See page 5 for Winter Term Information
your TIME

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The Registration Guide is produced under the direction of the Office of the Registrar at the University of Maryland. For advertising information, please call 301-405-6777. As they occur, revisions will be posted on the web at www.my.umd.edu.

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.

www.my.umd.edu Registration Guide • SPRING 2010
How to Use This Guide

The Office of the Registrar strives to facilitate your academic success and provide information on the breadth of academic, enrichment and administrative support services available through the University of Maryland at College Park. This Guide is intended to familiarize you with: 1) the policies, regulations, procedures, and deadlines that will apply to you this semester, and 2) the resources that are available to help you have a successful semester.

The symbol at left indicates supplemental information for graduate students, or information that is different for graduate and undergraduate students.

The availability of the courses listed on Testudo is subject to change. A section may be canceled due to low enrollment or departmental staffing considerations. When a class is canceled, the department or the Registrar’s Office will notify registered students by email and help them make alternate arrangements. Registered students are encouraged to verify their course meeting time and location on the first day of classes. Use: www.testudo.umd.edu, Academics and Testudo then Student Schedule for the most up to date information.

We hope that you will take a minute to familiarize yourself with the information contained in this guide and take full advantage of the opportunities and services represented. All the information contained herein, and more, is available online at: www.testudo.umd.edu.

We wish you the best for the semester and beyond.

Academic Calendar

WINTER TERM 2010
Winter Term Classes Begin January 4th
Martin Luther King Holiday January 18th
Winter Term Classes End January 22nd

SPRING 2010
First Day of Classes January 25th
Spring Break March 15th – 19th
Last Day of Classes May 11th
Study Day May 12th
Final Exams Start May 13th – 19th
Senior Day May 20th
Main Commencement Ceremony May 20th
College Commencement Ceremonies May 21st

SUMMER 2010
Memorial Day Holiday May 31st
Summer Session I Begins June 1st
Independence Day Holiday July 5th
Summer Session I Ends July 9th
Summer Session II Begins July 12th
Summer Session II Ends August 20th

FALL 2010
First Day of Classes August 30th
Thanksgiving Recess November 25th – 28th
Last Day of Classes December 10th
Final Exams December 13th – 18th
Main Commencement Ceremony December 18th
College Commencement Ceremonies December 19th
Winter Term 2010

January 4th – 22nd

Winter Term offers more than 300 undergraduate and graduate courses and is open to current Maryland students, visiting students from other universities, professionals, and more. In just three weeks, you’ll satisfy a requirement, explore a new interest, or accelerate progress toward graduation. Classes meet morning, afternoon, evening, and online. Make the most of your winter break and get ahead with Winter Term! Registration begins October 27!

CONTACT INFORMATION FOR WINTER TERM
Web: www.winter.umd.edu
Email: winter@umd.edu
Phone: 301-405-7762 • FAX: 301-314-9572
In person or by mail:
0132 Main Administration Building
University of Maryland
College Park, MD 20742

FOLLOW THESE STEPS TO ENROLL IN WINTER TERM 2010
1. Apply—determine whether you need to apply
2. Register
3. Pay

1. APPLY FOR ADMISSION
Please visit www.winter.umd.edu to determine if you need to apply and How to Apply for Winter Term 2010

2. REGISTER FOR CLASSES
Please visit www.winter.umd.edu for details on How to Register for Winter Term 2010.

FOR REGISTRATION, CANCELLATION AND WITHDRAWAL DEADLINES VISIT WWW.WINTER.UMD.EDU

3. PAY YOUR BILL
Please visit www.winter.umd.edu for details on When to Pay and How to Pay for Winter Term 2010 bill.
Please visit www.winter.umd.edu for a complete list of Winter Term 2010 tuition and fees.

IN CASE OF INCLEMENT WEATHER CHECK WWW.UMD.EDU OR CALL 301-405-SNOW FOR UP-TO-DATE INFORMATION.
If the University is closed for inclement weather, classes may be extended with the course meeting on as many Saturdays as required. Contact your instructor for details.

WINTER TERM CALENDAR & DEADLINES

OCTOBER 2009
19 Begin accepting applications for admission via on-line (www.winter.umd.edu), fax, mail, or in person. (Only non-University of Maryland students need to submit admissions application.)
27 Begin accepting registrations via on-line (www.winter.umd.edu), fax, mail, or in person.

NOVEMBER 2009
20 Payment due for students who registered October 27-November 19.

DECEMBER 2009
18 Deadline to apply for admission and registration via mail
20 Payment due for students who registered November 20-December 19.
For students who register from December 20, 2009 - January 6, 2010, payment is due within 24 hours.
December 23, 2009 – January 1, 2010: University Closed

JANUARY 2010
1 Deadline to cancel registration with 100% refund. Please note that we will honor course drop and cancellation requests received up to January 3 via e-mail at winter@umd.edu or fax at 301-314-1282.
4 First Day of Winter Term, University opens.
Deadline for submitting documentation for classification as a Maryland resident for tuition and fee purposes.
Deadline to apply for admission.
6 Last day for schedule adjustment, 4:30 p.m. After this date, all changes to a student’s Winter Term registration will be assessed a $100.00 Record Adjustment fee. This includes all requests for registration and/or withdrawal
Last day to register for a course.
Last day to withdraw from all courses with a 50% refund.
Last day to drop a single course with a 50% refund (applicable to students who remain registered for at least one course, no refund for dropping a single course after this date).
Last day for undergraduates to drop a course without a “W.”
Last day for undergraduates to change credit level and grading method.
Last day for undergraduate and graduate students to change section without departmental approval.
7 Last day of waitlist check-in.
15 Last day for undergraduates to drop a course with a “W.”
Last day for graduate students to drop a course.
Last day for graduate students to change credit level and grading method without departmental approval.
Last day for undergraduate and graduate students to change section with departmental approval.
18 No Classes–University closed for Martin Luther King Holiday
22 Winter Term ends.
Last day to withdraw with no refund.
Please Note: Immunization Requirements
The University of Maryland requires all new students to provide documentation of their inoculation for measles, mumps and rubella. Additionally, every student who resides in an on-campus residence hall must be vaccinated against meningococcal disease. Students may request a waiver of this requirement. For more information, please contact the University Health Center Info Desk at 301-314-8180 or visit www.umd.edu/health.

Before You Register - Undergraduates
Newly Admitted Undergraduate Students:
All newly admitted students must meet with an advisor prior to registration. Contact the undergraduate advising office in your college. Newly admitted students who miss Orientation will not be permitted to register until the first day of classes.

Continuing Undergraduate Students
Continuing University of Maryland undergraduate students will receive a notification email that includes information about early registration and a link to check their registration time and any registration blocks. Students with registration blocks, student athletes, AAP, IA, academic probation, dismissal, or reinstated students are 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
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 my.umd.edu. Non degree seeking students must also clear their immunization requirements according to the above.

Before You Register – Graduate Students
Newly Admitted Graduate Students
Newly admitted graduate students should inform UM of their intention to accept admission to the University via email: grad-school@umd.edu. This should be done as soon as possible, and no later than the first day of classes. If you have been admitted to a degree program, you must contact the appropriate academic department to arrange for orientation.

Advanced Special Students
Newly admitted Advanced Special Students (or non degree seeking students) are encouraged to follow the information above after receiving notification of admission. Since you have not applied to a degree program, all advising is handled via the Graduate School. Please contact their offices via email at: gradschool@umd.edu, for advising assistance.

Continuing Graduate Students
Continuing UM graduate students receive a notification email including information about early registration. Graduate students do not need an assigned registration time to participate in registration, but are encouraged to check advising and registration blocks to be sure they are eligible to register for the upcoming term. If your graduate admission has expired, please contact the Graduate School via email at: gradschool@umd.edu, for assistance.

Continuous Registration Requirements
All graduate students must register for courses each semester, not including summer and winter sessions, 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 he or she must register for the current semester. The Graduate School will also inform the director of the appropriate graduate program that the student is in jeopardy of termination. If the student does not register, he or she will be dismissed from the Graduate School at the end of the semester for failure to comply with the continuous registration requirement.
A student who is dismissed for non-registration may appeal dismissal 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 the student wishes to continue in the Graduate School, (s)he must apply for readmission. In this case, readmission does not alter the initial requirements for time to complete the degree or advance to candidacy.

**Waiver of Registration for:**

**Certificate, Masters, and pre-candidacy Doctoral students** who will be away from the University for a semester or a year may request a waiver of continuous registration. Waivers will be granted only if the student is making satisfactory progress toward the degree and can complete the degree requirements within the required time limits. Interruption of registration cannot be used to justify a time extension. Permission for non-registration is obtained from the director of the student’s program and must be filed with the Graduate School. Students who are not registered may not use any University facilities, including the library, and should not expect to consult with members of the Graduate Faculty during that time.

A request for a waiver of registration should be filed 30 days before the beginning of the semester or year for which the waiver is sought. Tuition waiver requests will be granted only when the student affirms in writing that he or she will not be using any University resources, including the time of faculty members, during the waiver period.

**Doctoral candidates** are not eligible for waivers of continuous registration. Each doctoral candidate must maintain continuous registration in 899 (Doctoral Dissertation Research) until the degree is awarded. Waivers of registration may be granted only under the University’s policy for *Leave of Absence for Graduate Students for Childbearing, Adoption, Illness or Dependent Care*.

**A Waiver of Mandatory Fees** may be granted to any graduate student, including doctoral candidates, if the student will be away from the University for a semester or a year. An application for waiver of mandatory fees must be submitted to the Graduate School 30 days before the beginning of the semester for which the waiver is sought. The waiver may be granted for a semester or a year.

For more information on Waiver of Registration: gradschool.umd.edu/catalog/registration_policies.html

For application form: gradschool.umd.edu/gss/forms/Petition_for_waiver_of_Regulations_Form.pdf

**Registration Steps**

Most students can use registration services including drop/add under the “Academics and Testudo” tab on my.umd.edu. Please see steps 1-6 below for important registration information and an overview of the registration process.

**STEP 1: Check Registration Blocks**
Go to my.umd.edu, open the Academics and Testudo tab, then Registration Time and Blocks to see if you have any advising, academic, or financial blocks. All blocks must be cleared prior to registration. *(see chart on the following page)*

**STEP 2: Make Advising Appointment and Resolve all Registration Blocks**
Advising is strongly recommended for all students, and is mandatory for some. See Advising in this Guide and also:
www.testudo.umd.edu/soc/mandadv.html for an explanation of Mandatory advising
www.testudo.umd.edu/soc/blockd.html for an explanation of Registration Restrictions and Blocks

**STEP 3: Verify Course Availability**
To Check the Schedule of Classes Go to my.umd.edu and open the Academics and Testudo tab. Or go to VENUS at www.testudo.umd.edu/Registrar.html. VENUS is a web-based tool that will assist you in creating your class schedule.

**STEP 4: Obtain Special Permissions**
Some courses have specific requirements, pre-requisites or require special permission. All special permissions must be obtained prior to registering. Colleges and departments can grant special permissions electronically, however you must still go to my.umd.edu to officially register for that course. For a complete explanation of conditions or registration actions requiring college approval go to www.testudo.umd.edu/soc/approval.html
STEP 5: Registration and Schedule Adjustment
Register at your assigned appointment date/time, or anytime thereafter.
• **Online** at my.umd.edu: click on Academics and Testudo tab. Under Registration Time and Blocks select the appropriate term and then Take me to Registration Drop/Add. Online registration hours are: Monday through Saturday 7:30 am - 11:00 pm and Sunday 5:00 pm - 11:00 pm.
• **In person:** complete the appropriate registration form at the Office of the Registrar Student Service Counter located on the first floor of the Mitchell Building. Office hours are Monday through Friday 8:30 am to 4:30 pm.

Please note that late registration begins on the first day of classes. All students initiating registration for the semester on or after this date will be assessed a $20.00 late registration fee.

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

Students interested in adding and dropping non-standard courses – those which are scheduled to begin or end outside of the standard semester/term dates – should contact the Office of the Registrar for related information.

