

## Chapter 1

# Admission Requirements and Application Procedures

## FRESHMAN ADMISSION

The University of Maryland, College Park, is a publicly supported, land-grant, research institution dedicated primarily to the educational needs of Maryland residents. Within its responsibilities as a state institution, the university attracts a cosmopolitan student body and each year offers admission to a number of promising students from other states and jurisdictions. Currently, all 50 states, the District of Columbia, 3 territories, and more than 150 foreign countries are represented in the undergraduate population. Admission policies are determined by the Board of Regents.

We seek academically successful applicants with a diverse variety of backgrounds, geographic origins, and personal experiences, and who demonstrate the potential to contribute significantly to the university's campus and community life. The Admission Committee considers each application for freshman admission individually, reviewing the student's academic record, the rigor of the student's high school academic program, standardized admission test scores, class rank (if available), essay, extracurricular activities, counselor recommendation, and other letters of recommendation. Maryland residency, special talents and/or abilities, personal background, and Maryland alumni/ae affiliation may be taken into consideration.

As prescribed by the Board of Regents, the university expects all applicants, at a minimum, to have completed by high school graduation the following course work: four years of English; three years of mathematics, including Algebra I or Applied Math I and II, or geometry; or three years of history or social science; three years of science in at least two different areas with at least two lab sciences; and two years of a foreign language. These criteria represent the minimum requirements to be considered for admission. Successful applicants typically present academic credentials which exceed the minimum, several honors and/or Advanced Placement (AP) or International Baccalaureate (IB) courses, and additional academic electives. A fourth year of mathematics is strongly recommended.

Admission to the University of Maryland is competitive. Each year, we receive more than 22,000 applications for a fall freshman class of 4,000. As a result, we are unable to offer admission to all students who have the ability to be academically successful at Maryland.

## High School Record

In general, the University of Maryland requires freshman applicants to earn a high school diploma prior to their first registration at the university. Applicants should make sure that final high school transcripts are sent to the Office of Undergraduate Admissions prior to enrolling. All offers of admission are contingent upon satisfactory completion of current work.

Each applicant's previous academic achievement is reviewed according to the information available on the student's high school transcript through eleventh grade. In some cases, mid-year grades for the senior year will also be considered. The Admission Committee considers the following academic criteria when evaluating candidates for admission: nature and rigor of course load, grades in academic courses, progress as reflected in grades over time, and performance compared with high school peers. High school grades will be reviewed in the context of the level of course work taken.

## Standardized Admission Test Scores

All freshman applicants must present results from either the ACT or the SAT I. Test results should be submitted directly to the University of Maryland, College Park, by the American College Testing Program for the ACT or the Educational Testing Service for the SAT I. The applicant is strongly urged to include his or her social security number when registering for either test. The social security number will expedite processing of the application for admission. The reporting code for the University of Maryland, College Park, is 1746 for applicants submitting the ACT, and 5814 for those submitting the SAT I. The university strongly recommends that these tests be taken as early as possible, but no later than December for priority applicants and January for general applicants. Further information on both tests may be obtained from high school guidance counselors or directly from the American College Testing Program, Iowa City, IA 52243 and the Educational Testing Service, Princeton, NJ 08540.

## Additional Criteria

Priority for admission is given to those students who demonstrate outstanding academic success as measured by the nature and the rigor of their curricula and academic achievements, and by their aptitude for college success as evidenced by their performance on nationally normed standardized tests. We also seek to admit students who will contribute to Maryland's campus and community life, and look for evidence of this by considering applicants' extracurricular activities and personal backgrounds. The most successful applicants, however, demonstrate a balance of outstanding academic achievement and extracurricular involvement.

Most successful applicants submit the required personal essay and counselor recommendation, a list of extracurricular activities, and one or two additional letters of recommendation from academic subject area teachers.

## Application Forms

Undergraduate application forms may be obtained by calling 1-800-422-5867 or (301) 314-8385, by sending an electronic mail message to [um-admit@uga.umd.edu](mailto:um-admit@uga.umd.edu), by writing to the Office of Undergraduate Admissions, Mitchell Building, University of Maryland, College Park, MD 20742-5235, or by visiting your high school guidance office. Applications may also be requested and submitted on-line via the World Wide Web at <http://www.uga.umd.edu>, the Undergraduate Admissions web site.

## Application Fee

A non-refundable application fee is required with each application. The fee for U.S. citizens and permanent residents is \$45; the fee for international students and non-immigrants is \$65.

## Fall Semester Freshman Admission

The University of Maryland strongly encourages all applicants to apply by our priority application deadline to assure best consideration for admission, merit scholarships, and invitation to the University Honors Program or College Park Scholars. A completed application includes an official high school transcript, SAT I or ACT scores, essay, guidance counselor recommendation form, application form, and application fee.

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The University utilizes a two part application. Students who submit completed applications by the priority application deadline of December 1 will be mailed a decision letter by February 15. Students who submit completed applications by the general application deadline of February 15 will be mailed a final admission decision on April 1. Applications received after February 15 are reviewed on a space-available basis. Because of space limitations, the university is unable to offer admission to all qualified applicants.

The following calendar describes the admission process for Fall semester freshman applicants:

- December 1** **Priority application date:** Students who submit their complete applications by this date (postmarked) will receive best consideration for fall admission, merit scholarships, and invitation to University Honors or College Park Scholars. *This is not an early decision program; all admitted students have until May 1 to confirm their enrollment.*
- By February 15** **Admission decisions released to priority applicants by February 15.** Applicants may be admitted, denied, placed on a wait list, or asked to submit first-semester, senior year grades.
- February 15** **General application date.** Applications received *after* this date will be reviewed for admission and decisions released on a rolling, space-available basis.
- Priority financial aid application deadline.** For more information about need-based financial aid, see chapter 2.
- May 1** **Confirmation Date.** Deadline (postmarked) for confirming fall enrollment and requesting on-campus housing/meals.
- June 1** **Students on wait list notified of final admission decision.**

### Spring Semester Freshman Admission

The application deadline for Spring semester freshman admission is December 15. Applications received after this date will be considered on a rolling, space-available basis. The deadline for spring Freshman admission for U.S. citizens and permanent residents with any foreign academic records is November 1.

### Financial Aid Applications

The priority financial aid application deadline is February 15. Students seeking financial assistance should apply for financial aid **before** receiving their letter of admission. More information is available about Financial Aid in chapter 2.

### Early Admission Options for High-Achieving High School Students

**Concurrent Enrollment:** Talented high school seniors have the opportunity to enroll at the University of Maryland for two courses, or seven credits, each semester. Successful applicants will have pursued a rigorous high school program and will have indicated exceptional performance and ability achieved over time. To apply, students must submit: the completed application and fee; high school transcript; an essay explaining why they are interested in the program; a letter of recommendation from the high school; and a letter of permission from the parents or guardian. Students must live within commuting distance. Tuition is assessed on a per-credit-hour basis. All mandatory fees apply in full.

