

### STUDENT LIFE AND ENROLLMENT MANAGEMENT

The scholarships identified below are handled by the Division of Student Life and Enrollment Management. For further information, please contact the Office of Student Life and Enrollment Management at 410-651-6687.

**Dr. James M. White, Jr. Award for Service and Leadership Fund** - Established by Dr. James M. White, Jr. Award: Varies. Criteria: Recipients must maintain a 3.0 or higher to qualify and must demonstrate outstanding service and leadership to the student body and general community

**The John A. Wilson Scholarship Fund** - Established by John Wilson. Award: Varies. Criteria: Application must be completed, student must have unmet financial needs documented by the Office of Student Financial Aid, and demonstrate outstanding potential for leadership and service.

**The Thomas H. Kiah Memorial Scholarship Fund** - Established by Family and Friends of Thomas H. Kiah. Award: Varies. Criteria: Student must have a grade point average of at least a 3.0 and has good interpersonal and human relation skills

**UMES Parents Association** - Established by the UMES Parents Association. Award: Varies. Criteria: Student's parent must be member of the UMES Parents Association, must be an undergraduate student(s) who is experiencing financial hardships that interfere with their ability to perform their academic responsibilities.

**William H. Bannon Foundation Commuter Student Scholarship Fund** - Established by the Bannon Foundation. Award: Varies. Criteria: Resident of the Eastern Shore of Virginia and a commuter student.

### UPWARD BOUND

Upward Bound has the scholarships below available and are provided based on financial need. For further information, please contact Upward Bound at 410-651-6458.

**The Ruby and William Lynk Upward Bound Scholarship Fund** - Established by Ruby Holland Lynk to provide a merit-based scholarship to students enrolled in the Upward Bound program at the University of Maryland Eastern Shore. Under certain circumstances, it may be awarded to a student not enrolled in the program or may be used for general Upward Bound student/program support. Award: Varies. Criteria: Student must have a minimum 3.0 GPA or higher and must submit a letter of application along with three recommendations, one being the high school counselor.

**The Sammie L. Thomas, Jr. Scholarship Fund** - Established by Frances Thomas. Award: Varies. Criteria: Student must demonstrate financial need, be in good academic standing as determined by the scholarship committee. Preference is given to an Upward Bound participant.

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### ACADEMIC INFORMATION AND PROCEDURES

[www.umes.edu/AcademicAffairs](http://www.umes.edu/AcademicAffairs)

In order for students to have a smooth transition during their academic career, the Division of Academic Affairs, in connection with the Faculty Assembly and UMES Senate, have established policies and procedures that should be followed. This section covers all policies and procedures that relate the academic arena.

### ACADEMIC CLEMENCY

It is the policy of UMES to allow undergraduate students returning to the campus after a separation of at least five years to petition for the removal of a limited number of unsatisfactory or failing grades earned previously at the Eastern Shore Campus. Contact your Department Chair immediately after being readmitted or reinstated since you must file your petition prior to the first day of classes of your first semester back on campus. To ensure prompt review of your petition, apply EARLY for readmission or reinstatement so that you will have ample time to select courses and register. Courses which are excluded will be identified on your transcript by the notation, "Academic Clemency."

### ACADEMIC HONESTY POLICY FOR GRADUATE AND UNDERGRADUATE STUDIES

Academic honesty and integrity lie at the heart of any educational enterprise. The University of Maryland Eastern Shore (UMES) is committed to the values of academic honesty and integrity, and the ensuring that these values are reflected in behaviors of the students, faculty, and staff.

UMES is committed to the prevention of academic dishonesty. To reinforce that commitment, information, including definitions and examples of academic dishonesty, will be published in the UMES Student Handbook and the university catalog. The intention of this information is to prevent acts of academic dishonesty. Prevention is the primary goal of the University in general and the Division of Academic Affairs in particular.

When there is evidence that a student has disregarded the University's Academic Honesty Policy, that student will be subject to review and possible sanctions. Students are expected to do their own work and neither to give nor to receive assistance during quizzes, examinations, or other class exercises.

One form of academic dishonesty is plagiarism. Plagiarism is intellectual larceny: the theft of ideas or their manner of expression. Students are urged to consult individual faculty members when in doubt. Because faculty and students take academic honesty seriously, penalties for violation may be severe, depending upon the offense, as viewed by the committee selected by the appropriate Dean to review such matters. The minimum sanction for cases of proven cheating is failure of the course. Instructors will explain procedures for taking tests, writing papers, and completing other course requirements so that students may understand fully their instructor's expectations.

One of the objectives of UMES is to promote the highest standards of professionalism among its students. The integrity of work performed is the cornerstone of professionalism. Acts of falsification, cheating, and plagiarism are acts of academic dishonesty, which show a failure of integrity and a violation of our educational objectives; these acts will not be accepted or tolerated. The following definitions and guidelines should be followed:

1. **Falsification** is unacceptable. Falsification includes but is not limited to
  - a. creating false records of academic achievement;
  - b. altering or forging records;
  - c. misusing, altering, forging, falsifying or transferring to another person, without proper authorization, any academic record;
  - d. conspiring or inducing others to forge or alter academic records.
  