STEP 6: After You Register ..... Don’t Forget!
Visit my.umd.edu and click on the Academics and Testudo tab to:
• View your schedule
• Verify your final exam schedule (see Final Examinations in this Guide)
• Check your book list
• Check-in on your waitlist/hold file (see Waitlist and Hold File in this Guide)
• View your student account (one business day after registering) and make tuition payment arrangements.
• Obtain your photo ID card (see Administrative Services in this Guide)

**Registration Blocks**

<table>
<thead>
<tr>
<th>Block Type</th>
<th>What it means</th>
</tr>
</thead>
<tbody>
<tr>
<td>No record of immunization</td>
<td>The University does not have immunization records on file.</td>
</tr>
<tr>
<td></td>
<td>Contact: University Health Center – <a href="http://www.health.umd.edu">www.health.umd.edu</a> or 301-314-8114</td>
</tr>
<tr>
<td>Mandatory Advising</td>
<td>Student must meet and be cleared by their department/advising college in order to register.</td>
</tr>
<tr>
<td></td>
<td>Contact: Academic Advising College or department as appropriate</td>
</tr>
<tr>
<td>Academic Probation/Dismissal</td>
<td>Student is on probation/dismissal during the semester for which they are trying to register.</td>
</tr>
<tr>
<td></td>
<td>Contact: Academic Advising College</td>
</tr>
<tr>
<td>Must choose degree/major</td>
<td>Student has reached 60 credits and has not yet chosen a major or is still listed in the Division of Letters and Sciences.</td>
</tr>
<tr>
<td></td>
<td>Contact: The Academic department offering the desired major to declare, or Letters and Sciences to register without a major</td>
</tr>
<tr>
<td>Fundamental Studies Math</td>
<td>Student has reached 60 credits and has not completed a fundamental math course.</td>
</tr>
<tr>
<td></td>
<td>Contact: Office of the Registrar</td>
</tr>
<tr>
<td>Fundamental Studies English</td>
<td>Student has reached 30 credits and has not completed a fundamental English course.</td>
</tr>
<tr>
<td></td>
<td>Contact: Office of the Registrar</td>
</tr>
<tr>
<td>Financially Ineligible</td>
<td>Student has a financial obligation and is unable to register.</td>
</tr>
<tr>
<td></td>
<td>Contact: Financial Service Center, 1135 Lee Building, <a href="mailto:billtalk@umd.edu">billtalk@umd.edu</a> or 301-314-9000</td>
</tr>
<tr>
<td>Judically Ineligible</td>
<td>Student has a judicial hold on their registration</td>
</tr>
<tr>
<td></td>
<td>Contact: Office of Student Conduct, 301-314-8204</td>
</tr>
<tr>
<td>Academically Ineligible</td>
<td>Student has been blocked from registration.</td>
</tr>
<tr>
<td></td>
<td>Contact: Office of the Registrar</td>
</tr>
<tr>
<td>Student last attended in………</td>
<td>Student was not registered during the previous semester and must re-enroll.</td>
</tr>
<tr>
<td></td>
<td>Contact: Office of Re-enrollment, 301-314-8382</td>
</tr>
</tbody>
</table>
Spring 2010 Deadlines

Type of Change | Last Day to Process Change
---|---
Add a course-undergraduates and graduates | February 5, 2010
($20.00 late registration fee begins 1/25/10)
Cancel Registration for Spring 2010 | January 22, 2010 (see page 20)
Change from full-time to part-time | see dropping courses (see page 19)
Change Credit Level
   Undergraduates | February 5, 2010
   Graduate Students | April 9, 2010
Apply for Graduation (dated May 2010) | February 5, 2010
Drop a course (undergraduates)
   Without “W” mark | February 5, 2010
   With “W” mark | April 9, 2010
Drop a course (graduate students) | April 9, 2010
Drop a course (with a refund - graduate
   and part-time undergraduate students) | See dropping courses (see page 19)
Change Grading Option
   Undergraduates | February 5, 2010
   Graduate Students | April 9, 2010
Late Registration | February 5, 2010
Withdrawal Deadlines | From all courses - see Academic Deadlines www.testudo.umd.edu/Schedule of Classes

SCHEDULE ADJUSTMENT PERIOD ENDS AT 4:30 p.m. on FEBRUARY 5, 2010

Special Permissions

<table>
<thead>
<tr>
<th>Permission Type</th>
<th>What does it mean?</th>
</tr>
</thead>
</table>
| Course listed as ‘By Permission Only’ | Course is restricted to a certain population of students (specific majors, programs, etc.)
   Contact: Academic department |
| Time Conflict | Student is attempting to register for courses whose times overlap.
   Contact: Academic Advising College |
| Oversubscribe into a closed course | Student is attempting to register for a full course.
   Contact: Academic department |
| Pass/Fail Policy Override | Student does not meet the minimum number of credits in order to register for P/F grading.
   Contact: Academic Advising College |
| Undergraduate to take Graduate course | Undergraduate is attempting to register for a graduate level course.
   Contact: Academic Advising College |
| Student has attempted course 2 times | Student is attempting to register for a course for the third time.
   Contact: Academic Advising College |
| Student would exceed Repeat credit limit of 18 credits | Student has already repeated 18 credits of course work and is attempting to repeat more.
   Contact: Academic Advising College |
| Changes after schedule adjustment period | After the 10th day of classes, students cannot add courses without permission.
   Contact: Academic Advising College |
| Total credit limit reached | Students must receive permission to register for over 16 credits prior to first day of classes, or over 20 credits on or after first day of classes.
   Contact: Academic Advising College |
| Fundamental Studies Math Override | Permission to register for the semester without registering for fundamental math course.
   Contact: Academic Advising College |
| Fundamental Studies English override | Permission to register for the semester without registering for fundamental English course.
   Contact: Academic Advising College |
| CORE policy override | Permission for students over 60 credits to register for more than one CORE course.
   Contact: Academic Advising College |
**Full Time Status**

*International students on F-1 and J-1 student visas must maintain full-time status throughout each semester* according to Federal regulations governing F-1 and J-1 students. Please contact an advisor in IES at 301-314-7744 if you have any questions concerning full-time status.

**Undergraduates**

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

- **UMEI Program:** Students enrolled in UMEI 001-004 are considered full-time students. Students enrolled in UMEI 005 (semi-intensive) must register for an additional 6-8 credits, appropriate to their program, to meet the full-time requirement.
- **ENCO/COOP:** Students enrolled in Engineering Coop and Cooperative Education programs are considered full-time students.

**Note:** If a student with a scholarship or grant falls below the required 12 credit hours, the scholarship or grant may be cancelled. *Students receiving financial aid are strongly encouraged to contact a financial aid counselor prior to dropping below full time status.* Additional information may be obtained from the Office of Student Financial Aid, Room 0102 Lee Bldg., 301-314-9000.

**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 in the series: 000-399 carry 2 units per credit hour
- Courses in the series: 400-499 carry 4 units per credit hour
- Courses in the series: 500-599 carry 5 units per credit hour*
- Courses in the series: 600-897 carry 6 units per credit hour
- Masters’ Research course: 799 carries 12 units per credit hour
- Pre-candidacy Doctoral Research: 899 carries 18 units per credit hour

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 in calculating full-time or part-time status.

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

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

**Course Placement Options**

**Advanced Placement (AP) Credit**

[www.tec.umd.edu/apibclep.html](http://www.tec.umd.edu/apibclep.html)

The University of Maryland encourages applicants to seek AP credit so that academically successful students may move forward in their programs at an appropriate pace. Students should arrange to have their scores sent directly to the University of Maryland from the Educational Testing Service; the University’s CEEB code is 5814. Credits are accepted and courses are exempted, based on departmental approval. (Credit is not granted for all exams offered by the College Board.) AP credits already received from another institution will be reevaluated. AP credits that are accepted are recorded as transfer credit on University of Maryland records and figure in the total number of credits earned toward graduation. Students may not receive AP credit for an equivalent course taken at the University of Maryland or elsewhere. Students should inform their advisors that they anticipate receiving AP credit and check with them for detailed information on the assignment of AP credit.

**Notes:**

1. Certain departments, particularly Mathematics and Physics, have separate criteria for placement in courses and the assignment of credit. Students should check with those departments for additional information.
2. For International Baccalaureate Exams (IB) and Credit Table see the Undergraduate Catalog, *Admission Requirements and Application Procedures* at [www.umd.edu/catalog](http://www.umd.edu/catalog)
3. Please note that the chart represents a general outline of AP credit. All departments reserve the right to reevaluate the content of exams and to change the assignment of credit and course equivalencies.
## Advanced Placement (AP) Exams and Credit Table

