



UNIVERSITY OF  
MARYLAND



# REGISTRATION **GUIDE**

2023-2024

# ABOUT THIS GUIDE

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



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

Or visit us at:

Office of the University Registrar

Clarence M. Mitchell, Jr. Building  
First Floor

**Phone:** 301-314-8240

**Fax:** 301-314-9568

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

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

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

# Contents

<b>ACADEMIC CALENDAR 2023-2024</b> .....	<b>4</b>	The Counseling Center .....	28
<b>ACADEMIC DEADLINES 2023-2024</b> .....	<b>5</b>	The Counseling Service .....	29
<b>REGISTRATION AND COURSE PLACEMENT</b> .....	<b>6</b>	Accessibility and Disability Service (ADS) .....	29
Before You Register .....	6	The Research Unit .....	29
Please Note: Immunization Requirements .....	6	Maryland English Institute (MEI) .....	29
Registration Steps .....	7	Office of Diversity and Inclusion .....	30
Registration Blocks .....	8	Bias Incident Support Services .....	30
Special Permissions .....	9	The Office of Multi-ethnic Student Education (OMSE) .....	30
Full-time Status .....	10	University Libraries .....	31
Transfer Credit .....	11	University Book Center .....	31
Course Placement Options .....	14	University Career Center & The President's Promise .....	31
Pass/Fail Grading Option .....	15	<b>FINAL EXAMS</b> .....	<b>32</b>
Repeat Course Guidelines .....	15	<b>GRADUATION INFORMATION</b> .....	<b>32</b>
Undergraduate Student Classifications .....	15	Undergraduate Students .....	32
Taking Courses at Other Institutions .....	16	Graduate Students .....	33
Education Abroad .....	17	<b>FINANCIAL INFORMATION</b> .....	<b>34</b>
Faculty/Staff Registration .....	17	Tuition and Fees .....	34
<b>SCHEDULE ADJUSTMENT</b> .....	<b>18</b>	Billing and Payment .....	34
Drop and Add Courses .....	18	Refunds .....	34
Waitlist and Hold File .....	18	<b>STUDENT FINANCIAL AID</b> .....	<b>35</b>
Waitlist v. Hold File .....	18	General Regulations Governing Receipt of Aid .....	35
Financial Adjustments for Dropping and Adding Courses .....	19	Satisfactory Academic Progress .....	35
Graduate Student Course and Credit Changes .....	19	<b>RESIDENCY RECLASSIFICATION</b> .....	<b>35</b>
Change of Major .....	19	<b>POLICY STATEMENTS</b> .....	<b>36</b>
Cancellation of Registration .....	20	Disclosure of Student Records (FERPA) .....	36
Undergraduate Student Withdrawal .....	20	Non-Discrimination .....	36
Graduate Student Leave of Absence .....	20	Disability Compliance .....	36
Graduate Student Withdrawal .....	21	Title IX/Sexual Misconduct Non-Discrimination Notice .....	37
Resign from Graduate Study .....	22	Student Conduct .....	37
Refunds of Tuition and Fees (UG and GR Students) .....	22	<b>ADMINISTRATIVE SERVICES</b> .....	<b>38</b>
Withdrawal for Active Military Duty (UG and GR Students) .....	22	Email – The Official University Correspondence .....	38
<b>ACADEMIC INFORMATION</b> .....	<b>23</b>	Change of Contact Information .....	38
Course Numbering System .....	23	Confidentiality of Student Addresses .....	38
General Education .....	23	Change of Name .....	38
Learning Programs and Opportunities .....	24	ID Number .....	39
Satisfactory Academic Progress .....	25	Identification Cards .....	39
Academic Probation and Dismissal .....	25	Veterans Certification Services .....	39
Grading .....	26	<b>ESSENTIAL SERVICES</b> .....	<b>40</b>
Undergraduate Degree Completion .....	27	UMD Alerts .....	40
<b>ACADEMIC RESOURCES</b> .....	<b>28</b>	International Student & Scholar Services (ISSS) .....	40
Academic Advising .....	28	Transportation Services .....	40
<b>CAMPUS RESOURCES</b> .....	<b>28</b>	Emergency Weather Conditions .....	40
Academic Success and Tutorial Services (ASTS) .....	28		

The Registration Guide is produced under the direction of the Office of the University Registrar at the University of Maryland. Revisions will be posted on the web at [https://registrar.umd.edu/reg\\_guides.html](https://registrar.umd.edu/reg_guides.html) as they occur.

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



# ACADEMIC CALENDAR 2023-2024

## Fall 2023

First Day of Classes .....	August 28
Labor Day .....	September 4
Thanksgiving Recess .....	November 22 - 26
Last Day of Classes.....	December 11
Reading Day.....	December 12
Final Exams .....	December 13 - 19

## Winter 2024

Classes Begin.....	January 2
Dr. Martin Luther King Holiday.....	January 15
Classes End .....	January 22

## Spring 2024

First Day of Classes .....	January 24
Spring Break .....	March 17 - 24
Last Day of Classes.....	May 9
Reading Day.....	May 10
Final Exams .....	May 11 - 17
Commencement - Main Ceremony.....	May 20
Commencement - College/Department Ceremonies .....	May 21 - 22

## Summer 2024

Sessions I and I-A Begin.....	May 28
Session I-A Ends.....	June 14
Session I-B Begins .....	June 17
Juneteenth Holiday .....	June 19
Independence Day Holiday.....	July 4
Sessions I and I-B End.....	July 5
Sessions II and II-C Begin .....	July 8
Session II-C Ends.....	July 26
Session II-D Begins .....	July 29
Sessions II and II-D End.....	August 16

# ACADEMIC DEADLINES 2023-2024

	<b>Fall 2023</b>	<b>Spring 2024</b>
<b>Add a Course</b>	September 11	February 6
<b>Cancel Registration</b>	August 25	January 23
<b>Change from full-time to part-time</b>	see <a href="https://registrar.umd.edu/deadlines.html">https://registrar.umd.edu/deadlines.html</a>	
<b>Change Credit Level</b>		
Undergraduate Students	September 11	February 6
Graduate Students	November 6	April 9
<b>Apply for Graduation</b>	September 11	February 6
<b>Drop a Course</b>		
Undergraduate Students		
Without <b>W</b> mark	September 11	February 6
With <b>W</b> mark (see Drop Policy)	November 6	April 9
Graduate Students	November 6	April 9
<b>Drop a Course with a Refund (Graduate Students and Part-time Undergraduate Students)</b>		
	see <a href="https://registrar.umd.edu/current/registration/ScheduleAdjustment.html#penaltiesrefunds">registrar.umd.edu/current/registration/ScheduleAdjustment.html#penaltiesrefunds</a> .	
<b>Change Grading Option</b>		
Undergraduate Students	September 11	February 6
Graduate Students	November 6	April 9
<b>Withdraw from all courses</b>		
Withdraw with 100% refund (cancel)	August 25	January 23
Withdraw with 80% refund	September 11	February 6
Withdraw with 60% refund	September 18	February 13
Withdraw with 40% refund	September 25	February 20
Withdraw with 20% refund	October 2	February 27
Withdraw with 0% refund	December 11	May 9

# REGISTRATION AND COURSE PLACEMENT

## Office of the University Registrar

First Floor

Clarence M. Mitchell, Jr. Building

Phone: 301-314-8240

Fax: 301-314-9568

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

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

## Before You Register

### Undergraduate Students

#### Newly Admitted Degree Seeking

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

#### Continuing University of Maryland

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

#### Non-degree Seeking Undergraduate

**Students** may not register until the first day of classes in their initial semester. Registration appointments will be assigned for subsequent semesters and can be checked via [testudo.umd.edu](http://testudo.umd.edu).

### Graduate Students

#### Newly Admitted Graduate Students

should inform the university of their intention to accept admission through the admissions website.

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

#### Newly Admitted Advanced Special

**Students** (non-degree seeking) should inform the university of their intention to accept admission through the admissions website.

Since Advanced Special Students have not applied to a degree program, all advising is handled via the Graduate School. Please contact their offices via email for advising assistance.

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

#### Continuing University of Maryland

**Graduate Students** receive an email notification that includes information about early registration. Graduate students do not need an assigned registration time but are encouraged to check advising and registration blocks to be sure they are eligible to register for the upcoming term. If the student's graduate admission has expired, they should contact the Graduate School via email at: [gradschool@umd.edu](mailto:gradschool@umd.edu), for assistance.

#### Continuous Registration Requirements:

[academiccatalog.umd.edu/graduate/policies/registration-policies](http://academiccatalog.umd.edu/graduate/policies/registration-policies).

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

**Waiver of Registration:** [academiccatalog.umd.edu/graduate/policies/registration-policies](http://academiccatalog.umd.edu/graduate/policies/registration-policies).

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

## Please Note: Immunization Requirements

The University of Maryland requires all new students to provide documentation of vaccinations for measles, mumps, rubella and Tdap (Tetanus, Diphtheria, and Pertussis). Additionally, all undergraduate students must be vaccinated against meningococcal disease (MenACWY) or may request a waiver of this requirement. All new students are required to fill out the Tuberculosis (TB) risk screening questionnaire. The University of Maryland requires that ALL students, including credit/non-credit, degree/non-degree seeking, full-time/part-time, graduate/undergraduate, transfer and international students complete this form. Students taking all courses online or overseas are exempt from this policy. For more information, contact the University Health Center at 301-314-8114 or online at [health.umd.edu](http://health.umd.edu). Please find the Immunization Form at <https://health.umd.edu/sites/default/files/inline-files/Immunization%20Form%205-22.pdf>. Please visit [umd.edu/4Maryland](http://umd.edu/4Maryland) for more COVID vaccine information.