**Summer Enrollment:** High school students with a strong high school record may be considered for enrollment in courses during the summer preceding their junior or senior year. They must file a regular application for undergraduate admission, including an official high school transcript. Tuition is assessed on a per-credit-hour basis. All mandatory fees apply in full.

**Early Admission:** Although the University of Maryland generally requires applicants to earn a high school diploma prior to their first full-time registration, the university will admit a limited number of well-qualified students without high school diplomas. Successful applicants will have pursued a rigorous high school program and will have indicated exceptional performance and ability achieved over time. Students must be within two credits of high school graduation and have the commitment of the high school to award a diploma after successful completion of the freshman year at Maryland. To apply, students must submit: the completed application and fee; high school transcript and SAT I or ACT results; an essay explaining how they will benefit from the program; and a letter of permission from the parents or guardian and a letter of support from the high school. Early admission students are eligible for on-campus housing, scholarships based on academic achievement, the University Honors Program, and College Park Scholars. Early application is advised.

**Gifted Student Admission:** The university will consider for admission a limited number of gifted students who have completed at least the seventh grade. Competitive applicants must have superior academic records as measured by grades and standardized test scores. Students must have an initial conference with a member of the Undergraduate Admissions staff. The Admission staff member may, if it is deemed helpful to the admission decision, make referrals for further assessment to campus counseling services. Students admitted under this category are usually limited to six credits of enrollment per semester.

### Students With Learning Disabilities

The University of Maryland expects that all students admitted to its degree programs will fulfill all of the published requirements for graduation. These requirements are widely published, and include fundamental studies in English and mathematics, as well as other general education requirements of the CORE program, and all curriculum requirements of the major program and the degree-granting college or school. Students should not accept an offer of admission with the expectation that any requirement will be waived. For additional information about the admission process for students with documented learning disabilities, please contact the Office of Undergraduate Admissions.

### High School Equivalency Examination (GED)

Maryland residents who are at least 16 years of age and who have not received a high school diploma may be considered for admission, provided they have earned the high school General Education Equivalency (GED) certificate. In order to be considered for admission, the applicant must present an above average total score, as well as above average scores on each of the five parts of the test.

### Non-Accredited/Non-Approved High School

Students from non-accredited/non-approved high schools who seek admission to the University of Maryland should contact the Office of Undergraduate Admissions for information.

### Advanced Placement (AP) Credit

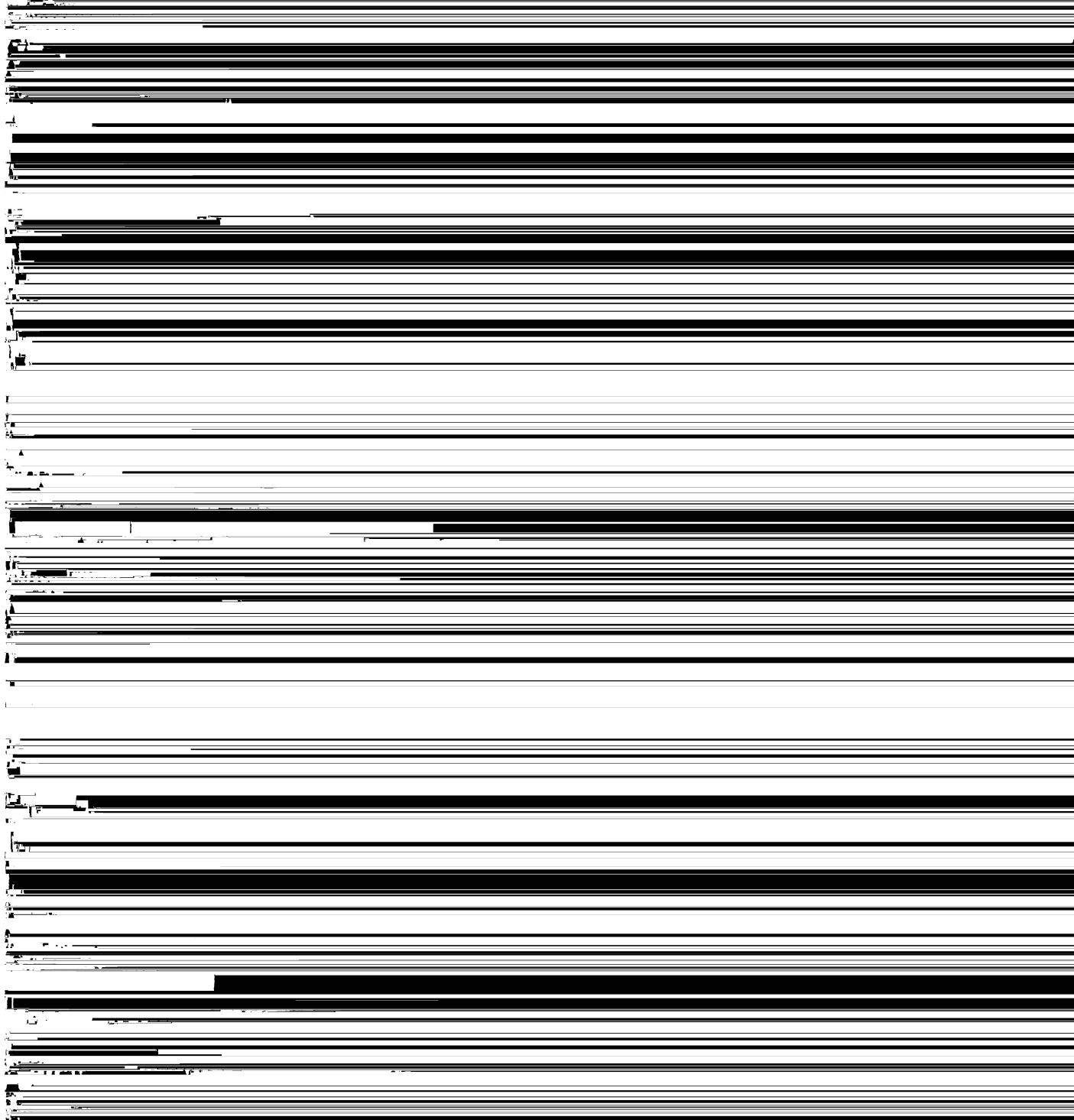
The University of Maryland encourages applicants to seek AP credit so that academically successful students may move forward in their programs at an appropriate pace. However, credit is not granted for all exams offered by the College Board. Credits are accepted and courses are exempted, based on departmental approval, according to the chart on the following pages. Students should arrange to have their scores sent directly to the University of Maryland from the Educational Testing Service; the code is 5814. Students should also inform their advisers at Orientation that they anticipate receiving AP credit, because this information may affect their placement in subject-matter courses.