<table>
<thead>
<tr>
<th>AP EXAM TITLE</th>
<th>SCORE</th>
<th>RELATED COURSE</th>
<th>CREDIT</th>
<th>MAJOR</th>
<th>CORE</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Art History</strong></td>
<td>3,4,5</td>
<td>ARTH 100</td>
<td>3</td>
<td>No</td>
<td>Yes</td>
<td><strong>ARTH 100 fills CORE-Arts requirement. Contact department for placement, 405-1479</strong></td>
</tr>
<tr>
<td><strong>Art</strong></td>
<td>4,5</td>
<td>ARTT 110</td>
<td>3</td>
<td>Yes</td>
<td>No</td>
<td>Students interested in establishing credit for specific courses must submit portfolio for evaluation; call 405-1442</td>
</tr>
<tr>
<td><strong>General</strong></td>
<td>4,5</td>
<td>IL Elective</td>
<td>3</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td><strong>Biology</strong></td>
<td>4</td>
<td>BSCI 105 and IL Elective</td>
<td>8</td>
<td>Yes</td>
<td>Yes</td>
<td><strong>BSCI fills a major requirement in all Life Sciences; it also fills CORE-Lab Life Science requirements. Contact the College of Life Sciences for placement, 405-2080.</strong></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>BSCI 105 and BSCI 106</td>
<td>8</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td><strong>Chemistry</strong></td>
<td>4</td>
<td>CHEM 131/132</td>
<td>4</td>
<td>Yes</td>
<td>Yes</td>
<td><strong>CHEM fills a major requirement in all Life Sciences; it also fills CORE-Lab (Physical) Science requirement Contact department for placement, 405-1791.</strong></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>CHEM 131/132 and CHEM 271</td>
<td>6</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Computer Science</strong></td>
<td><strong>JAVA (2004+) A</strong></td>
<td>5</td>
<td>IL Elective</td>
<td>4</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td><strong>JAVA (2004+) AB</strong></td>
<td>4,5</td>
<td>IL Elective</td>
<td>4</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td><strong>C++ (pre-2004) A</strong></td>
<td>4,5</td>
<td>IL Elective</td>
<td>4</td>
<td>No</td>
<td>No</td>
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<td></td>
<td><strong>C++ (pre-2004) AB</strong></td>
<td>4</td>
<td>IL Elective</td>
<td>4</td>
<td>No</td>
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<td></td>
<td>5</td>
<td>IL Elective</td>
<td>6</td>
<td>No</td>
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<tr>
<td><strong>Economics</strong></td>
<td>Macro</td>
<td>4,5</td>
<td>ECON 201</td>
<td>3</td>
<td>Yes</td>
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<td>Micro</td>
<td>3</td>
<td>ECON 105</td>
<td>3</td>
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<td>Yes</td>
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<td>4,5</td>
<td>ECON 200</td>
<td>3</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td><strong>English</strong></td>
<td>Literature &amp; Comp</td>
<td>3</td>
<td>IL Elective</td>
<td>3</td>
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<td>No</td>
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<td>4,5</td>
<td>IL Elective and ENGL 240</td>
<td>6</td>
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<td>Yes</td>
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<td>Language &amp; Comp</td>
<td>3</td>
<td>IL Elective</td>
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<td>ENGL 101</td>
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<td><strong>Env. Science</strong></td>
<td>4,5</td>
<td>IL Elective</td>
<td>3</td>
<td>No</td>
<td>Yes</td>
<td><strong>Fills CORE-Physical Science requirement.</strong></td>
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<td><strong>French</strong></td>
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<td>4</td>
<td>FREN 203</td>
<td>4</td>
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<td>Yes</td>
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<td>FREN 204 and FREN 211</td>
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<td>Yes</td>
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<td>FREN 204</td>
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<td>Yes</td>
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<td>FREN 204 and FREN 250</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td><strong>Geography</strong></td>
<td>Human</td>
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<td>GEOG 202</td>
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<td><strong>German</strong></td>
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<td>GERM 203</td>
<td>4</td>
<td>No</td>
<td>Yes</td>
<td>Students with score of 4 who wish to continue must enroll in GERM 204; with score of 5 must enroll in GERM 220. Contact department for placement, 405-4091.</td>
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<td>GERM 203 and GERM 204</td>
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<td>Yes</td>
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<td><strong>Gov't &amp; Politics</strong></td>
<td>United States</td>
<td>3,4,5</td>
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<td>AP EXAM TITLE</td>
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<td>RELATED COURSE</td>
<td>CREDIT</td>
<td>MAJOR</td>
<td>CORE</td>
<td>NOTE</td>
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<tr>
<td><strong>History</strong></td>
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<tr>
<td>United States</td>
<td>4</td>
<td>HIST 156 or HIST 157</td>
<td>3</td>
<td>Yes</td>
<td>Yes</td>
<td><strong>U.S. History:</strong> A score of 4 will be awarded three credits as chosen by the student (HIST 156 or HIST 157). A score of 5 will be awarded six credits (HIST 156 and HIST 157). Either fills CORE-History requirement.</td>
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<td>HIST 156 and HIST 157</td>
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<td>Yes</td>
<td>Yes</td>
<td><strong>European History:</strong> A score of 4 will be awarded 3 credits as chosen by the student (HIST 112 or HIST 113). A score of 5 will be awarded 6 credits (HIST 112 and HIST 113). HIST 112 fills CORE-Humanities requirement; HIST 113 fills CORE-History requirement.</td>
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<tr>
<td>European (Exams taken Spring 2001 and later)</td>
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<td>HIST 112 or HIST 113</td>
<td>3</td>
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<td>Yes</td>
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<td>HIST 112 and HIST 113</td>
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<td><strong>World</strong></td>
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<td>HIST 219</td>
<td>3</td>
<td>Yes</td>
<td>Yes</td>
<td><strong>World History:</strong> fills CORE-History requirement; see department for placement, 405-4272.</td>
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<td><strong>Latin</strong></td>
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<td>Vergil</td>
<td>4,5</td>
<td>LATIN 201</td>
<td>4</td>
<td>Yes</td>
<td>Yes</td>
<td>Students with score of 4 or 5 in any AP Latin test may not take LATIN200 or lower for credit. Students with score of 4 or 5 in more than one AP Latin test may receive additional credit. Contact department for placement and credit adjustment, 405-2013.</td>
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<tr>
<td>Catullus &amp; Cicero</td>
<td>4,5</td>
<td>LATIN 201</td>
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<td>Yes</td>
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<td>Catullus &amp; Horace</td>
<td>4,5</td>
<td>LATIN 201</td>
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<tr>
<td>Catullus &amp; Ovid</td>
<td>4,5</td>
<td>LATIN 201</td>
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<td>Yes</td>
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<td><strong>Mathematics</strong></td>
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<tr>
<td>Calculus AB</td>
<td>4,5</td>
<td>MATH 140*</td>
<td>4</td>
<td>Yes</td>
<td>Yes</td>
<td>*MATH 141 may be completed through credit-by-exam. MATH 140 fills both CORE-Fundamental Studies Math requirement and CORE-Math &amp; Formal Reasoning non-lab requirement. Students who receive credit for MATH 140 or 141 &amp; 142 may not receive credit for MATH 220 or 220 &amp; 221. Contact department for placement, 405-5053.</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>4,5</td>
<td>MATH 140 and MATH 141</td>
<td>8</td>
<td>Yes</td>
<td>Yes</td>
<td>The Calculus BC w/ AP subscore is treated as if the BC exam was the AB exam. Students may not receive AB subscore credit if a credit was awarded for the BC exam.</td>
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<tr>
<td>Calculus BC with AB Subscore</td>
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<td>MATH 140</td>
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<td>Yes</td>
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<td><strong>Music</strong></td>
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<tr>
<td>Listening/Literature</td>
<td>3,4,5</td>
<td>MUSC 130</td>
<td>3</td>
<td>No</td>
<td>Yes</td>
<td>MUSC 130 or 140 fills CORE-Arts History/Theory requirement. Majors should contact department for placement, 405-5563.</td>
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<td>Theory</td>
<td>4</td>
<td>MUSC 140</td>
<td>3</td>
<td>No</td>
<td>Yes</td>
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<td></td>
<td>5</td>
<td>MUSC 150</td>
<td>3</td>
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<td><strong>Physics</strong></td>
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<tr>
<td>Physics B</td>
<td>4,5</td>
<td>PHYS 121 and PHYS 122</td>
<td>8</td>
<td>No</td>
<td>Yes</td>
<td>PHYS 121 and 122 fulfill CORE-Lab (Physical) Science requirement. <strong>Physics C</strong> exams fulfill major requirements in Life Sciences, Engineering, or Physics; they also fulfill the CORE-Lab (Physical) Science requirement. A score of 4 or 5 on the Physics C exams will be awarded four credits as chosen by the student and his/her advisor. Students must have credit for AP Calculus BC to take the next course in sequence. Contact department for placement, 405-5979.</td>
</tr>
<tr>
<td>Physics C</td>
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<td>Mechanics</td>
<td>4,5</td>
<td>PHYS 141 or PHYS 161 or PHYS 171</td>
<td>4</td>
<td>No</td>
<td>Yes</td>
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<td>4</td>
<td>PHYS 142 or PHYS 260/1</td>
<td>4</td>
<td>No</td>
<td>Yes</td>
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<td>5</td>
<td>PHYS 142 or PHYS 260/1 or PHYS 272</td>
<td>4</td>
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### Advanced Placement (AP) Exams and Credit Table

<table>
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<th>AP Exam Title</th>
<th>Score</th>
<th>Related Course</th>
<th>Credit</th>
<th>Major</th>
<th>Core</th>
<th>Note</th>
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<tr>
<td><strong>Psychology</strong></td>
<td>4,5</td>
<td>PYS 100</td>
<td>3</td>
<td>Yes</td>
<td>Yes</td>
<td>The AP exam counts towards the 35 required major credits. If a student enters with AP credit, s/he must complete PSYC 221 with a grade of B or better. PSYC 100 fills one of two CORE - Social / Behavioral Science requirements. Contact department for placement, 405-5866.</td>
</tr>
<tr>
<td><strong>Spanish</strong></td>
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<tr>
<td>Language</td>
<td>4</td>
<td>SPAN 203</td>
<td>4</td>
<td>No</td>
<td>Yes</td>
<td>Language: Students with score of 4 who wish to continue must enroll in SPAN 204, 211 or 207; with score of 5 must enroll in 300-level courses. Literature: Students with score of 4 or 5 must enroll in 300-level courses. CORE: SPAN 203 or 204 fills CORE-Humanities requirement; SPAN 221 fills CORE-Literature requirement. Contact department for placement, 405-6452.</td>
</tr>
<tr>
<td>Literature</td>
<td>5</td>
<td>SPAN 204 and SPAN 207</td>
<td>6</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Literature</td>
<td>4</td>
<td>SPAN 221</td>
<td>3</td>
<td>Yes</td>
<td>Yes</td>
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<td>Literature</td>
<td>5</td>
<td>SPAN 207 and SPAN 221</td>
<td>6</td>
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<td><strong>Statistics</strong></td>
<td>4,5</td>
<td>STAT 100</td>
<td>3</td>
<td>*</td>
<td>Yes</td>
<td>STAT 100 fills CORE Fundamental Math requirement and CORE Math &amp; Formal Reasoning nonlab requirement. * STAT 100 fills program requirements in certain majors. Consult advisor.</td>
</tr>
</tbody>
</table>

**Please Note:** LL refers to courses at the lower (100 and 200) level. Students may not receive credit for AP courses and for equivalent UMCP courses or transfer courses (including IB or CLEP). Credit will be deleted in such cases. Decisions about applicability of courses to CORE are updated on an ongoing basis. Native speakers may not earn AP credit for the French, German or Spanish language exams.
<table>
<thead>
<tr>
<th>IB Exam Title</th>
<th>Score</th>
<th>Related Course</th>
<th>Cr</th>
<th>Maj</th>
<th>Core</th>
<th>Notes</th>
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<tr>
<td>Anthropology</td>
<td>Higher</td>
<td>5, 6, 7</td>
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<td></td>
<td></td>
<td>Under review. Students interested in Anthropology should contact department for placement.</td>
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<tr>
<td>Art Design</td>
<td>Higher</td>
<td>5, 6, 7</td>
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<td>Under review. Students interested in Art should contact department for placement.</td>
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<td>Biology</td>
<td>Higher</td>
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<td>4</td>
<td>No</td>
<td>No</td>
<td>BSCI 105 fills a major requirement in all Life Sciences; also fills CORE-Lab (Life) Science requirement. Contact the College of Life Sciences for placement, 405-2080.</td>
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<td>6, 7</td>
<td>8</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Chemistry</td>
<td>Either</td>
<td>5</td>
<td>4</td>
<td>Yes</td>
<td>Yes</td>
<td>CHEM fills requirement for all Life Science majors; also fills CORE-Lab (Physical) Science requirement. Contact department for placement, 405-1791.</td>
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<td>Computing</td>
<td>Higher</td>
<td>5, 6, 7</td>
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<td>No</td>
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<td>Contact department for placement, 405-2672.</td>
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<td>Economics</td>
<td>Either</td>
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<td>3</td>
<td>Yes</td>
<td></td>
<td>ECON majors must score 6 or 7 to receive credit toward major. ECON fills one of two CORE-Social/Behavioral Science requirements. Contact department for placement, 405-3266.</td>
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<td>English A/B</td>
<td>Higher</td>
<td>5, 6, 7</td>
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<td>Yes</td>
<td>Yes</td>
<td>ENGL 240 satisfies CORE-Literature requirement. Contact department for placement, 405-3825.</td>
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<tr>
<td>Env. Studies</td>
<td>Higher</td>
<td>5, 6, 7</td>
<td>3</td>
<td></td>
<td></td>
<td>Under review. Students interested in Environmental Science or Policy should contact an advisor for placement.</td>
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<tr>
<td>French</td>
<td>Standard</td>
<td>5</td>
<td>4</td>
<td>No</td>
<td>Yes</td>
<td>Standard: Students with score of 5 who wish to continue must enroll in FREN 204; with score of 6 or 7 must enroll in FREN 250 or higher level courses.</td>
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<td>Higher</td>
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<td>6</td>
<td>No</td>
<td>Yes</td>
<td>Higher: Students with score of 5, 6 or 7 may enroll in 300-level courses. FREN 203, 204 or 211 fills CORE-Humanities requirement; FREN 250 fills CORE-Literature requirement. Contact department for placement, 405-4034.</td>
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<td>No</td>
<td>Yes</td>
<td>GEOG 100 satisfies one of two CORE-Social/Behavioral Science requirements. Contact department for placement, 405-4053.</td>
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<td>German</td>
<td>Higher</td>
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<td>4</td>
<td>No</td>
<td>Yes</td>
<td>Students with score of 5 who wish to continue must enroll in GERM 204; with score of 6 or 7 must enroll in GERM 220. Contact department for placement, 405-4091.</td>
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<td>Higher</td>
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<td>History</td>
<td>Higher</td>
<td>Africa</td>
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<td>Yes</td>
<td>Yes</td>
<td>A score of 5 will be awarded three credits (as chosen by the student—except for West &amp; South Asia exam). A score of 6 or 7 will be awarded six credits. All HIST courses listed at left fulfill CORE-History requirement except for HIST 112 (which fulfills CORE-Humanities). HIST 120, 122, 123, 284 and 285 also fulfill Diversity requirement.</td>
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<td>6</td>
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<td>Americas</td>
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<td>E/SE Asia</td>
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<td>W/S Asia</td>
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### International Baccalaureate Exams (IB) and Credit Table

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<tr>
<th>Language</th>
<th>Score</th>
<th>IB Course(s)</th>
<th>Recommended Score</th>
<th>Credit</th>
<th>Core Requirement</th>
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<tbody>
<tr>
<td>Italian</td>
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<tr>
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<td>6, 7</td>
<td>ITAL 204 &amp; ITAL 211 &amp; ITAL 251</td>
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<td>info Tech.</td>
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<td>No</td>
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<td>Latin</td>
<td>5, 6, 7</td>
<td>LATN 201</td>
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<td>Mathematics</td>
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<td>Music</td>
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<td>FOLA 159</td>
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<td>Theatre</td>
<td>6, 7</td>
<td>THET 110</td>
<td>3</td>
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</tbody>
</table>

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

Students who receive an International Baccalaureate Diploma or Certificate may consider presenting a portfolio to the Freshman Writing Office for review. See [www.english.umd.edu/programs/FreshmanWriting/Exemptions.html](http://www.english.umd.edu/programs/FreshmanWriting/Exemptions.html) or call the Freshman Writing Office, 405-3771, for further information.
Credit by Examination
Credit may be earned by examination for any undergraduate course for which a suitable examination has been adopted or can be prepared by the appropriate department. This option is not available, however, for courses in which the student has been registered beyond the end of the Schedule Adjustment Period, i.e., the first 10 days of classes.