2. **Cheating** is also unacceptable. Cheating includes but is not limited to
  - a. giving answers to others in a test situation without permission of the tester;
  - b. taking or receiving answers from others in a test situation without permission of the tester;
  - c. having possession of test materials without permission;
  - d. taking, giving, or receiving test materials prior to tests without permission;
  - e. having someone else take a test or complete one's assignment;
  - f. submitting as one's own work, work done by someone else;
  - g. permitting someone else to submit one's work under that person's name;
  - h. falsifying research data or other research material;
  - i. copying, with or without permission, any works, (e.g., essays, short stories, poems, etc.), from a computer hard drive or discs and presenting them as one's own.
  
3. **Plagiarism** as a form of cheating is also unacceptable. Plagiarism is the act of presenting as one's own creation works actually created by others. Plagiarism consists of
  - a. taking ideas from a source without clearly giving proper reference that identifies the original source of the ideas and distinguishes them from one's own;
  - b. quoting indirectly quoting or paraphrasing material taken from a source without clearly giving proper reference that identifies the original source and distinguishes the paraphrased material from one's own compositions;
  - c. quoting directly quoting or exactly copying material from a source without giving proper reference or otherwise presenting the copied material as one's own creation.

Acts of falsification, cheating, plagiarism, and other forms of academic dishonesty are grounds for failure of a course. The University reserves the right to impose more severe penalties for any of these forms of academic dishonesty. The penalties may include, but are not limited to suspension from the University, probation, community service, expulsion from the University, or other disciplinary action the University believes to be appropriate.

#### **ACADEMIC DISHONESTY PROCEDURES**

In accordance with existing policy in the University System of Maryland (USM), students accused of plagiarism and other forms of academic dishonesty will be given due process. When an instructor believes that a student has committed plagiarism or other acts of academic dishonesty, the following steps will be taken:

1. A faculty member who has sufficient reason to believe that a student is guilty of academic dishonesty will notify and subsequently meet with the student within **ten calendar days** from the time the alleged academic dishonesty is discovered.

2. Prior to the initial meeting of the faculty member and the accused student, the faculty member should check the files on academic dishonesty kept in the office of the Vice President for Academic Affairs to determine whether the student has been previously disciplined for academic dishonesty. The University reserves the right to impose more severe disciplinary action against a student who is a repeat offender or who have previously been found guilty of egregious incidents of cheating.
3. At the initial meeting the student will be given the complete and detailed charges in writing, and an opportunity to respond to the faculty member regarding the charges.
4. If the student wishes, he/she may submit a written response to the charges. This response must be delivered to the aforementioned faculty member within **five calendar days** of the initial meeting.
5. If the student admits to the charge of academic dishonesty, and the offense is his/her first offense, he/she will be asked to sign a statement consenting to the punishment imposed. Consent statements will be filed with the appropriate records in the Office of the Vice President for Academic Affairs. For first offenses, the punishment will be failure of the course. If the student refuses to sign the consent form, the faculty member will proceed to the next step in the process.
6. The faculty member will notify the student whether or not the matter will be taken to the next step in the process within **five calendar days** of receiving from the student a written response to the charges. The student shall file his/her written response with the Office of the Vice President for Academic Affairs.
7. If the student does not respond within the time indicated, the faculty member must proceed to the next step in the process. If, upon receiving the written response, the faculty member does not accept the student's explanation, the faculty member is required to send the matter forward to the next level of review.
  - a. If the case is a repeat offense, the faculty member is also required to send the matter forward to the next level of review.
  - b. If the case is not a repeat offense, and the student does not respond within the time indicated, the faculty member must proceed to the next step in the process.
  - c. If the case is not a repeat offense and upon receiving the written response the faculty member does not accept the student's explanation, the faculty member is required to send the matter forward to the next level of review.
8. Once the student has been duly notified of the charges, he/she will not be permitted to drop the course, but will continue as a student, completing and submitting all work required throughout the remainder of the semester.
9. The faculty member will notify the department chair and the Dean of his/her findings, and within **five calendar days forward** to the Dean a written explanation of the circumstances, along with copies of any pertinent evidence.
10. The Dean will review the explanation and any supporting evidence, and may, at his or her discretion, interview the accused student and/or the faculty member, for purposes of clarification and adherence to the University's Academic Honesty Policy. If the matter cannot be resolved at that level to the satisfaction of the faculty member bringing the charges, within **five calendar days** it will then be forwarded to the school's committee on academic dishonesty.
11. A five member committee on academic dishonesty will be appointed by the respective Dean of each school at the beginning of the academic year. It will be comprised of three full-time tenured faculty, one exempt employee of the University, and one junior or senior level student. In the event that the alleged dishonesty occurred on the graduate level, the student member will be a graduate student. The Dean will appoint the chair of the committee. In order for its actions to be official, at least three members of the committee must be present when decisions are made. The verdict will be decided by the majority, in this case two votes of three. If four or more members are present, the majority shall be three or more votes.
12. A faculty member, who has brought or is in the process of bringing charges against a student for academic dishonesty in the current academic year, will not be eligible to serve on the committee. The Dean will appoint a replacement.
13. The committee will meet to review cases and to hear any testimony it considers relevant to the matter on dates requested by the Dean. At the meeting, the student will be allowed the opportunity to appear and respond to the charges, and answer any additional questions from the committee. All proceedings will be tape recorded, and the recording will be entered into the academic dishonesty records maintained in the Office of the Vice President for Academic Affairs. In the event of academic dishonesty allegedly occurring during summer sessions or during final work at the conclusion of a semester, the alleged

dishonesty charge will be reviewed during the committee's first meeting in the fall. In the interim, the student will receive a grade of "I."

