



UNIVERSITY OF MARYLAND
REGISTRATION GUIDE
2019—2020



The Registration Guide

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

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

Or visit us at:

Office of the Registrar

Clarence M. Mitchell, Jr. Building

First Floor

Phone: 301-314-8240

Fax: 301-314-9568

Email: registrar-help@umd.edu or

Visit: registrar.umd.edu



Best wishes for a successful academic year!



REGISTRATION GUIDE

2019 — 2020

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The Registration Guide is produced under the direction of the Office of the Registrar at the University of Maryland. Revisions will be posted on the web at registrar.umd.edu/reg_guides.html as they occur.

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

Academic Calendar 2019-2020

Fall 2019

First Day of Classes	August 26
Labor Day Holiday	September 2
Thanksgiving Recess	November 27-December 1
Last Day of Classes	December 9
Reading Day	December 10
Final Exams	December 11-17
Main Commencement Ceremony	December 17
College Commencement Ceremonies	December 18



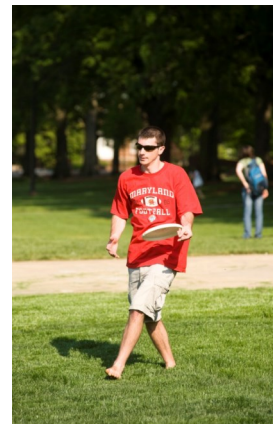
Winter Term 2020

First Day of Classes	January 2
Dr. Martin Luther King Holiday	January 20
Last Day of Classes	January 22



Spring 2020

First Day of Classes	January 27
Spring Break	March 15-22
Last Day of Classes	May 12
Reading Day	May 13
Final Exams	May 14-20
Main Commencement Ceremony	May 22
College Commencement Ceremonies	May 21-23

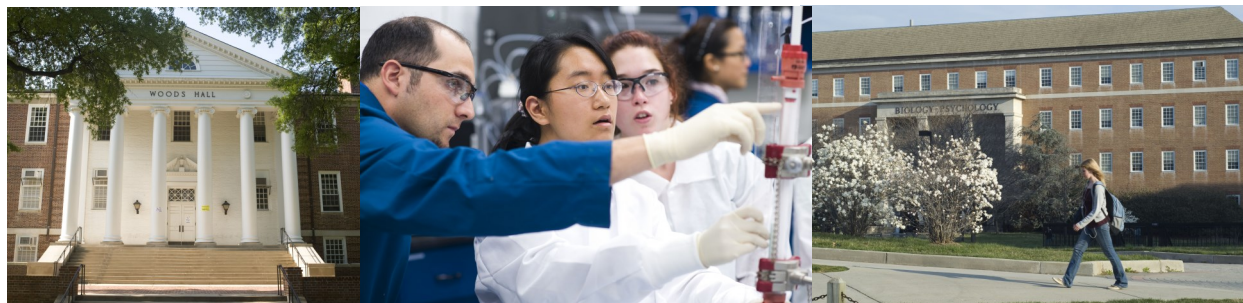


Summer 2020

Summer Sessions I and I-A Begin	June 1
Summer Session I-A Ends	June 19
Summer Session I-B Begins	June 22
Independence Day Holiday	July 3
Summer Sessions I and IB End	July 10
Summer Sessions II and II-C Begin	July 13
Summer Session II-C Ends	July 31
Summer Session II-D Begins	August 3
Summer Sessions II and II-D End	August 21

Academic Deadlines

	Fall 2019	Spring 2020
Add a course -undergraduates and graduates	September 9	February 7
Cancel Registration	August 23	January 24
Change from full-time to part-time - see registrar.umd.edu/deadlines.html		
Change Credit Level		
Undergraduates	September 9	February 7
Graduate Students	November 4	April 12
Apply for Graduation	September 9	February 7
Drop a course (undergraduates)		
Without "W" mark.....	September 9	February 7
With "W" mark (see Drop Policy)	November 4	April 10
Drop a course (grad students).....	November 4	April 10
Drop a course - see registrar.umd.edu/deadlines.html (with a refund - graduate students and part-time undergrads)		
Change Grading Option		
Undergraduates	September 9	February 7
Graduate Students	November 4	April 10
Withdraw from all courses		
Withdraw with 100% refund (cancel).....	August 23	January 24
Withdraw with 80% refund.....	September 9	February 7
Withdraw with 60% refund.....	September 16	February 14
Withdraw with 40% refund.....	September 23	February 21
Withdraw with 20% refund.....	September 30	February 28
Withdraw with 0% refund	December 9	May 12



Registration and Course Placement



Office of the Registrar

First Floor
Clarence M. Mitchell, Jr. Building
Phone: 301-314-8240
Fax: 301-314-9568
testudo.umd.edu or registrar.umd.edu
Email: registrar-help@umd.edu

Before You Register - Undergraduates

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

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

Non-degree Seeking Undergraduate Students may not register until the

first day of classes in their initial semester. Registration appointments will be assigned for subsequent semesters and can be checked via testudo.umd.edu.

Before You Register - Graduate Students

Newly Admitted Graduate Students should inform the university of their intention to accept admission through the admissions website or via email: registrar.umd.edu/current/registration/registration.html

This should be done as soon as possible, and no later than the first day of classes. If the student has been admitted to a degree program, s/he must contact the appropriate academic department to arrange for orientation.

Newly Admitted Advanced Special Students (non-degree seeking) should inform the university of their intention to accept admission through the admissions website or via email: registrar.umd.edu/current/registration/registration.html

Since Advanced Special Students have not applied to a degree program, all advising is handled via the Graduate School. Please contact their offices via email for advising assistance. See gradschool.umd.edu/students for more information.

Continuing University of Maryland Graduate Students receive an email notification that includes information about early registration. Graduate students do not need an assigned registration time, but are encouraged to check advising and registration blocks to be sure they are eligible to register for the upcoming term. If the student's graduate

admission has expired, s/he should contact the Graduate School via email at: gradschool@umd.edu, for assistance.

Continuous Registration Requirements: apps.gradschool.umd.edu/Catalog/policy.php?registration-policies

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

Waiver of Registration: apps.gradschool.umd.edu/Catalog/policy.php?registration-policies#waiver-of-registration-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 s/he wishes to continue in the Graduate School, s/he must apply for readmission. In this case, readmission does not alter the initial requirements for time to complete the degree or advance to candidacy.