# REGISTRATION STEPS

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

## 1 Check appointment and registration status

Go to [testudo.umd.edu](https://testudo.umd.edu) and click on "Appointment and Registration Status" to see if you have any advising, academic, or financial blocks. All blocks must be cleared prior to registration. See *Registration Blocks in this publication*.

## 2 Make advising appointment and resolve all registration blocks

Advising to discuss academic planning is strongly recommended for all students, and is mandatory for some. See *Academic Advising in this publication*. See *Registration Blocks in this publication for an explanation of registration restrictions and blocks*.

## 3 Verify course availability

- Check the Schedule of Classes: [app.testudo.umd.edu/soc](https://app.testudo.umd.edu/soc)
- VENUS is a web-based tool that can assist in creating your class schedule [venus.umd.edu](https://venus.umd.edu)

## 4 Obtain special permissions

Some courses have specific requirements, pre-requisites or require special permission. All special permissions must be obtained prior to registration. Colleges and departments can grant special permissions electronically, but the student must still officially register for the course at [testudo.umd.edu](https://testudo.umd.edu). See *Special Permissions in this publication for an explanation of conditions or registration actions requiring college approval*.

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

**Online** - [testudo.umd.edu](https://testudo.umd.edu): click "Registration Drop/Add." Online registration hours are: Monday - Saturday 7:30 a.m. - 11 p.m. and Sunday 5:30 p.m. - 11 p.m.

**In person** - Complete the appropriate registration form at the Office of the University Registrar Front Counter Services located on the first floor of the Clarence M. Mitchell, Jr. Building. Office hours are Monday - Friday 8 a.m. to 5 p.m.

*Please note:*

- *Late registration begins on the first day of classes. All students initiating registration for the semester on or after this date will be assessed a \$20 late registration fee.*
- *All course registrations must be processed by the end of the Schedule Adjustment period (first 10 days of classes).*

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

- [registrar.umd.edu/current/registration/non-standard.htm](https://registrar.umd.edu/current/registration/non-standard.htm)
- [registrar.umd.edu/current/registration/Schedule%20Adjustment.html#penaltiesrefunds](https://registrar.umd.edu/current/registration/Schedule%20Adjustment.html#penaltiesrefunds)

Contact [registrar-help@umd.edu](mailto:registrar-help@umd.edu) for further information

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

Visit [testudo.umd.edu](https://testudo.umd.edu) to:

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

# REGISTRATION BLOCKS

Block Type	What Does It Mean?	Who Should I Contact?
<b>Academic Probation/Dismissal</b>	Student is on academic probation/dismissal and requires permission for all registration requests.	Academic advising college
<b>Academically Ineligible</b>	Student blocked from registration.	Office of the University Registrar <a href="mailto:registrar-help@umd.edu">registrar-help@umd.edu</a> or 301-314-8240
<b>Administratively Ineligible</b>	Student blocked from registration.	Office of the University Registrar <a href="mailto:registrar-help@umd.edu">registrar-help@umd.edu</a> or 301-314-8240
<b>Financially Ineligible</b>	An outstanding student financial balance exists.	Student Financial Services & Cashiering if you have questions. <a href="mailto:billtalk@umd.edu">billtalk@umd.edu</a> or 301-314-9000
<b>Fundamental Studies English</b>	Student has reached 30 credits and has not completed a fundamental English course, registration must be completed in person.	Office of the University Registrar <a href="mailto:registrar-help@umd.edu">registrar-help@umd.edu</a> or 301-314-8240
<b>Fundamental Studies Math</b>	Student has reached 30 credits and has not completed a fundamental Math course, registration must be completed in person.	Office of the University Registrar <a href="mailto:registrar-help@umd.edu">registrar-help@umd.edu</a> or 301-314-8240
<b>Judicially Ineligible</b>	Student has a judicial hold on their registration.	Office of Student Conduct <a href="mailto:studentconduct@umd.edu">studentconduct@umd.edu</a> or 301-314-8204
<b>Mandatory Advising</b>	Student must meet and be cleared by their academic advising college/department in order to register.	Academic advising college, or academic department as appropriate.
<b>Must Choose Degree/Major</b>	Student has reached 60 credits and has not yet chosen a major, or is still listed in Letters and Sciences.	Academic department offering the desired major to declare, or Letters and Sciences to request permission to register.
<b>New Student Requires Advising</b>	Newly admitted students must attend an orientation program and will be advised and registered at that time.	Office of Student Orientation and Transition <a href="mailto:askorientation@umd.edu">askorientation@umd.edu</a> or 301-314-8217
<b>No Record of Immunization</b>	The university does not have the student's immunization records on file.	University Health Center <a href="http://health.umd.edu">health.umd.edu</a> or 301-314-8114.
<b>Student Athlete</b>	Due to NCAA certification requirements, student requires permission for all registration requests.	Academic advising college
<b>Student Has Made Too Many Registration Transactions</b>	Student has exceeded the maximum number of registration transactions allowed online, registration must be completed in person.	Office of the University Registrar <a href="mailto:registrar-help@umd.edu">registrar-help@umd.edu</a> or 301-314-8240
<b>Student Last Attended in ...</b>	Student was not registered during the previous semester and must re-enroll.	Student Success Office <a href="mailto:rr-admit@umd.edu">rr-admit@umd.edu</a>



# SPECIAL PERMISSIONS

Permission Type	What Does It Mean?	Who Should I Contact?
<b>Changes After Schedule Adjustment Period</b>	After the 10th day of classes, students cannot add courses without permission.	Academic advising college
<b>CORE/Gen Ed Policy Override</b>	Permission for students over 60 credits to register for more than one CORE or General Education course.	Academic advising college
<b>Course Listed As "By Permission Only" (Perm Req.)</b>	Course is restricted to a certain population of students (specific majors, programs, etc.)	Academic department offering the course
<b>Fundamental Studies English Override</b>	Permission to register for the semester without registering for fundamental English course.	Academic advising college
<b>Fundamental Studies Math Override</b>	Permission to register for the semester without registering for fundamental math course.	Academic advising college
<b>Oversubscribe into a Closed Course</b>	Student is attempting to register for a course that has filled.	Academic department offering the course
<b>Pass/Fail Policy Override</b>	Student does not meet the requirements to register for P/F grading.	Academic advising college
<b>Seats Reserved for Incoming Students</b>	Please review the <a href="#">Seat Management Plan</a> for additional information.	
<b>Student Has Attempted Course 2 Times</b>	Student is attempting to register for a course for the third time.	Academic advising college
<b>Student Would Exceed Repeat Credit Limit</b>	Student has already repeated 18 credits of course work and is attempting to repeat more.	Academic advising college
<b>Time Conflict</b>	Student is attempting to register for courses whose times overlap.	Academic advising college
<b>Total Credit Limit Reached</b>	Student needs permission to register for over 16 credits prior to first day of classes, or over 20 credits on or after first day of classes.	Academic advising college
<b>Undergrad to Take Graduate Level Course</b>	Undergraduate is attempting to register for a graduate level course.	Academic advising college

## Full-time Status

### Undergraduate Students

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

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

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

If you are considering dropping credits or withdrawing from the university, this may have an effect on your financial aid. For more information, visit: [financialaid.umd.edu/resources-policies](https://financialaid.umd.edu/resources-policies) and visit “Enrollment and Aid” under the Policies section.

*Students receiving financial aid, scholarships, or grants, are strongly encouraged to contact a financial aid counselor prior to dropping below full-time status.*

Additional information may be obtained from:

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

### Graduate Students

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

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

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

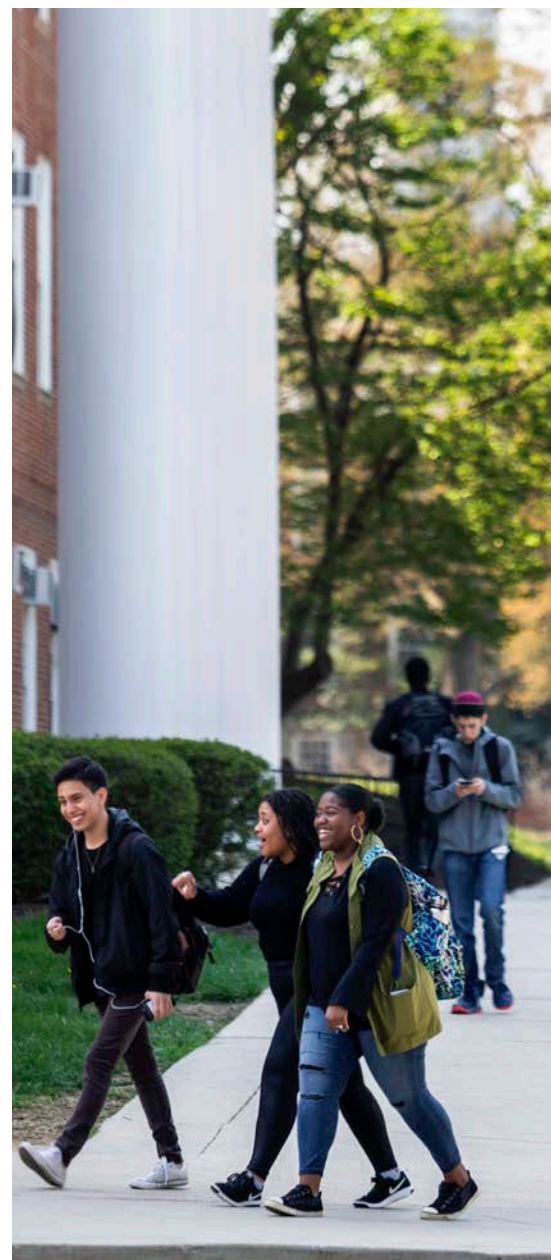
To be certified as full-time, a graduate student must be officially registered for a combination of courses equivalent to 48 units per semester. Graduate assistants holding regular appointments have full-time status if they are registered for at least 24 units in addition to the assistantship; holders of half-time assistantships are considered full-time if registered for 36 units. Audited courses do not generate graduate units and cannot be used to calculate full-time or part-time status. For programs on the 12-week term, to be certified as full-time, a graduate student must be officially registered for a combination of courses equivalent to 36 units per 12-week term. Graduate assistants holding regular appointments have full-time status if they are registered for at least 18 units in addition to the assistantship; holders of half-time assistantships are considered full-time if registered for 27 units. Audited courses do not generate graduate units and cannot be used in calculating full-time or part-time status.