14. The committee review shall be informal, with neither party represented by an advocate. Witnesses may be asked and/or permitted to make a statement to the committee if the committee is informed prior to the meeting. The meeting shall not be open to the public. If the student wishes he or she may have an associate present for consultation purposes only. Lawyers, parents, or any form of professional advocate may **not** serve as an associate
15. The committee shall meet privately at the close of the meeting to decide whether a majority believes a preponderance of evidence supports the allegation of falsification, cheating or plagiarism.
16. If the allegation is sustained, the committee will also determine whether the standard minimum penalty of failure in the course shall be accompanied by an additional penalty or penalties. If the allegation is not sustained, the student is not guilty of violating the Academic Honesty Policy.
17. The records of the proceedings, both written and electronically recorded, are to be kept in the files on academic dishonesty maintained in Office of the Vice President for Academic Affairs.
18. The committee shall notify, in writing, the student, the instructor, and the Dean within **ten calendar days** of having reached its decision. The decisions of the committee may be appealed on procedural grounds only. All appeals should be made to the Vice President for Academic Affairs, who will then have the following options:
  - a. affirm the decision and the penalty imposed by the committee;
  - b. affirm the decision, but amend the penalty; or
  - c. vacate the decision and order a new hearing with a different committee.

After a careful review of the record of the proceedings, the Vice President for Academic Affairs will render the final decision of the University.

#### **ACADEMIC DISMISSAL AND REINSTATEMENT**

When a student is academically dismissed from UMES, he/she is not eligible to register with any campus or program of the University System of Maryland. To become eligible for registration once again, he/she must complete the Application for Reinstatement prior to the desired date of reinstatement. Applications for Reinstatement must be filed by the following deadlines:

##### **Fall Semester**

**April 1<sup>st</sup>** Students who have been out one or more semesters and want to return for the Fall Semester.

**June 15<sup>th</sup>** Current semester students on dismissal at the end of the Spring Semester and want to return for the Fall Semester.

##### **Spring Semester**

**November 1<sup>st</sup>** Students who have been out one or more semesters and want to return for the Spring Semester.

**January 5<sup>th</sup>** - Current semester students on dismissal at the end of the Fall Semester and want to return for the Spring Semester.

Applications received after the deadline indicated above will be considered for the next session. Applications may be obtained online at [www.umes.edu/registrar](http://www.umes.edu/registrar) or by writing to the Office of the Registrar, Student Development and Cultural Center, University of Maryland Eastern Shore, Princess Anne, Maryland 21853.

A student wishing to transfer to another program at UMES must wait until reinstatement has been granted before applying for admission to that program. The UMES Academic Appeals Board will not normally grant reinstatement until at least one semester has elapsed from the time of the student's dismissal.

A student who is reinstated after academic dismissal will be on academic probation. The same conditions of probation may be imposed on any student who seeks admission by transfer from another university or college and whose record at the previous school warrants this action.

Any appeal concerning the regulation governing academic probation or academic dismissal shall be directed to the School's specific Academic Appeals Board, which is empowered to grant relief in unusual cases if the circumstances warrant such action.

No student on academic probation is permitted to register for more than fourteen (14) semester hours. The student on academic probation should carry twelve (12) academic semester hours in order to absolve academic probation in one semester. Students on probation are urged to work with a faculty advisor before registering in order to take full advantage of the exceptions and special provisions.

### ACADEMIC STANDING

Class standing for purposes of taking upper level courses, voting in S.G.A. elections, selective service reports, etc., is determined on the following scale:

Earned Credit Hours	Level
0-27	Freshman
28-55	Sophomore
56-83	Junior
84 and above	Senior

Students should complete the general education courses and earn 56 academic hours **before** they enroll in upper level courses.

### ACADEMIC PROBATION AND DISMISSAL

#### Good Academic Standing

Students are considered to be in good academic standing and performing satisfactorily at UMES if their cumulative GPA is at least 2.0.

#### Unsatisfactory Performance:

Total Hours Attempted	Academic <b>Dismissal</b> If Cum. GPA is	Academic <b>Probation</b> If Cum. GPA is in the range
1-24	1.549 or below	1.550 to 1.999
25-48	1.699 or below	1.700 to 1.999
49-73	1.799 or below	1.800 to 1.999
74 and above	1.949 or below	1.950 to 1.999

All credit hours transferred to UMES are included in the Total Hours Attempted in the first column of the above table when determining the category of academic performance. The cumulative GPA is computed by using

- the number of credit hours attempted at UMES and corresponding grades earned, and
- the credit hours attempted elsewhere within the University System of Maryland and the corresponding grades earned, when the grades also transfer to UMES. If the grades do not transfer, the hours are not used in computing the GPA.

#### Academic Probation

Any student will be placed on academic probation if he/she

1. fails to maintain the cumulative grade point average consistent with the number of credit hours attempted, or
2. has been reinstated to the University following academic dismissal.

Students on academic probation are restricted to no more than thirteen (13) credit hours per semester and are required to repeat all courses in which deficiencies have been received, as scheduling allows.

Students on academic probation are required to participate in prescribed academic crises intervention programs and activities provided by the major department and/or UMES Student Support Services.

Students must abide by ALL regulations during the entire period of academic probation.

#### Academic Dismissal

Students matriculating as first time freshmen will not be academically dismissed at the end of their first semester regardless of cumulative grade point average or number of credit hours earned. Beginning with their second semester, such students will be subject to the standards given in the table above.