If a student has already received AP credit at another institution, this credit will be reevaluated. The score received must be equivalent to the minimum score the University of Maryland accepted at the time the test was taken; otherwise, the credit will not be eligible for transfer. AP credits that are accepted are recorded as transfer credit on University of Maryland records, and figure in the total number of credits earned toward graduation. Students may not receive AP credit for an equivalent course taken at the University of Maryland or elsewhere. If students earn credit in a course equivalent to an AP exam for which they also earned credit, the AP credit will be deleted from their records. Students should check with their advisers for detailed information on the assignment of AP credit.

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**2002-2003 University of Maryland Advanced Placement (AP) Exams and Credit Table**

| AP Exam Title                            | Score        | Related Course          | Cr     | Maj       | Core       | Notes  |
|--|--------------|-------------------------|--------|-----------|------------|--|
| <b>Art History</b>                       | 3<br>4, 5    | ARTH 100<br>ARTH 201    | 3<br>3 | No<br>Yes | Yes<br>Yes | ARTH 100 or ARTH 201 fills CORE-Arts requirement. Contact department for placement, 405-1479.                        |
| <b>Art</b><br>Art-Drawing<br>Art-General | 4, 5<br>4, 5 | ARTT 110<br>LL Elective | 3<br>3 | Yes<br>No | No<br>No   | Students interested in establishing credit for specific courses must submit portfolio for evaluation; call 405-1442. |



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| AP Exam Title   | Score                          | Related Course  | Cr                       | Maj  | Core   | Notes   |
|---|--------------------------------|---|--------------------------|--|--|---|
| <b>History</b> (cont.)<br>World   | 4, 5                           | HIST 219  | 3                        | Yes  | No   | <u>World History</u> : This exam will be offered May 2002 for the first time. See department for placement, 405-4272.   |
| <b>Latin</b><br>Vergil<br>Catullus & Cicero<br>Catullus & Horace<br>Catullus & Ovid | 4, 5<br>4, 5<br>4, 5<br>4, 5   | LATN 201<br>LATN 201<br>LATN 201<br>LATN 201  | 4<br>4<br>4<br>4         | Yes<br>Yes<br>Yes<br>Yes                       | Yes<br>Yes<br>Yes<br>Yes                                 | Students with score of 4 or 5 in any AP Latin test may not take LATN201 or lower for credit. Students with score of 4 or 5 in more than one AP Latin test may receive additional credit. Contact department for placement and credit adjustment, 405-2013.  |
| <b>Mathematics</b><br>Calculus AB<br>Calculus BC<br><br>Calculus BC w/ AB Subscore  | 4, 5<br>4, 5<br><br>4, 5       | MATH 140*<br>MATH 140 and<br>MATH 141<br><br>MATH 140   | 4<br>8<br><br>4          | Yes<br>Yes<br>Yes<br>Yes                       | Yes<br>Yes<br>Yes<br>Yes                                 | *MATH 141 may be completed through credit-by-exam. MATH 140 fills both CORE-Fundamental Studies Math requirement and CORE-Math & Formal Reasoning non-lab requirement. Students who receive credit for MATH 140 or 140 & 141 may not receive credit for MATH 220 or 220 & 221. Contact department for placement, 405-5053.<br><br>The Calculus BC w/ AP subscore is treated as if the BC exam was the AB exam. Students may not receive AB subscore credit if credit was awarded for the BC exam. |
| <b>Music</b><br>Listening/Literature<br>Theory (Non-Maj)<br>Theory (Majors)         | 3, 4, 5<br>4, 5<br>4<br>5      | MUSC 130<br>MUSC 140<br>MUSC 150<br>MUSC 150 and<br>MUSC 151  | 3<br>3<br>3<br>6         | No<br>No<br>Yes<br>Yes                         | Yes<br>Yes<br>No<br>No                                   | Music majors with score of 4 on the Theory exam should take MUSC 151. MUSC 130 or 140 fills CORE-Arts History/Theory requirement. Contact department for placement, 405-5561.   |
| <b>Physics</b><br>Physics B<br><br>Physics C<br>Mechanics<br><br>Elec./Magnet.      | 4, 5<br><br>4, 5<br><br>4<br>5 | PHYS 121 and<br>PHYS 122<br><br>PHYS 141 or<br>PHYS 161 or<br>PHYS 171<br><br>PHYS 142 or<br>PHYS 262<br><br>PHYS 142 or<br>PHYS 262 or<br>PHYS 272 | 8<br><br>4<br>4<br><br>4 | No<br>No<br>Yes<br>Yes<br><br>No<br>Yes<br>Yes | Yes<br>Yes<br>Yes<br>Yes<br><br>Yes<br>Yes<br>Yes<br>Yes | PHYS 121 and 122 fulfill CORE-Lab (Physical) Science requirement. <u>Physics C</u> exams fulfill major requirements in Life Sciences, Engineering, or Physics; they also fulfill the CORE-Lab (Physical) Science requirement. A score of 4 or 5 on the Physics C exams will be awarded four credits as chosen by the student and his/her advisor.<br><br>Students must have credit for AP Calculus BC to take the next course in sequence. Contact department for placement, 405-5979.            |
| <b>Psychology</b>   | 4, 5                           | PSYC 100  | 3                        | Yes  | Yes  | The AP exam counts towards the 35 required major credits. If a student enters with AP credit, s/he must complete PSYC221 with a grade of B or better. PSYC 100 fills one of two CORE-Social/Behavioral Science requirements. Contact department for placement, 405-5866.  |
| <b>Spanish</b><br>Language<br><br>Literature  | 4<br>5<br><br>4<br>5           | SPAN 201<br>SPAN 202 and<br>SPAN 207<br><br>SPAN 221<br>SPAN 207 and<br>SPAN 221  | 4<br>6<br><br>3<br>6     | No<br>No<br>Yes<br><br>Yes<br>Yes              | Yes<br>Yes<br>No<br><br>Yes<br>No<br>Yes                 | <u>Language</u> : Students with score of 4 who wish to continue must enroll in SPAN 202, 211 or 207; with score of 5 must enroll in 300-level courses. <u>Literature</u> : Students with score of 4 or 5 must enroll in 300-level courses. <u>CORE</u> : SPAN 201 or 202 fills CORE-Humanities requirement; SPAN 221 fills CORE-Literature requirement. Contact department for placement, 405-6452.   |
| <b>Statistics</b>   | 3, 4, 5                        | STAT 100  | 3                        | *  | Yes  | STAT 100 fills CORE-Fundamental Math requirement and CORE-Math & Formal Reasoning non-lab requirement.<br>* STAT 100 fills program requirements in certain majors. Consult advisor.   |

**Please Note:** LL refers to courses at the lower (100 and 200) level. Students may not receive credit for AP courses and for equivalent UMCP courses or transfer courses (including IB or CLEP). Credit will be deleted in such cases. Decisions about applicability of courses to CORE are updated on an ongoing basis. Consult Schedule of Classes for most recent information. Native speakers may not earn AP credit for the French, German or Spanish language exams.