**Note:** Graduate students are eligible to register

for courses numbered 400 – 899. Courses with last digit of 8 or 9 may be repeated for additional credit if applicable.

### International Students

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



## Transfer Credit

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

### Acceptance of Undergraduate Transfer Credits

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

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

The University of Maryland typically does not award undergraduate transfer credit for courses that are pre-collegiate, remedial, vocational, technical, graduate, professional (e.g. law, medicine, dentistry, nursing), or religious in nature. For a transfer course to receive credit, the course must be similar

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

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

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

- Direct equivalency to a University of Maryland course (whether within or outside of the major).
- Equivalent to a general education requirement, but not a specific course.
- Equivalent to a general elective.

Transfer courses from non-regionally accredited institutions in the United States will be reviewed on an individual basis at the request of the student. Only transfer courses that have been deemed acceptable for transfer to the University of Maryland will be posted to the student's academic record. For a course to be deemed acceptable for transfer, the course must be similar in level, scope, content and expected learning outcomes to courses offered at the University of Maryland. Transfer courses from international institutions that are not recognized by the country's Ministry of Education are not accepted for transfer and will not be awarded credit by the University of Maryland.

### Prior Learning Credit (PLC)

The University of Maryland provides students with several opportunities to receive

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

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

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

Credit for AP, IB, A-Level/AS-Level and CLEP is awarded based on the approval of the department overseeing the course content and is subject to ongoing departmental reevaluation.

Even if a student has already been awarded credit for one of these exams at another institution, the credit will be reevaluated by the University of Maryland. The score received on the exam must be equal to the minimum score the University of Maryland accepted at the time the test was taken, otherwise, the exam will not be awarded credit. The University of Maryland must receive an official score report directly from the organization/board that administered the exam for PLC to be awarded.

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

### Advanced Placement (AP)

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

### International Baccalaureate (IB)

Credits for IB exams are awarded based on departmental approval when the designated minimum score is earned. Credit is not awarded for all exams offered by IB. All Departments reserve the right to reevaluate the content of exams, and to change the assignment of credit, minimum required score and course equivalencies. Students should have their scores sent directly to the University of Maryland from the International Baccalaureate Results Service.

The university's code is 001417.

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

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

### College-Level Examination Program (CLEP)

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

Two types of CLEP tests are available:

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

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

### Basic Military Training (BMT)

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

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

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

For additional information see [transfercredit.umd.edu/plc.html](https://transfercredit.umd.edu/plc.html).



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

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

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

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

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

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

Application for Credit-by-Exam is equivalent to registration for the course; however, the

following conditions apply:

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

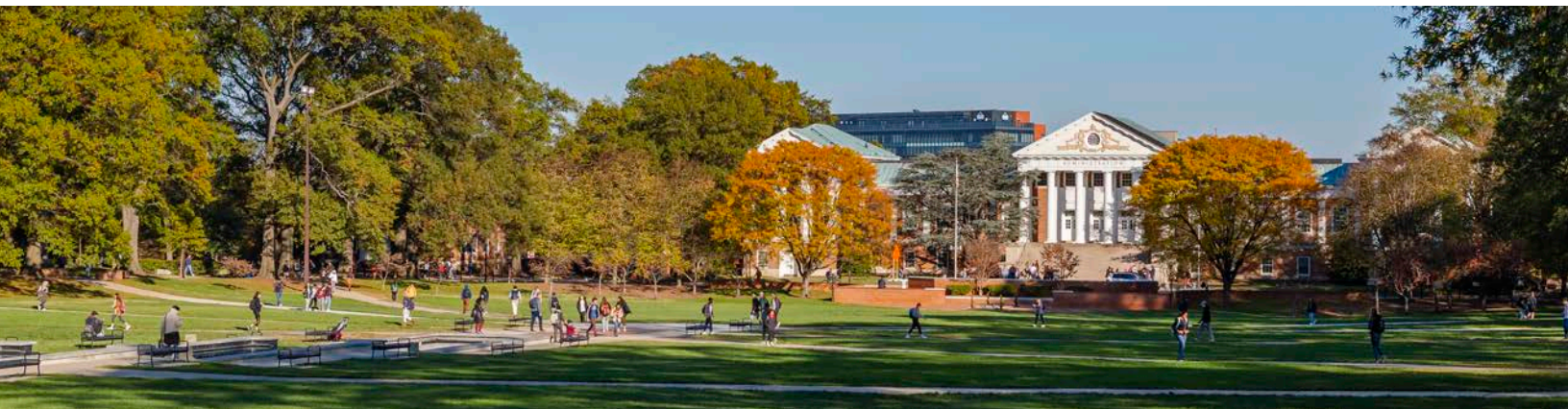
Credit-by-Exam will not be accepted for any part of the final 30 semester hours without permission of the Senior Vice President and Provost. With such permission, six of the final 30 credit hours may be by Credit-by-Exam. Applications for examinations shall be approved on an individual course basis.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

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

## Other Non-Traditional Experience

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

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



## Course Placement Options

### Math Placement

The Math Placement Test (MPT) gives a measure of a student's current mathematical skills. The results are used to advise students on the appropriate course to take to complete the mathematics requirement for their program of study. The MPT is required for incoming first year students since lower-level mathematics courses require passing it at the appropriate level before students may register. Statistics indicate that the majority of students who enroll in a math course beyond that indicated by the placement test either withdraw from the course or earn **D** or **F** grades

Please note that MATH 003, 007, 013, and 015 do not satisfy the university's Fundamental Studies Mathematics requirement. They are non-credit courses that carry a fee in addition to tuition charges.

For more information go to [www-math.umd.edu](http://www-math.umd.edu) and click on "Undergraduate" then "Credit, Placement, and Advising."

### Foreign Language Placement

All students are expected to enroll in foreign language courses at the highest level appropriate. To determine placement, students must take a foreign language placement assessment: [arhu.umd.edu/undergraduate/flpa](http://arhu.umd.edu/undergraduate/flpa).

Please review specific course descriptions and contact advisors in the School of Languages, Literatures and Cultures with any and all queries related to placement. For further information go to: [slc.umd.edu](http://slc.umd.edu)

### ARHU Global Engagement Requirement

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

common understanding. The requirement may be satisfied in one of three ways:

#### Option 1: Study of a Foreign Language

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

#### Option 2: Cultural Immersion Through Study Abroad

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

The study abroad experience must include:

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

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

#### Option 3: Individually-Designed Experience

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

1. At least the first year/elementary level

language of the host country before or during the experience (or equivalent as determined by the ARHU foreign language placement policy).

2. A pre-approved short- or long-term study abroad program that has been deemed appropriate for inclusion in this option by ARHU in conjunction with the Education Abroad Office.
3. A learning contract developed with an ARHU advisor and a petition to have the experience approved in advance.

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

#### Important notes:

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

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

## Pass/Fail Grading Option

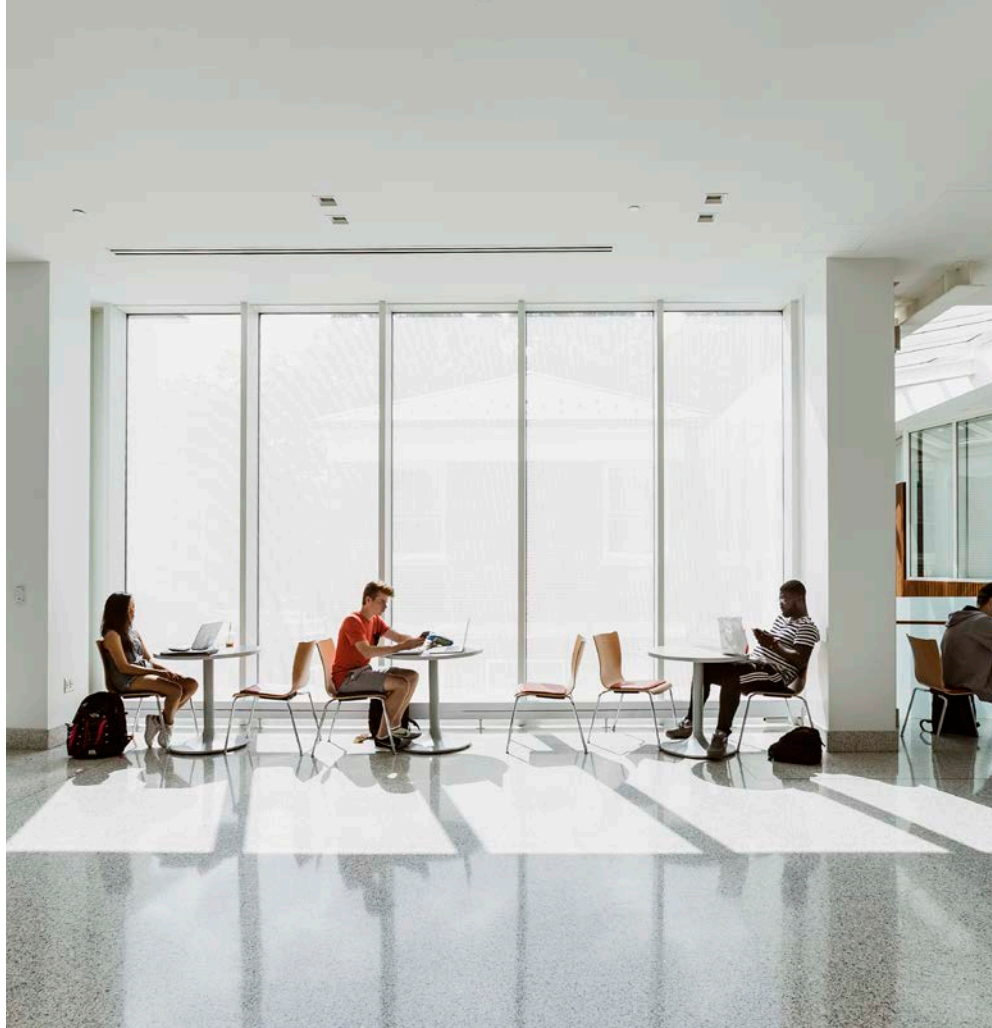
- To register for a course under the pass/fail option, an undergraduate must have completed 30 or more credit hours with a GPA of at least 2.0. At least 15 of these credit hours must have been completed at UMCP with a University of Maryland GPA of at least 2.0.
- Courses must be electives in the student's program; they may not be college, major, field of concentration, or general education program requirements.
- Only one course per semester or summer session may be registered under the pass-fail option.
- No more than 12 semester hours of credit may be taken under the pass/fail option during a student's college career.
- Students may not choose this option when re-registering for a course.
- Under the pass/fail option, a course that is completed with a **C-** or better will appear on the student's record as a **P** and will count toward the student's total credit hours but will not be computed in the grade point average. A course that is completed with a **D+**, **D**, **D-**, or **F** will appear on the student's record and will be computed both in the overall average and in the semester average.