A student, other than a first semester freshman, will be academically dismissed if he/she

1. fails to maintain the cumulative grade point average consistent with the number of credits attempted, or
2. falls in the category of Academic Probation for two consecutive semesters.

A student who has been academically dismissed and who is reinstated will still be subject to the standards set forth in the table above. For example, a student will be academically dismissed again at the end of the first semester after reinstatement, if he/she remains in the Academic Dismissal category.

**ALLEGED ARBITRARY AND CAPRICIOUS GRADING**  
**(Procedures for Review - Campus Policy #III-1.20 (A) 1-1-92)**

**A. Definitions**

1. "Arbitrary and Capricious Grading":
  - a. The assignment of a course grade to a student on some basis other than performance in the course, or
  - b. The assignment of a course grade to a student by unreasonable application of standards different from standards that were applied to other students that were in that course, or
  - c. The assignment of a course grade by a substantial and unreasonable departure from the instructor's initially articulated standards.
2. "Student" refers to any individual registered and in attendance at UMES, and includes both undergraduate and graduate levels.
3. "Instructor" Instructor refers to any tenured or non-tenured teacher or any Graduate Assistant teaching a course and assigning grades at UMES.
4. "Day to Day" Refers to the normal working day at UMES.

**B. Informal Procedures**

5. A student who believes he or she has received an improper final grade in a course should inform the instructor promptly. The instructor shall meet with the student at a mutually convenient time and place within ten days of receipt of the information. The purpose of the meeting is to attempt to reach a resolution.
6. If the instructor has left the University, is on approved leave, or cannot be reached by the student, the student should contact the Department Chairperson. The Department Chairperson, or a designee, shall meet with the student as described above to solve the problem.

**C. Formal Appeal**

A formal appeal is available only upon a showing that the informal process has been exhausted.

7. General Requirements
  - a. An appeal must be made in writing, addressed to the appropriate dean, and contain the following: the course title and number, the instructor's name, a statement detailing why the grade is believed to be arbitrary and capricious as defined in this policy, and all relevant supporting evidence.
  - b. An appeal must be received in the Dean's Office within 20 (twenty) days of the first day of instruction of the next semester (excluding summer).
8. Procedures
  - a. Each school shall have a standing committee of two tenured professors and one senior level student for the undergraduate school or graduate student for the graduate school to hear appeals of arbitrary and capricious grading. The appeal shall be heard within the academic unit offering the course. If the instructor of the course is a member of the committee, that instructor shall be replaced by an alternate designated by the dean.

- b. Each written appeal is to be reviewed by the entire committee for a decision by the majority. The committee shall either dismiss the appeal or move it forward.
- c. Grounds for dismissal: The student has submitted the same complaint to any other grievance procedure; the allegations, if true, would not constitute arbitrary and capricious grading; the appeal was not timely, or the informal process has not been exhausted.
- d. If the appeal is dismissed, the committee shall notify the student in writing within ten days of the decision, and include the reason or reasons for the dismissal.
- e. If the appeal is not dismissed, the committee shall submit a copy of the appeal to the instructor. The instructor must reply in writing to the committee within ten days.
- f. If, based on the instructor's reply, the committee feels there is a viable solution, that solution should be pursued with the student and the instructor.
- g. If no solution is reached, a fact-finding meeting with the student and the instructor shall be held promptly. It is to be non-adversarial and informal with neither party represented by an advocate. Witnesses may be asked to make a statement to the committee if the committee is informed prior to the meeting. The meeting shall not be open to the public.
- h. The committee shall meet privately at the close of the fact-finding meeting to decide whether a majority believes the evidence supports the allegation of arbitrary and capricious grading beyond a reasonable doubt.
- i. The committee shall notify the student, the instructor, and the Dean in writing of the decision within five days of the meeting.

**D. Authority of the Committee**

- 9. The committee has the authority to take any action it believes will bring about substantial justice, including but not limited to :
  - a. directing the professor to grade the student's work anew;
  - b. directing the instructor to administer a new final exam or paper;
  - c. directing the cancellation of the student's registration in a course;
  - d. directing the award of a grade of "pass" in the course.
- 10. The committee does not have the authority to
  - a. assign a letter grade for the course, or
  - b. reprimand or take disciplinary action against the instructor.
- 11. The decision of the committee is final and binding on both parties. The decision may not be appealed to any other body with UMES or the University System of Maryland.

**E. Implementation**

The Dean shall be responsible for implementing the decision of the committee.

**ALTERNATIVE CREDITS**

All students who enroll in degree programs will be required to complete 12 alternative credits before graduating. Alternative credits can be earned by completing internships, summer and winter session courses, on-line courses, and courses completed while studying abroad.

**AUDITING OF COURSES**

A student who wishes his record to show that he has attended a course regularly but does not wish credit for that course may register as an auditor. No grade is given for a course audited, nor are any credits attempted or earned. No quality points are calculated. Any student may change his initial registration in a course for credit to audit during the add period only. He or she may drop an audited course during the drop period.

Fees for an audited course will be based on the regular credit value of the course. Once a student has audited a course, he or she **cannot** establish credit by examination in that course.