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**2002-2003 University of Maryland International Baccalaureate Exams (IB) and Credit Table**

| IB Exam Title                        | Score     | Related Course                        | Cr     | Maj        | Core       | Notes  |
|--------------------------------------|-----------|---------------------------------------|--------|------------|------------|--|
| <b>Anthropology</b><br>Higher        | 5, 6, 7   | See Notes                             |        |            |            | Under review. Students interested in Anthropology should contact an advisor for placement.   |
| <b>Art Design</b><br>Higher          | 5, 6, 7   | See Notes                             |        |            |            | Under review. Students interested in Art should contact an advisor for placement.  |
| <b>Biology</b><br>Higher<br>Higher   | 5<br>6, 7 | LL Elective<br>BSCI 105 & LL Elective | 4<br>8 | No<br>Yes  | No<br>Yes  | BSCI 105 fills a major requirement in all Life Sciences; also fills CORE-Lab (Life) Science requirement. Contact the College of Life Sciences for placement, 405-2080. |
| <b>Chemistry</b><br>Either<br>Either | 5<br>6, 7 | CHEM 103<br>CHEM 103 & CHEM 113       | 4<br>8 | Yes<br>Yes | Yes<br>Yes | CHEM fills requirement for all Life Science majors; also fills CORE-Lab (Physical) Science requirement. Contact department for placement, 405-1791.                    |
| <b>Computing</b><br>Higher           | 5, 6, 7   |                                       | 2      |            | No         | Contact department for placement, 405-2672.  |



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| IB Exam Title           | Score   | Related Course | Cr | Maj | Core | Notes  |
|-------------------------|---------|----------------|----|-----|------|--|
| Latin<br>Either         | 5, 6, 7 | LATN 201       | 4  | Yes | Yes  | Contact department for placement, 405-2013.  |
| Mathematics<br>Standard | 5, 6, 7 | See Notes      | 0  | No  | No   | Standard: No credit, but placement in MATH 200 is awarded.<br>Higher: MATH 141 may be completed via credit-by-exam.<br>MATH 140 fills both CORE-Fundamental Studies Math |
| Higher                  | 5, 6, 7 | Math 140       | 7  | Yes | Yes  | Equipment and CORE Math & Formal Reasoning per lab   |

The remainder of the table is obscured by heavy black redaction bars.

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Please note that the chart represents a general outline of AP credit. In all cases, credit is available only for grades of 3 or higher, subject to ongoing departmental reevaluation. All departments reserve the right to reevaluate the content of exams and to change the assignment of credit and course equivalencies. Any new exams offered after February 15 may or may not be evaluated by the appropriate department. Students should check with their adviser at Orientation.

Certain departments, particularly Mathematics and Physics, have separate criteria for placement in courses and the assignment of credit. Students should check with those departments for additional information. All entering freshmen will be placed in math courses according to the University of Maryland math placement exam.

### International Baccalaureate (IB) Examination Credit

The University of Maryland awards credit to students who sit for International Baccalaureate exams according to the table on the previous page. Interested students should contact the Office of Undergraduate Admissions for additional information.

Note: Credit awards and course equivalencies are subject to change.

### Admission to Limited-Enrollment Programs (LEP)

Certain colleges, schools, and departments within the university have taken steps to limit enrollment in order to maintain quality programs. For the 2001-2002 academic year these included: School of Architecture; Robert H. Smith School of Business; A. James Clark School of Engineering; Department of Government and Politics; Department of Biological Resources Engineering; Philip Merrill College of Journalism; Department of Natural Resource Sciences and Landscape Architecture; Department of Psychology; Department of Communication and College of Education. LEP programs are continually reviewed. Students should check with the appropriate college or the Limited-Enrollment Program Admissions Counselor at (301) 314-8385 for updated information.

**Freshmen:** Admission for new freshmen to Limited-Enrollment Programs is determined on a space-available basis. Most freshmen will gain entrance to the major of their choice. Because space may be limited for a particular major, early application is encouraged. Freshmen who are directly admitted to an LEP will be subject to a performance review when they complete 45 college credits. The review varies from program to program, but always includes satisfactory performance in a set of appropriate courses. Students not passing the review will be required to choose another major. See the academic program description for specific details.

Freshmen not directly admitted to an LEP may be assigned to the Division of Letters and Sciences or to a general major within the LEP college requested. Students are not guaranteed admission to an LEP at a later date, although they may gain admission by meeting the requirements outlined in their particular program by the time they complete 45 or 56 credits at Maryland. See the following section on LEP transfer admission and the LEP program descriptions for further details about this option.

**Transfers:** Transfer students and on-campus students wishing to change their major to an LEP must meet a set of gateway courses with minimum grades in order to be admitted to the program. Space is limited in each program, and the most qualified applicants will be admitted each semester. Additional information for each of the limited-enrollment programs may be found in the descriptions of academic majors in chapters 6 and 7.

Transfer students who are not directly admissible to an LEP upon application to the university will be assigned to an alternate program. Those with fewer than 56 credits will be assigned to the Division of Letters and Sciences, and will be allowed the opportunity to meet the gateway requirements by the time they complete 56 credits. Students with more than 56 credits will be admitted to an interim program possibly within the LEP college requested where they will be advised regarding their qualifications for the LEP and, in some cases, the need to choose another major.

**Second Major:** Enrolled students interested in adding an LEP as a second major should consult chapter 4.

### Pre-Professional Programs

All students interested in pursuing a professional career in one of the areas listed in chapter 7 will need to select and enter an academic major at Maryland. Please refer to page 153 for more detailed information. Students may initially choose Letters and Sciences as their major. No particular major is preferred or favored by the professional programs. The academic advisers in the Division of Letters and Sciences and the pre-professional advisers in the Law and Health Professions Advising Office of the Division of Letters and Sciences can assist you in selecting a major that is compatible with your preparation for entry into a professional school.

### SPECIAL APPLICANTS

#### Golden Identification Card Program

The University of Maryland participates in the Golden Identification Card Program. The institution will make available courses and various services to persons who are 60 years of age or older, who are legal residents of the State of Maryland, and who are retired (not engaged in gainful employment for more than 20 hours per week). When persons eligible for this program are admitted to the university, they register on a space-available basis for credit courses as regular or special students in any session, and receive a Golden Identification card. Golden ID students must meet all course prerequisite and co-requisite requirements. Tuition is waived for these courses; however, a Golden ID administrative fee is assessed every semester. Golden ID students may register for a maximum of three courses per term. Golden ID students are not eligible for Consortium courses. The Golden Identification Card will entitle eligible persons to certain academic services, including the use of the libraries and the shuttle bus service. Such services will be available during any session only to persons who have registered for one or more courses for that semester. Golden ID students also have the opportunity to become involved with the Golden ID Student Association which provides cultural and social events, course recommendations, and peer advising. Additional information may be obtained from the Office of Undergraduate Admissions, Ground Floor, Mitchell Building, (301) 314-8385, or the Special Programs Office, 1108 Mitchell Building, (301) 314-8237.