Math Placement
The Math Placement test gives a measure of a student’s current mathematical skills. The results are used to advise students on the appropriate course to take to complete the mathematics requirement for their program of study. Entry-level mathematics courses require the permission of the department before students may register. Statistics indicate that the majority of students who enroll in a math course beyond that indicated by the placement test either withdraw from the course or earn D’s or F’s. The entry-level mathematics courses are placed on a horizontal scale below. Students may register for the course that they place into or any course that falls to the left of their placement.

Except for MATH 003, 010, 011, 013, 015, any of the courses on the list will serve to satisfy the University’s Fundamental Studies Mathematics requirement. Please note that MATH 003, 010, 011, 013, and 015 are non-credit courses that carry a fee in addition to tuition charges.

Foreign Language Placement
All students are expected to enroll in courses at the highest level appropriate. 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: www.languages.umd.edu

Language Requirement: College of Arts and Humanities
• Successful completion of level four (4) in one language in high school.
• Successful completion of a foreign language sequence specified by the College of Arts and Humanities. Contact college for details.
• Submit official documentation verifying native speaker proficiency. Contact college for details.

Language Requirement: Philip Merrill College of Journalism
Completion of two courses, minimum, with at least one course at the intermediate level and no more than one course at the introductory level. (High School equivalence does not satisfy this requirement.) Students may opt for a quantitative reasoning track in lieu of the language skills requirement.

Transfer Credit
The Transfer Credit Evaluation Center provides transfer credit information and assistance to academic advisors as they work with student transfer issues. This service, a joint effort of the Office of Undergraduate Admissions and the Office of the Registrar, has computerized and consolidated the transfer credit process. Students and advisors work together to decide how courses fit into a student’s individual program, while the Center provides information to the campus advising community on course equivalence, credit reports and articulation tables through its online course equivalency database at www.tce.umd.edu.

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

Note: Changes of Grading Option may be processed only during the first ten days of classes. Graduate students are not eligible for the Pass-Fail grading option.
Repeating Courses
The following Campus Repeat Policy applies 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 the college calendar and their academic advisor to discuss implications for transcripts and cumulative GPA.

College of Education Repeat Policy
All registrations in student teaching, regardless of whether a student withdraws or takes a leave of absence, will be counted as an attempt under the campus repeat policy. Only two registrations will be allowed. After two registrations, further attempts at student teaching must be approved by the department and school system professionals involved in the candidate’s student teaching experience.

Undergraduate Student Classifications

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>1-29 semester hours</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59 semester hours</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89 semester hours</td>
</tr>
<tr>
<td>Senior</td>
<td>90 to at least 120 semester hours</td>
</tr>
</tbody>
</table>

Taking Courses at Another Institution: Inter-Institutional Registration

Under the Concurrent Inter-Institutional Registration program, students have the opportunity to take courses at other University of Maryland System Institutions to augment their degree program at the University of Maryland in College Park. However, courses taken at another institution will not be credited toward the degree without approval in advance by the dean of the student’s academic advising college. The same rule applies to all semesters, including summer and winter terms. A Permission to Enroll at Another Institution form must be submitted to, and approved by, the college prior to enrolling at another institution. The dean determines which transfer credits are applicable to the student’s degree program. The title of courses accepted for transfer credit will be noted on the student’s record; however, the grade will not. Grades from transferred courses are not included in the University of Maryland, College Park grade point average calculation. Upon completion of the course(s), the student must submit an official sealed transcript to the Office of the Registrar for posting to her/his academic record.

Students may take courses at the system schools listed below provided they meet requirements of the program.

Other System Institutions Include:
- Bowie State University
- University of Baltimore
- Coppin State College
- University of Maryland at Baltimore
- Frostburg State University

NOTE: Inter-Institutional Concurrent Registration is not available at University College for University of Maryland, College Park Students.

Consortium of the Universities of the Metropolitan Area

Students enrolled in consortium institutions are able to attend certain classes at the following campuses and have the credit considered “resident” credit at their own institution.

American University, The Catholic University of America, Corcoran College of Art & Design, Gallaudet University, George Mason University, George Washington University, Georgetown University, Howard University, Marymount University, National Defense Intelligence College, National Defense University, Northeastern University, Trinity University, University of the District of Columbia, and the University of Maryland, College Park.

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

- Golden ID students are not eligible to enroll in courses through the Metropolitan Area Consortium with waiver of fees.
- Neither the faculty/staff tuition remission program (this includes assistantships, fellowships, etc.) nor the partial tuition waiver program for spouses and dependents of University of Maryland employees may be used for courses taken through the Metropolitan Area Consortium.
- Continuing Education and on-line courses cannot be taken through the Consortium program. Students whose fees are remitted through these programs and who are interested in enrolling in courses at Consortium schools will be expected to pay for the course or courses at the appropriate College Park credit hour rate for the semester in which they enroll.

Payment of tuition for courses will be made at the student’s home campus.
Study Abroad
www.international.umd.edu/studyabroad
studyabr@deans.umd.edu.

Study programs administered or sponsored by the University of Maryland are offered for the year, semester, winter term and summer. For more information about these exciting programs and other Study Abroad options, please contact the Study Abroad Office. You should also check with your department for department-specific programs, such as those run by Business, Engineering, Architecture and Journalism. Early planning is strongly encouraged.

Faculty/Staff Registration
Faculty and staff who wish to register for courses must be admitted to the University as an undergraduate or graduate student prior to registration. Contact the appropriate office below. Note that registration is on a space available basis. Follow the standard Registration process. Contact the Registrar’s Office at registrar-help@umd.edu or 301-314-8240 if you have any questions.

Undergraduate Admissions
Ground floor
Mitchell Building
um-admit@deans.umd.edu
301-314-8385
Graduate School
2123 Lee Building
gradschool@umd.edu
301-314-8240

Remission of fees: Contact your department representative responsible for processing Tuition Remission Request forms. For Tuition remission guidelines, please visit www.uhr.umd.edu/benefits/tuition.cfm

Schedule Adjustment
See page 9 for Spring 2010 Deadlines

Schedule Adjustment Period
The Schedule Adjustment period is the first ten business days of classes during the Fall or Spring semester. A similar period of time is designated for Summer and Winter Terms. Students can add, drop or change course sections. Part-time students should also consult “deadlines” to avoid incurring additional charges.

Waitlist v. Hold File
What’s the difference between the Waitlist and the Hold File?
• The Waitlist is an option if you meet the course requirements established by the department offering the course (specific majors, credit levels, special populations, etc.)
• The Hold File is a roster of students who wish to register for a course, but who do not meet the departmental restrictions. These students must be placed on the Hold File even though the course may have seats available. For courses with a holdfile, students on the waitlist receive priority consideration over those on the holdfile.

If a course is closed when a student registers, the waitlist/hold file option may be available. Names are stored on a first come, first served basis for access to seats as drops are processed. If the student decides to go on the waitlist/hold file (s)he must check in on the first day of classes (mandatory check-in) to see if (s)he has received entrance to the class. If the course has not been received by the first day of classes, the student must then check-in daily to remain on the waitlist. The Mandatory Check-in date for the Spring 2010 semester is January 25, 2010. Waitlist check-in continues daily through February 8, 2010. See www.testudo.umd.edu/soc/wlckin.html for waitlist check-in information.

Adding and Dropping Classes
Courses added during the schedule adjustment period will appear on the students’ permanent record along with the original courses.

The 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 this drop period a student may drop a maximum of four credits. If the course being dropped carries more than four credits, the student may still drop the course but the credit level may only be reduced by up to four credits. Courses dropped during the schedule adjustment period will not appear on the student’s permanent record. Courses dropped 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 be on the graduate record for courses dropped during the drop period.

Students interested in adding and dropping non-standard courses – those which are scheduled to begin or end outside of the standard semester/term dates – should contact the Office of the Registrar at registrar-help@umd.edu for important information regarding schedule adjustment, deadlines and refunds.
Financial Adjustments for Dropping and Adding Course(s)

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

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

- Prior to the first day of classes or earlier: 100% refund
- First five days of classes: 80% refund
- After the first five days of classes: 0% refund

**Important Notes:**

1. During the first ten days of classes students will not be charged for course add/drop transactions if they are of equal credit value, are held at the College Park Campus and both the add and the drop are processed on the same day. This is considered an even exchange.
2. Courses taken at Shady Grove and other campuses 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, cancel registration, or withdraw from the University without special approval until the tenth class day each semester. No credit level changes or grading option changes are permitted after the tenth week of classes.

Drop/Add and other changes may be done in person at the Registrar’s Office or online at [www.testudo.umd.edu](http://www.testudo.umd.edu). Exception to the published deadlines requires a petition to the Graduate School and must include the written approval of the instructor and the Graduate Director of the program. Petitions should be submitted to the Graduate School, 2123 Lee Building. The graduate program stamp must be placed on the change of grading option/credit level form.

For full information on deadlines go to: [www.union.umd.edu/GH/resources/deadlines.html](http://www.union.umd.edu/GH/resources/deadlines.html)

**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 be processed by an advisor.

The majors below have special admission requirements; students with fewer than 45 credits not admitted directly into these programs may be admitted to the Division of Letters and Sciences by going to Undergraduate Advising and indicating a desire to do so.

Please contact the appropriate office for further information:

- Architecture, Business & Management, Engineering, Government & Politics, Journalism, Landscape Architecture or Psychology: contact the Office of Undergraduate Admissions, 301-314-8385.
- Education: contact the College of Education, 301-405-2364.

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

**Second Major:** A student wishing to complete a second major in addition to his/her primary major, must obtain written permission from both the Dean of the primary major college and the Dean of the secondary major college.

**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 at [www.umd.edu/catalog](http://www.umd.edu/catalog) under Registration, Academic Requirements & Regulations, then Degree Information and Second Majors and Second Degrees.
Cancellation of Registration

Students who register and later decide not to attend the University must cancel all their courses 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 though you do not attend class. Your cancellation request must be received in writing and sent by Registered Mail to:

Office of the Registrar
1st Floor, Mitchell Building,
University of Maryland
College Park, Maryland 20742
or FAX to 301-314-9568

Please include student identification number and student signature on all correspondence.

• For additional information concerning cancellation contact the Office of the Registrar at 301-314-8240.
• Cancellation of Housing and Dining Services is a separate process. Contact Resident Life at 301-314-2100, and Dining Services at 301-314-8067, to cancel those contracts.

Leave of Absence

Undergraduates
www.testudo.umd.edu/soc/absence.html

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

Students wishing to request a leave of absence should contact: Office of the Registrar
1113 Mitchell Building
301-314-8240

Return to the University

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

For information on how to apply for readmission go to: www.uga.umd.edu/admissions/apply/reenrollment.asp

Graduate Leave of Absence for Childbearing, Adoption, Illness or Dependent Care
www.gradschool.umd.edu/catalog/registration_policies.html

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.

Special Considerations

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

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 may have to 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 of taking a leave of absence 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 on go to: www.testudo.umd.edu/soc/absence.html, or contact the Student Financial Services Office, 1135 Lee Building, 301-314-9000.
Withdrawal From Classes
The term “withdrawal” means termination of enrollment in all classes for a given semester. Students admitted to the University of Maryland are expected to make regular and consistent progress towards the completion of their degree. However, the University understands that in exceptional circumstances a student may find it necessary to completely withdraw from all classes. The University considers such an interruption to be very serious as it delays normal progress towards the degree; students should not withdraw for frivolous reasons or to avoid the consequences of ignoring their academic responsibilities. Any student considering withdrawal is strongly encouraged to meet with his or her academic college advisor before leaving the University.