### CLASS ATTENDANCE

1. The University expects all students to take full individual responsibility for their academic work and progress. All students must meet the qualitative and quantitative requirements of each course in their curricula to progress satisfactorily. They are expected to attend classes regularly, for consistent attendance offers the most effective opportunity open to all students to gain command of the concepts and materials of their courses of study. Absences (whether excused or unexcused) do not alter what is expected of students qualitatively and quantitatively.
2. In many courses, such as those requiring group discussion, laboratories, clinics, public speaking or language conversation, or performance of particular skills, in-class participation is an essential part of the work of the course. In other courses, occasional in-class assessments may occur without prior notice.
3. The University will excuse the absences of students that result from instances such as: *illness* (where the student is too ill to attend class), *death in the immediate family* (family members are defined as being one or more of the following persons: father, stepfather, grandfather, or legal guardian, mother, stepmother, grandmother, sister, brother, stepsister, stepbrother, any person living as an integral member of a student's home), *religious observance* (where the nature of the observance prevents the student from being present during the class period), *participation in University activities* at the request of University authorities, and *compelling circumstances* beyond the student's control. Students requesting excused absences must furnish acceptable documentation to their course instructors to support their assertion that absences were the result of one of these causes. However, the nature of some courses will preclude makeup of assessments missed. In these cases, students will not be penalized for excused absences; grades will be computed on actual assessment as explained in the course's syllabus. Otherwise, students with excused absences will be given an opportunity to make up missed assessments. The responsibility for granting excused absences and determining which assessments can be made up lies with the instructor of each individual course. Absences (whether excused or unexcused) do not relieve the students of their responsibility to complete the course assessments. Instructors are especially understanding in cases related to health and/or death, provided the student provides proper documentation.
4. Students must notify their instructors of the reason for any absence as soon as possible. Where the reason for an absence from a scheduled assessment is known in advance (for example, in cases of religious observance or participation in University activities at the request of University authorities), students must inform their instructors two weeks prior to the absence, if known that far in advance, or immediately upon discovering the impending absence. Prior notification is particularly important in connection with examinations and other major assessments, since failure to reschedule them before conclusion of the final examination period may result in loss of credits during the semester. When the reason is not known in advance (for example, in cases of health related emergencies or compelling circumstances beyond their control), students must inform their instructors as soon as possible after its development.
5. Each department and school may develop a general policy for class attendance as long as it conforms to this **UMES Policy for Class Attendance**.
6. Each instructor is responsible for distributing to each student a written statement as part of the course syllabus at the beginning of the semester in order to inform each class of the nature of in-class participation and assessments expected and what effect absences will have on the evaluation of the student's work in the course. This statement must include any department and school policies, which are applicable to the course. **The instructor in accordance with this statement, the general policy of his or her department and school, and this UMES Policy for Class Attendance shall handle absences.**
7. In cases of dispute, the student may appeal to the chair of the department offering the course within one week from the date of the refusal of the right to a make-up assignment. In those instances where the instructor is the chair, the appeal may be made to the dean. The dean's decision will be final in all cases. When permitted, a makeup assessment must be given on campus unless the published schedule or course description requires other arrangements. The makeup assessment must be held at a time and place mutually agreeable to the instructor and student. The makeup assessment must not interfere with the student's regularly scheduled classes. In the event that a group of students requires the same make-up assessment, one make-up assessment time may be scheduled at the convenience of the instructor and the largest possible number of students involved, and a second make up for the remaining group.
8. All students are expected to attend all classes. Excessive unexcused absences for any reason may result in either a low grade or course failure. All students will be considered excessively absent from a class if they miss a class more hours during the semester or term than the class meets each week. For example a student should not miss (unexcused absence) a class that meets three hours per week more than three hours during the semester or term nor be absent from a class that meets one hour per week more than once during the semester or term. At the beginning of each semester or term, the class instructor will distribute this

written policy and other relevant information as part of the course syllabus, regarding his/her expectations on absenteeism, attendance, warnings, requests for withdrawal, and make-up privileges.

9. Instructors are to document students' class attendance through the process of taking and maintaining daily attendance during each semester.

#### **CHANGE OF GRADES**

Grades that have been submitted to the Office of the Registrar can be changed only by submitting the official change of grade form certifying that either an error was made in recording the grade, the grade was omitted on the official grade roster, or work has been completed to remove the grade of 'I'. **Courses in which students officially withdraw and the grade of 'W' has been recorded do not qualify for the change of grade process.**

Grade changes must be initiated by the instructor on the required change of grade form available in the Office of the Registrar. Such petitions require the approval of the department head and the dean of the instructor's school before the Registrar will make changes on the student's record.

Any grade change must be received in the Office of the Registrar no later than 60 calendar days immediately following the beginning of classes in the semester succeeding the one in which the grade was given or omitted. For a **winter term**, the changes are due in the Office of the Registrar no later than 60 calendar days immediately following the beginning of classes in the succeeding Spring semester. For a **summer term**, the changes are due in the Office of the Registrar no later than 60 calendar days immediately following the beginning of classes in the succeeding Fall semester. If a student is not enrolled in the succeeding semester, then the grade change is due 60 calendar days following the beginning of classes in the next regular semester.

For courses in which the grade of 'I' (Incomplete) has been awarded, the work must be completed and the terminal grade must be submitted by the **end of the next semester of enrollment**, otherwise the "I" becomes "W."