#### Non-Degree Seeking Students

Applicants who qualify for admission but do not desire to work toward a baccalaureate degree may be admitted as non-degree-seeking students.

Non-degree-seeking students who have received a baccalaureate degree are advised that no credit earned while enrolled may be applied at a later date to a graduate program. These post-baccalaureate students may enroll in undergraduate courses for which they possess the necessary prerequisites, but may not enroll in courses restricted to graduate students.

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### **INTERNATIONAL STUDENT ADMISSION**

The University of Maryland seeks to enroll international students who demonstrate strong academic performance with records suggesting potential for success at Maryland. Admission is competitive and is offered to applicants whose academic credentials indicate marks of "very good" to "excellent." Due to space limitations and the competitive nature of undergraduate admission at the University of Maryland, an international applicant should submit a complete application as early as possible, and always before the deadlines listed in this section. Applications completed after a deadline will not be considered for that semester, but will be reviewed for the following semester. Evaluation of an applicant's credentials will take place only after all application materials are received. Decisions are released in writing on a rolling basis.

Applicants currently holding or intending to seek an F-1 Student or J-1 Exchange Visitor visa to study in the United States are considered international applicants and should observe the following instructions. All other non-immigrant visa holders (including A, E, G, H, I, and L) should follow the Freshman and Transfer instructions preceding and following the International Student Admission section of the catalog.

#### **Freshman Admission - International**

You are considered a freshman applicant if you have completed fewer than 12 semester hours of university-level credit past secondary school at the time you plan to enter the University of Maryland. Successful freshman applicants demonstrate satisfactory completion of diverse college-preparatory subjects in secondary school, proficiency in English, and evidence of sufficient funds to cover all expenses. Due to space limitations, we are unable to offer admission to all students who have the ability to be academically successful at the University of Maryland.

The fall (August) deadline for applications to be received is December 1. The spring (January) general deadline is August 1.

All of the following documents must be submitted before the freshman final deadline for an applicant to be considered for undergraduate admission: International Student Application for Undergraduate Admission; nonrefundable application fee (U.S. \$65.00); official secondary school transcripts in native language with certified English translations and, where appropriate, official results and certificate of completion from a national secondary school examination; all official university or college transcripts in native language with certified English translations (if any); proof of English proficiency; SAT I or ACT official results (if three or more years of high school completed in U.S.); statement of activities; an essay; and Certification of Finances, including supporting documents that demonstrate support of U.S. \$25,543.00 per year. Current F-1 and J-1 Visa Holders must also provide photocopies of their I-94 Arrival/Departure Record, visa stamp, and current I-20 or IAP-66 form. Current other non-immigrant Visa Holders must also provide photocopies of their I-94 Arrival/Departure Record and visa stamp.

#### **Transfer Admission - International**

You are considered a transfer applicant if you have completed 12 or more semester hours of university-level credit past secondary school at the time you plan to enter the University of Maryland. Successful transfer applicants demonstrate better than average grades in strong academic courses, proficiency in English, and evidence of sufficient funds to cover all expenses. Due to space limitations, we are unable to offer admission to all students who have the ability to be academically successful at the



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### Application Dates

| Semester      | Date  |
|---------------|---|
| Spring        | December 1 (November 1 with any foreign academic records) |
| Fall Priority | March 1   |
| Fall          | July 1 (April 30 with any foreign academic records)       |

### Transfer from Maryland Public Institutions

Currently, Maryland residents who attend Maryland public institutions may be admitted in accordance with the criteria outlined in the general statement above. The university subscribes to the policies set forth in the Maryland Higher Education Commission and Board of Regents transfer policies. When the number of students desiring admission exceeds the number that can be accommodated in a particular professional or specialized program, admission will be based on criteria developed by the university to select the best qualified students.

Articulated transfer programs are available at each Maryland community college. An articulated transfer program is a list of courses that best prepare applicants for a particular course of study at the University of Maryland. Applicants who take appropriate courses specified in the articulated program and earn acceptable grades are guaranteed transfer with no loss of credit. Articulated transfer programs help students plan their new programs after changing career objectives. Computerized articulation information, called ARTSYS, is available at the Office of Undergraduate Admissions at the University of Maryland, in the transfer adviser's office at each of the community colleges, and at all other Maryland public institutions. Applicants can eliminate all doubt concerning transfer of courses by following articulated programs.

### General Transfer Information

Admitted students will receive a preliminary review of transfer credit within two weeks after receiving the letter of admission. An official review of transfer credit occurs thereafter, with final determination of applicability made by an academic adviser/evaluator in the office of the appropriate dean for the major. Generally, college-level courses completed at regionally-accredited institutions will transfer, provided that grades of at least "C" (2.0) are earned and the course is similar in content and scope to work offered at Maryland. The regional accrediting bodies are 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. Up to 60 credits from a community or two-year college, and 90 credits from a four-year college, may be applied toward the degree. Students are required to complete at least their final 30 credits at Maryland to earn a Maryland degree.

Transfer of course work completed at Maryland public colleges and universities is covered by the Maryland Higher Education Commission (MHEC) transfer policies (see complete text later in this section). Maryland will accept grades of "D" or better from appropriate course work completed at a regionally-accredited Maryland public institution, including other institutions in the University System of Maryland.

The Transfer Credit Center provides articulation information and assistance to students and transfer advisers. The Center, a joint effort between the Offices of Undergraduate Admissions and the Office of the Registrar, has computerized and consolidated the transfer credit evaluation process. It provides incoming students from domestic institutions with information on acceptability of credits and transfer equivalencies, subject to adjustment by advisers within the student's individual program. Certain courses (e.g., those not appearing or not fully elaborated in the sending institution's current catalog) may require additional information such as syllabi, portfolios, etc., before evaluation.

Information on transferability of specific courses to the University of Maryland, College Park may be accessed on the World Wide Web at <http://www.tce.umd.edu/TCE/>.

Each college-level course will be evaluated individually, with applicability toward major or general education requirements determined by the appropriate academic unit. The university does not transfer blocks of courses, such as those completed through the Associate's Degree. See the appropriate sections of the catalog for specific general education and major requirements.