Please Note: Immunization Requirements

The University of Maryland requires all new students to provide documentation of vaccinations for measles, mumps, rubella and Tdap. 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. Students taking all courses online, overseas, or at their place of employment (if employment is off-campus) are exempt from this policy. For more information, contact the University Health Center at 301-314-8114, or visit health.umd.edu/index.php/medical-behavioral-health/immunization-clinic

Registration Steps

Most students can access registration services, including Drop/Add and Testudo links on testudo.umd.edu. See steps 1-6 below for important registration information and an overview of the registration process.

STEP 1: Check Appointment and Registration Status

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

STEP 2: Make Advising Appointment and Resolve all Registration Blocks

Advising to discuss academic planning is strongly recommended for all students, and is mandatory for some. (See *Academic Advising* in this publication.)

For an explanation of Registration Restrictions and Blocks see the next page.

STEP 3: Verify Course Availability

- Check the Schedule of Classes: <https://app.testudo.umd.edu/soc>
- VENUS is a web-based tool that can assist in creating your class schedule sis.umd.edu/bin/venus

STEP 4: Obtain Special Permissions

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

STEP 5: Register at your assigned appointment date/time, or anytime thereafter.

- **Online** - testudo.umd.edu: click *Registration Drop/Add*. Online registration hours are: Monday through Saturday 7:30 am - 11:00 pm and Sunday 5:30 pm - 11:00 pm.
- **In person** - complete the appropriate registration form at the Office of the Registrar Student Services Counter located on the first floor of the Clarence M. Mitchell, Jr. Building. Office hours are Monday through Friday 8:00 am to 5:00 pm.

* Please note that late registration begins on the first day of classes. All students initiating registration for the semester on or after this date will be assessed a \$20 late registration fee.

* All course registrations must be processed by the end of the Schedule Adjustment period (first 10 days of classes).

Students adding and dropping non-standard courses – those scheduled to begin or end outside of the standard semester/term dates – should consult the following Office of the Registrar web links:

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

or

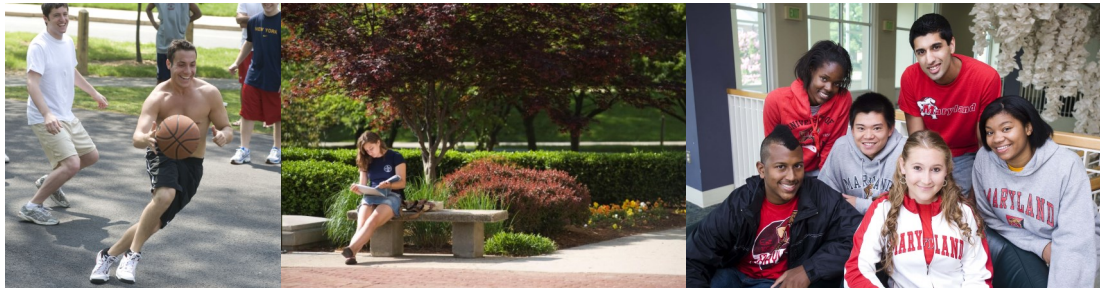
registrar.umd.edu/current/registration/Schedule%20Adjustment.html#penaltiesrefunds

Contact registrar-help@umd.edu for further information

STEP 6: After You Register ... Don't Forget!

Visit testudo.umd.edu to:

- View your schedule (also includes book list)
- Verify your final exam schedule (See *Final Examinations* in this publication.)
- Check-in on your waitlist/hold file (See *Waitlist and Hold File* in this publication.)
- View your student account (one business day after registering) and make tuition payment arrangements
- Obtain your photo ID card (See *Administrative Services* in this publication.)



Registration Blocks

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

Special Permissions

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

Special Permissions—cont'd

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

Full Time Status

Undergraduates

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

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

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

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

Additional information may be obtained from the Office of Student Financial Aid at financialaid.umd.edu, Lee Building, Room 1135, 301-314-9000 or email umfinaid@umd.edu.

Graduate Students

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

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

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

To be certified as full time a graduate student must be officially registered for a combination of courses equivalent to 48 units per semester. Graduate assistants holding regular appointments have full-time status if they are registered for at least 24 units in addition to the assistantship; holders of half-time assistantships are considered full-time if registered for 36 units. Audited courses do not generate graduate units and cannot be used to calculate full-time or part-time status. For programs on the 12-week term, to be certified as full time, a graduate student must be officially registered for a combination of courses equivalent to 36 units per 12-week term. 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. Audited courses do not generate graduate units and cannot be used in calculating full-time or part-time status.

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

International Students

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





Transfer Credit

Transfer Credit Services (TCS) is a service area of the Office of the Registrar at the University of Maryland. TCS provides information and assistance to undergraduate students and academic advisors as they work to address transfer credit issues. Students and advisors work together to decide how courses satisfy a student's degree program, while TCS provides information to the campus community on transfer credit and prior learning credit policies, course equivalence, credit reports and articulation through an online course equivalency database at transfercredit.umd.edu.

Acceptance of Undergraduate Transfer Credits

Generally, college-level courses completed at regionally-accredited institutions will transfer, provided the course is similar in level, scope, content and expected learning outcomes to courses offered at the University of Maryland and a grade of "C-" or higher is earned. Grades of "D-" or higher are accepted for courses completed at Maryland public institutions. Regional accrediting bodies include: Middle States Association of Colleges and Schools; New England Association of Schools and Colleges; North Central Association of Colleges and Schools; Northwest Association of Schools and Colleges; Southern Association of Colleges and Schools; and Western Association of Schools and Colleges. *It is important to note that as per University of Maryland academic policies, the minimum grade required to satisfy a degree requirement may be higher than the minimum grade to be awarded transfer credit.*

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. For a transfer course to receive credit, the course must be similar in the level, scope, content and expected learning outcomes of courses offered at UMD. Other types of transfer courses that usually are not awarded transfer credits are independent study, internships, externship, practicum, or co-op work experiences that are not supervised by University of Maryland faculty. In addition, transfer credit is not awarded for these types of experiences completed through other institutions.

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

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

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

Transfer courses from non-regionally accredited institutions in the United States will be reviewed on an individual basis at the request of the student.

Only transfer courses that have been deemed acceptable for transfer to the University of Maryland will be posted to the students' academic record. For a course to be deemed acceptable for transfer, the course must be similar in level, scope, content and expected learning outcomes to courses offered at the University of Maryland. Transfer courses from international institutions that are not recognized by the country's Ministry of Education are not accepted

for transfer and will not be awarded credit by the University of Maryland.