**Note:** Grading option changes may be processed only during the Schedule Adjustment Period. Graduate students are not eligible for the pass-fail grading option. For more information, please see "Academic Records and Regulations" in the "Academic Policies and Procedures" section of the Undergraduate Catalog at [academiccatalog.umd.edu](http://academiccatalog.umd.edu).

## Repeat Course Guidelines

### Repeating Courses

The following guidelines apply to all courses that may not be repeated for additional credit. There is a limit to the number of times a course may



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

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

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

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

### College of Education Repeat Guidelines

All registrations in the student teaching yearlong internship, whether a student withdraws or takes a leave of absence, will be counted as an attempt under the campus repeat policy. Only two registrations are allowed. After two registrations, further attempts at the student teaching yearlong internship must be approved by the college department and the school system professionals involved in the candidate's student teaching internship experience. For more information go to: [academiccatalog.umd.edu](http://academiccatalog.umd.edu).

### Undergraduate Student Classifications

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



## Taking Courses at Other Institutions

### Courses Taken at Another Institution (Transfer Credit)

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

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

All transfer courses taken away from the University of Maryland must be evaluated for acceptability to the university. See [transfercredit.umd.edu/tceval.html](https://transfercredit.umd.edu/tceval.html) for instructions on how to request a transfer course be evaluated for acceptability.

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

Upon completion of the course(s), the student must request an official transcript be sent

from the institution they attended to the University of Maryland.

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

Questions regarding Courses Taken at Another Institution (Transfer Credit) should be directed to the student's advising college: [transfercredit.umd.edu/advcollege.html](https://transfercredit.umd.edu/advcollege.html).

### University System of Maryland Inter-Institutional Enrollment Program

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

#### **Other System Institutions Include:**

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

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

For more information: [registrar.umd.edu/current/registration/inter-institutional.html](https://registrar.umd.edu/current/registration/inter-institutional.html)

**Consortium of the Universities of the Metropolitan Area: Cross Registration**  
[consortium.org](https://consortium.org)

Under the DC Consortium Cross Registration Program, eligible students can benefit from this cooperative arrangement that is designed to permit the sharing of academic resources by member institutions. Students can enroll for courses that are not available at their home institutions to augment their program of study. Students enrolled for classes at participating consortium institutions, through the consortium program, can have the courses count as resident credits at their home institutions. Students pay their home institution's tuition rate for the courses they register for through the consortium program. Students are responsible for paying any additional fees associated with certain courses (e.g. studio fees, lab fees, books, study materials, etc.).

#### **Consortium universities are:**

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

For more information: [registrar.umd.edu/current/registration/consortium.html](https://registrar.umd.edu/current/registration/consortium.html) or email [dconsortium@umd.edu](mailto:dconsortium@umd.edu).



## Education Abroad

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

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



## Faculty/Staff Registration

**UMD staff and degree seeking faculty** must be admitted to the university as an undergraduate or graduate student prior to registering for classes. Contact the appropriate office below:

Undergraduate Admissions  
Ground Floor, Clarence M. Mitchell, Jr. Building  
301-314-8385 | [applymaryland@umd.edu](mailto:applymaryland@umd.edu)

or

Graduate School  
Lee Building, Room 2123  
301-405-3644 | [gradschool@umd.edu](mailto:gradschool@umd.edu)

**Non-degree seeking faculty** should contact the Office of the University Registrar:

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

For more details, please see [registrar.umd.edu/faculty-staff/coursereg.html](http://registrar.umd.edu/faculty-staff/coursereg.html)

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

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

# SCHEDULE ADJUSTMENT

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

## Drop and Add Courses

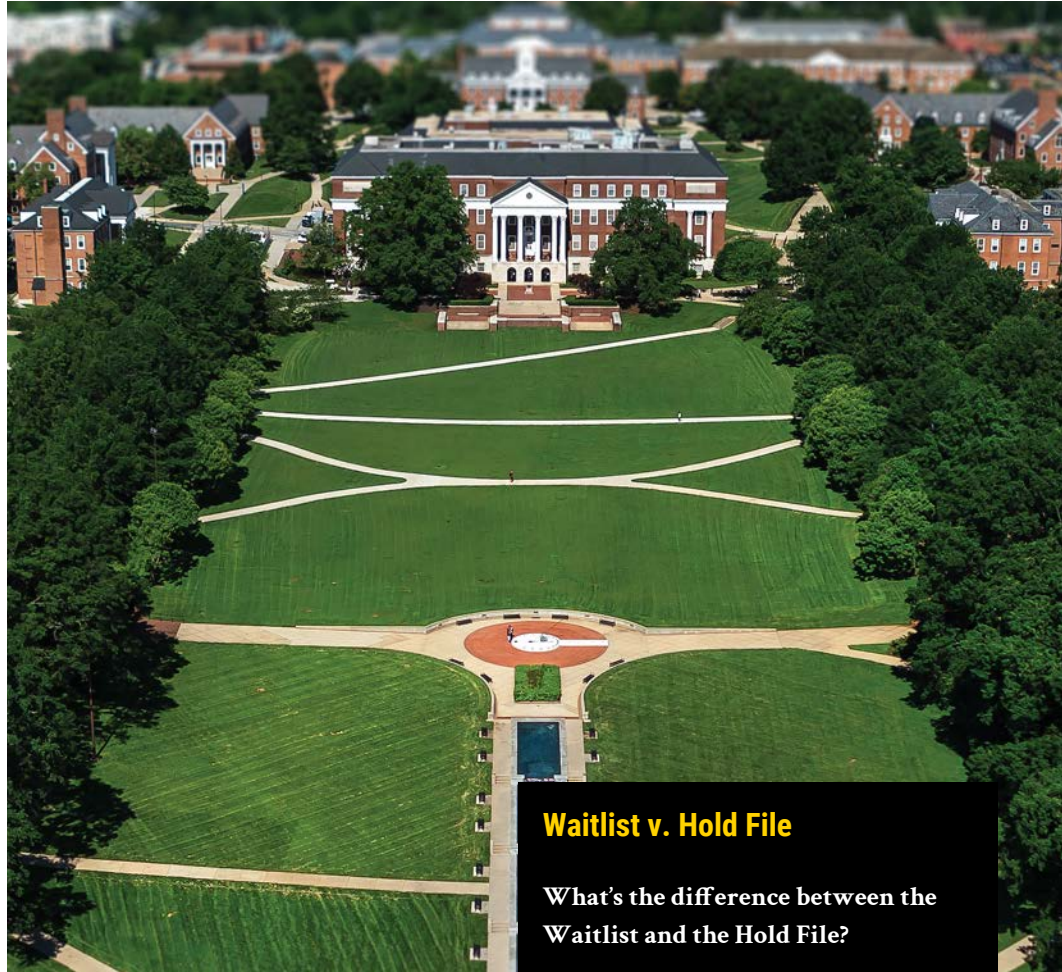
Students can drop, add, or change course sections during the schedule adjustment period. Courses added prior to and during the schedule adjustment period will appear on the student's permanent record. Courses dropped prior to or during the schedule adjustment period will not appear on the student record,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

All students dropping courses after the first day of classes should consult the deadlines page in this Guide to avoid incurring additional charges. [registrar.umd.edu/current/registration/ScheduleAdjustment.html](https://registrar.umd.edu/current/registration/ScheduleAdjustment.html)

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

## Waitlist and Hold File

If a course is closed when a student registers, the waitlist/hold file option may be available. Names are stored on a first come, first served basis for access to seats as drops are processed. If the student decides to go on the waitlist/hold file they must check-in on the first day of classes (mandatory waitlist check-in) to see



if they have received entrance to the class. If the course has not been received by the first day of classes, the student must then check-in daily to remain on the waitlist. Students that do not check-in will be dropped from the waitlist. See the academic deadlines page here: [registrar.umd.edu/deadlines.html](https://registrar.umd.edu/deadlines.html) for mandatory waitlist check-in dates.

While on the waitlist or hold file, the student is responsible for the material being covered in class. If the student does not receive the course from the waitlist or hold file by the end of the mandatory waitlist check-in period, they may not continue to attend any section of the course.