Credit will be posted to your Maryland record only from official transcripts sent from the institution at which the credit was completed. Students who have earned credit through Advanced Placement (AP), International Baccalaureate (IB), or College-Level Examination Program (CLEP) subject area exams must have scores sent directly from the testing board, even if they are already posted on a transcript from another institution.

| EQUIVALENT SOURCE  | GRADES/SCORES   |                     | WHERE APPROPRIATE  |
|--|---|---------------------|--|
|  | ACCEPT CREDITS?   | OR REQUIRED CREDITS |  |
| <b>Note: Some transfer credit policies are under review. Please call Undergraduate Admissions for current information.</b> |   |                     |  |
| ACE Non-Collegiate Courses   | No  |                     |  |
| Advanced Placement Program (CEEB)  | Yes   | E or R <sup>1</sup> | 3 or higher (see chart in this chapter)                    |
| CLEP   | Yes   | E or R <sup>1</sup> | See chart in Chap. 4                                       |
| Community College of the Air Force   | Yes   | E or R <sup>1</sup> | C (2.0) or higher equivalent grade as appropriate to dept. |
| Correspondence courses   | No  |                     |  |
| Dantes   | No  |                     |  |
| Defense Language Institute   | Yes   | E or R <sup>1</sup> | Scores as appropriate to department                        |
| Departmental exams from other colleges   | Yes   | E or R <sup>1</sup> | C (2.0) or higher  |
| International Baccalaureate  | Yes   | E or R <sup>1</sup> | 5 or higher (see chart in this chapter)                    |
| Life experience  | No, unless validated through CLEP or University of Maryland, College Park departmental exam |                     |  |
| Military credit  | No  |                     |  |
| Nursing school courses: by transfer/by challenge exam  | No <sup>2</sup>   |                     |  |
| Other articulation agreements (proprietary schools, public agencies, etc.)   | No, unless a newly-formed Maryland public institution operating under auspices of MHEC      |                     |  |
| PONSI non-collegiate work  | No  |                     |  |
| Portfolio credits from other colleges  | No  |                     |  |

<sup>1</sup> Courses must be similar in depth and scope to University of Maryland courses. Applicability is determined by the appropriate dean.

<sup>2</sup> Professional courses are generally not transferable. Courses taken at a regionally-accredited institution may be reviewed by the appropriate dean.

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### Statement on Transfer of Course Credit

The University of Maryland welcomes transfer students and has transfer agreements (sometimes referred to as "articulation" agreements) to encourage and aid students in their efforts to take appropriate courses prior to transfer. Each course is evaluated individually for students seeking to transfer to the University of Maryland. Credit is granted for courses that are applicable to a Bachelor of Arts or Bachelor of Science degree, and for which a grade of C or above was earned. Courses completed at Maryland public two- or four-year institutions may transfer with grades of D or above provided that course content is appropriate for our academic programs.

#### Maximum Number of Transfer Credits Accepted

The University of Maryland has direct transfer agreements with all Maryland community colleges, as well as other junior and community colleges outside of the state. The university will accept for transfer a maximum of 60 credits from a two-year program and 90 credits from a four-year program for courses in which a grade of C or above was earned, and which are appropriate to an approved curriculum at this institution. See the above paragraph for required course grades.

#### Maximum Number of Credits Allowed for Non-Traditional Learning

Students who have acquired college-level learning through work or other non-collegiate activities may wish to translate their experience into credits at Maryland by validation through the national CLEP examination (College-Level Examination Program) or credit-by-examination administered by academic departments. The university will accept a maximum of 30 hours of credit through examination.

#### Minimum Number of Credits Required Through Classroom Instruction in the Major Field and for the Degree

The University of Maryland requires a minimum of 120 semester hours of credit for an undergraduate degree; some programs require more. Regardless of the total number of transfer credits, students must complete at least their last 30 credits at the University of Maryland, College Park.

#### Statement on Transfer of General Education Requirements

As directed by the Maryland Higher Education Commission Transfer Policy, transferable courses taken in fulfillment of general education requirements at a Maryland public institution will be applied toward Maryland's CORE requirements. Careful planning with an academic adviser will ensure that students take appropriate credit and maximize their credit transfer. The total number of general education credits for a Maryland public institution transfer or post baccalaureate credits will not exceed that required of native students.

## MARYLAND HIGHER EDUCATION COMMISSION (TITLE 13B)

### Subtitle 06 GENERAL EDUCATION AND TRANSFER

#### Chapter 01 PUBLIC INSTITUTIONS OF HIGHER EDUCATION

Authority: Education Article, 11-201 - 11-206, Annotated Code of Maryland

##### .01 Scope and Applicability.

This chapter applies only to public institutions of higher education.

##### .02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms defined.

- (1) "A.A. degree" means the Associate of Arts degree.
- (2) "A.A.S. degree" means the Associate of Applied Sciences degree.
- (3) "Arts" means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice. Courses in this area may include fine, performing and studio art, appreciation of the arts, and history of the arts.

- (4) "A.S. degree" means the Associate of Sciences degree.
- (5) "Biological and physical sciences" means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret, and apply scientific data, and to an understanding of the relationship between scientific theory and application.
- (6) "English composition courses" means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.
- (7) "General education" means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.
- (8) "General education program" means a program that is designed to:
  - (a) Introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines;
  - (b) Encourage the pursuit of life-long learning; and
  - (c) Foster the development of educated members of the community and the world.
- (9) "Humanities" means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.
- (10) "Mathematics" means courses that provide students with numerical, analytical, statistical and problem-solving skills.
- (11) "Native student" means a student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.
- (12) "Parallel program" means the program of study or courses at one institution of higher education which has comparable objectives as those at another higher education institution, for example, a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a 4-year institution of higher education.
- (13) "Receiving institution" means the institution of higher education at which a transfer student currently desires to enroll.
- (14) "Recommended transfer program" means a planned program of courses, both general education and courses in the major, taken at a community college, which is applicable to a baccalaureate program at a receiving institution, and ordinarily the first 2 years of the baccalaureate degree.
- (15) "Sending institution" means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.
- (16) "Social and behavioral sciences" means courses that examine the psychology of individuals and the ways in which individuals, groups, or segments of society behave, function, and influence one another. The courses include, but are not limited to, subjects which focus on:
  - (a) History and cultural diversity;
  - (b) Concepts of groups, work, and political systems;
  - (c) Applications of qualitative and quantitative data to social issues; and
  - (d) Interdependence of individuals, society, and the physical environment.
- (17) "Transfer student" means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution which is applicable for credit at the institution the student is entering.

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### .03 General Education Requirements for Public Institutions.