Prior Learning Credit (PLC)

The University of Maryland provides students with several opportunities to receive undergraduate credit for knowledge and achievements gained through prior learning/competency-based education. Students may earn up to one-half of the credits required for their baccalaureate degree through PLC. Usually, this is no more than 60 credits. No more than 30 of these credits can be from College Level Examination Program (CLEP).

The University recognizes the following as PLC: Advanced Placement (AP), International Baccalaureate (IB), Advanced Level/Advanced Subsidiary Level (A-Level/AS-Level), College-Level Examination Program (CLEP), Basic Military Training (BMT) and Departmental Proficiency Exams (Credit-by-Exam). All PLC that is awarded credit by the University of Maryland, with the exception of Credit-by-Exam is recorded as prior learning credit at the top of the student's transcript and will be included in the total number of credits earned. Credits earned through Credit-by-Exam are considered resident credit and posted under the semester in which the exam was taken. *Students will not receive credit for both passing an examination and completing an equivalent course.*

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

Credit for AP, IB, A-Level/AS-Level and CLEP is awarded based on the approval of the department overseeing the course content and is subject to ongoing departmental reevaluation. Even if a student has already been awarded credit for one of these exams at another institution, the credit will be reevaluated by the University of Maryland. The score received on the exam must be equal to the minimum score the University of Maryland accepted at the time the test was

taken, otherwise, the exam will not be awarded PLC. The University of Maryland must receive an official score report directly from the organization/board that administered the exam for PLC to be awarded.

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

Advanced Placement (AP)

The University of Maryland does not award credit for all exams offered by the College Board. Credits for AP exams are awarded based on departmental approval when the designated minimum score is earned. All departments reserve the right to reevaluate the content of exams and to change the assignment of credit, minimum required score and course equivalencies. The awarding of AP credit is based on the evaluation of the AP exam when the exam was taken by the student. Students need to have their scores sent directly to the University of Maryland from College Board; the University's code is 5814.

International Baccalaureate (IB)

IB credit is awarded to students who have completed IB exams with a minimum grade of 5. Credit is not awarded for all exams offered by IB and is based on departmental approval. All departments reserve the right to reevaluate the content of exams, and to change the assignment

of credit, minimum required score and course equivalencies. Students should have their scores sent directly to the University of Maryland from the International Baccalaureate Results Service. The University's code is 001417.

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

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

College-Level Examination Program (CLEP)

CLEP recognizes college-level competence achieved outside the college classroom.

Two types of CLEP tests are available:

- General Examinations - cover the content of a broad field of study
- Subject Examinations - cover the specific content of a college course

Credit is not awarded for all CLEP General and Subject Examinations. CLEP credits are awarded when satisfactory scores are attained. All departments reserve the right to reevaluate the content of exams, and to change the assignment of credit, minimum required score and course equivalencies. Current university of Maryland students must obtain permission from their advising college prior to taking a CLEP exam. This ensures the CLEP credits are acceptable and will apply toward the student's degree requirements. CLEP exams are administered at approved CLEP testing centers throughout the country. The University of Maryland is an approved CLEP Test Center (Test Center Code: 5814). Students who want to earn credit through CLEP must request their official score reports to be sent to the Universi-

ty of Maryland. The Score Recipient Code is 5814.

Basic Military Training (BMT)

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

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

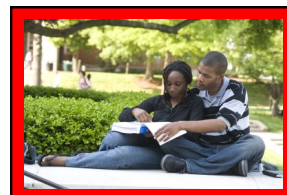
- Currently serving as an active duty member in the United States Armed Forces.
- Currently serving as a member of a reserve or National Guard branch of the United States Armed Forces.
- Has been Honorably Discharged from service in the United States Armed Forces.

For additional information see www.transfercredit.umd.edu/plc.html

Departmental Proficiency Examination (Credit-by-Exam)

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

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



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

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

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

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.

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

with the University of Maryland's Records and Retention and Disposal Schedule.

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

Other Non-Traditional Experience

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

Students may contact the Office of the Registrar to appeal the acceptance of prior learning experiences. For prior learning credit to be awarded during an appeal, the student must provide evidence that the prior learning experience falls within the level, scope, content and expected learning outcomes of courses offered at the University of Maryland. The determination of the Office of the Registrar shall be final.

Course Placement Options

Math Placement

The Math Placement test gives a measure of a student's current mathematical skills. The results are used to advise students on the appropriate course to take to complete the mathematics requirement for their program of study. Lower-level mathematics courses require the

permission of the department before students may register. Statistics indicate that the majority of students who enroll in a math course beyond that indicated by the placement test either withdraw from the course or earn D's or F's.

Please note that MATH 003, 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 math.umd.edu and click on 'Undergraduate' then 'Credit, Placement, and Advising.'

Foreign Language Placement

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

arhu.umd.edu/undergraduate/flpa

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

ARHU Global Engagement Requirement

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

Option 1: Study of a Foreign Language

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

Option 2: Cultural Immersion through Study Abroad

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

The study abroad experience must include:

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

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



Option 3: Individually-designed Experience

Requirement: Students may also create an individually-designed experience that achieves the learning outcomes of the global engagement requirement. This option must include:

1. At least the first year/elementary level language of the host country before or during the experience (or equivalent as determined by the ARHU foreign language placement policy);
2. A pre-approved short- or long-term study abroad program that has been deemed appropriate for inclusion in this option by ARHU in conjunction with the Education

Abroad Office.

3. 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 a placement assessment or equivalent as determined by the ARHU foreign language placement policy.
2. Students taking a foreign language class at the University of Maryland will need to take a foreign language placement assessment. Please see an ARHU advisor for details.
3. Students seeking exemption from the Global Engagement Requirement must take the foreign language placement assessment in an on-campus proctored environment. Please see an ARHU advisor or see <https://arhu.umd.edu/academics/foreign-language-placement/prctored-flpa> for the proctored exam schedule.

For more information, please see an advisor in the ARHU Office of Student Affairs, call 301-405-2108, or visit <https://arhu.umd.edu/academics/advising/global-engagement>.

Pass-Fail Grading Option

- To register for a course under the pass-fail option, an undergraduate must have completed 30 or more credit hours with a GPA of at least 2.0. At least 15 of these credit hours must have been completed at UMCP with a University of Maryland GPA of at least 2.0.
- Courses must be electives in the student's program; they may not be college, major, field of concentration, or general education program

requirements.