## Waitlist v. Hold File

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

The **Waitlist** is an option if you meet the established course requirements (specific majors, credit levels, special populations, etc.).

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

For additional information on using waitlists and hold files, please visit [registrar.umd.edu/current/registration/waitlist.html](https://registrar.umd.edu/current/registration/waitlist.html)

## Financial Adjustments for Dropping and Adding Courses

**Full-time undergraduate students** do not receive a refund for courses dropped if the total number of credits for which they are registered remains at twelve or more. If a full-time undergraduate student drops a course or courses *prior to the first day of classes or during the first five days of classes*, thereby changing the total number of credits for which the student is registered to eleven or less, the student will be charged part-time per credit hour tuition. However, if the student later adds a course or courses, thereby changing the total number of credits for which the student is registered to twelve or more, the student will be charged full-time tuition. If a full-time undergraduate student drops a course or courses *after day five of schedule adjustment through the end of schedule adjustment*, thereby changing the total number of credits for which the student is registered to eleven or less, charges for the semester will be assessed on the basis of part-time per credit hour tuition plus 20% of the difference between

the full-time tuition and fees and appropriate part-time charges. *After the schedule adjustment period*, there is no refund for changing from full-time to part-time status.

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

Prior to 1st day of classes . . . . . 100% refund  
During first 5 days of classes . . . . . 100% refund  
After day 5 of schedule adjustment through the end of schedule adjustment . . . . . 80% refund  
After schedule adjustment. . . . . 0% refund

### **Important Notes:**

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

## Graduate Student Course and Credit Changes

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

Drop/Add and other changes may be done in person at the Office of the University Registrar or online at [testudo.umd.edu](http://testudo.umd.edu). Contact your graduate program for more information.

For full information on deadlines go to: [academiccatalog.umd.edu](http://academiccatalog.umd.edu).

## Change of Major

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

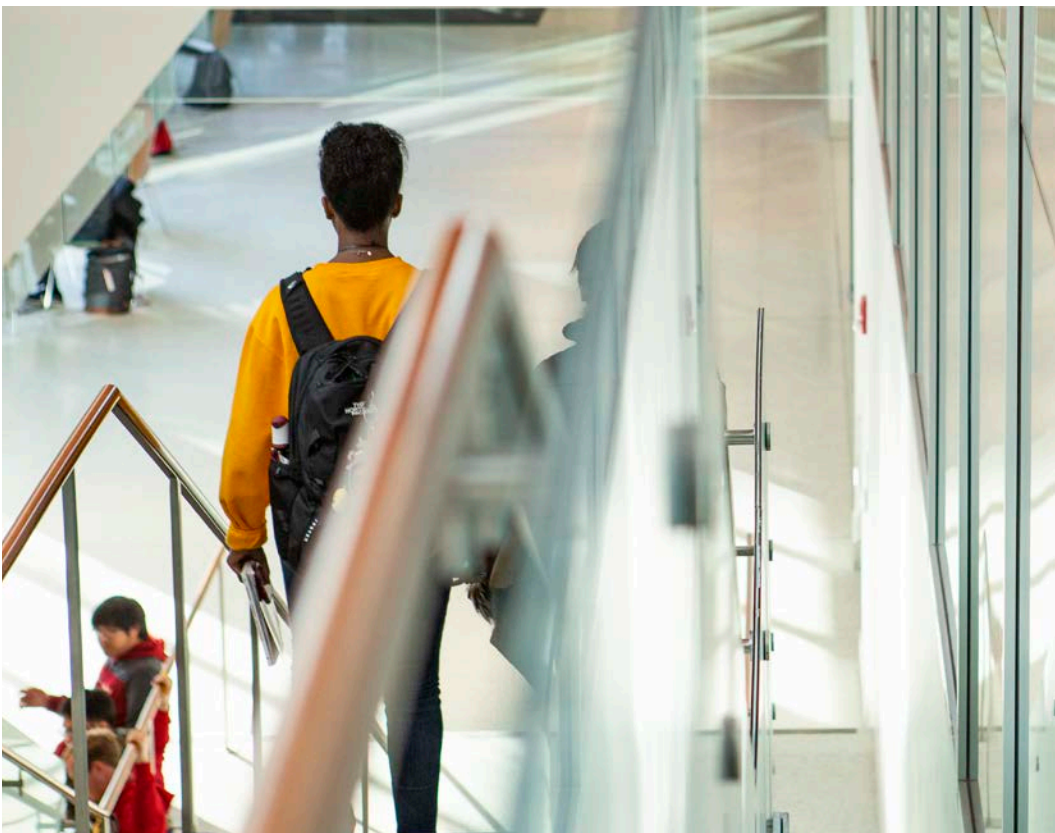
Some majors have special admission requirements. See [lep.umd.edu](http://lep.umd.edu) for information on Limited Enrollment Programs at the University of Maryland.

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

**Second Major:** A student wishing to complete a second major in addition to their primary major, must obtain written permission from both the college dean for the primary major and the college dean for the secondary major.

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

**Second Degree:** For second degree information refer to the Undergraduate Catalog: [academiccatalog.umd.edu](http://academiccatalog.umd.edu).



## Cancellation of Registration

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

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

Office of the University Registrar  
Clarence M. Mitchell Jr. Building  
7999 Regents Drive  
College Park, Maryland 20742  
Fax: 301-314-9568  
[registrar-help@umd.edu](mailto:registrar-help@umd.edu)

Please include university identification number (UID) and student signature on all correspondence.

For additional information concerning cancellation contact the Office of the University Registrar at 301-314-8240, [registrar-help@umd.edu](mailto:registrar-help@umd.edu) or see: [registrar.umd.edu/current/registration/cancelreg.html](http://registrar.umd.edu/current/registration/cancelreg.html)

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

## Undergraduate Student Withdrawal

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

before leaving the university.

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

Student Financial Services, Lee Building,  
Room 1135, 301-314-9000  
[billtalk@umd.edu](mailto:billtalk@umd.edu)

Department of Resident Life, Annapolis Hall,  
Room 2100, 301-314-2100  
[reslife@umd.edu](mailto:reslife@umd.edu)

International Student and Scholar Services, H.  
J. Patterson Hall, Rm. 1126, 301-314-7740  
[internationalservices@umd.edu](mailto:internationalservices@umd.edu)

### Withdrawal Procedures

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

For information go to: [registrar.umd.edu/current/registration/withdraw.html](http://registrar.umd.edu/current/registration/withdraw.html) or contact: [registrar-help@umd.edu](mailto:registrar-help@umd.edu).

### Withdrawal (Retroactive)

In exceptional cases, a retroactive withdrawal may be granted based on documented requests in which the extenuating circumstances significantly impaired the student’s ability to complete the semester and officially withdraw by the established semester deadlines. Such circumstances include, but are not limited to, medical or psychological causes.

For information go to: [registrar.umd.edu/current/registration/retrowithdraw.html](http://registrar.umd.edu/current/registration/retrowithdraw.html) or contact: [registrar-appeals@umd.edu](mailto:registrar-appeals@umd.edu).

## Return to the University

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

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

## Graduate Student Leave of Absence

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

In recognition of the effects that childbirth, adoption, illness, and caring for incapacitated dependents (such as children, ill or injured partners, or aging parents) may have on the time and energy that graduate students have to devote to their educational programs, the university allows students in such circumstances to apply for a leave of absence of up to two semesters during which time they do not intend to make academic progress toward the completion of their degree. The time taken on an approved leave of absence is not included in the time limitations for degree completion and advancement to candidacy. For the Graduate Student Parental Accommodation Policy, which provides students the option to maintain full-time enrollment status rather than take a leave of absence, see the [Parental Accommodation Policy](#) in the Graduate Catalog.

For more information, see: [academiccatalog.umd.edu/graduate/policies/registration-policies](http://academiccatalog.umd.edu/graduate/policies/registration-policies).

## Special Considerations

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

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

## Impact on Funding

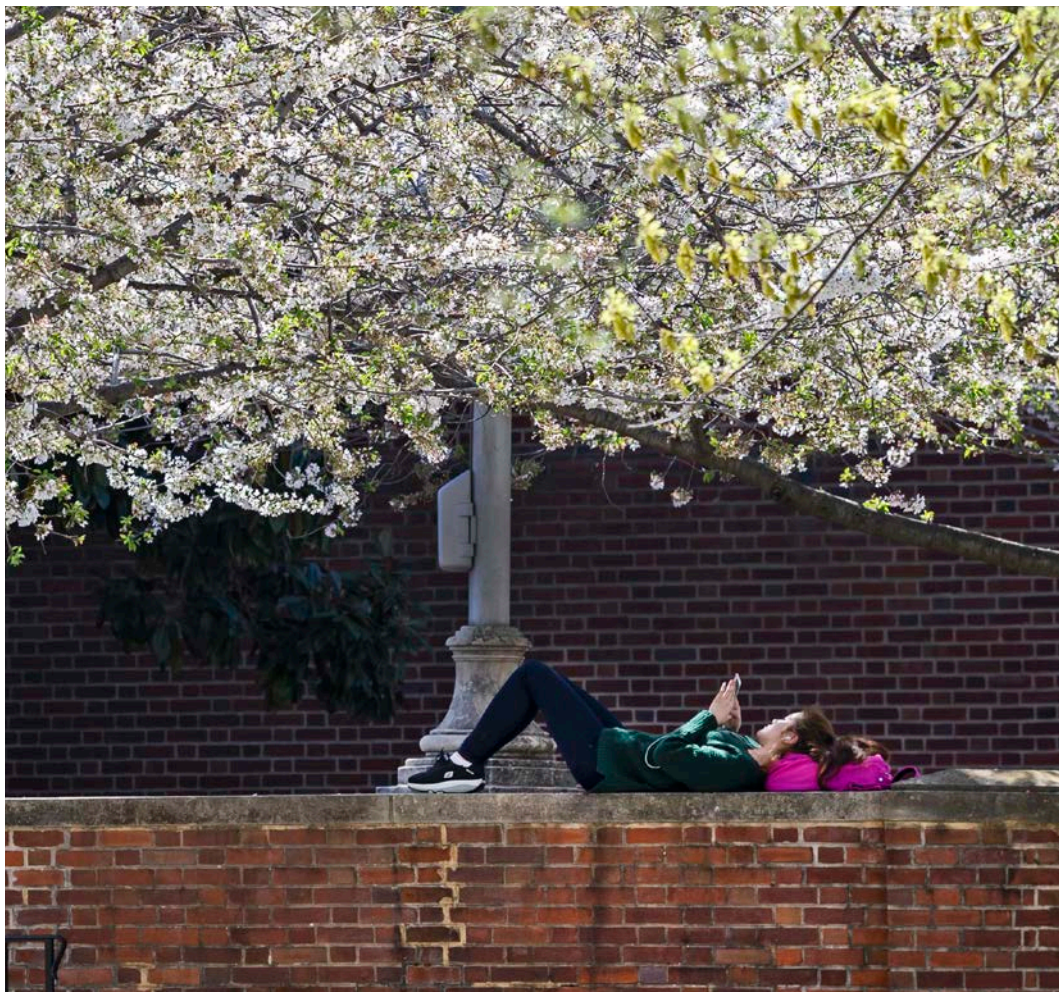
Interruptions to the normal sequence of academic progress may result in a loss of future funding and a slower time to completion of degree. In some programs, a leave of absence may mean that students must join a new project upon return, with the likelihood that their research may take longer to complete.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