Important Note: Withdrawing or taking a leave of absence from the University may have serious implications for international students, students receiving financial aid, or students residing in on-campus housing. Students are advised to contact the appropriate offices before finalizing withdrawal or leave of absence plans.
- Financial Service Center: 1135 Lee Building, 301-314-9000, email: billtalk@umd.edu
- Department of Resident Life: 2100 Annapolis Hall, 301-314-2100, email: reslife@umd.edu
- International Education Services: 3117 Mitchell Building, 301-314-7740, email: iesadv@deans.umd.edu

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

For more information go to: www.gradschool.umd.edu/catalog/registration_policies.html.
Forms for waivers are available at: www.gradschool.umd.edu/gss/forms

Withdrawal Procedures
A withdrawal is available anytime between the first and last day of classes. Students must submit written notice of withdrawal to the Office of the Registrar. Withdrawal becomes effective on the date the form is filed with the Office of the Registrar. A notation of withdrawal and the effective date will be posted to the student’s academic record.

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

For more information go to: www.veterans.umd.edu/call_ups.html

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

For complete instructions and the current refund schedule go to: www.umd.edu/bursar/t_Refunds.html

Note: Credit adjustments for unused housing services are based on the date residence halls checkout procedures are completed, not the date of withdrawal. See your Residence Hall/Dinning Services Agreement.

Resignation From the University
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 the resignation, the Graduate School will ask the Office of the Registrar to withdraw the student. A graduate student seeking to return to the University of Maryland after resigning must reapply for admission and is subject to all graduate program and Graduate School requirements. (S)he may be required to repeat previously elected courses.
Academic Information

Course Numbering System
The first numeric character of the course number determines the level of the course and the last two digits are used for course identification. Courses ending with the numeral 8 or 9 are the only courses that are repeatable for credit. Courses are designated as follows:

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

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

CORE Program
Office of the Dean for Undergraduate Studies
2130 Mitchell Building
www.ugst.umd.edu/core
301-405-9359

The CORE Liberal Arts and Sciences Studies Program (CORE) is the University of Maryland’s set of general education requirements that all undergraduates must complete in addition to their major, department, and college requirements.

Explanation of CORE Codes

**Fundamental Studies:**
- FE Academic Writing
- FM Fundamental Studies Mathematics
- JE Professional Writing

**Distributive Studies:**
- Humanities and the Arts
  - HL Literature
  - HA History or Theory of the Arts
  - HO Humanities
- Sciences and Mathematics
  - PS Physical Sciences (Non-Lab)
  - LS Life Sciences (Non-Lab)
  - PL Physical Sciences (Lab)
  - LL Life Sciences (Lab)
  - MS Mathematics or Formal Reasoning
- Social Sciences and History
  - SH Social or Political History
  - SB Behavioral and Social Science
- IE Interdisciplinary and Emerging Issues

**Advanced Studies:**
- CS Capstone

**Human Cultural Diversity:**
- D Diversity
CORE Requirements
The CORE requirements are outlined briefly below.
For the most up-to-date listing of approved CORE courses please go to: www.ugst.umd.edu/core.

Courses used to fulfill CORE requirements:
• Must be selected from the approved CORE course lists.
• May also be used to satisfy college, major, and/or supporting area requirements if the courses also appear on CORE Fundamental or Distributive Studies lists.
• May not be taken on a Pass-Fail basis.

Fundamental Studies (3 courses)
One course in Academic Writing
One course in Mathematics
One course in Professional Writing

Distributive Studies (9 courses) 28 credits

**Humanities and the Arts — three courses**
• One course from Literature (HL)
• One course from The History or Theory of the Arts (HA)
• One additional course from either HL or HA or HO (Humanities)

**Sciences and Mathematics — three courses**
• Up to two courses from Physical Sciences (PL/PS)
• Up to two courses from Life Sciences (LL/LS)
• Up to one course from Mathematics/Formal Reasoning (MS)

Notes: (1) At least one science course MUST include or be accompanied by a lab taken in the same semester (LL or PL lists only). (2) More than one lab course may be taken. (3) Courses must be taken from at least two of the three lists.

**Social Sciences and History — three courses**
• One course from Social or Political History (SH) and
• Two courses from Behavioral and Social Sciences (SB)

Interdisciplinary and Emerging Issues (Optional)
The IE category features courses that provide an interdisciplinary examination of issues (theory, questions, methods) across CORE areas, or that present a significant portion of content that does not fit into any of the specific CORE areas but deals with contemporary issues, emerging disciplines, or other categories of knowledge, skills, and values that lie outside these areas.

Students may take one IE course in place of one of the following:
• The third course in the Humanities and the Arts category (one HL and one HA must be taken)
• The third course in the Sciences and Mathematics category (two science courses chosen from PL, PS, LL, or LS lists including at least one course from the LL or PL lists must be taken)
• One SB course in the Social Sciences category (one SH and one SB must be taken)

Important notes on the IE option:
• IE is an optional CORE distributive studies category; Students may fulfill CORE requirements without taking an IE course.
• All students under the CORE requirements (continuing and incoming) have this option.
• Only one IE course may be counted toward fulfilling CORE Distributive Studies requirements.
• Whether a student takes an IE course or not, total CORE Distributive Studies course and credit requirements remain the same: at least 9 courses and 28 credits.

For details on how to use the IE option and for a list of IE courses see the CORE website at www.ugst.umd.edu/core, click on Distributive Studies and scroll down to IE.
## DIRECTORY OF CAMPUS BUILDINGS

<table>
<thead>
<tr>
<th>Building Code</th>
<th>Building Name and Location</th>
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<tbody>
<tr>
<td>163</td>
<td>Adele H. Stamp Student Union (SSU) C-4</td>
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<td>Chesapeake Bldg. (CHP) D-1</td>
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<td>Shoemaker Bldg. (Counseling Center) (SHM) D-5</td>
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<td>Shriver Laboratory (SHR) D-4</td>
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<tr>
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<td>Woods Hall (WDS) D-5</td>
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</table>
Advanced Studies (2 courses) 6 credits
Two upper-level (300- or 400-level) courses outside the major and taken after 60 credits. Students may substitute a CORE–approved senior capstone course in their major or a senior or honors thesis for one of the two required Advanced Studies courses. Enrollment in CORE Capstone courses will be subject to departmental guidelines. The other course must be outside the major.

- Professional Writing courses (courses that meet the Fundamental Studies upper-level writing requirement) may not be used to fulfill Advanced Studies requirements
- courses used to meet Distributive Studies requirements
- internships, practica or other experiential learning types of courses
- courses taken on a pass/fail basis.

One independent studies course (minimum of three credits, outside the major) may be used toward Advanced Studies requirements as long as it is consistent with the rules above and the faculty member supervising the independent study agrees that it is appropriate for Advanced Studies.

Human Cultural Diversity (One course) 3 credits
Human Cultural Diversity courses focus primarily on: (a) the history, status, treatment, or accomplishment of women or minority groups and subcultures; (b) non-Western culture, or (c) concepts and implications of diversity.

Note: A number of CORE Human Cultural Diversity courses also satisfy CORE Distributive Studies, Advanced Studies, or a college, major, and/or supporting area requirement.

Study Abroad and Satisfying CORE Requirements
Students may use study abroad to earn credit toward University of Maryland CORE Distributive and/or Advanced Studies requirements. All students considering study abroad must meet with a Study Abroad Advisor and complete the Permission to Study Abroad form. The Study Abroad Office determines if the course work will be completed through an accredited academic program and be eligible for transfer credit. Upon approval, the number of credits will be determined for each course. How the courses will apply to a student’s graduation requirements will be determined by the student’s advising college. CORE Distributive Studies equivalencies (if applicable) must be shown clearly on the Study Abroad form with approvals from the UM academic departments which offer similar courses. CORE Advanced Studies criteria also apply to Study Abroad courses students wish to count toward CORE Advanced Studies. Some college/departmental guidelines and restrictions may apply. Participation in a study abroad program with the successful completion and transfer of at least 9 credits abroad automatically waives a student’s CORE Human Cultural Diversity requirement.

Learning Programs and Opportunities
First Year Programs
The experience of becoming a student at a busy university is always exhilarating and sometimes a bit daunting. One of the best ways to thrive as an undergraduate - whether at a small liberal arts institution or at a large university like Maryland - is to find groups of people who both share your interests and challenge the ways you think. First Year Programs are made up of a group of innovative learning communities and related academic activities designed to help students connect to a large and diverse university campus by allowing them to quickly find a small number of other first year students who have similar interests. The program design elements have been based on the results of national and campus studies about ways to help students enjoy and successfully complete their education. The program includes course clusters and resources as well as other related academic activities. The different types of communities offer different topics and varying levels of involvement. Some programs are open to specific majors only while others are available without regard to major. First Year Learning Communities are open to all students with the exception of Honors and College Park Scholars participants. Some clusters are reserved only for students in a particular college or major.

Golden Identification Card Program
The University of Maryland participates in the Golden Identification Card Program (Golden ID). This program allows eligible senior citizens to take advantage of the wide variety of course offerings. To be eligible for participation the individual must be 60 years of age or older, a legal resident of the State of Maryland (as defined by the Board of Regents) and retired (not engaged in gainful employment for more than 20 hours a week). Golden ID students register on a space available basis for a maximum of three courses during the first week of classes and must meet all course prerequisite and co-requisite requirements. Golden ID status affords access to certain academic and non-academic services. Such services are only available to the registered individual during that particular session. Golden ID students are not eligible for Consortium courses or continuing education. Golden ID students also have the opportunity to become involved with the Golden ID Student Association which provides cultural and social events, course recommendations, and peer advising. Additional information may be obtained from the Golden ID Program, 1113 Mitchell Building or 301-314-8219.

Application is made through either the Undergraduate or Graduate Admissions Offices. Tuition is waived, however, some fees apply. For more information, please contact the Office of the Bursar.
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 2100D McKeldin Library or go to: www.ugresearch.umd.edu/

Reserve Officers’ Training Corp (ROTC)
ROTC courses are available to University of Maryland students through several programs.

Note: A maximum of 16 credits of ROTC courses may be applied toward a College Park degree.

- **Air Force ROTC** is a college program that allows you to earn your degree while training to become an Air Force officer. AFROTC offers challenges and benefits unique among student organizations and training programs on a college campus. You will receive invaluable leadership training, be involved in community events, and visit active-duty Air Force bases. Additionally, all course materials and uniform items are provided at no-cost, and you can 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 www.afrotc.umd.edu, send an email to afrotcdet330@umd.edu, or call us at 301-314-3242.

- **Army ROTC**: In Army ROTC you will do things that challenge you mentally and physically. As you find yourself rappelling from towers or leading your team through various obstacles, you will develop skills you can use throughout your entire life, skills such as thinking on your feet, the confidence to take charge, self-discipline and the ability to make smarter decisions. Whether you want to have a career in the military or not, Army ROTC classes are a fun way to gather skills for your future success. If you would like to know more visit www.armyrotchumd.edu, or contact LTC. Ranelle Manaois at 301-314-7828 or rmanaoi@umd.edu.

- **Navy ROTC**: at George Washington University Registration is through the D.C. Consortium Program. Contact University of Maryland Consortium Coordinator at 301-314-8239.

Advancing and Academic Resources

**Academic Advising**

What Is Academic Advising?
Academic advising is an ongoing process that helps students clarify their educational and career goals, and then 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, University of Maryland, 2002).

**Advising is strongly recommended for all students, and is mandatory for the following groups:** Newly admitted first-year and transfer students, concurrent enrollment students, students on academic probation, students nearing senior status, students not meeting 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 your academic advising college.

Advising may be conducted at several levels and by different people. Each academic unit has discretion in the establishment of its advising. For a complete discussion of Academic Advising go to www.advising.umd.edu.

To find your advising contact, go to www.advising.umd.edu, then click on the individual college link.

*All graduate students are expected to maintain regular contact with their program advisor(s)* to ensure progress toward graduation. Please contact the Graduate School on gradschool@umd.edu for assistance.