- Only one course per semester or summer session may be registered under the pass-fail option.
- No more than 12 semester hours of credit may be taken under the pass-fail option during a student's college career.
- Students may not choose this option when re-registering for a course.
- Under the pass-fail option, a course that is completed with a passing grade will count toward the student's total credit hours but will not be computed in the grade point average. A course that is completed with a failing grade will appear on the student's record and will be computed both in the overall average and in the semester average.

Note: Grading Option changes may be processed only during the Schedule Adjustment Period. 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.

Repeating Courses

Repeating Courses

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 course may be repeated. Students may have one repeat of any course taken either for a grade or audited; they cannot register for any given course more than twice. A student's college dean may grant an exception allowing an additional course repeat. In this case, students must present a plan for successfully completing the course. All attempts *will* be counted toward the total limit for repeatable credits.

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

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

For more information, please see 'Academic Records and Regulations' in the 'Academic Policies and Procedures' section of the Undergraduate Catalog at academiccatalog.umd.edu.

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.

Undergraduate Student Classifications

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

Taking Courses at Other Institutions

Courses Taken at Another Institution (Transfer Credit)

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 prior to enrolling at an international institution.

ALL transfer courses taken away from the University of Maryland must be evaluated for acceptability to the University. See www.transfercredit.umd.edu/tceval.html for instructions on how to request a transfer course be evaluated for acceptability.

This permission is required for courses taken away from the University of Maryland in all semesters, summer and winter terms. Failure to obtain permission prior to enrolling in course(s) away from the University of Maryland may result in the course not being accepted for transfer by the University and/or applied to the student's degree requirements.

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

The student and advisor will work together to decide how the transfer course(s) are applicable to the student's degree program. The title of course, term in which the course was taken and the number of transfer credits awarded will be noted on the student's official 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 Courses Taken at Another Institution (Transfer Credit) should be directed to the student's advising college: transfercredit.umd.edu/advcollege.html.

University System of Maryland Inter-Institutional Enrollment Program

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

is available during Summer and Winter terms for graduate students on a case-by-case basis.

Other System Institutions Include:

- Bowie State University
- Coppin State College
- Frostburg State University
- Salisbury State University
- Towson State University
- University of Baltimore
- University of Md., Baltimore
- University of Md., Baltimore County
- University of Md., College Park
- University of Md., Eastern Shore
- University of Md., University College*

**University of Maryland College Park Undergraduate students are not eligible to register at the University of Maryland University College through the inter-institutional concurrent registration program.*

For more information: registrar.umd.edu/current/registration/inter-institutional.html

Consortium of the Universities of the Metropolitan Area

www.consortium.org

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

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

- Golden ID students are not eligible to register for courses through the consortium program.
- Faculty and staff tuition remission programs (including assistantships, fellowships, etc.) will cover the cost of courses registered through the consortium program.
- The partial tuition waiver program for spouses and dependents of the University of Maryland will cover the costs for courses registered through the consortium program.

- Students enrolled in the University of Maryland College Park courses with special fees (MBA, etc.) may be subject to additional tuition and fees rates when participating in Consortium courses.
- Pass/Fail and Audit grading options are not permitted for courses taken through the Consortium program.
- University of Maryland course change deadlines apply to students visiting other Consortium institutions.

Students whose fees are remitted through these programs and who are interested in enrolling in courses at consortium schools will be expected to pay for the course(s) at the appropriate College Park credit hour rate for the semester in which they enroll.

Consortium universities are:

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

For more information: registrar.umd.edu/current/registration/consortium.html or email dcconsortium@umd.edu

Education Abroad

Education Abroad (EA) collaborates with departments across campus to administer and sponsor 400+ study abroad programs throughout the year, including semester, winter, spring break and summer terms. Students in all majors are encouraged to discuss study

abroad with an academic advisor to fit this exciting opportunity into a 4-year plan and to meet with an EA advisor to learn more about program options.

EA manages the registration of any student who is studying abroad. For more information, please visit the Education Abroad Office located in H.J. Patterson Hall, Room 1118, or globalmaryland.umd.edu/offices/education-abroad or contact EA at educationabroad@umd.edu or 301-314-7746.

Faculty/Staff Registration

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

Undergraduate Admissions
 Ground Floor
 Clarence M. Mitchell, Jr. Building
 301-314-8385
applymaryland@umd.edu

or

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

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

Office of the Registrar
 Clarence M. Mitchell, Jr. Building, Room 1113
 301-314-8240
registrar-help@umd.edu

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

Remission of fees: Contact your departmental payroll and benefits administrator for more information about applying for tuition remission. For Tuition remission guidelines, please see: ubr.umd.edu/benefits/tuition-remission



Schedule Adjustment



Schedule Adjustment Period

The Schedule Adjustment period is the first ten business days of classes during the Fall or Spring semester. A similar time period is designated for [Summer](#), [Winter](#) and 12-week terms and any course that does not meet the standard term dates. Check the corresponding academic calendar or [Course Deadlines](#) for exact dates.

Add and Drop Classes

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

All students dropping courses after the first day of classes should consult the deadlines page in this Guide to avoid incurring additional charges. registrar.umd.edu/current/registration/Schedule%20Adjustment.html

An additional drop period for undergraduate students begins at the

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

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

Waitlist and Hold File

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

page here: www.registrar.umd.edu/deadlines.html for mandatory waitlist check-in dates.

While on the waitlist or holdfile, the student is responsible for the material being covered in class. If the student does not receive the course from the waitlist or holdfile by the end of the Mandatory Waitlist Check-In Period, s/he may not continue to attend any section of 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 course requirements established by the department offering the course (specific majors, credit levels, special populations, etc.)

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



Financial Adjustments for Dropping and Adding Courses

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

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

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

Important Notes:

1. During the first ten days of classes students will not be charged for add/drop transactions if they are of equal credit value, are held at the College Park Campus and both the add and the drop are processed on the same day. This is considered an even exchange.
2. Courses taken through the Maryland English Institute (MEI) are not considered in even exchange calculations.

Graduate Student Course and Credit Changes

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

Drop/Add and other changes may be done in person at the Registrar's Office or online at www.testudo.umd.edu. Contact your Graduate Program for more information.

For full information on deadlines go to: academiccatalog.umd.edu.

Change of Major

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

Some majors have special admission requirements. See 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 his/her primary major, must obtain written permission from both the college dean for the primary major and the college dean for the secondary major.

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

Second Degree: For second degree information refer to the Undergraduate Catalog: academiccatalog.umd.edu.