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

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

## Graduate Student Withdrawal

Graduate students who withdraw may be in violation of the university's continuous



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

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

## Withdrawal Procedures

A withdrawal is available any time between the first and last day of classes. Students must submit written notice of withdrawal to the Office of the University Registrar no later than the last day of classes. Withdrawal

becomes effective on the date the form is filed with the Office of the University Registrar. A notation of withdrawal and the effective date will be posted to the student's academic record.

For information visit [registrar.umd.edu/current/registration/withdrawgrad.html](http://registrar.umd.edu/current/registration/withdrawgrad.html) or email [registrar-graduate@umd.edu](mailto:registrar-graduate@umd.edu).

## Withdrawal (Retroactive)

In exceptional cases, a retroactive withdrawal may be granted based on documented requests in which the extenuating circumstances significantly impaired the student's ability to complete the semester and officially withdraw by the established semester deadlines. Such circumstances include, but are not limited to, medical or psychological causes.

For more information visit [academiccatalog.umd.edu/graduate/policies/registration-policies](http://academiccatalog.umd.edu/graduate/policies/registration-policies) or email [registrar-appeals@umd.edu](mailto:registrar-appeals@umd.edu).

## Resign from Graduate Study

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

For more information, visit [academiccatalog.umd.edu/graduate/policies/registration-policies](http://academiccatalog.umd.edu/graduate/policies/registration-policies).

## Refunds of Tuition and Fees (Undergraduate and Graduate Students)

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

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

## Withdrawal for Active Military Duty (Undergraduate and Graduate Students)

If you are called to active duty in the U.S. armed forces, you may present your orders, withdraw, and receive a full refund of your tuition and fees for that semester. Students may re-enroll upon completion of their tour of duty. For more information visit [registrar.umd.edu/current/registration/military.html](http://registrar.umd.edu/current/registration/military.html).



# ACADEMIC INFORMATION

## Course Numbering System

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

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

## General Education

### Office of the Dean for Undergraduate Studies

Marie Mount Hall, Room 2110

301-405-9363

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

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

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

## General Education Requirements

**Notes:** Courses used to fulfill General Education requirements:

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

### Fundamental Studies (15 credits)

Academic Writing (3 credits)\*

Math (3 credits)\*

Professional Writing (3 credits)

Oral Communication (3 credits)

Analytic Reasoning (3 credits)

\*AP/IB exemptions are allowed

### Distributive Studies (25 credits)

Two courses from each category:

- Humanities (two courses, 6 credits)
- Natural Sciences (two courses, 7 credits, one course must be lab)
- History and Social Sciences (two courses, 6 credits)
- Scholarship in Practice (2 courses, 6 credits, one course must be outside of major requirements)

**Note:** Students may apply up to six AP/IB courses toward Distributive Studies

### Diversity (Two courses/4-6 credits)

Diversity courses may also fulfill a Distributive Studies category:

Two Understanding Plural Societies courses  
or

One Understanding Plural Societies course (3 credits)

and

One Cultural Competence course (1-3 credits)

### I-Series (Two courses, 6 credits)

Double counted with distributive studies

### Optional—Experiential Learning

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

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

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

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

## Learning Programs and Opportunities

### First Year Book

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

### Golden ID Card Program

The University of Maryland participates in the Golden Identification Program (Golden ID), allowing eligible senior citizens to take advantage of the university's wide variety of course offerings.

To be eligible for participation, the individual must be:

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

An application must be submitted through either the [Undergraduate](#) or [Graduate](#) Admissions Office. The appropriate application fees will be assessed. Tuition is waived; however, a Golden ID fee will be charged each enrolled semester. Please visit [Student Financial Services and Cashiering](#) for information on the Golden ID fees.

Golden ID students can register for up to three courses, on a space available basis, beginning on the third day of classes in the fall and spring semesters; and, beginning on the first day of classes for summer terms.

Golden ID students:

- Must meet all course prerequisite and

corequisite requirements.

- Are not eligible for consortium courses, continuing education, or winter term.
- Can participate in the Golden ID Student Association.

For additional information please call 301-314-8250.

### Maryland Center for Undergraduate Research

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

### Reserve Officers' Training Corp (ROTC)

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

#### Air Force ROTC

Air Force ROTC is a college program that allows you to earn your degree while training to become an Air Force officer. You will receive invaluable leadership training, be involved in community events, and have the opportunity to visit active-duty Air Force bases. All course materials and uniform items are provided at no-cost, and you may compete for scholarships to help pay your tuition. Most importantly, the program can lead to an exciting career in the U.S. Air Force! For more information, visit [afrotc.umd.edu](http://afrotc.umd.edu), or contact [afrotcdet330@umd.edu](mailto:afrotcdet330@umd.edu) or 301-314-3242.

#### Army ROTC

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

#### Naval ROTC

The Naval ROTC program's purpose is to educate and train qualified young men and women for service as commissioned officers in the United States Navy and Marine Corps. It prepares college students for leadership and management positions in an increasingly technical and demanding military environment. NROTC midshipmen are required to complete the naval science courses and attend weekly professional seminars. During the summer, NROTC midshipmen participate in active duty at sea or shore-based training cruises for approximately four weeks. For more information, visit [navalrotc.umd.edu](http://navalrotc.umd.edu), or contact [navalrotc@umd.edu](mailto:navalrotc@umd.edu) or 301-314-6289.







## Satisfactory Academic Progress

### Academic Performance

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

### Semester Academic Honors

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

## Academic Probation and Dismissal

### Academic Probation

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

credit level as detailed below.

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

- Full-time students must complete 9 or more credits in each semester. Part-time students are permitted to satisfy this credit requirement in two consecutive semesters. A completed credit is defined as credit for any course in which a student receives a grade of **A+**, **A**, **A-**, **B+**, **B**, **B-**, **C+**, **C**, **C-**, **D+**, **D**, **D-**, **F**, **P**, or **S**. Students who meet this requirement are permitted to continue on probation until the close of the semester (excluding winter and summer terms) in which they attain a cumulative GPA of 2.0.
- Students who are on probation are dismissed if they have not achieved a cumulative GPA of 2.0 at the end of the semester in which they complete 60 credits.
- Students who are on probation and attain a cumulative GPA of 2.0 at the end of a winter or summer term are not subject to dismissal in the subsequent semester.

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

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

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

### Academic Dismissal

- Students who have earned 60 or more

credits are dismissed if their cumulative GPA remains below 2.0 for two consecutive semesters (excluding winter and summer terms).

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

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

## Grading

### Marking System

The University's marking system defines the standards for letter grades as follows:

- **A+, A, A-** denotes excellent mastery of the subject and outstanding scholarship;
- **B+, B, B-** denotes good mastery of the subject and good scholarship;
- **C+, C, C-** denotes acceptable mastery of the subject;
- **D+, D, D-** denotes borderline understanding of the subject, marginal performance, and it does not represent satisfactory progress toward a degree;
- **F** denotes failure to understand the subject and unsatisfactory performance.
- **XF** is used to indicate failure due to academic dishonesty. Treated in the same way as **F** for the purposes of cumulative average.
- **I** is used as an exceptional mark that is an instructor option.

For further explanation see "Marking System" in the "Academic Records and Regulations" section of the Undergraduate Catalog at

[academiccatalog.umd.edu/undergraduate/registration-academic-requirements-regulations/academic-records-regulations](http://academiccatalog.umd.edu/undergraduate/registration-academic-requirements-regulations/academic-records-regulations).

- The mark of **P** is a student option mark. This grade is not used in any computation of quality points or cumulative average totals at the end of the semester. For a full explanation see "Marking System" in the "Academic Records and Regulations" section of the Undergraduate Catalog at [academiccatalog.umd.edu/undergraduate/registration-academic-requirements-regulations/academic-records-regulations](http://academiccatalog.umd.edu/undergraduate/registration-academic-requirements-regulations/academic-records-regulations).
- An **S** is a department option mark which may be used to denote satisfactory performance. This is not included in the computation of cumulative average.
- A **W** is used to indicate withdrawal from a course after the end of the schedule adjustment period. For information and completeness, the grade of a **W** is placed on a student's permanent record by the Office of the University Registrar. This grade is not used in any computation of quality points or cumulative average totals at the end of the semester.