#### **CREDIT BY EXAMINATION**

Credit towards the bachelor's degree may be established by examination under the following conditions:

1. The applicant must have completed at least 12 semester credits at UMES with an average grade of "C" or better before making application for an examination to establish credit. The Department Chair and Dean may waive this regulation for entering freshmen who wish to pursue the examination to establish credit based on previous training.
2. The total number of credits that may be established by examination cannot exceed 60 semester credits. "Credit by Examination" cannot be used for a course in which the student has previously earned a letter grade (A, B, C, D, or F); or in which the student received a W or an I grade. Additionally, credit by examination **cannot** be awarded for a course which was audited during a previous semester. Usually credit by examination will not be accepted for any part of the final thirty (30) semester credits, which must be completed in residence. However, if permission is granted by the Vice President for Academic Affairs, six (6) semester hours of the final thirty (3) may be established by examination. However, in no case does this permission waive the minimum residence requirement of 30 semester credits.
3. The fee for credit by examination is \$30.00 per semester credit hour for full-time students. A grade of "C" or higher must be obtained in order to establish credit by examination.
4. Applications for examination to establish credit by examination must be approved on an individual course basis. Approval will not be granted at the same time for examinations in a sequence of courses. Approval to take an examination in any course will depend upon the student having established credit in all prerequisites or having received the approval of the Department Chair, the Dean and the Vice President for Academic Affairs. Application for credit by examination is equivalent to registration for a course with the following conditions:
  - a. A student may cancel an application at any time prior to completion of the examination with no entry on the permanent record. The examination instructor will make the results of the examination available to the student prior to formal submission of the grade. A student may elect not to have the grade recorded. In this case, a symbol of "W" will be recorded. No course may be attempted again in this manner.
  - b. Grades earned on examination to establish credit will be posted on the student's transcript and used in computing the student's grade point average. Such credits shall be accompanied by the phrase, "By Exam" or "By CLEP," whichever is applicable.

- c. The instructor must certify on the report of the examination that copies of the examination questions and the student's answers have been filed in the Office of the Registrar.

#### **CREDIT UNIT AND LOAD**

The semester hour, the unit of credit, is the equivalent of a subject pursued one 50-minute period a week for approximately 14-15 weeks. Two or three periods of laboratory are required for each credit hour in any course. In order for students to complete most curricula in four calendar years, their semester credit load must average 15 credits each semester or 30 hours each year toward their degree. **Students are not allowed to register for courses in which a conflict will be created.**

A student registering for more than 18 hours per semester must have special approval from the Vice President for Academic Affairs. Students having a cumulative grade point average of 3.0 or above must complete a **Request for Additional Credit Unit Load** in consultation with the Department Chair. The Department Chair will forward the request to the Dean who will request permission from the Vice President for the student to register for more than 18 semester hours. The Office of the Registrar will not accept the Registration Schedule if an overload of credit hours is requested without such approval. The request for more than 18 credits should be completed during the Academic Advising period. Established dates for Academic Advising are posted on the Academic Calendar. **Under no circumstances will a student be allowed to carry more than 21 credit hours per semester.** Semester hour credit may be converted to quarter hour credit by dividing by two-thirds.

#### **ENGLISH PROFICIENCY EXAM**

The English Proficiency Examination (EPE) is a two-hour examination required by the University of Maryland Eastern Shore to meet a University System of Maryland (USM) requirement to assure that all undergraduate students are able to write at an acceptable level. In order to graduate, every student who enrolls at the University for the first time, beginning fall 1998, must pass the English Proficiency Examination. No student will be exempt.

#### **FINAL EXAMINATIONS**

A final examination shall be given in every course. Exceptions may be made with approval of the Department Chairman and Dean. Normally the final examination, additional tests, quizzes, term papers, and reports are used to determine a student's comprehension of a course. The order of procedure in these matters is left to the discretion of the department and should be announced to the class at the beginning of the course. All final examinations must be held in conformity with the Official Final Examination Schedule. No final examination shall be given at a time other than that scheduled in the Official Examination Schedule without approval from the Vice President for Academic Affairs. The Department Chairman and Dean must keep a file of all final examinations.

#### **GRADES AND QUALITY POINTS**

The academic achievement of a student for a specific course is rated as follows:

<b>Letter Grade (percentage) — Quality Points Per Hour</b>		
A	(90-100) —	4.0
B	(80-89) —	3.0
C	(70-79) —	2.0
D	(60-69) —	1.0
F	(below 60)	—
		0.0

Any deviation from the above grading scale must be included as part of the course syllabus distributed by the faculty member at the beginning of each semester.

Students must earn a grade of "C" or better in major and minor courses. All students must also earn at least a "C" or better in English 101 and 102 and MATH 101. All Teacher Education majors must earn a "C" or better in Teaching Internship. Grades of "D" in major and minor courses, English 101 and 102 or Teaching Internship do not count toward fulfilling the requirements for a degree.

In certain specified courses, the grading system involves only Pass or Fail ("P" or "F"), Satisfactory or Unsatisfactory ("S/U).

#### **Grade Point Average**

To compute the grade point average (GPA), the number of credits for each course is multiplied by the quality points of the corresponding grade. The total number of quality points is divided by the total number of credits earned to obtain the grade point average for the semester. The cumulative grade point average is computed in a similar manner by including all courses earned at the University of Maryland. Courses transferred from other institutions are not included in the grade point average.

### INCOMPLETE GRADES

The grade of "I" (incomplete) is to be given only to students whose work in a course has been qualitatively satisfactory, when because of illness, or other circumstances beyond their control, they have been unable to complete the requirements for the course. In no case will the grade of "I" be recorded for a student who has not completed satisfactorily the major portion of the course work. In cases where this grade is given, the student may not re-register for the course until the "I" is removed by completing work assigned by the instructor. Work must be completed and the terminal grade must be submitted **by the end of the next semester of enrollment**, otherwise the "I" becomes "W."