Cancellation of Registration

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

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

Office of the Registrar
Clarence M. Mitchell Jr. Building
7999 Regents Drive
College Park, Maryland 20742
FAX: 301-314-9568
registrar-help@umd.edu

For information on undergraduate withdrawal go to: registrar.umd.edu/current/registration/withdraw.html

For information of graduate withdrawal go to: registrar.umd.edu/current/registration/withdrawgrad.html

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

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



Leave of Absence

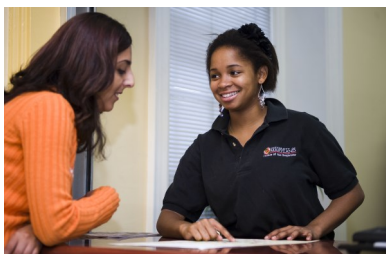
Undergraduates

registrar.umd.edu/current/registration/withdraw.html

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

Students wishing to request a leave of absence should contact:

Office of the Registrar
Clarence M. Mitchell Jr. Building
7999 Regents Drive
College Park, Maryland 20742
FAX: 301-314-9568
registrar-help@umd.edu



Return to the University

Students who find it necessary to leave the university may be required to petition the Faculty Review Board in order to return. Students who have earned a minimum 2.0 cumulative GPA with no previous withdrawal or leave of absence are exempt from this requirement. Students who take a leave of absence while on academic probation, or

those returning from dismissal, are always required to petition the Faculty Review Board. Students are also required to complete a reinstatement advising meeting with their academic college advising office before the petition will be considered by the Faculty Review Board. For information on how to apply for reenrollment go to: studentsuccess.umd.edu

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

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

For more information, see: apps.gradschool.umd.edu/Catalog/policy.php?registration-policies#leave-of-absence

Special Considerations

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

Students must be registered during a semester in which they fulfill a university or departmental degree requirement, such as taking qualifying exams or submitting a dissertation or thesis. In addition, students must be

registered to be eligible for any form of university financial aid (e.g., a teaching or research assistantship) and to be certified as full-time students.

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

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

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

Withdrawal From Classes

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

Important Note: Withdrawing or taking a leave of absence from the university may have serious implications for international students, students receiving financial aid, or those residing in on-campus housing. Students are advised to contact the appropriate offices before finalizing withdrawal or leave of absence plans.

Student Financial Services
Lee Building, Room 1135
301-314-9000
billtalk@umd.edu

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

International Student and
Scholar Services:
H. J. Patterson Hall, Rm. 1126
301-314-7740
international.services@umd.edu

Graduate students who withdraw may be in violation of the university's continuous registration requirement unless they have received a waiver of registration from the Graduate School. If the time limitation in a master's or pre-candidacy program has not lapsed, the graduate student is eligible to re-enroll without readmission provided s/he has received a waiver of registration from the graduate program or has received an approved leave of absence from the Graduate School. Withdrawal by a doctoral candidate without an approved leave of absence or waiver of registration will officially end graduate student status.

For more information go to:

apps.gradschool.umd.edu/Catalog/policy.php

Forms for waivers are available at:

<https://gradschool.umd.edu/forms>

Withdrawal Procedures

A withdrawal is available any time between the first and last day of classes. Students must submit written notice of withdrawal to the Office of the Registrar no later than the last day of classes. Withdrawal becomes effective on the date the form is filed with the Office of the Registrar. A notation of withdrawal and the effective date will be posted to the student's academic record.

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 go to: registrar.umd.edu/current/registration/withdrawgrad.html or contact: registrar.appeals@umd.edu



Withdrawal for Active Duty Military

If you are called to active duty in the U.S. armed forces, you may present your orders, withdraw, and receive a full refund of your tuition and fees for that semester. Students may re-enroll upon completion of their tour of duty.

For more information go to: registrar.umd.edu/current/registration/withdraw.html

Refunds of Tuition and Fees

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

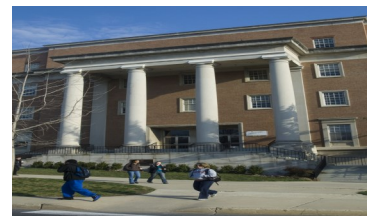
For complete instructions and the current refund schedule go to: <https://billpay.umd.edu/refunds/all-aqs#refunds>

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

Resign from Graduate Study

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

For more information, go to: apps.gradschool.umd.edu/Catalog/policy.php?registration-policies#resignation-from-the-university



Academic Information



Course Numbering System

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

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

General Education

Office of the Dean for Undergraduate Studies

Marie Mount Hall, Room 2110

gened.umd.edu

301-405-9363

General Education

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

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

General Education Requirements

Notes—Courses used to fulfill General Education requirements:

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

Fundamental Studies (15 credits)

Academic Writing (3 credits)*
 Math (3 credits)*
 Professional Writing (3 credits)
 Oral Communication (3 credits)
 Analytic Reasoning (3 credits)
 *AP/IB exemptions are allowed

Distributive Studies (25 credits)

Two courses from each category:
 Humanities (two courses, 6 credits)
 Natural Sciences (two courses, 7 credits, one course must be lab)
 History and Social Sciences (two courses, 6 credits)
 Scholarship in Practice (2 courses, 6 credits, one course must be outside of major requirements)
 Note: Students may apply up to six AP/IB courses toward Distributive Studies

Diversity (Two courses/4-6 credits)

Diversity courses may also fulfill a Distributive Studies category:
 Two Understanding Plural Societies courses
 Or
 One Understanding Plural Societies

course (3 credits)
 and

One Cultural Competence course (1-3 credits)

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

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

Requirements for students under the CORE general education program can be found at 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 requirements.

Learning Programs and Opportunities

First Year Book

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

Golden ID Card Program

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

Maryland Center for Undergraduate Research

Undergraduate students who are interested in pursuing research activities or assisting with faculty research projects should explore the many opportunities offered by the Maryland Center for Undergraduate Research. Visit the office at Marie Mount Hall, Rm. 1201, or go to: ugresearch.umd.edu.



Reserve Officers' Training Corp (ROTC)

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

Air Force ROTC is a college program that allows you to earn your degree while training to become an Air Force officer. You will receive invaluable leadership training, be involved in community events, and visit active-duty Air Force bases. All course materials and uniform items are provided at no-cost, and you may compete for scholarships to help pay your tuition. Most importantly, the program can lead to an exciting career in the U.S. Air Force! For more information: afrotc.umd.edu or email at afrotc/det330@umd.edu 301-314-3242

Army ROTC: In Army ROTC you will do things that challenge you mentally and physically. As you find yourself rappelling from towers or leading your team through various obstacles, you will develop skills you can use throughout your entire life, skills such as thinking on your feet, the confidence to take charge, self-discipline and the ability to make smarter decisions.