### Quality Points for Letter Grades

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

Grade	Quality Points
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

### Calculation of Grade Point Average

GPA is computed by dividing the total number of quality points accumulated in courses for which a grade of **A+**, **A**, **A-**, **B+**, **B**, **B-**, **C+**, **C**, **C-**, **D+**, **D**, **D-**, **F**, or **XF** has been assigned by the total number of credits attempted in those courses. Courses for which a mark of **P**, **S**, **I**, **NGR** or **W** has been assigned are not included in computing the GPA. Each letter grade has a numerical value: **A+**=4, **A**=4, **A-** = 3.7; **B+**=3.3, **B**=3, **B-** = 2.7; **C+**=2.3, **C**=2, **C-** = 1.7; **D+**=1.3, **D**=1, **D-** = 0.7; **F**=0. Multiplying this value by the number of credits for a particular course gives the number of quality points earned for that course.





## Undergraduate Degree Completion

The following are required for graduation:

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

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

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

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

To meet this expectation, students must plan carefully in consultation with an academic advisor; complete 30 credits each year (usually accomplished through a course load

of 14-16 credits per semester); satisfy general education, prerequisite and other course requirements with acceptable grades in a timely manner; and meet the benchmarks.

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

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

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

a four-year graduation plan and required benchmarks.

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

### Online Degree Audit

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

### How Do I Access the Online Audit?

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

# ACADEMIC RESOURCES

## Academic Advising

### What Is Academic Advising?

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

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

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

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

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

# CAMPUS RESOURCES



## Academic Success and Tutorial Services (ASTS)

Marie Mount Hall, Room 1300A  
301-405-4745  
[aap.umd.edu](https://aap.umd.edu)

As an initiative of the Academic Achievement Programs (AAP), the Academic Success and Tutorial Services program (ASTS) provides free online and in-person, appointment based, peer tutoring to all UMD students for over twenty 100- and 200-level general education courses. Additionally, tutoring is offered for historically difficult courses in areas such as biology, business, chemistry, computer science, economics, and mathematics/statistics. Tutors are vetted through undergraduate faculty recommendations, strong academic profiles,

and a competitive interview process before being fully trained in their roles. To use ASTS services, please create an account on [umdtutoring.mywconline.com](https://umdtutoring.mywconline.com) or contact [aaptutoring@umd.edu](mailto:aaptutoring@umd.edu).

## The Counseling Center

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

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

## The Counseling Service

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

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

## Accessibility and Disability Service (ADS)

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

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

## The Research Unit

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

The Research Unit of the Counseling Center is responsible for generating new ideas and conducting research studies that support the interests of the Counseling Center, Student Affairs, and the larger university community. Areas of research include student development, multiculturalism, retention, and clinical service delivery. Design, implementation, and analysis of the bi-annual University New Student Census is one of the Research Unit's primary responsibilities.

## Maryland English Institute (MEI)

Cole Student Activities Building  
Room 1117  
301-405-8634  
[mei.umd.edu](http://mei.umd.edu)

MEI provides a variety of English language courses for international undergraduate and

graduate students and international teaching assistants (ITAs). Although UMEI courses are not credit bearing, each course is assigned a credit and a unit equivalent.

### Intensive English Program

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

### UMEI 005: English Bridge Program

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

### UMEI 007: Advanced Writing for International Students

Placement into UMEI 007 is made by the Graduate School based on the standardized English test scores submitted upon application to UMD. Students required to enroll must do so in their second semester of attendance. Other graduate students are welcome to enroll on a space-available basis. The course meets twice per week for two hours per session.

### UMEI 006 and 008: Oral Communication Courses

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

#### UMEI 005

6 cred equiv = 6 units each = 36 units

#### UMEI 006 and 008

2 cred equiv = 2 units each = 4 units

#### UMEI 007

3 cred equiv = 4 units each = 12 units

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

UMD tuition remission cannot be applied to MEI courses.



## Office of Diversity and Inclusion

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

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

## Bias Incident Support Services

301-405-0980  
[diversity.umd.edu/bias](http://diversity.umd.edu/bias)

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

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

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

The Office of Multi-ethnic Student Education (OMSE) is an academic unit within the Office of Diversity and Inclusion (ODI) at the University of Maryland. OMSE serves undergraduate students with academic support programs to increase rates of matriculation, retention, graduation, and

overall GPA. We recognize the value of multiple histories, beliefs and ethnic backgrounds of our students. The majority of students served are American Indian, Asian American, African American, Latinx, and multi-racial.

OMSE provides an integrated system of services and programs to enhance the learning experience and ensure the academic success of multi-ethnic undergraduate students. We collaborate with faculty, staff, campus offices and other college programs

to provide unique opportunities for our diverse population of students. Among our many programs and resources are the College Success Scholars program, K-12 Pipeline, La Familia, OMSE Academic Excellence Society (OAES), OMSE Check-up Student Coaching Program, Service Learning Certificate Program, Sister to Sister, Student Leadership Advisory Council (SLAC), University Partners Program (UPP), student employment, a comprehensive tutoring program, and a computer lab with assistive technology.





## University Libraries

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

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

**McKeldin Library** is the main library on campus. The Terrapin Learning Commons (TLC), a popular collaborative study space on the library's second floor, offers computers, scanners, printers and multimedia equipment. Check out laptops, chargers, and tablets or work with your group in a study room. You can also borrow some of the university's most

popular textbooks from the first floor service desk. McKeldin also houses about 1.8 million books, millions of government documents and the Adaptive Technology Lab, which provides accessibility and disability services.

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

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

## University Book Center

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

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

## University Career Center & The President's Promise

Hornbake Library/South Wing  
Room 3100  
301-314-7225  
[careers.umd.edu](http://careers.umd.edu)  
[@umdcareercenter](https://twitter.com/umdcareercenter)

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

# FINAL EXAMS

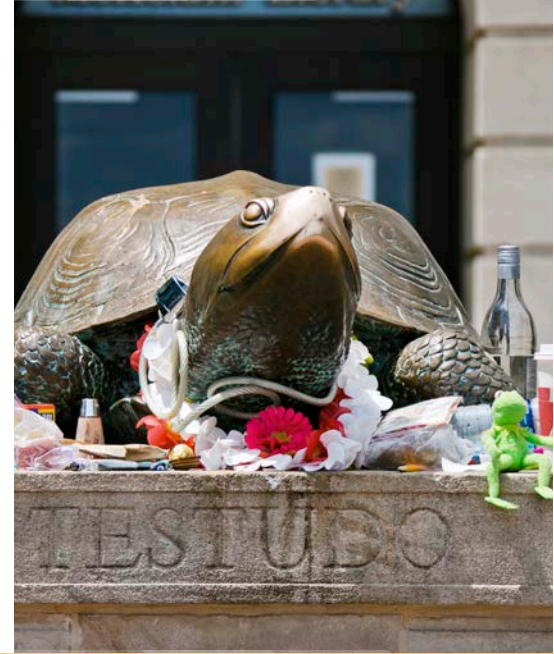
There shall be a final examination and/or assessment in every undergraduate course, unless written permission is granted by the unit head. All in-person final examinations must be held on the date and time listed in the official final examination schedule. Changes to final examination schedules and locations must be approved by either the department chair, the dean of the college, or the appropriate designee. However, final examinations or assessments may not be rescheduled to the final week of classes or on Reading Day.

Students may seek to reschedule final examinations so that they have no more than

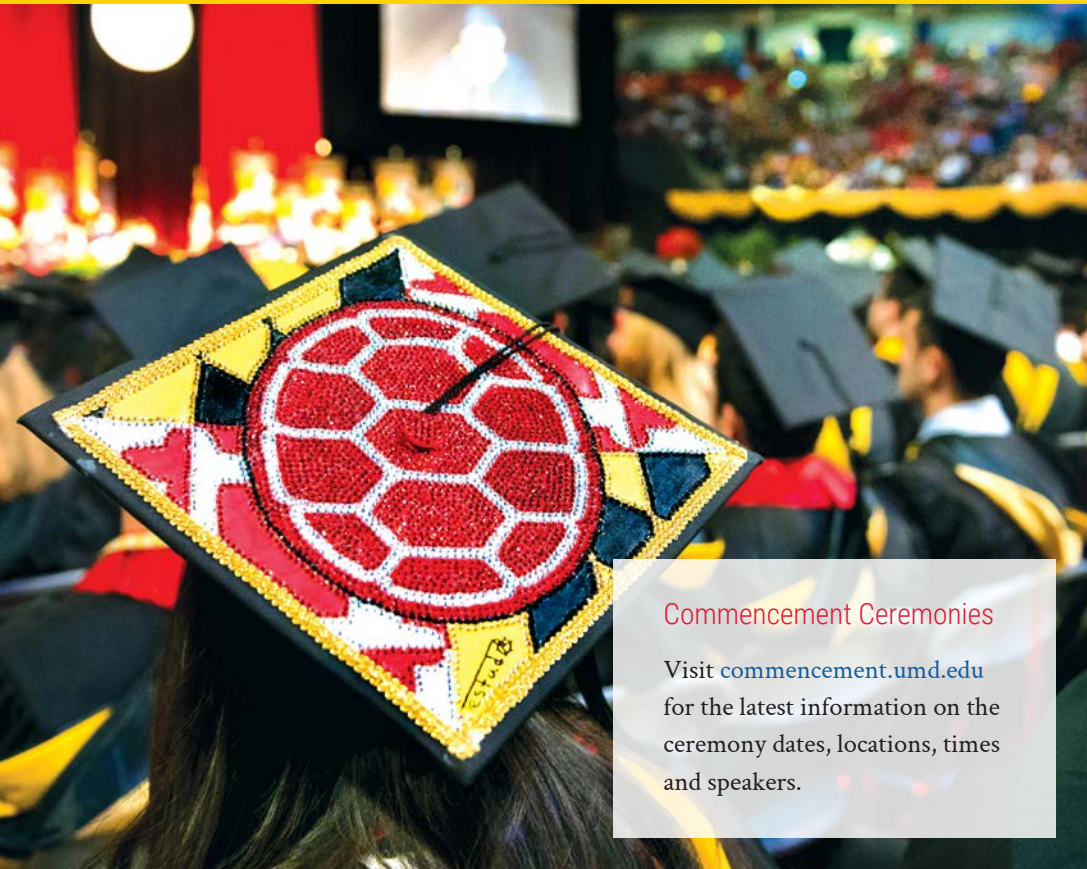
three examinations on any given day. It is the responsibility of the students to contact their course instructor to schedule an alternative examination schedule, or be responsible for taking the examination as officially scheduled.

