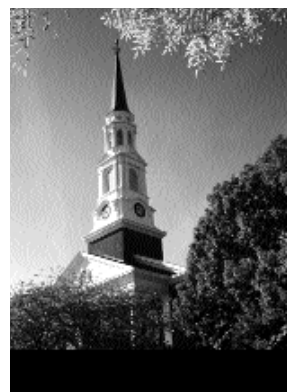


# CHAPTER 1

## 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, 50 states, the District of Columbia, 3 territories, and over 100 foreign countries are represented in the undergraduate population. Admission policies are determined by the Board of Regents.

The University of Maryland maintains a competitive admission policy, with priority given to those students with the most outstanding academic credentials, and seeks to enroll students who demonstrate the potential for academic success.

That potential is typically assessed by examination of high school course work and results from either the Scholastic Assessment Test (SAT I) or the American College Test Assessment (ACT). At a minimum, all entering students should have completed four years of high school English; three years of history or social science; two years of science, both of which involve laboratory work; three years of mathematics courses equivalent at least to Algebra I, Algebra II, and Plane Geometry; and two years of a foreign language. In addition, students are strongly encouraged to take a fourth year of mathematics.

### 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 also will 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 may 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, or by the high school. 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 January of the year of application. 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

While standardized test scores and grade point averages play an important role in the admission process, they are not the sole factors determining a candidate's admissibility. Students are required to submit an essay and a recommendation from their school counselor on the form provided in the application. A list of cocurricular activities in high school is requested on the application. Additional letters of recommendation from academic subject area teachers also will be considered. The Admission Committee may review a student in light of his or her unique talents and abilities and the needs of the University. Students with accomplishments in art, music, leadership, and other cocurricular endeavors should make this information available to the Office of Undergraduate Admissions.

### 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.

Students who submit completed applications by the priority application deadline of December 1 will be sent a decision letter on February 1. When requested, students should submit first-semester, senior-year grades no later than February 15 to be reconsidered for admission. Students who submit completed applications by the regular application deadline of February 15 may expect to receive 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 may not be able to offer admission to all qualified applicants.

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

- |                   |   |
|-------------------|---|
| <b>December 1</b> | <b>Priority application deadline for admission.</b> Qualified students who apply by this date will be considered for merit-based scholarships and invitation to special programs. <i>This is not an early decision program; all admitted students have until May 1 to confirm their enrollment.</i> |
| <b>February 1</b> | <b>Applicants who meet the priority application deadline will be notified of their admission decision.</b> Applicants   |

## 2 Admission Requirements and Application Procedures

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may be admitted, denied, placed on a wait list, or asked to submit first-semester, senior-year grades.

**February 15** **Regular application deadline for admission.** Admission notifications released on April 1.

**Priority financial aid application deadline.** For more information about financial aid, see chapter 2.

**Deadline to submit requested mid-year grades for reconsideration.**

**April 1** **Final admission decisions will be released on this date.**

**May 1** **Enrollment confirmation deadline.** All admitted students must confirm their intention to enroll at the University of Maryland, College Park, by returning the Enrollment Confirmation form with a \$100 deposit.

**June 1** **Students on waiting 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.

### Financial Aid Applications

Students seeking financial assistance should apply for financial aid **before** receiving their letter of admission. The priority financial aid application deadline is February 15. 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 minimum 3.0 grade point average may enroll for 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. 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 a superior academic record 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 page. 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.

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 equivalences. Any new exams offered after February 15, 1999, 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.



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### 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.

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### 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 1998-99 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; College of Journalism; Department of Natural Resource Sciences and Landscape Architecture; Department of Psychology; 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 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.

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### Pre-Professional Programs

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) priority deadline for applications to be received is December 1; the fall final deadline is February 15. The spring (January) final 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. \$22,351 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 University of Maryland. The fall (August) final deadline for applications to be received is March 1. The spring (January) final deadline is August 1.

All of the following documents must be submitted before the transfer final deadline for an applicant to be considered for undergraduate admission: International Student Application for Undergraduate Admission; nonrefundable application fee (U.S. \$65.00); all official university or college transcripts in native language with certified English translations; proof of English proficiency; statement of activities; and Certification of Finances, including supporting documents that demonstrate support of U.S. \$22,351 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. Students with less than 28 semester hours must also provide 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.