Whether you want to have a career in the military or not, Army ROTC classes are a fun way to gather skills for your future success.

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

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: www.navalrotc.umd.edu or email navalrotc@umd.edu 301-314-6289

Satisfactory Academic Progress

Academic Performance

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

Semester Academic Honors

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

Academic Probation and Dismissal

Academic Probation

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

academically dismissed, depending on their credit level as detailed:

Students who are on academic probation and have earned fewer than 60 credits are permitted to continue on academic probation if a minimum semester GPA of 2.0 is achieved in each semester of probation.

- Full-time students must complete 9 or more credits in each semester. Part-time students are permitted to satisfy this credit requirement in two consecutive semesters. A completed credit is defined as credit for any course in which a student receives a grade of A+/-B+/-, C+/-, D+/-, F, P, or S. Students who meet this requirement are permitted to continue on probation until the close of the semester (excluding winter and summer terms) in which they attain a cumulative GPA of 2.0.
- Students who are on probation are dismissed if they have not achieved accumulative 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 Registrar notifies the appropriate University offices when students are academically dismissed and notes the dismissal on their academic record.
- The Student Success Office notifies students in writing when they are dismissed. The notices include a statement that registration for the next semester (excluding winter or summer terms) will be canceled.
- Applications and information about the reinstatement process can be obtained from the Student Success Office, whose responsibility it is to administer the reinstatement process in coordination with the Faculty Review Board.

For more information, please see ‘Academic Dismissal and Probation’ in the ‘Academic Policies and Procedures’ section of the Undergraduate Catalog at [\[catalog.umd.edu\]\(http://catalog.umd.edu\)](http://academic-</p>
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Plus/Minus Grading

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

Quality Points for Letter Grades

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

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

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.

Calculation of Cumulative GPA

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

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

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

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

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

Degree Completion, Undergrad

The following are required for graduation:

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

work.

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: www.studentsuccess.umd.edu and <https://studentsuccess.umd.edu/Policies/overview.html>.

Online Degree Audit

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

How Do I Access the Online Audit?

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



Academic Resources



Academic Advising

What Is Academic Advising?

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

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

Newly admitted first-year and transfer students, concurrent enrollment students, students on

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

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

For a complete discussion of Academic Advising go to <https://studentsuccess.umd.edu/Resources/academicadvising.html>.

To find your advising contact, go to <https://studentsuccess.umd.edu/Resources/academicadvising.html> then click on the individual college link.



Campus Resources

University Book Center

Stamp Student Union
301-314-BOOK (2665)
bestamp.umd.edu/shops_services/university_book_center

The University Book Center is the official bookstore for the University of Maryland. The UBC provides a large selection of used textbooks, general and technical reference books, school supplies, computers, software, and Terp clothing and novelties. Rental textbooks are also available, along with the convenience to charge your books to your student account. Students may also sell their books back for cash.

University Career Center & the President's Promise

Hornbake Library/South Wing,
Room 3100
careers.umd.edu
301-314-7225

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

University Libraries

lib.umd.edu

The University Libraries support the research, teaching and learning

needs of the campus community. Get help starting on a project, ask for help with research, and find materials that can help you succeed in your academic work. Visit lib.umd.edu for anytime/anywhere access to collections and services.



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

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

Six other University of Maryland libraries include:

the Architecture Library; Art Library; Michelle Smith Performing Arts Library (which houses the

International Piano Archives at Maryland and Special Collections in Performing Arts); Severn Library; and STEM Library. The Priddy Library is located at the Shady Grove campus.

Maryland English Institute (MEI)

Cole Student Activities Building,
Room 1117
mei.umd.edu
301-405-8634

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

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

UMEI 005
6 cred equiv = 6 units each = 36 units

UMEI 006
2 cred equiv = 2 units each = 4 units

UMEI 007
3 cred equiv = 4 units each = 12 units

UMEI 008
2 cred equiv = 2 units each = 4 units

Undergraduates enrolled in UMEI 005 (semi-intensive English, 8 hours per week) must also register for two academic courses totaling at least six credits, but not more than eight credits, to meet the full-time requirement.

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

- (1) the specific English course the student is required to take, and
- (2) the number of units the academic course carries.

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

UMD tuition remission cannot be applied to MEI courses.

Placement policies:

- UMEI 001-004 require a separate application to MEI, available at the web address above.
- UMEI 005 is required for undergraduate and graduate students who have received conditional admission to UMD. The course must be taken in the student's first semester. UMEI 005 is also open to other interested students as space is available.
- UMEI 007 is restricted to graduate students. Placement into the course is based on the writing subsection score of the TOEFL or IELTS exam submitted by the student when applying to UMD. Students who are required to take the must do so in their second semester at the university. The course is also open to other interested graduate students as space is available.
- UMEI 006 and UMEI 008 are intended for International Teaching Assistants. Placement is based on the ITA evaluation screening. The courses are open to other interested graduate students as space is available.

The Office of Multi-Ethnic Student Education (OMSE)

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

The Office of Multi-Ethnic Student Education (OMSE) oversees direct efforts to combat the achievement gap by providing academic support programs to enhance the recruitment, retention, and graduation of undergraduate multi-ethnic students.

Such academic support programs include: a comprehensive tutorial program, tutorial lab, computer lab with disabilities support software, and peer mentoring programs. Additional programs include the OMSE Academic Excellence Society, OMSE Check Up for drop-in students, College Success Scholars, Road Maps to Success, Sister-2-Sister and Soaring Achievers. Courses to develop college success skills, such as UNIV 100 and peer helping strategies (EDCP 312-Human Diversity Core course) are also available.

Academic Success and Tutorial Services

Marie Mount Hall, Room 2204
tutoring.umd.edu
301-405-4745

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

The Counseling Center

Shoemaker Building
301-314-7651
counseling.umd.edu

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

Service, Accessibility and Disability Service, the Testing Office, and the Research Unit. The Counseling Service, staffed by psychologists and counselors, provides multiple treatment options for a variety of psychological, personal, and career-related issues. Services include group counseling, cognitive-behavioral workshops, career exploration, and time limited individual or couples counseling.