Students who have general questions about campus programs and advising policies may visit or call the Division of Letters & Sciences, Room 1117, Hornbake Library, 314-8418.
**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.

**How to Compute Grade Point Average (GPA)**

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

An example of how a Semester and Cumulative GPA are calculated is shown:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Attempted</th>
<th>Grade</th>
<th>Quality Points</th>
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<tr>
<td>ENGL 101</td>
<td>3</td>
<td>C+</td>
<td>6</td>
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<tr>
<td>MATH 110</td>
<td>3</td>
<td>B</td>
<td>9</td>
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<tr>
<td>BSCI 106</td>
<td>4</td>
<td>A</td>
<td>16</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>3</td>
<td>D-</td>
<td>3</td>
</tr>
<tr>
<td>HIST156</td>
<td>3</td>
<td>F</td>
<td>0</td>
</tr>
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</table>

**Current Semester Totals**

- 16 credits
- 34 quality points

**Previous Semester Totals**

- 27 credits
- 74 quality points

**Semester GPA**

\[
SEMESTER \text{ GPA} = \frac{SEMESTER \text{ Quality Points}}{SEMESTER \text{ Credits Attempted}} = \frac{34}{16} = 2.125
\]

**Cumulative GPA**

\[
CUMULATIVE \text{ GPA} = \frac{TOTAL \text{ Quality Points}}{TOTAL \text{ Credits Attempted}} = \frac{108}{43} = 2.511
\]

**Semester Academic Honors**

Semester Academic Honors (Dean’s List) will be 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 will be 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 will be placed on academic probation if their cumulative GPA falls below 2.0, and are expected to attain a 2.0 cumulative GPA at the end of any probationary semester. Students who fail to do so may be academically dismissed, depending on their credit level as detailed below:

1. Students who are on academic probation and have earned fewer than 60 credits will be 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 will be permitted to satisfy this credit requirement in two consecutive semesters. A completed credit is defined as credit for any course in which a student receives a grade of A, B, C, D, F, P, or S. Students who meet this requirement will be 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 will be 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 will not be subject to dismissal in the subsequent semester.

2. Students who have earned 60 credits or more will be dismissed from the University in the event their cumulative GPA remains below 2.0 at the end of their probationary semester.

The Office of the Registrar will notify students when they are placed on academic probation. Such notices will include a requirement that the students consult an academic advisor in their college early in the probationary semester and in no event later than the beginning of the early registration period for the next semester. The Office of the Registrar will notify the colleges of students who are placed
on academic probation and will note the academic probationary status on the students’ academic record. Academic advisors will assist students in developing appropriate plans for achieving satisfactory academic performance. Students placed on probation will not be allowed to add or drop courses, or register without the approval of an academic advisor in their college.

Academic Dismissal

1. Students who have earned 60 or more credits will be 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 in the preceding winter or summer term will not be subjected to dismissal.
2. Students who have earned fewer than 60 credits will be 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.’
3. Students who have been academically dismissed and then reinstated will be 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 will not be allowed to add or drop courses, or to 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.
4. The Office of the Registrar will notify the appropriate University offices when students are academically dismissed and will note the dismissal on the students’ academic record.
5. The Office of Undergraduate Admissions will notify students in writing when they are dismissed. The notices will include a statement that registration for the next semester (excluding winter or summer terms) will be canceled.
6. Normally, a student dismissed for academic reasons must wait out one semester (fall or spring) before reinstatement. Exceptions will be determined by the Faculty Petition Board. Applications and information about the reinstatement process can be obtained from the Office of Undergraduate Admissions, which is responsible for administering the reinstatement process in coordination with the Faculty Review Board.

Degree Completion

A minimum of 120 successfully completed course credits is required for graduation in any degree curriculum; however, individual colleges, schools, and departments may establish higher requirements for graduation. Check with your advisor for specific information. If you feel there are special circumstances that make it impossible for you to complete a normal course load, you must 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 (which is usually accomplished through a course load of 14 to 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 the 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 ten 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 situations. 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 four-year graduation plan and required benchmarks. For information about this policy visit: www.ugst.umd.edu/academicsuccess.html and www.ugst.umd.edu/faqs-successpolicy.html

Degree Navigator (DN)

Degree Navigator is designed to help you evaluate your progress towards completion of requirements for graduation. It produces an academic audit, where you can view the requirements for any major, and then see how the courses you have taken ‘fit’ into those requirements. Please note that DN is a tool to help you chart your progress in a major; that is, the audits that DN provides are not official. As such, they do not imply degree clearance – official audits can only be provided by your advising unit. You SHOULD, however, use DN as a springboard for discussions by perhaps using DN before attending an advising session, and then using the DN results to help formulate questions or issues to discuss with your advisor.

How Do I Access DN?

Any current undergraduate student can access Degree Navigator by logging in via Testudo:
* go to Testudo at www.testudo.umd.edu
* select the Records & Registration button from the left side of the screen
* select the Degree Navigator link from the Limited Access listing
* read the information on the page and then click on the Welcome to Degree Navigator link at the bottom of the page
* log in using your directory ID — You may now conduct an audit!
University Book Center
Stamp Student Union
www.ubc.umd.edu
301-314-BOOK (2665)

The University Book Center is the official bookstore for the University of Maryland. The store provides the largest selection of used textbooks, general and technical reference books, school supplies, computers, software and the largest selection of Terp clothing and novelties in the country. Students may sell their books back for cash daily. Part-time positions are available to all students currently registered at the College Park Campus. 75% of our employees are students. Applications for employment are accepted in the store daily, or on our web site. Positions are available at standard hourly rates, and discounts on purchases are provided to all employees. The Book Center hours of operation are listed below.

Note: Please call or check our web site for additional hours during the beginning of the semester, and for special events
Monday – Thursday 8:30 am – 8:00 pm
Friday 8:30 am – 6:00 pm
Saturday 10:00 am – 5:00 pm
Sunday 11:00 am – 5:00 pm

University Career Center and the President’s Promise
3100 Hornbake Library, South Wing
www.CareerCenter.umd.edu
www.presidentspromise.umd.edu
301-314-7225

The University Career Center and the President’s Promise support the University’s mission and its academic programs by providing a variety of programs and services to meet the diverse career development and employment needs of degree-seeking students and alumni. The Center teaches, advises and counsels students to make decisions about career interests, employment and further or continued education; it collaborates with academic departments, employers and alumni in the delivery of programs and services. All students should consider internship and/or coop opportunities an integral part of their academic endeavors. Students should incorporate these opportunities into the pursuit of their degree. See the Career Center’s website for Resource Room and Walk-in Assistance hours.

Libraries at UM
www.lib.umd.edu

The University of Maryland (UM) Libraries are committed to supporting the research and curriculum needs of the campus community. All UM Libraries provide Information and Research Services, and a Reserves Unit for course materials faculty members have designated as required reading, listening or viewing. Round-the-clock access to the libraries’ research collections is always available at www.lib.edu. This is also the place to renew or check due dates, ask a UM librarian a research question, and more.

McKeldin Library is the main library on campus and houses the General Collection, and the East Asia Collection. McKeldin Library also offers an Adaptive Technology Lab for students with disabilities, Interlibrary Loan service, photocopy services, WAM labs, late-night hours, Footnotes Café and an eat-in lounge.

Hornbake Library, which houses Archives and Manuscripts, the Maryland Room, the Gordon W. Prange Collection, the Katherine Anne Porter Room, the Library of American Broadcasting, National Public Broadcasting Archives, National Trust for Historic Preservation Library Collection and Non-print Media Services.

The other six University of Maryland libraries campus are: the Architecture Library, Art Library, Engineering and Physical Sciences Library, Michelle Smith Performing Arts Library (which houses the International Piano Archives at Maryland and Special Collections in Performing Arts), the Shady Grove Library (located off campus) and the White Memorial (Chemistry) Library.
MEI provides English language evaluation for international students, including graduate students, undergraduate students, and International Teaching Assistants (ITAs). To find out who is required to take the MEIPE or the MEWT, go to www.international.umd.edu/mei and select “English Language Tests”. Students required to take MEI courses are generally provisionally admitted to UM and need to make adjustments in their schedules. UM tuition remission cannot be applied to MEI courses. MEI also offers a full-time Intensive English Program and short courses for international students, scholars, and visitors. Students enrolled in UMEI 001-004 are considered full-time students. Undergraduate students enrolled in UMEI 005 (semi-intensive) must also register for 6-8 credits appropriate to their program to meet the full-time requirement. Graduate students who are required to take English (e.g. UMEI 005, 006, 007 or 008) may also enroll in academic courses. The number of courses the student may enroll in while taking required English courses depends on (1) the specific English course the student is required to take, and (2) the number of units the academic course carries.

Although UMEI courses are not credit bearing, each course is assigned a credit and a unit equivalent:

- UMEI 005 = 6 credit equivalence = 6 units each = 36 units
- UMEI 006 = 2 credit equivalence = 2 units each = 4 units
- UMEI 007 = 3 credit equivalence = 4 units each = 12 units
- UMEI 008 = 2 credit equivalence = 2 units each = 4 units

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

The Office of Multi-Ethnic Student Education (OMSE)
1101 Hornbake Library,
www.omse.umd.edu
301-405-5616 or 405-5615

The Office of Multi-ethnic Student Education (OMSE), a unit of the Academic Affairs Division of the University of Maryland, offers a variety of services and programs to enhance the learning experience and promote the academic success of undergraduate students. OMSE collaborates with several other campus offices and college programs to provide unique collegial opportunities for our diverse population. Recognizing the value of the multiple histories, beliefs, and ethnic backgrounds of our students, OMSE works with students, faculty, and staff to support the ethnic diversity of our campus. OMSE is an academic support unit that offers a variety of services and programs to enhance the academic experience of undergraduate students of various underrepresented ethnic backgrounds at the University of Maryland. For more information visit www.omse.umd.edu.

Tutorial Services
2100 Marie Mount
www.aap.umd.edu/sss.html (see tutoring)
301-405-4745

Tutorial services are available to all eligible UMCP students for most CORE 100- and 200-level classes. Upon request and availability of tutors, higher level classes may be available as well. Students will be tutored by highly skilled, selectively chosen graduate and undergraduate students. To request a copy of the current tutoring schedule or to request individual tutoring go to the Tutorial Services Coordinator’s office in the Academic Achievement Program, 2110 Marie Mount or call 301-405-4745. Students who are interested in becoming paid tutors should contact the office to pick up an application and to obtain further information.
Final Examinations

A final examination shall be given in every course. Exceptions may be made with the written approval of the chair, the director, or the dean of the non-departmentalized school or college as appropriate. However, a student’s final course grade shall be based on a combination of assessments that is at least the equivalent of a comprehensive examination.

No final examination may be given, or equivalent assignment due, during the last week of classes. All in-class final examinations must be held on the date and at the time listed in this Official Examination Schedule. Out-of-class final examinations or equivalent assessments shall be due on the date and at the time listed in this Official Examination Schedule.

Students whose class schedule requires them to take more than three final examinations on the same day have the right to reschedule examinations so they have no more than three on a given day. The student must take responsibility for initiating the rescheduling or be responsible for taking the examinations as scheduled. When rescheduling is necessary, the student should first contact the instructor(s) of the class(es). Students who have difficulties rescheduling examinations with their instructors should contact the Dean’s Office of their academic program for help. Students wishing to reschedule a final examination under this rule should contact their instructor(s) by the deadline for dropping courses (see Deadlines in this Guide). Students are strongly encouraged to check the final exam schedule before registering for courses. For additional information, see Attendance and Assessment in this Guide.

Standard Final Exams

Exam times are based on, but not the same as, the start time of the lecture period for the individual class. To determine exam times for classes held at standard times go to: www.testudo.umd.edu/soc

Common Final Exams

Final examinations for all sections of specific large lecture courses are given at special designated times. Note that these exam times do not depend on the hour or day at which the particular section meets. The rooms in which these examinations will be held will be announced in class. To determine exam times for common final exams go to: www.testudo.umd.edu/soc

Please note the following final exam exceptions:

- **Classes that meet at non-standard times**, or whose starting times do not correspond with any of the standard class times (times included in the chart above), will not be assigned a time for the final exam until mid-semester.