## English Proficiency

Non-native English speakers (regardless of citizenship) who seek admission to the University of Maryland must verify their proficiency in English by taking and submitting an official score report from one of the following English proficiency exams: TOEFL (Test of English as a Foreign Language); APIEL (Advanced Placement International English Language Exam); or ELPT (SAT II English Language Proficiency Test). Those whose native language is English, who earn an SAT I verbal score of 480 or higher, or who have earned a post-secondary degree from a university in an English-speaking country do not need to take or submit scores from an English proficiency

exam. Transfer credit for an English composition course does not waive the English proficiency exam.

## Visa Records

Applicants Residing Outside of the United States: To enter the United States, international students residing abroad will need a passport from their government and a visa from the U.S. Consulate. In order to obtain a visa for the purposes of studying in the United States, the applicant must present a Certificate of Eligibility form to the U.S. Consulate. The university will issue this form to admitted students who have submitted proof of having sufficient funds to cover the cost of a program of study. Admitted students with personal, family, or other source of private funding will be issued the Certificate of Eligibility form I-20 in order to obtain the F-1 Student Visa. Admitted students who are sponsored by agencies, foundations, or their home government, or are participating in an established exchange program may be issued the Certificate of Eligibility form IAP-66 in order to obtain the J-1 Exchange Visitor Visa.

Applicants Currently Residing in the United States: Applicants currently holding F-1 Student or J-1 Exchange Visitor status in the United States need to submit a photocopy of their I-94 Arrival/Departure Record, visa stamp, and current I-20 or IAP-66 form along with proof of having sufficient funds to cover the cost of a program of study. Applicants holding another type of non-immigrant status need to submit a photocopy of their I-94 Arrival/Departure Record and visa stamp, and must indicate if they intend to seek a change to F-1 Student or J-1 Exchange Visitor status. Upon admission and submission of the appropriate financial support documentation, the university will issue the appropriate Certificate of Eligibility form (I-20 or IAP-66) to the student.

## TRANSFER ADMISSION

A student who has attended any regionally accredited institution of higher education following graduation from high school and attempted 12 or more credits will be considered for admission as a transfer student. Transfer applicants must be in good academic and disciplinary standing at their previous institutions to be eligible for transfer to the University of Maryland.

When the number of students desiring admission exceeds the number that can be accommodated at this institution, or in a particular professional or specialized program, admission will be based on overall grade point average and the strength of the academic program the student has pursued.

## Requirements

Admission for transfer applicants is primarily based on the number of credits a student has earned and the cumulative grade point average for all college-level work. In calculating eligibility, the university will use the average stated on the transcript by the sending institution. When an applicant has attended more than one institution, a cumulative average for all previous college work attempted will be computed. To be considered, course work must have been completed at a regionally accredited college or university. All students with grade point averages below 3.0 will be considered on a space-available basis. Students who were not admissible as high school seniors must complete at least 28 semester hours with the grade point average as stated above. In accordance with Maryland Higher Education Commission and Board of Regents transfer policies, applicants from Maryland public institutions are, in some instances, given special consideration, and, when qualified, may be admitted with a cumulative grade point average of 2.0 or higher.

## Application Dates

Semester	Date
Spring	December 1 (November 1 with any foreign academic records)
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

## 8 Admission Requirements and Application Procedures

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 institutions, 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 Records and Registration, 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 the 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.

SOURCE	ACCEPT CREDITS?	EQUIVALENT OR REQUIRED CREDITS	GRADES/SCORES WHERE APPROPRIATE
<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.



## 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 student 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 O3M, 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;
  - (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 s

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.

## 12 Admission Requirements and Application Procedures

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### .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.

### .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)

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## 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.inform.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 Office.

**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 eight 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.

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.

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### 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  
Spring Semester—December 1  
Summer Session I—May 1  
Summer Session II—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 the first and/or second Summer sessions prior to being reinstated. However, these students must be approved for reinstatement in order to attend during the subsequent Fall semester.

#### Clearances

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

### Applications

Applications for readmission and reinstatement are available at the Reenrollment Office, 0117 Mitchell Building. Applications may also be requested by calling (301) 314-8382.

### Additional Information

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

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### GRADUATE SCHOOL ADMISSION

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 Graduate School's Application Brochure. Requests for information about graduate programs or correspondence concerning application for admission to the graduate school at the University of Maryland should be addressed to the Graduate Admissions Office, University of Maryland Graduate School, 2117 Lee Building, 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.inform.umd.edu/grad>. For further information, contact the Graduate Information Center, (301) 405-4198.