<https://www.counseling.umd.edu/cs>

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

<https://www.counseling.umd.edu/ads>

The Testing Office provides services to University of Maryland students and to test takers from across the metropolitan DC area. Testing services include proficiency and aptitude tests (TOEFL, GRE, PRAXIS, CLEP, MAT, MCAT etc.); tests taken as part of coursework for other universities, institutions, and agencies; and career, personality, and other psychological measures completed as part of counseling by Counseling Service staff.

<https://www.counseling.umd.edu/testing>

The Research Unit is responsible for scientific research investigations that support the interests of the Counseling Center, Student Affairs, and the larger University community. Design, implementation, and analysis of the annual University New Student Census is one of the Research Unit's primary responsibilities. Other areas of research include student development, food insecurity, multiculturalism, retention, and clinical service delivery.

<https://www.counseling.umd.edu/research>

Final Examinations

There shall be a final examination and/or assessment in every undergraduate course. Exceptions may be made with the written approval of the department chair or other appropriate unit administrator.

All in-class final examinations must be held on the date and time listed in the official final examination schedule. Out-of-class final examination or equivalent assessments shall be due on the date and time listed in the official final examination schedule. Changes to final examina-

tion schedules and locations must be approved by the chair of the department or 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 to 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 student to initiate the rescheduling or be responsible for taking the

examination as originally scheduled. When rescheduling is desired, students should first contact their instructors. Students who encounter difficulty rescheduling examinations with their instructors are advised to contact the dean's office of their academic program for help. Faculty members are expected to accommodate students with legitimate rescheduling requests. Students are strongly encouraged to check the [final exam schedule](#) before registering for courses.

Graduation Information

Undergraduate Students

Preparing to Graduate

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

Applying to Graduate

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

1. Online for undergraduates at registrar.umd.edu/current
Select *Graduation Application & Diploma Status* from the Online Transactions section.
2. In person at the Student Services Counter in the first floor lobby of the Clarence M. Mitchell, Jr. Building.

Commencement Ceremonies

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

Latin Honors

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

- 1) Summa cum laude, awarded to students with a GPA equal to the highest two percent of all college graduates over the previous academic year.
- 2) Magna cum laude, to the next highest three percent, and
- 3) Cum laude, to the next five percent.

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

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

Preparing to Graduate

Masters Candidates must be registered in the graduation term. Submit the following documents to the Office of the Registrar, Clarence M. Mitchell, Jr. Building, Room 1113, by the deadlines posted at gradschool.umd.edu/calendar/deadlines/academic-deadlines

- [Masters' Approved Program Form](#)
- [Nomination of Thesis Committee Form](#) (Thesis students only)
- Signed Report of Examining

Committee Form (Thesis students only)

- [Electronic Publication Form](#) (Thesis students only)

- Masters' Thesis*

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

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

- [Nomination of Dissertation Committee Form](#)
- [Electronic Thesis and Dissertation Publication Form](#)

- Doctoral Dissertation*

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



Financial Information

Student Financial Services & Cashiering

Lee Building, Room 1135

billpay.umd.edu

billtalk@umd.edu

301-314-9000

For a checklist of helpful items to complete for parents or guardians of new students, please go to:

billpay.umd.edu/parents

Tuition and Fees

All students who register for any semester incur a financial obligation to the university. Financial policy and fees are set by the university with the approval of the Board of Regents.

Each student admitted to the university is assessed tuition based on undergraduate or graduate standing, residency classification, and in certain cases, program of study. For a detailed explanation of tuition and fees go to:

billpay.umd.edu

Billing and Payment

For complete billing access and payment information go to:

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. An email notification is sent when a new bill has been generated, but it is ultimately the student's responsibility to login and check their financial account each month.

Students are not permitted to complete registration for future terms until all financial obligations to the University, including current semester fees, library fines, parking violation fines, and other penalty fees/service charges are paid.

A student who is registered for an upcoming term may have that registration cancelled if any past due balances are not paid or if proper financial clearance from the Office of Student Financial Services & Cashiering is not obtained. Our office will communicate with the student through email notification if their account is subject to this action. Answers to many of the most frequently asked questions regarding financial accounts can be found easily at billpay.umd.edu/faq. 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, please be sure to include the student UID number in the email. You may also call Student Financial Services in Lee Building, Room 1135, at 301-314-9000. The office hours and mailing address can be found at billpay.umd.edu/contact. If your questions are related specifically to financial aid, please see that office's web page at financialaid.umd.edu.

Refunds

We request that all students enroll in direct deposit during their first term at UMD. This can be done at billpay.umd.edu/refunds. All financial aid excess refunds process automatically, and if enrolled in direct deposit, are typically obtained approximately 1 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 and for information on the refund percentage schedule for dropping a course or withdrawing from all courses can be found at billpay.umd.edu/refunds.



Student Financial Aid

General Regulations Governing Receipt of Aid

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

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

Students receiving certain types of financial assistance must attempt or maintain a minimum semester credit load to keep the full award. If the recipient's credit level drops below the

minimum requirement, the aid is automatically reduced or canceled and the student is responsible for paying any resulting balance on the account; therefore, any student contemplating dropping credits should contact the Office of Student Financial Aid (OSFA) first at 301-314-TERP(8377) or email umfinaid@umd.edu.

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

Policy on Satisfactory Academic Progress

The Office of Student Financial Aid (OSFA) is required by federal and state regulations to monitor the academic

progress for all financial aid recipients. Applicants must comply with the Satisfactory Academic Progress Policy as a condition of initial or continuing eligibility.

For a complete discussion of this topic go to:

https://financialaid.umd.edu/policies/satisfactory_academic_progress.html

Students who have questions about the Satisfactory Academic Progress Policy and financial aid eligibility should contact the Office of Student Financial Aid (OSFA) at: 301-314-TERP(8377) or email: umfinaid@umd.edu

Residency Reclassification

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

Policy Statements

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

Disclosure of Student Records (FERPA)

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

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

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

includes but is not limited to:

- Name
- Address
- E-mail address
- Participation in Officially Recognized Activities & Sports
- Weight and Height of Members of Athletic Teams
- Telephone Listing
- Dates of Attendance
- Degrees & Awards Received
- Full or Part-time Status
- Most Recent Previous Educational Institution Attended
- Major/Field of Study.

Students who wish to limit the disclosure of directory information or wish access to their official records should obtain the appropriate form, fill it out, and return it to the Office of the Registrar Front Counter Services, Clarence M. Mitchell, Jr. Building.