- **Exams for classes beginning at 6 P.M. and later** are given on the same day and at the same time that the class normally meets during the semester. For example, a class that meets Tuesday at 6:00 p.m. will have its exam on Tuesday of the exam week at 6:00 p.m.; a class that meets Thursday at 6:00 p.m. will have its exam on Thursday of the exam week at 6:00 p.m. Final examinations for classes that meet more than once a week will be held on the exam day corresponding to the first day of the week that the class meets; ex: a class that meets T/Th at 6:00 p.m. will have its exam on Tuesday of the exam week at 6:00. Exams will be given in regularly scheduled classrooms. The department will notify faculty of any exceptions.

- **Final Examinations for BMGT courses numbered 600 and above** do not follow the schedule outlined on previous page. These exams are generally three hours in length. Exam dates and times will be announced in class. Exam times for the Undergraduate Business Program at Shady Grove will be announced in class.

Graduation Information

Undergraduates

Preparing to Graduate

Be sure to contact your advising college for your senior audit. Also, if you are pursuing a minor and/or certificate, contact your program advisor to confirm your completion status. Official audits are conducted by your academic advisor.

Applying to Graduate

For a diploma dated May 2010, apply for a diploma by February 5, 2010. Diploma applications can be processed in either of the following ways:

- Online at www.my.umd.edu. Select Academics & Testudo, then Apply for Graduation (at bottom of page)
- In person at the Student Services Counter in the first floor lobby of the Mitchell Building.

Commencement Ceremonies

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

Commencement Honors

Summa cum laude, magna cum laude and cum laude are the highest commencement honors that the University bestows for sustained excellence in scholarship. They are awarded to the top 10% of all students graduating in each college over the course of a year. Summa cum laude is awarded to students with a GPA equal to the highest two percent of all college graduates over the past three terms, magna cum laude to the next highest three percent, and cum laude to the following five percent. To be eligible for this recognition, at least 60 semester hours must be earned at College Park or in a resident credit program to College Park. No more than six credits taken pass/fail or satisfactory/fail shall count toward the 60 hour minimum. No student with an average less than 3.300 will be considered for a commencement honor. Because grades for a term generally are officially recorded after the term’s graduation day, computation of the student’s GPA will not include grades for courses taken during the student’s final semester at the University of Maryland, College Park. However, the hours taken during that semester will apply toward the 60-hour requirement.
Graduates
Preparing to Graduate

*Masters Candidate:* You must be registered for at least 1 credit in your term of graduation. Be sure to submit the following documents to the Office of the Registrar (1113 Mitchell Building) by the required deadlines. See [www.gradschool.umd.edu/deadlines](http://www.gradschool.umd.edu/deadlines)

- Masters’ Approved Program Form
- Certification of Masters’ Without Thesis Form
- Nomination of Thesis Committee Form (Thesis students only)
- Electronic Thesis and Dissertation Publication Form (Thesis students only)
- Report of Examining Committee Form (Thesis students only)
- Masters’ Thesis *

* $125.00 Printing and Archiving Fee will be charged to your student account

*Doctoral Candidate:* You must be registered in your term of graduation. You are automatically registered for Candidacy Tuition (899) by the Office of the Registrar. Confirm your registration, and be sure to submit the following documents to the Office of the Registrar by the required deadlines. See [www.gradschool.umd.edu/deadlines](http://www.gradschool.umd.edu/deadlines)

- Nomination of Dissertation Committee Form
- Electronic Thesis and Dissertation Publication Form
- Report of Examining Committee Form
- Doctoral Dissertation *
- Survey of Earned Doctorates

* $125.00 Printing and Archiving Fee will be charged to your student account

*Graduate Degree Candidates Deadlines:* [www.gradschool.umd.edu/deadlines](http://www.gradschool.umd.edu/deadlines)

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**Financial Information**

Financial Service Center
Office of the Bursar, 1135 Lee Building
[www.umd.edu/bursar](http://www.umd.edu/bursar)
[billtalk@umd.edu](mailto:billtalk@umd.edu)
301-314-9000

**Tuition and Fees**

All students who register for any semester incur a financial obligation to the University. Financial policy and fees are set by the University with the approval of the Board of Regents. Each student admitted to the University is assessed tuition based on undergraduate or graduate standing, residency classification and in certain cases, program of study.

**Undergraduate Tuition and Fees:**
[www.umd.edu/bursar/t_ftug0809.html](http://www.umd.edu/bursar/t_ftug0809.html) for full time students
[www.umd.edu/bursar/t_ptug0809.html](http://www.umd.edu/bursar/t_ptug0809.html) for part time students

**Graduate Tuition and Fees:**
[www.umd.edu/bursar/t_ftgrd0809.html](http://www.umd.edu/bursar/t_ftgrd0809.html) for full time students
[www.umd.edu/bursar/t_ptgrd0809.html](http://www.umd.edu/bursar/t_ptgrd0809.html) for part time students

**Advance to Candidacy:**

**Shady Grove fees:**
**Billing and Payment**

Monthly billing statements are generated around the 25th of each month with payment due by the 20th of the next month. Bills are available on-line; students do not receive a paper bill. Although we send email notifications regarding bills, it is the student’s responsibility to login and check their financial account each month.

For important billing access and payment information go to: [www.umd.edu/bursar/MonthlyBilling.html](http://www.umd.edu/bursar/MonthlyBilling.html)

Returning students will not be permitted to complete registration until all financial obligations to the University including current semester fees, library fines, parking violation assessments and other penalty fees and the service charges are paid in full. If a student registers without proper financial clearance from the Office of the Bursar, his/her registration may be cancelled without further notice. If a student becomes financially ineligible after registering, his/her registration may be cancelled unless and until his/her account balance is paid in full. Students are urged to check their account by logging into: [www.testudo.umd.edu/Financials.html](http://www.testudo.umd.edu/Financials.html). Questions regarding an account should be directed to the Financial Service Center in Room 1135 of the Lee Building, or by phoning 301-314-9000. This office is open from 8:30 a.m. to 4:30 p.m. Monday through Friday. General financial information can also be obtained at: [www.umd.edu/bursar](http://www.umd.edu/bursar).

Information on the following topics (and more) is located at [www.umd.edu/bursar](http://www.umd.edu/bursar):

- **Online Services**
  - Student Account Inquiry
  - Student Address Changes
  - Summer Term Financials
  - Winter Term Financials
  - Graduate programs with Non-standard Tuition

- **Financial Services Information**
  - Tuition, Fees, and Other Expenses
  - Bill Due Dates and Billing Schedules
  - Penalties for Late Payment and Non-Payment
  - Payment Methods (Terp Payment Plan)
  - Third Party/Sponsored Billing
  - Private Scholarships/529 Plans
  - Refunds
  - Billing Questions
  - Disputing Your Bill
  - Contact Us
  - Perkins Loan Repayment

**Residency Classification**

Residency Classifications are made according to the Board of Regents Policy on Student Classification for Admission and Tuition purposes. Your residency classification is provided on your admission letter; you are responsible for knowing your status and, if applicable, contesting it within the prescribed deadlines. Please visit the Residency Classification website at [www.testudo.umd.edu/rco/](http://www.testudo.umd.edu/rco/) for the full text of the policy, relevant forms, resources and frequently asked questions. If after reading the policy, you decide to petition for instate status, you may do so by submitting a complete petition, along with all supporting documentation, to the Residency Classification Office no later than the first day of classes for the term for which you seek reclassification. Exceptions to the filing deadline will not be granted.

**You may submit your petition to:**

Residency Classification Office  
1130 Mitchell Building  
College Park, MD 20742  
resclass@umd.edu  
301-314-9596
Student Financial Aid

General Regulations Governing Receipt of Aid

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

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

Students receiving certain types of financial assistance are expected to attempt or maintain a minimum semester credit load in order to keep the full aid award. Neither credit earned by examination nor courses taken as “audit” can be counted toward the minimum credit level. Any student receiving financial aid who is contemplating dropping credits should see his or her Financial Aid Counselor before taking such action. If the recipient’s enrollment level drops below the minimum requirement, the aid is automatically reduced or canceled. The student is then responsible for paying any resulting balance on his or her student account.

Policy on Satisfactory Academic Progress

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

For a complete discussion of this topic go to: www.financialaid.umd.edu/PDFFILES/policies/SAPCalc2.pdf

Students who have questions about the Satisfactory Academic Progress Policy and financial aid eligibility should contact a financial aid counselor.

Information on the following topics (and more) is located at: www.financialaid.umd.edu/

- Types of aid available
- Financial Aid for MBA Students
- Financial Aid for EMBA Students
- What is the awarding process?
- Award Guides
- Determining your Eligibility
- Choosing a Lender
- Check your Award Status, Online!
- Web Resources
- Special Circumstances
- Study Abroad
- Printable Forms
- Leave of Absence Policy
- Scholarships
Policy Statements

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

Disclosure of Student Records
(FERPA/BUCKLEY)

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 is the policy of the University to:

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

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

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

Students who wish to limit the disclosure of Directory information or wish access to their official records should obtain the appropriate form at the Student Services Counter, Mitchell Building, and return the completed form to the Student Services Counter. To limit disclosure of Directory information and printing of information in the student directory requests must be made within 3 weeks from the first day of the semester in which the student begins each school year. Such requests must be filed annually within the above allotted time.

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

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

Equity Council

The Equity Council serves as an advisory group to the President and supports the longstanding and continuous goal of the University of Maryland to be a national leader in recruiting and retaining a diverse community of faculty, staff and students. The Council provides leadership in the articulation and development of affirmative action policies and procedures for the campus community. A particular focus of the Equity Council is to review and recommend, as appropriate, search and selection policies and procedures for the university and its colleges and departments. The Council consists of equity administrators from each Vice President and Dean’s office and the Office of the President. The Special Assistant to the President for Equity Diversity serves as Chair of the Council.

For further information please visit www.president.umd.edu/eqco or 301-405-5793.

Human Relations Code

The University’s Human Relations Code prohibits discrimination within the campus community on the basis of:

- ethnicity
- age
- marital status
- personal appearance
- political affiliation
- color
- mental or physical disability
- creed
- sex
- national origin
- sexual orientation
- The exercise of the rights secured by the First Amendment of the United States Constitution

If you feel you have been subjected to any form of discrimination, you may file a complaint with the Office of Human Relations Programs, or with a member of the Equity Council.
Non-discrimination Policy
The University of Maryland is an equal opportunity institution with respect to both education and employment. The University’s policies, programs and activities conform to pertinent federal and state laws and regulations on nondiscrimination regarding race, color, age, national origin, sex, or disability. Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964 as amended, Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act or related legal requirements should be directed to:

**Campus Compliance Officer**
Office of Diversity and Inclusion
1130 Shriver Laboratory, East Wing
University of Maryland
College Park, Maryland 20742
[www.umd.edu/ohrp](http://www.umd.edu/ohrp)
301-405-2839

Participation in Class Exercises That Involve Animals
Students who are concerned about the use of animals in teaching are responsible for contacting the instructor prior to course enrollment to determine whether animals are to be used in the course, whether class exercises involving animals are optional or required, and what alternatives, if any, are available. If no alternatives are available, the refusal to participate in required activities involving animals may result in a failing grade in the course. Departments that include courses where animals are used must actively inform students of such courses through notices in the Catalog and other publications.

The University of Maryland, College Park campus, affirms the right of the faculty to determine course content and curriculum requirements. However, the University also encourages faculty to consider offering alternatives to the use of animals in their courses. In each course the instructor determines whether the use of animals will be a course requirement or optional activity. The following departments currently have courses that may require animals to be used in class activities: Animal and Avian Sciences, Biology, Cell Biology & Molecular Genetics, Psychology, and courses with the NRMT prefix.

Sexual Harassment
Sexual Harassment by University faculty, staff, and students is prohibited by the “UMCP Policy and Procedures on Sexual Harassment.” The policy and procedures can be obtained by calling the Office of Human Relations Programs (OHRP) at 301-405-2838. Brochures and posters are available at the same number. OHRP also provides training and education on sexual harassment. If you suspect you have been the target of sexually harassing behavior, or are accused of this type of discrimination, please call OHRP.