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

Students are strongly encouraged to check the [Final Exam Schedule](#) before registering for any courses.



# GRADUATION INFORMATION



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

## Undergraduate Students

### Preparing to Graduate

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

### Applying to Graduate

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

1. Online for undergraduates at [registrar.umd.edu/current](http://registrar.umd.edu/current) by selecting "Graduation Application & Diploma Status" from the "Online Transactions" section, or
2. In person at Front Counter Services in the first floor lobby of the Clarence M. Mitchell, Jr. Building.





## Latin Honors

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

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

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

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

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

## Graduate Students

### Preparing to Graduate

**Masters Candidates** must be registered in the graduation term. Submit the following documents via email at [registrar-graduate@umd.edu](mailto:registrar-graduate@umd.edu) or in person to the Office of the University Registrar, Clarence M. Mitchell, Jr. Building, Room 1113, by the deadlines posted at [gradschool.umd.edu/calendar/deadlines/academic-deadlines](http://gradschool.umd.edu/calendar/deadlines/academic-deadlines).

1. Submission of Application for Graduation
2. Completion of departmental examination requirements
3. Completion of thesis/departmental writing requirements (for thesis students)
  - A. Thesis Students
    - ii. Register for at least 1 credit at semester of graduation
    - iii. Submission of Nomination of Thesis or Dissertation\*
    - iv. Thesis examination defense
    - v. Submission of signed Report of Thesis Examination Committee form
    - vi. Submission of thesis electronically through ProQuest Learning Services\*\*
    - vii. Evaluation and approval of submitted thesis
    - viii. Degree conferred
  - B. Non-Thesis Students
    - iii. Register for at least 1 credit at semester of graduation
    - iv. Submission of Approved Program Form (check with department to determine submission process)
4. Degree Conferred

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

1. Completion of required coursework
2. Completion of departmental examinations and requirements
3. Completion of departmental qualifying examinations
4. Admission to Candidacy
5. Beginning - Completion of dissertation
6. Submission of Application for Graduation
7. Submission of Nomination of Dissertation Committee\*
8. Dissertation oral examination defense
9. Submission of signed Report of Dissertation Examination form
10. Submission of dissertation electronically via ProQuest Learning Services\*\*
11. Evaluation and approval of submitted dissertation
12. Degree Conferred

\* The nomination of the thesis/dissertation committee should be submitted at least six weeks before the date of the expected defense examination. Some departments require that the thesis/dissertation examining committee be nominated prior to the beginning of the thesis/dissertation. Please check with your department.

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

# FINANCIAL INFORMATION



## Student Financial Services & Cashiering

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

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

## Tuition and Fees

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

## Billing and Payment

For complete billing access and payment information go to: [billpay.umd.edu](http://billpay.umd.edu).

Monthly billing statements are typically generated the 25th of each month with payment due by the 20th of the following month. eBills are available on-line and are not sent out as a paper bill. An email notification is sent when a new bill has been generated, but it is ultimately the student's responsibility to login and check their financial account each month.

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

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

## Refunds

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

# STUDENT FINANCIAL AID

## General Regulations Governing Receipt of Aid

To receive a credit on their student billing account at registration, the student must have accepted, completed all requirements and received final approval of the financial aid offer. No deferments of bills will be granted unless the student has accepted aid.

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

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



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

## Satisfactory Academic Progress

The Office of Student Financial Aid (OSFA) is required by federal and state regulations to monitor the academic progress of all financial aid recipients. Applicants must comply with the Satisfactory Academic Progress Policy as a

condition of initial or continuing eligibility.

For a complete discussion of this topic, please visit our website at: [financialaid.umd.edu/resources-policies/satisfactory-academic-progress](https://financialaid.umd.edu/resources-policies/satisfactory-academic-progress).

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

# RESIDENCY RECLASSIFICATION



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

# POLICY STATEMENTS

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

## Disclosure of Student Records (FERPA)

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

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

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

athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

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

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

For complete university policy on access to and release of student data information, see the current edition of the Undergraduate Catalog online at [academiccatalog.umd.edu](https://academiccatalog.umd.edu).

## Non-Discrimination

The University of Maryland is committed to creating and maintaining an educational, working and living environment that is free from discrimination and harassment. University of Maryland's Non-Discrimination Policy & Procedures prohibit discrimination against individuals based on certain

characteristics, including but not limited to, disability, religion, national origin, sexual orientation, gender and race. The Office of Civil Rights & Sexual Misconduct (OCRSM) receives all complaints of discrimination, harassment and retaliation. To report an incident online, go to the OCRSM website at [ocrsm.umd.edu](https://ocrsm.umd.edu) or call 301-405-1142.

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

## Disability Compliance

The University of Maryland is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University, or be subjected to discrimination-as stated in the *UMD's Disability & Accessibility Policy & Procedures*: [policies.umd.edu/general-administration/university-of-maryland-disability-accessibility-policy-and-procedures](https://policies.umd.edu/general-administration/university-of-maryland-disability-accessibility-policy-and-procedures).

The ADA/504 coordinator's office guides the university's efforts to move beyond compliance and toward seamless access. Report an incident online or send an email to [adacoordinator@umd.edu](mailto:adacoordinator@umd.edu).



## Title IX/Sexual Misconduct Non-Discrimination Notice

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

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

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

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

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

## Student Conduct

### Office of Student Conduct

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

### Academic Integrity

The university is an academic community with a fundamental purpose of the pursuit of knowledge. Essential to this purpose is the commitment to the principles of integrity and academic honesty. The [Code of Academic Integrity](#) is designed to ensure that the principle of academic honesty is upheld.

### Academic Dishonesty

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

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

### Student Honor Pledge

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

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

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

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

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

### Student Misconduct

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

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

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

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

# ADMINISTRATIVE SERVICES

## Email – The Official University Correspondence

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

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

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

Effective Spring 2022, all undergraduate

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

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

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

## Change of Contact Information

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

- At [testudo.umd.edu](https://testudo.umd.edu).
- Office of the University Registrar Front Counter Services, Clarence M. Mitchell, Jr. Building, 8:00 a.m. to 5:00 p.m., Monday to Friday.
- Student Financial Services and

Cashiering, Lee Building, Room 1115 or 1135, 8:30 a.m. to 4:30 p.m. Monday-Friday.

## Confidentiality of Student Addresses

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

Students who would like to withhold all directory information should visit the Office of the University Registrar, Front Counter Services, Clarence M. Mitchell, Jr. Building, 8:00 a.m. to 5:00 p.m., Monday to Friday.

## Change of Name

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



## ID Number

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

## Identification Cards

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

Every faculty/staff/student is issued one photo ID card for the duration of their time at the university. Knowledge of your UID number is required to obtain a UMD ID card. Students may obtain a UMD ID card upon registration; a valid photo ID (e.g., State Driver's License, Passport, etc.) must be presented at the Office of the University Registrar Front Counter Services. Students who are not currently registered may not receive a UMD ID card.

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

Replacement cards can be requested at: Office of the University Registrar Front Counter Services, first floor lobby, Clarence M. Mitchell, Jr. Building, weekdays from 8:00 a.m. to 5:00 p.m.

For ID card questions, call 301-314-8240.



## Veterans Certification Services

### **Veteran Certification Services Office of the University Registrar**

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

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

Fax: 301-314-9568

Email: [vabenefits@umd.edu](mailto:vabenefits@umd.edu)

[registrar.umd.edu/veteran-benefits.html](http://registrar.umd.edu/veteran-benefits.html)

### **VA Education and VR&E Benefits**

UMD students using VA Education and VR&E Benefits (Veterans Education Assistance Act – U.S. Code Title 38) have their enrollment certified at the Office of the University Registrar, Veterans Certification Services. Students can also receive information on:

- Differences between the VA's Education Benefit Programs;
- VA Education Benefit Applications;
- VA Enrollment Certification form 22-1999;
- Contacting the VA;
- How VA Education Benefit payments are issued

For more information: [registrar.umd.edu/veteran-benefits.html](http://registrar.umd.edu/veteran-benefits.html).

### **Tuition Assistance**

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

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

### **Veteran Student Life**

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

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

# ESSENTIAL SERVICES

## UMD Alerts

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

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



## International Student & Scholar Services (ISSS)

H. J. Patterson Hall, Room 1126

Phone: 301-314-7740

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

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

## Transportation Services

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

## Emergency Weather Conditions

301-405-SNOW (7669)

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

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

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

- UMD homepage [umd.edu](http://umd.edu)
- Twitter
  - [@President\\_Pines](https://twitter.com/President_Pines)
  - [@UMDRightNow](https://twitter.com/UMDRightNow)
  - [@UofMaryland](https://twitter.com/UofMaryland)
- Facebook [facebook.com/UnivofMaryland](https://facebook.com/UnivofMaryland)
- UMD Alerts ([alert.umd.edu](http://alert.umd.edu))
- UMD Snowline (x5-SNOW or 301-405-7669)

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

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





UNIVERSITY OF  
MARYLAND