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

For complete University policy on access to and release of student data information, see the current edition of the Undergraduate Catalog online at academiccatalog.umd.edu.

Equity Council

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

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

Non-Discrimination

The University of Maryland is committed to creating and maintaining an educational, working and living environment that is free from discrimination and harassment. *UMD's Non-Discrimination Policy & Procedures* prohibit discrimination against individuals based on certain characteristics, including but not limited to, disability, 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 <https://www.ocrsm.umd.edu> or call 301-405-1142.

UMD's Non-Discrimination Policy & Procedures: <https://www.ocrsm.umd.edu/policies-and-procedures/index.html>

Accessibility & Disability Services (ADS)

No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the University of Maryland. *UMD's Accessibility & Disability Policy & Procedures* prohibit discrimination on the basis of disability and establish procedures for obtaining accommodations. The Office of Disability Support Services facilitates reasonable accommodations to qualified individuals. For assistance in obtaining an accommodation, contact the Office of Disability Support Services at 301.314.7682, or adsfrontdesk@umd.edu. For more information go to www.counseling.umd.edu/ads *UMD's Accessibility & Disability Policy and Procedures*: umd.edu/policies/2014-VI-100d.html

Sexual Misconduct (Title IX)

The University of Maryland is committed to providing a working and learning environment free from sexual misconduct. Sexual misconduct, includes sexual harassment, relationship abuse, stalking and sexual assault – all are prohibited by *UMD's Sexual Misconduct Policy & Procedures*. The Office of Civil Rights & Sexual Misconduct (OCRSM) receives all complaints of sexual misconduct. To report an incident online, go to the OCRSM website at ocrsm.umd.edu, or call 301-405-1142.

UMD's Sexual Misconduct Policy & Procedures: <https://ocrsm.umd.edu/policies-and-procedures/index.html>

Student Conduct

Office of Student Conduct
Clarence M. Mitchell, Jr. Building, Rm. 2117
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. The *Code* can be found at <https://president.umd.edu/administration/policies/section-iii-academic-affairs/iii-100a>.

Academic dishonesty

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

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

Student Honor Pledge

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

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

Students are encouraged to write the pledge deliberately and thoughtfully. Each signing of the pledge contributes to a community of trust and helps build a tradition that generations of Maryland students will remember with pride. Questions or comments should be directed to the Office of Student Conduct at: www.studentconduct.umd.edu.

Student Misconduct

The *Code of Student Conduct* (<https://president.umd.edu/administration/policies/section-v-student-affairs/v-100b>) 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 comprised 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: www.studentconduct.umd.edu.

Administrative Services

EMAIL – The Official University Correspondence

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

Students are responsible for keeping their email address up-to-date or redirecting email to another address. Failure to check email, errors in forwarding email, and returned email (from "full mailbox" or "unknown user" errors for example), will not excuse a student from missing university announcements, messages, deadlines, etc. Email addresses can be quickly and easily updated at testudo.umd.edu or in-person at the

Office of the Registrar Front Counter Services on the first floor of the Clarence M. Mitchell, Jr. Building.

Technical support for University email is available at: <https://umd.servicenow.com/itsc> or 301-405-1400.

Change of Contact Information

It is imperative that accurate and up-to-date addresses and phone numbers be maintained at all times. Changes of contact information can be processed at any time. Address changes are handled by the Office of the Registrar and Student Financial Services. Changes may be processed at the following locations:

- At testudo.umd.edu
- Office of the Registrar Front Counter Services, Clarence M. Mitchell, Jr. Bldg., 1st Floor Lobby
- Student Financial Services and Cashiering, Lee Building, Room 1115 or 1135, 8:30 a.m. to 4:30 p.m. Monday-Friday.

Confidentiality of Student Addresses

Any student who wants his/her address to be kept confidential should visit registrar.umd.edu. All requests for non-disclosure of information will be implemented as

soon as publication schedules will reasonably allow. The university will use its best effort to maintain the confidentiality of information a student properly requests not be publicly disclosed; however, the university makes no representations, warranties or guarantees that information designated for non-disclosure will not appear in public documents.

Change of Name

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

ID Number

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

Identification Cards

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

Every faculty/staff/student is issued one photo ID card for the duration of their time at the university.

Knowledge of your UID number is required to obtain a UM ID card. Students may obtain a UM ID card upon registration; a valid photo ID (i.e., State Driver's License, Passport, etc.) must be presented at the Office of the Registrar Student Services Counter. Students who are not currently registered may not receive a UM identification card.

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

two, etc.), or to replace a photo on an otherwise working ID card.

Replacement cards can be requested at:

Office of the Registrar, first floor lobby, Clarence M. Mitchell, Jr. Building, Weekdays from 8:00am to 5:00pm.

For questions concerning your ID card, call: 301-314-8240.

Veterans Services

Veteran Certification Services
Office of the Registrar
Clarence M. Mitchell, Jr. Building,
Room 1113
College Park, MD 20742
PHONE: 301/314-8239
FAX: 301/314-9568
EMAIL: vabenefits@umd.edu
WEB: <https://www.registrar.umd.edu/veteran-benefits.html>

UMD students using VA Education Benefits (*Veterans Education Assistance Act – U.S. Code Title 38*) have their enrollment certified at the Office of the Registrar/Veterans Services. Students can 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

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

For more information:

<https://www.registrar.umd.edu/veteran-benefits.html>

Active Duty military members receiving Tuition Assistance should send their approval forms to:

Office of Third Party Billing
Student Financial Services and
Cashiering
University of Maryland
Lee Building, Room 1135
College Park, MD 20742
PHONE: 301-405-9026
FAX: 301-314-7067

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

For more information:

bestamp.umd.edu/veteran_student_life.



Essential Services

UMD Alerts

alert.umd.edu

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

International Student & Scholar Services (ISSS)

H. J. Patterson Hall, Room 1126

Phone: 301-314-7740

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 work authorization; and provides information on immigration, social and cultural activities, as well as other topics of concern to international students.

Transportation Services

transportation.umd.edu

Emergency Weather Conditions

alert.umd.edu

301-405-SNOW (7669)

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

The news is also shared on the following social media sites:

facebook.com/UnivofMaryland and

twitter.com/UMDRightNow

<https://twitter.com/UofMaryland>

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

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

While there are multiple ways to receive weather-related updates, we advise checking umd.edu first. Answers to frequently asked questions are available at umd.edu/weather.

