related to financial aid, an online refund request is needed. Information on how to make this refund request including the refund percentage schedule for either dropping a course or withdrawing from all courses may be found at [billpay.umd.edu/refunds](http://billpay.umd.edu/refunds).



# STUDENT FINANCIAL AID

## General Regulations Governing Receipt of Aid

To receive financial aid credit on their student billing account at registration, the student must have accepted and completed all requirements and received final approval of the financial aid offer.

Students sponsored by an agency or employer remain responsible for their fees. The student will be charged if the university does not receive payment from the sponsor.

Depending on the types of financial assistance a student receives, a student may need to attempt or maintain a minimum semester credit load to keep the full aid offer. If the recipient's credit level drops below the minimum requirement, the aid is automatically reduced or canceled and the student is responsible for paying any resulting balance on the student billing account. Students contemplating dropping credits should contact the Office of Student Financial Aid first at 301-314-TERP(8377) or [umdfinaid@umd.edu](mailto:umdfinaid@umd.edu).



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

## Satisfactory Academic Progress

Federal and state regulations require the Office of Student Financial Aid to monitor the academic progress of all financial aid recipients. Applicants must comply with

the Satisfactory Academic Progress Policy (SAP) as a condition of initial or continuing eligibility. For more information on SAP, please visit our website.

Students who have questions about SAP and financial aid eligibility should contact the Office of Student Financial Aid at: 301-314-TERP(8377) or [umdfinaid@umd.edu](mailto:umdfinaid@umd.edu).

# RESIDENCY RECLASSIFICATION



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



# VETERANS BENEFITS



## Office of the University Registrar Veteran Certifications Services

Clarence M. Mitchell, Jr. Building, Room 1113  
College Park, MD 20742

Phone: 301-314-8239 and 301-314-8255

Fax: 301-314-9568

Email: [vabenefits@umd.edu](mailto:vabenefits@umd.edu)  
[registrar.umd.edu/veterans-benefits](http://registrar.umd.edu/veterans-benefits)

The Office of the University Registrar welcomes veterans and their dependents to the University of Maryland! We thank you for your service to our country and the sacrifices that you and your family members have made.

The Office of the University Registrar's Veteran Certifications Services houses the University of Maryland's School Certifying Officials (SCOs). These are the individuals who communicate information about your enrollment at the University of Maryland to the U.S. Department of Veterans Affairs so they may process your VA Education Benefits.

## Using VA Benefits

UMD students using VA Education and VR&E Benefits (Veterans Education Assistance Act – U.S. Code Title 38) have their enrollment certified at the Office of the University Registrar, Veterans Certifications Services. For detailed steps on how to use VA benefits at UMD, visit [registrar.umd.edu/veterans-benefits/using-va-benefits](http://registrar.umd.edu/veterans-benefits/using-va-benefits). Students can also receive 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

## Tuition Assistance

Active Duty military members receiving Tuition Assistance to pay for tuition and fees

should send their approval forms to:

Office of Third Party Billing  
Student Financial Services and Cashiering  
University of Maryland  
Lee Building, Room 1109  
College Park, MD 20742  
Phone: 301-405-9040  
Fax: 301-314-7067  
[thirdpartybilling@umd.edu](mailto:thirdpartybilling@umd.edu)

For more information, visit [registrar.umd.edu/veterans-benefits/active-military-duty](http://registrar.umd.edu/veterans-benefits/active-military-duty).

## Veteran Student Life

The Office of Veteran Student Life in the Adele H. Stamp Student Union offers assistance through its Veteran New Student Orientation, Transition Assistance, Networking and Career events, as well as Terp Vets Community Building Events and Programs.

For more information: [stamp.umd.edu/engagement/veteran\\_student\\_life](http://stamp.umd.edu/engagement/veteran_student_life).



# 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: [policies.umd.edu](https://policies.umd.edu).

## Disclosure of Student Records (FERPA)

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

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

Prior consent will not be required for disclosure of educational records to school officials of the University of Maryland who have been determined to have legitimate educational interests. Certain information has been designated "directory information" and will be disclosed without prior consent unless a student files written notice. Directory information includes but is not limited to: a student's name, address, telephone listing, e-mail address, date and place of birth, major field of study, full-time/part-time status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

Students who wish to limit the disclosure of directory information or wish access to their

official records should obtain the appropriate form, fill it out, and return it to the Office of the University Registrar Front Counter Services, Clarence M. Mitchell, Jr. Building, first floor.

Students alleging university noncompliance with the Family Educational Rights and Privacy Act may file a written complaint with the Family Policy Compliance 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 [academiccatalog.umd.edu](https://academiccatalog.umd.edu).

## Non-Discrimination

The University of Maryland is committed to creating and maintaining an educational, working and living environment that is free from discrimination and harassment. University of Maryland's Non-Discrimination Policy & Procedures prohibit discrimination against individuals based on certain characteristics, including but not limited to, disability, religion, national origin, sexual orientation, gender and race. The Office of Civil Rights & Sexual Misconduct (OCRSM) receives all complaints of discrimination, harassment and retaliation. To report an incident online, go to the OCRSM website at [ocrsm.umd.edu](https://ocrsm.umd.edu) or call 301-405-1142.