When a student receives a terminal grade, he may repeat the course, as provided for any course where repeats are authorized. The student's Department Chairman and Dean may grant exception to the time period cited above on a written request by the student if circumstances warrant further delay. An "I" cannot be removed by earning "credit by examination."

In the computation of the cumulative grade point average, the course hours in which the grade of "I" is assigned are not included as hours attempted. When the grade of "I" is removed, the course hours are then included as hours attempted, and the Office of the Registrar makes an appropriate entry in the cumulative grade point average.

### INTERCAMPUS COURSE REPEATS

If students wish to repeat a course at another campus in the University System of Maryland, they should consult the department chair of that course to determine course equivalency. Written statements verifying that the courses are equivalent should be sent by the Chairman to the Registrar at the student's present campus, who will see that the appropriate adjustment is made in the student's permanent record after the course has been repeated.

### NON-TRADITIONAL LEARNING

UMES grants college credit for non-traditional learning experiences, either from credit by examination, or a **combination of examination, and credits earned on a Satisfactory/Unsatisfactory basis**. There are two ways to obtain credit by examination: one is by taking an examination administered by the appropriate department within the University and the other is by taking an appropriate examination administered through the College Level Examination Program (CLEP).

#### Advanced Placement Exam Credit

Based on a student's performance on the CEEB Advanced Placement Board Examinations, students may earn advanced placement and college credit. These examinations are usually given to eligible high school seniors during the month of May.

### REGISTRATION

In order to attend classes at UMES, all students must process an official registration. Instructions concerning registration are given in the Schedule of Classes issued at the beginning of each new semester or term.

Current UMES students will be registered late in the semester preceding the semester for which they are registering. The dates for this registration are listed in the Schedule of Classes for each semester or term and in the Academic Calendar. The signature of the designated faculty advisor must appear on the registration schedule.

Entering freshmen and transfer students will be registered for their first semester's courses during the regular registration period. No student is permitted to attend a class if his or her name does not appear on the official class roster.

#### Late Registration

A late registration fee will be charged to any student who fails to complete registration within the specified registration period. The late registration period is published each semester or session in the Academic Calendar.

#### Adding A Class

Students who are properly registered may add courses during the first week of instruction each semester. Only in exceptional cases, and with the permission of the **Dean**, will a student be permitted to enter a class later than one week after the beginning of instruction.

#### Dropping A Class

Students may drop courses during the first two weeks of the current semester. Only in exceptional cases, and with the permission of the **Dean**, will a student be permitted to drop a course later than the end of the drop period. Should a student officially exit a class prior to the end of the drop period, no grade will be recorded on the transcript. The end of the drop period is published in the Schedule of Classes for each semester or term and in the Academic Calendar.

The change in registration is effective on the date the form is submitted to the Office of the Registrar. Section changes are considered to be changes in registration and must be made through the Office of the Registrar. Students must have the approval of the Department Chair and advisor for all transactions regarding registration or change in registration.

## WITHDRAWALS

### **From A Class**

Should a student officially exit a class after the drop period, but before the end of the withdrawal period, a grade of "W" will be recorded on the transcript. **Withdrawal requires the signature of the Advisor and the Instructor of the course in which the student is withdrawing.** The end of the withdrawal period is published each semester or term in the Academic Calendar.

### **From the Institution**

If a student desires or is compelled to withdraw from UMES for any cause at any time during the academic year, the student should complete an application for withdrawal from the Office of the Registrar, obtain the proper signatures as indicated on the form, and file it with the Office of the Registrar. The Office of the Registrar will record a grade of "W" for all courses.

Withdrawal grades are not included in the computation of grade point averages or in the determination of the level of the total hours attempted. In the case of a minor, withdrawal will be permitted only with the written consent of the student's parent or guardian.

### **Penalties for Unofficial Withdrawal**

A student who fails to withdraw in the required manner will not be entitled to an honorable dismissal, will forfeit the right to any refund to which he/she might otherwise be entitled, and will receive marks of failure in all courses being carried.

## WITHDRAWAL AND REFUND OF FEES

### **Fall and Spring Semesters**

Any student who desires or is compelled to withdraw from the University for any cause at any time during the academic year should secure an application for withdrawal from the Office of the Registrar, obtain the proper signatures and file it in the Office the Registrar.

The effective date for withdrawals, with regard to refunds and grades, is the date the form is filed at the Office of Admissions and Registration. No student may withdraw after the last scheduled day of classes in a given semester. Exceptions will be referred to the Academic Appeals Board.

Students withdrawing from the University during a semester will be credited for all academic fees charged to them, in accordance with the following schedule.

<u>Period from First Day of Instruction</u>	<u>Refundable Percentage</u>
Two weeks or less	80
Between two and three weeks	60
Between three and four weeks	40
After four weeks	No refund

No part of the charges for room and board is refundable, except when the student officially withdraws from the University or is given permission by the appropriate officials of the University to move from the residence facility and/or to discontinue dining hall privileges. When permission is given to discontinue dining hall privileges, the meal card must be turned in to the Office of the Vice President for Administrative Affairs. In these cases, the room refund will be computed by deducting ten percent (10%) of the charge for the semester as a service charge and the remainder will be prorated on a weekly basis. Refunds to students for board (dining hall) charges will be calculated in the same manner. No room and/or board refunds will be made after the fourteenth week of the semester. Weekly basis shall be defined as a complete week or any fraction thereof.