- A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirement by:
- (1) Requiring each program leading to the A.A. or A.S. degree to include not less than 30 and no more than 36 semester hours and each baccalaureate degree program to include not less than 40 and no more than 46 semester hours of required core courses, with the core requiring, at a minimum, coursework in each of the following five areas:
    - (a) Arts and humanities;
    - (b) Social and behavioral sciences;
    - (c) Biological and physical sciences;
    - (d) Mathematics; and
    - (e) English composition.
  - (2) Conforming with COMAR 13B.02.02.16D(2)(b)-(c).
- B. Each core course used to satisfy the distribution requirements of (1) of this regulation shall carry at least 3 semester hours.
- C. General education programs of public institutions shall require at least:
- (1) One course in each of two disciplines in arts and humanities;
  - (2) One course in each of two disciplines in social and behavioral sciences;
  - (3) Two science courses, at least one of which shall be a laboratory courses;
  - (4) One course in mathematics at or above the level of college algebra; and
  - (5) One course in English composition.
- D. Interdisciplinary and Emerging Issues.
- (1) In addition to the five required areas in §A of this regulation, a public institution may include up to 8 semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may:
    - (a) Be integrated into other general education courses or may be presented as separate courses; and
    - (b) Include courses that:
      - (i) Provide an interdisciplinary examination of issue across the five areas, or
      - (ii) Address other categories of knowledge, skills, and values that lie outside of the five areas.
  - (2) Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in §A(1) of this regulation.
- E. General education programs leading to the A.A.S. degree shall include at least 20 semester hours from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one 3-semester-hour course from each of the five areas listed in §A(1) of this regulation.
- F. A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.
- G. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.
- H. Composition and literature courses may be placed in the arts and humanities area if literature is included as part of the content of the course.
- I. Public institutions may not include physical education skills courses as part of the general education requirements.

- J. General education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines.
- K. Courses that are theoretical may include applications, but all applications courses shall include theoretical components if they are to be included as meeting general education requirements.
- L. Public institutions may incorporate knowledge and skills involving the use of quantitative data, effective writing, information retrieval, and information literacy when possible in the general education program.
- M. Notwithstanding §A(1) of this regulation, a public 4-year institution may require 48 semester hours of required core courses if courses upon which the institution's curriculum is based carry 4 semester hours.
- N. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.

### .04 Transfer of General Education Credit.

- A. A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student's sending institution as provided by this Chapter.
- B. A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.
- C. Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.
- D. The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division general education credits described in Regulation .03 of this chapter at a public institution for any general education courses successfully completed at the sending institution.
- E. Except as provided in Regulation .03M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10-16 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.
- F. Each sending institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.
- G. A.A.S. Degrees.
- (1) While there may be variance in the numbers of hours of general education required for A.A., A.S., and A.A.S. degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.
  - (2) An A.A.S. student who transfers into a receiving institution with fewer than the total number of general education credits as designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in 03M, the total general education credits for baccalaureate degree-granting public receiving institutions shall not exceed 46 semester hours.
- H. Student responsibilities. A student is held:
- (1) Accountable for the loss of credits that:
    - (a) Result from changes in the individual's selection of the major program of study;

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- (b) Were earned for remedial coursework; or
  - (c) Exceed the total course credits accepted in transfer as allowed by this chapter and
- (2) Responsible for meeting all requirements of the academic program of the receiving institution.

### .05 Transfer of Nongeneral Education Program Credit.

#### A. Transfer to Another Public Institution.

- (1) Credit earned at any public institution in the State is transferable to any other public institution if the:
  - (a) Credit is from a college or university parallel course or program;
  - (b) Grades in the block of courses transferred average 2.0 or higher; and
  - (c) Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.
- (2) If a native student's "D" grade in a specific course is acceptable in a program, then a "D" earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of "C" or better in a required course, the transfer student shall also be required to earn a grade of "C" or better to meet the same requirement.

#### B. Credit earned in or transferred from a community college is limited to:

- (1) 1/2 the baccalaureate degree program requirement, but may not be more than 70 semester hours; and
- (2) The first 2 years of the undergraduate education experience.

#### C. Nontraditional Credit.

- (1) The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the State minimum requirements.
- (2) Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course by-course basis:
  - (a) Technical courses from career programs;
  - (b) Course credit awarded through articulation agreements with other segments or agencies;
  - (c) Credit awarded for clinical practice or cooperative education experiences; and
  - (d) Credit awarded for life and work experiences.
- (3) The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.
- (4) The receiving institution shall inform a transfer student of the procedures for validation of course work for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge, examinations, and satisfactory completion of the next course in sequence in the academic area.
- (5) The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower division level that the receiving institution offers at the upper division level. The validated credits earned for the course shall be substituted for the upper division course.

#### D. Program Articulation.

- (1) Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman/sophomore level coursework to be taken at the community college in fulfillment of the receiving institution's lower division coursework requirement.

- (2) Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

### .06 Academic Success and General Well-Being of Transfer Students.

#### A. Sending Institutions.

- (1) Community colleges shall encourage their students to complete the Associate degree or to complete 56 hours in a recommended transfer program which includes both general education courses and courses applicable toward the program at the receiving institution.
- (2) Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.
- (3) The sending institution shall:
  - (a) Provide to community college students information about the specific transferability of courses at 4-year colleges.
  - (b) Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
  - (c) Promptly supply the receiving institution with all the required documents provided the student has met all financial and other obligations of the sending institution for transfer.

#### B. Receiving Institutions.

- (1) Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.
- (2) The receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.
- (3) The receiving institution shall evaluate the transcripts of degree seeking transfer students as expeditiously as possible, and notify students of the results no later than mid-semester of the students' first semester of enrollment at the receiving institution provided that all official transcripts have been received at least 15 working days before mid-semester. The receiving institution shall inform students of which courses are acceptable for transfer credit and which of those are applicable to the student's intended program of study.
- (4) The receiving institution shall give transfer students the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to the student who has been continuously enrolled at the sending institution.

### .07 Programmatic Currency.

- A. Receiving institutions shall provide to the community college current and accurate information on recommended transfer programs and the transferability status of courses. Community college students shall have access to this information.
- B. Recommended transfer programs shall be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.
- C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both 2- and 4-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to affect the change with minimum disruption. Transfer students are not required to repeat equivalent coursework successfully completed at the community college.

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### .08 Transfer Mediation Committee.

- A. There shall be a Transfer Mediation Committee, which shall be representative of the public 4-year colleges and universities and the community colleges.
- B. Sending and receiving institutions that disagree on the interpretation of the transfer of general education courses as defined by this chapter shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall also address questions raised by any institutions about the acceptability of new general education courses. As appropriate, the Committee shall consult with faculty on curricular issues.
- C. The findings of the Transfer Mediation Committee shall be considered binding on both parties.