Student Conduct
Office of Student Conduct
2118 Mitchell Building
[www.jpo.umd.edu](http://www.jpo.umd.edu)
studentconduct@umd.edu
301-314-8204

Call the Honor Council at 301-314-8204 to report Academic Dishonesty or if you are interested in serving on the Student Honor Council.

Academic Integrity

**Code of 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. Like all other communities, the University can function properly only if its members adhere to clearly established goals and values. Accordingly, the Code of Academic Integrity is designed to ensure that the principle of academic honesty is upheld. While all members of the University share this responsibility, the Code of Academic Integrity is designed so that special responsibility for upholding the principle of academic honesty lies with the students.
Academic dishonesty is a serious offense which may result in suspension or expulsion from the University. The normal sanction for academic dishonesty is a grade of “XF,” denoting “failure due to academic dishonesty.” That grade will normally be recorded on the transcripts of students found responsible for acts of academic dishonesty in addition to any other action taken (e.g., suspension or expulsion). The normal penalty for graduate students is dismissal. A forty member Student Honor Council has the responsibility to investigate allegations of academic dishonesty and to convene Honor Boards to adjudicate charges. In specified circumstances, the Student Honor Council will accept petitions to remove the grade of “XF” from a transcript and replace it with the grade of “F.”

Any of the following acts is an act of academic dishonesty; however, this is not an inclusive list.

A. Cheating
Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.

B. Fabrication
Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

C. Facilitating Academic Dishonesty
Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

D. Plagiarism
Intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise.

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

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

The Honor Pledge is printed on University examination books and “scantron” sheets. We encourage you to write the Pledge deliberately and thoughtfully. With each signing of the pledge you will contribute to a community of trust, and help build a tradition that you and generations of Maryland students will remember with pride.

Questions or comments should be directed to the Student Honor Council chair at shc@umd.edu.

Student Misconduct
The primary purpose for the imposition of discipline in the university setting is to protect the campus community. Consistent with that purpose, reasonable efforts are also made to foster the personal and social development of those students who are held accountable for violations of university regulations. Compared to disciplinary systems at many universities, Maryland students are given unusual authority and responsibility for management of the campus process. Membership on the student judiciary is an extraordinary educational experience, and opportunity to be of service to the community, and a personal honor.

Cases that may result in suspension or expulsion are heard by conduct boards comprised entirely of students. Less serious cases are resolved in disciplinary conferences conducted by University staff members. Students are accorded substantial procedural protections, including an opportunity for a hearing and an appeal. Acts of violence (including any sexual assault), intimidation, disruption, or rioting; substantial theft or vandalism; fraud or forgery; use or distribution of illegal drugs; and any Code of Student Conduct violation motivated by considerations of sex, race, ethnic origin, sexual orientation or religion 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 parents or guardians, legal counsel, and with appropriate University staff members. For example, international students are encouraged to review the charges against them with an advisor in the International Education Services Office.

A complete list of conduct considered prohibited by the University is available through the Undergraduate Catalog or through the Office of Student Conduct website at: www.studentconduct.umd.edu.
Administrative Services

EMAIL – The Official University Correspondence

Verify your email address by going to www.my.umd.edu.

All enrolled students are provided access to the University’s email system and an email account. All official University email communication will be sent to this email address (or an alternate address if provided by the student). Email has been adopted as the primary means for sending official communications to students, so email must be checked on a regular basis. Academic advisors, faculty, and campus administrative offices use email to communicate important and time-sensitive notices.

Students are responsible for keeping their email address up to date or for redirecting or forwarding email to another address. Failure to check email, errors in forwarding email, and returned email (from “full mailbox” or “unknown user” errors for example), will not excuse a student from missing University announcement, messages, deadlines, etc. Email addresses can be quickly and easily updated at www.my.umd.edu or in-person at the Student Service Counter on the first floor of the Mitchell Building.

For technical support for University email: www.helpdesk.umd.edu or call 301-405-1400

Change of Mailing Address

Changes in either mailing or permanent address can be processed at any time during the semester in which they occur. Address changes are handled by the Office of the Registrar and the Office of the Bursar. Changes may be processed at the following locations.

- www.my.umd.edu
- Student Services Counter: Mitchell Building, First Floor Lobby
- Office of the Bursar: Room 1115 or 1135, Lee Building, 8:30 a.m. to 4:30 p.m. Monday-Friday.

Since many University communications to students are handled through the mail, it is imperative that accurate and up-to-date addresses be maintained throughout the enrollment period. During the academic year the permanent address for currently registered students will be used for grade reports. The local address on file for currently registered students will be used for all other mailings. The permanent address on file for students not currently registered will be used for all mailings.

Confidentiality of Student Address

Any student wishing his/her address to be kept confidential should visit the Student Services Counter, or www.my.umd.edu. All requests for non-disclosure of information will be implemented as soon as publication schedules will reasonably allow. The University will use its best efforts to maintain the confidentiality of those categories of information a student properly requests not be publicly disclosed. The University, however, makes no representations, warranties or guarantees that information designated for non-disclosure will not appear in public documents.

Change of Name

A change of name can be processed at any time during the semester in which it occurs. Name Change forms are available at the Student Services Counter, first floor lobby, Mitchell Building, 8:30 a.m.-4:30 p.m., Monday-Friday. Proof of name change (court order, marriage license, driver’s license) must be submitted with name change form.

ID Number

The University of Maryland assigns all students a nine digit “U ID” number, which will become the student’s identification number for all university records. This number is displayed on the front of the University ID Card. The University also requires students to provide their social security number, which is used only for a limited number of purposes such as: federal reporting requirements, employment, financial aid, and IRS reporting.
Identification Cards

Photo Identification cards should be carried at all times and are used by all students to withdraw books from the libraries; for admission to most athletic, social, and cultural events; and as a general form of identification on campus. Students who have food service contracts must use the photo identification card for admission to the dining halls.

Every faculty/staff/student is issued one photo ID card for the duration of their time at the university. Students may obtain a UM identification card upon registration; a valid photo ID (i.e. State Driver’s License, Passport, etc.) must be presented at the Office of the Registrar, Student Services Counter, located on the 1st floor of the Mitchell Building. Students who are not currently registered may not receive a UM identification card.

Replacement IDs are issued at a charge of $20.00 each. Stolen IDs will be replaced free of charge with a police report number. Broken or damaged cards will be exchanged free of charge only if the card is turned into the Registrar’s office. Cards that have received intentional damage (i.e. tampering or holes punched in the card, etc.) will not be replaced free of charge. Questions concerning the identification system should be addressed to the Office of the Registrar 301-314-8240.

Essential Services

UMD Alerts

www.alert.umd.edu

UMD Alerts, administered by the Department of Public Safety, is an alert system that allows the University of Maryland to contact you during an emergency by sending text messages to your email, cell phone, pager or BlackBerry/Treo. When an emergency occurs, authorized senders will instantly notify you using UMD Alerts; it is your personal connection to real-time updates, instructions on where to go, what to do or what not to do, who to contact and other important information. Register at alert.umd.edu or by sending a text message to 411911, keyword: UMD.

The Counseling Center

Susqehanna Hall (temporary location-see website)
www.counseling.umd.edu
301-314-7651

Seeking help is a sign of strength! 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 counseling services to all University of Maryland, College Park students. To schedule an appointment call 301-314-7651 or see www.counseling.umd.edu for hours. In addition to regular services and hours, special walk-in counseling programs are available for:

• students of color ........................................................every day from 3 to 4 p.m.
• gay/lesbian/bisexual students ....................Monday-Thursday from 3 to 4 p.m.
• help choosing a major...............Wednesdays from 1 to 3 p.m. (Fall and Spring)

Dining Services

1109 South Campus Dining
www.dining.umd.edu
301-314-8068

Maryland Dining Services is a nationally recognized university food service program. Our executive chefs and their culinary teams design, develop, and create menus to delight our customers. Our goal is to support campus academic endeavors and to provide popular and nutritious food in a welcoming setting every day. The Department of Dining Services serves the entire university community. We operate: two main dining halls, two full-service restaurants, 12 cafés and quick food locations, five licensed and franchised food concepts, five convenience shops, a gift basket program, athletic training tables and concessions, catering and a delivery service.
The University Health Center (UHC) is a nationally accredited health care facility and is recognized as one of the finest on any college or university campus in the nation. Every registered student living on or off campus is eligible to use the health care services and programs provided by the UHC, conveniently located on Campus Drive across from the Stamp Student Union. During the academic school year, the UHC is open Monday through Friday from 8 am to 7 pm; Saturday from 11 am to 3 pm; and closed on Sunday.

The Office of Information Technology (OIT) plans, develops, supports, and maintains computing, networking, and telecommunications services for the university. OIT also manages several campus computer labs. These open computer labs are equipped with workstations running the Microsoft Windows, Apple Macintosh, and Red Hat Linux operating systems. Each lab has print capabilities, with print charges deducted from Terrapin Express. The labs are available to all members of the university community, and three facilities are open 24 hours a day. Specific information about the locations, equipment, and software in each facility is located on the Web at www.oit.umd.edu/wheretogo.

In addition, OIT provides these services to the university:

- The Academic Computers for Terps (ACT) program offers purchasing discounts and warranty repair service for Apple and Dell computers. For more information, visit www.act.umd.edu.
- The OIT Student Help Desk is available to answer any IT questions. Visit www.helpdesk.umd.edu or call 301-405-1400 (or x51400 when on campus) for assistance.
- The university’s Terrapin Technology Store is located on the ground floor of the Stamp Student Union. Call 301-314-7000 or visit www.oit.umd.edu/techstore to learn more.
- The University of Maryland Cellular Discount Program offers specially priced plans and cellular phone equipment to university community members. For details, visit www.cellular.umd.edu.

IES provides international students at the University of Maryland with advice on immigration matters, economic difficulty, and social and cultural adjustment to U.S. culture and University life. IES provides orientation for all new international students, scholars and faculty, organizes workshops on work authorization, and provides information on immigration, social and cultural activities, and other topics of concern to international students.

Of-Campus Housing
1110 Stamp Student Union
www.och.umd.edu
och@umd.edu
301-314-3645

Use Off-Campus Housing Services (OCH) to find housing, list a property, find a roommate, and get information about living off-campus. OCH101, the internet database, provides on-line, real-time listings of available housing that can be searched using various criteria. Students can also use Roommate Finder to create a free profile and search for others with similar housing needs and interests. Available online or in the office are various handouts on searching for housing, transportation, and living off campus. The office is open Monday-Friday from 10am to 5pm. See OCH contact information above.
**Resident Life**  
Annapolis Hall  
www.resnet.umd.edu  
reslife@umd.edu  
301-314-2100

The Department of Resident Life is responsible for managing the residence halls, as well as the cultural, educational, recreational, and social programming activities in the residence halls. While living in a university residence hall is not required, nine of every 10 students in Maryland’s freshman class make the choice to live on campus. More than 70 professional and graduate staff are complimented by over 400 undergraduate student employees who help meet the needs of resident students. There are rooms for about 8200 undergraduate students in 36 residence halls, offering a mix of traditional dorm-style halls, and on-campus apartments and suites.

**Transportation Services**  
Regents Drive Garage Building #202 (PG-2)  
www.transportation.umd.edu  
transportation@umd.edu  
Information: 301-314-PARK  
PIT Crew services: 301-314-CAR  
Shuttle-UM Transit: 301-314-2255

Transportation Services Office Hours: Monday – Friday, 8:15 am - 4:00 pm  
The Department of Transportation Services is the agency primarily responsible for parking and transit operations on campus. In addition to issuing parking permits and providing shuttle service, the department promotes green commuting options such as Smart Trip benefit savings, bundle pack permits, carpooling, biking and car-sharing. For additional information and updated parking registration information visit the Department of Transportation web site at www.transportation.umd.edu.

**Emergency Weather Conditions**  
www.umd.edu  
301-405-SNOW (7669)

As soon as a decision is made about the university’s status in inclement weather, the Office of University Communications undertakes a three-pronged effort to notify the community. Status reports are posted on the university home page www.umd.edu as quickly as possible, normally by 6 am. The university’s status is also available by calling the snow hot line at 301-405-SNOW (7669). All radio and television stations below are notified by phone, by 6 am If at all possible, check www.umd.edu or the snow hot line first.