*University of Maryland's Non-Discrimination Policy & Procedures:* [policies.umd.edu/general-administration/university-of-maryland-non-discrimination-policy-and-procedures](https://policies.umd.edu/general-administration/university-of-maryland-non-discrimination-policy-and-procedures).

## Disability Compliance

The University of Maryland is committed to creating and maintaining a welcoming and inclusive educational, working, and living environment for people of all abilities. The University of Maryland is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University, or be subjected to discrimination. The University of Maryland provides reasonable accommodations to qualified individuals. Reasonable accommodations shall be made in a timely manner and on an individualized and flexible basis. Discrimination against individuals on the grounds of disability is prohibited as stated in the UMD's Disability & Accessibility Policy & Procedures ([policies.umd.edu/general-administration/university-of-maryland-disability-accessibility-policy-and-procedures](https://policies.umd.edu/general-administration/university-of-maryland-disability-accessibility-policy-and-procedures)).

The ADA/504 coordinator's office ([accessibility.umd.edu](https://accessibility.umd.edu)) guides the university's efforts to move beyond compliance and toward seamless access. As the university's focal point for disability-related initiatives, the ADA/504 coordinator's office collaborates with university offices, government agencies and advocacy groups to inform decision-making and ensure university compliance with state and federal mandates. The ADA Coordinator may be reached by email at [adacoordinator@umd.edu](mailto:adacoordinator@umd.edu).



## Title IX/Sexual Misconduct Non-Discrimination Notice

The University of Maryland (UMD) does not discriminate on the basis of sex, gender identity or expression, sexual orientation, race, color, religion, national origin, ethnicity, physical or mental disability, protected veteran status, age, genetic information, or any other characteristic protected by law in its programs and activities. Specifically, Title IX prohibits discrimination on the basis of sex in UMD programs and activities, including with respect to admission and employment. The following office has been designated to handle or coordinate inquiries regarding UMD's non-discrimination policies and Title IX:

### For Sexual Misconduct, Title IX and Non-Discrimination Policy inquiries:

Director and Title IX Coordinator/Officer,  
Angela Nastase, JD  
Office of Civil Rights & Sexual Misconduct  
3101 Susquehanna Hall/4200 Lehigh Road  
College Park, MD 20742  
Email: [anastase@umd.edu](mailto:anastase@umd.edu) or  
[titleixcoordinator@umd.edu](mailto:titleixcoordinator@umd.edu)  
Telephone: 301-405-1142  
[ocrsm.umd.edu](http://ocrsm.umd.edu)

### For information on non-discrimination, including Title IX inquiries, you may also contact:

The Office for Civil Rights  
Philadelphia Office  
U.S. Department of Education  
The Wanamaker Building, Suite 515  
100 Penn Square East  
Philadelphia, PA 19107  
Email: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)  
Telephone: 215-656-8541  
Facsimile: 215-656-8605

## Student Conduct

### Office of Student Conduct

Clarence M. Mitchell, Jr. Building, Room 2130  
301-314-8204

### Academic Integrity

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

Any of the following are considered acts of academic dishonesty and are defined more expressly in the Code of Academic Integrity: cheating; fabrication; facilitating; plagiarism; self-plagiarism.

### Student Honor Pledge

The Honor Pledge is a statement undergraduate and graduate students are asked to affirm by writing and/or signing on examinations, papers, and other academic assignments not specifically exempted by the instructor. Thousands of students have signed the Honor Pledge over the years 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.*

Students are encouraged to write the Pledge deliberately and thoughtfully. Each signing of the Pledge contributes to a community

of trust and helps build a tradition that generations of University of Maryland students will remember with pride.

Questions or comments should be directed to the Office of Student Conduct at [studentconduct@umd.edu](mailto:studentconduct@umd.edu).

### Student Misconduct

The [Code of Student Conduct](#) was created to ensure the safety and security of the university community. The Code, administered by the Office of Student Conduct, seeks to balance the rights and responsibilities of all individuals within the community, and uphold the integrity and values of the University of Maryland. Reasonable efforts are made to educate and support students in reaching their academic and personal goals while fostering a climate of accountability and responsibility for one's actions. The Office of Student Conduct provides a fair and balanced internal university process for resolving allegations of student misconduct.

Cases that may result in suspension or expulsion are resolved by conduct boards consisting entirely of students. Less serious cases are resolved in disciplinary conferences conducted by Student Conduct staff members. Acts of violence, intimidation, disruption or rioting; substantial theft or vandalism; fraud or forgery; and use or distribution of illegal drugs; are forms of misconduct that most frequently result in dismissal from the university.

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

A complete list of conduct considered prohibited by the university is available through the Undergraduate Catalog or through the Office of Student Conduct website at: [studentconduct.umd.edu](http://studentconduct.umd.edu).



# ESSENTIAL SERVICES

## Email – The Official University Correspondence

Verify your email address by going to [testudo.umd.edu](https://testudo.umd.edu). Email is the primary means for sending official communications to students. For this reason, email must be checked on a regular basis. Academic advisors, faculty, and campus administrative offices use email to communicate important and time-sensitive notices.