### .09 Appeal Process.

- A. Notice of Denial of Transfer Credit by the Receiving Institution.
  - (1) Except as provided in §A(2) of this Regulation, the receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than mid-semester of the transfer student's first semester provided that all official transcripts have been received at least 15 working days before mid-semester.
  - (2) If transcripts are submitted after 15 working days before mid-semester of the student's first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.
  - (3) The receiving institution shall include in the notice of denial of transfer credit:
    - (a) A statement of the student's right to appeal; and
    - (b) A notification that the appeal process is available in the institution's catalog.
  - (4) The statement of the student's right to appeal the denial shall include notice of the time limitations in §B of this regulation.
- B. A student believing that the receiving institution has denied the student transfer credits in violation of this chapter may initiate an appeal by contacting the receiving institution's Transfer Coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.
- C. Response by Receiving Institution
  - (1) A receiving institution shall:
    - (a) Establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit; and
    - (b) Respond to a student's appeal within 10 working days.
  - (2) An institution may either grant or deny an appeal. The institution's reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.
  - (3) Unless a student appeals to the sending institution, the writing decision in §C(2) of this regulation constitutes the receiving institution's final decision and is not subject to appeal.
- D. Appeal to Sending Institution.
  - (1) If a student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on the student's behalf by contacting the transfer coordinator of the sending institution.
  - (2) A student shall make an appeal to the sending institution within 10 working days of having received the decision of the receiving institution.
- E. Consultation Between Sending and Receiving Institutions.
  - (1) Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.

- (2) As a result of a consultation in this section, the receiving institution may affirm, modify, or reverse its earlier decision.
- (3) The receiving institution shall inform a student in writing of the result of the consultation
- (4) The decision arising out of a consultation constitutes the final decision of the receiving institution and is not subject to appeal.

### .10 Periodic Review.

- A. Report by Receiving Institution.
  - (1) A receiving institution shall report annually the progress of students who transfer from two-year and four-year institutions within the State to each community college and to the Secretary of the Maryland Higher Education Commission.
  - (2) An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.
  - (3) A receiving institution shall include in the reports comparable information on the progress of native students.
- B. Transfer Coordinator. A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this chapter and interpreting transfer policies to the individual student and to the institution.
- C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this chapter.

#### Administrative History

**Effective date: December 4, 1995 (22:24 Md. R. 1901)**  
**Regulations .02, .03, and .05 amended. Effective date: July 1, 1996**  
**(23:13 Md. R. 946)**

## RESIDENCY INFORMATION

Residency Classification Office, 1118 Mitchell Building, (301) 405-2030,  
 Fax: (301) 314-9832  
 E-mail: [resclass@deans.umd.edu](mailto:resclass@deans.umd.edu)  
<http://www.testudo.umd.edu/rco>

Petitions, related documents, self-test checklist, deadline information, and questions concerning the residency policy of the University of Maryland for the determination of in-state status should be directed to the Residency Classification unit in the Office of the Registrar.

**Determination of In-State Status for Admission, Tuition, and Charge Differential Purposes: See Appendix H in this catalog for the complete text of this policy.**

An initial determination of in-state status for undergraduates will be made by the Office of Undergraduate Admissions at the time a student's application for admission is considered. The determination made at that time, and any determination made thereafter, shall prevail in each semester until the determination is successfully challenged. Students may challenge their classification by submitting a petition to the Residency Classification Office. Determinations are based on the residency policy and its requirements. The deadline for submitting a petition and meeting all nine criteria for the required 12 months is the last day of late registration of the semester in which the student wishes to be classified as an in-state student.

The volume of requests for reclassification may necessitate a delay in completing the review process. It is hoped that a decision in each case will be made within 90 days of receipt of petition and required necessary documentation. During this period of time, or any further period of time required by the university, any fees and charges based on the previous determination must be paid. The student is solely responsible for any late charges incurred by the residency process. If the determination is changed, any excess fees and charges will be refunded.

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Students classified as in-state for admission, tuition, and charge-differential purposes are responsible for notifying the Residency Classification Office in writing within 15 days of any change in their circumstances that might in any way affect their classification at the University of Maryland.

### READMISSION AND REINSTATEMENT

Students who are admitted and do not register for their first semester or cancel registration prior to beginning their first semester must apply again for admission (see Freshman or Transfer Admission). Students who are admitted as "Term Only" also must apply again for admission if they wish to register for a subsequent term.

Students who have matriculated and registered and did not maintain that registration continuously (Fall and Spring semesters) to graduation, must apply for readmission or reinstatement to reenroll at the University of Maryland.

#### Readmission

Students must apply for readmission if they interrupt registration for one or more semesters and were not academically dismissed at the conclusion of the last semester of attendance.

#### Reinstatement

Students who are academically dismissed from the University must apply for reinstatement. All applications for reinstatement are reviewed by a Faculty Petition Board. Students may apply for reinstatement for the semester immediately following dismissal or for any subsequent semester. Only the Faculty Petition Board can grant reinstatement.

Students who are denied reinstatement will be required to comply with specific recommendations made by the Faculty Petition Board in order to be considered for reinstatement in a future semester.

#### Deadlines

There are no deadlines for **readmission**. For full consideration, students applying for **reinstatement** must observe the following deadlines:

Fall Semester—July 1  
 Winterterm—November 1  
 Spring Semester—December 1  
 Summer Session I-A&I-B—May 1  
 Summer Session II-C&II-D—June 1

All students are encouraged to apply early in order to take advantage of early registration.

#### Summer School

Students who are dismissed at the end of the Fall semester are not eligible to attend Summer sessions unless or until they are approved for reinstatement. Students dismissed at the end of a Spring semester may attend any Summer sessions prior to being reinstated. However, these students must be approved for reinstatement in order to attend during the subsequent Fall semester.

#### Winterterm

Students dismissed at the end of the Fall semester may attend Winterterm prior to being reinstated. Winterterm is offered to students who have attended during the preceeding Fall semester. Students with a break in attendance must be reenrolled to be eligible to attend Winterterm. Students readmitted/reinstated for a Spring semester may also attend Winterterm.

#### Clearances

Clearances from Judicial Programs, the Bursar, Health Center, International Education Services, and/or the Graduate School may be requested of the applicant.

### Applications

Applications for readmission and reinstatement are available at the Reenrollment Office, 0117 Mitchell Building and may be requested by calling (301) 314-8382. Applications and information may also be accessed via the web at [www.uga.umd.edu/reenroll](http://www.uga.umd.edu/reenroll).

### Additional Information

For additional information contact the Reenrollment Office, 0117 Mitchell Building, University of Maryland, College Park, MD 20742-5251, (301) 314-8382.

### GRADUATE ENROLLMENT MANAGEMENT SERVICES (GEMS)

Those who have earned or will earn a bachelor's degree at a regionally accredited college or university in the United States, or the equivalent of this degree (as determined by the University of Maryland, College Park) in another country, will be considered for admission to the graduate school. Criteria are listed in the GEMS' Application Brochure. Requests for information about graduate programs or correspondence concerning application for admission to GEMS at the University of Maryland should be addressed to the Graduate Enrollment Management Services, 2123 Lee Building, University of Maryland, College Park, MD 20742-5121. To request an application by telephone, call (301) 314-9304. To apply online, visit the graduate school's home page on the World Wide Web at <http://www.gradschool.umd.edu>. For further information, contact the GEMS Information Center, (301) 405-4198.