For undergraduate students, the university provides the TERPmail system for academic and personal use. UMD students keep their TERPmail accounts after graduating from the university. For more information about TERPmail visit [terpmail.umd.edu](https://terpmail.umd.edu).

For graduate students, the university automatically provides UMD Gmail faculty/staff accounts because so many serve as teaching, research, and administrative assistants, and the IT standard on institutional email requires that university business be conducted via UMD Gmail. Because UMD students may keep their TERPmail accounts after graduating from the university, TERPmail accounts are also provided for graduate students.

Effective Spring 2022, all undergraduate students will automatically be given a TERPmail account when they accept

admission to UMD. This account will be treated as the official university email address for academic and personal use for undergraduate students after they register for classes.

For more information about university email visit: [it.umd.edu/news/2021/student-email-changes](https://it.umd.edu/news/2021/student-email-changes).

For technical support visit [umd.service-now.com/itsupport](https://umd.service-now.com/itsupport) or contact the IT Help Desk at 301-405-1400 or [itsupport@umd.edu](mailto:itsupport@umd.edu).

## Change of Personal Information

It is imperative that accurate and up-to-date addresses and phone numbers be maintained at all times. Students can use [app.testudo.umd.edu/#/main/profile](https://app.testudo.umd.edu/#/main/profile) to update address, phone numbers, emergency contact information, and gender marker since supporting documentation is not required. To update other personal information such as name, date of birth, or SSN, submit the appropriate documentation to the Office of the University Registrar.

Each type of change request requires supporting documentation, one of which must include a photograph of the student (driver's license, UMD ID card, or passport). Submitting any change request form without the required supporting documentation will

result in processing delays.

Students can also process these changes in-person by visiting the Office of the University Registrar Front Counter on the First Floor of the Clarence M. Mitchell, Jr. Building. The forms will be available for you to fill out, but make sure to bring paper copies of the official documents. See [registrar.umd.edu/grades-records/student-information/change-personal-information](https://registrar.umd.edu/grades-records/student-information/change-personal-information) for full instructions.

## Confidentiality of Student Addresses

Students who would like to block their address, email and phone from the online directory and other public requests may do so by selecting "Confidential" from their My Profile page on [testudo.umd.edu](https://testudo.umd.edu).

Students who would like to withhold all directory information should visit the Office of the University Registrar, Front Counter Services, Clarence M. Mitchell, Jr. Building, 8 a.m. to 5 p.m., Monday - Friday.

## ID Number

The University of Maryland assigns all students a nine digit university identification number (UID), which becomes the student's identification number for all university records. This number is displayed on the front of the university ID Card.



## Identification Cards

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

Every faculty/staff/student is issued one photo ID card for the duration of their time at the university. Knowledge of your UID number is required to obtain a UMD ID card. Students may obtain a UMD ID card upon registration; a valid photo ID (e.g. State Driver's License or Passport) must be presented at the Office of the University Registrar Front Counter Services. Students who are not currently registered may not receive a UMD ID 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 University Registrar at the time of reissue and: 1) the ID bar code is no longer visible or readable; or 2) the ID card has become worn and no longer functions properly. The replacement of an ID card will carry a charge of \$20 if the student/faculty/staff/affiliate indicates that their card is lost, has been stolen, has intentional damage (e.g. holes punched in the card or cards intentionally snapped in two), or to replace a photo on an otherwise working ID card.

Replacement cards can be requested at: Office of the University Registrar Front Counter Services, first floor lobby, Clarence M. Mitchell, Jr. Building, weekdays from 8 a.m. to 5 p.m. For ID card questions, call 301-314-8240.

## Transportation Services

[transportation.umd.edu](https://transportation.umd.edu)

The University of Maryland Department of Transportation Services (DOTS) provides a full range of parking and transportation services to a diverse community of more than 50,000 students, faculty and staff in the Greater College Park area.

## UMD Alerts

[alert.umd.edu](https://alert.umd.edu)

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

## Emergency Weather Conditions

301-405-SNOW (7669)

[umd.edu/weather](https://umd.edu/weather)

As soon as a decision is made about the university's status in inclement weather, the news is shared as widely and as quickly as possible.

Updates regarding UMD's closures, delays, and other schedule changes are announced through various channels, including:

- UMD homepage [umd.edu](https://umd.edu)
- X/Twitter

[@President\\_Pines](https://twitter.com/President_Pines)

[@UMDRightNow](https://twitter.com/UMDRightNow)

[@UofMaryland](https://twitter.com/UofMaryland)

- UMD Alerts ([alert.umd.edu](https://alert.umd.edu))
- UMD Snowline (x5-SNOW or 301-405-7669)

The university will not make an announcement if the campus is open and operating under normal operations. The university makes every effort to communicate changes to campus operations by 4:30 a.m.

The best way to receive inclement weather notifications directly is to sign up for UMD text alerts. Answers to frequently asked questions are available at [umd.edu/weather](https://umd.edu/weather).





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