### **Title IV Recipients** (*UMES Refunds and the "Return of Title IV Funds" Policy*)

If a student withdraws or is expelled from UMES, then the school or the student may be required to return some of the federal funds awarded to the student. The student may also be eligible for a refund of a portion of tuition, fees, and room and board paid to UMES for the semester. If the student received financial assistance from outside of the student's family, then a portion of the refund will be returned to the grant, scholarship, or loan source from which the assistance was received.

If a student will be withdrawing, then the student should visit the Office of the Registrar and complete a "Notification of Withdrawal" form to begin the withdrawal process. This procedure will enable UMES to refund the maximum possible institutional charges. ***The withdrawal will not be complete until the student has returned the Notification of Withdrawal form (with all appropriate signatures) to the Office of the Registrar.***

UMES' refund policy exists for calculating the refund of institutional charges. The federal "Return of Title IV Funds" formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula is applicable to a student receiving a federal Pell grant or federal aid other than Federal Work-study, if that student withdraws on or before the 60% point in time in the semester. The student may also receive a refund of institutional charges through UMES' refund policy (see above). Room and/or Board charges will be pro-rated according to the policy of the Office of Residence Life.

The federal formula requires a return of Title IV aid if the student received federal assistance in the form of a Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Direct Student Loan or PLUS Loan and withdrew on or before completing 60% of the semester. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded.

If any funds are to be returned after the return of Title IV aid, they will be used to repay UMES funds, state funds, other private sources, and the student in proportion to the amount received from each non-federal source, as long as there is no unpaid balance at the time of withdrawal. If there is an unpaid balance, then all aid sources will be repaid before any funds are returned to the student.

**NOTE:** If funds are released to a student because of a credit balance on a student's account, then the student may be required to repay some of the federal grants if the student withdraws. A work sheet used to determine the amount of refund or Return of Title IV Aid is available upon request.

#### **REGISTRATION AT OTHER INSTITUTIONS**

Written permission must be obtained from the Department Chair and the Dean before students advance their hours earned toward a UMES degree through study at another institution of higher learning or at another campus of the University of Maryland. The appropriate forms may be obtained from the Office of the Registrar. After having obtained the approval of the Department Chair and the Dean, the permission form should be filed in the Office of the Registrar. The same rule applies for both the fall and spring semesters and for any summer or winter sessions.

Credits earned at institutions other than the University of Maryland campuses do not carry quality points and have no effect on the student's grade point average. The cumulative grade point average is based solely on credits attempted at the University of Maryland campuses. A maximum of seventy (70) credits will be accepted from an accredited two-year community or junior college.

A maximum of seventy (70) credits will be accepted from an accredited two-year community or junior college. Students requesting permission to register in the summer or winter program of another school will not be permitted to take more semester hours than there are weeks in that school's summer or winter session. A student who earns a grade of "F" or "D" in residence at UMES may not advance credit hours earned toward a UMES degree by repeating the course at another institution.

Ordinarily, all students must take their final thirty (30) credit hours at UMES. Under extraordinary circumstances, the Dean may grant permission to take a maximum of six hours of the final thirty (30) hours on another campus. However, in no case does this permission waive the minimum residence requirement of 30 semester hours.

#### **READMISSION AFTER VOLUNTARY WITHDRAWAL**

A student who voluntarily withdraws or who is administratively withdrawn from the University for reasons such as medical, judicial, personal, financial, lack of interest, and employment may apply for readmission to the University by completing and filing an Application for Readmission with the Office of the Registrar. Applications for Readmission must be filed by the following deadlines: **November 1<sup>st</sup>** – Students wanting to return for the Winter or Spring Session. **April 1<sup>st</sup>** – Students wanting to return for the Summer and Fall Session

Applications may be obtained by writing to: Office of the Registrar, Student Development, Cultural and Recreation Center, University of Maryland Eastern Shore, Princess Anne, MD 21853-1299.

#### **REINSTATEMENT FOLLOWING ACADEMIC DISMISSAL**

When a student is academically dismissed from UMES, he/she must complete the **Application for Reinstatement** prior to the desired date of reinstatement. Reinstatement will not normally be granted by the UMES Academic Appeals Board until at least one semester has elapsed from the time of the student's dismissal. Reinstatement is not automatic; however, if the Application for Reinstatement is denied, a student may again apply for reinstatement after a lapse of an additional semester.

Upon being reinstated following Academic Dismissal, the student will be placed on Academic Probation and will be subject to the conditions of Academic Probation.

Any appeal concerning the regulation governing academic probation or academic dismissal shall be directed to the School's specific Academic Appeals Board, which is empowered to grant relief in unusual cases if the circumstances warrant such action.

#### **REPEATING OF CLASSES**

Any course may be repeated, but if a student repeats a course in which he or she has already earned a passing grade, the subsequent attempt shall not increase the total hours earned toward the degree. Credits for repeated courses will be counted only once toward graduation requirements and in computation of the cumulative grade point average. Only the highest grade will be used in the computation of the cumulative grade point average; however, all grades earned remain on the permanent record with repeated courses identified. Repeat credits and corresponding grades are used when computing the semester grade point average. If a course a student wishes to repeat has been discontinued or has not been offered for two semesters, the student should request the department Chairman and Dean to designate a substitute course, which when taken, will remove the grade of the discontinued course. The course so named and the student involved should be reported in writing to the Office of the Registrar.

Academic departments have the prerogative to limit the number of times a student may attempt to successfully complete core major courses.

#### **SELECTING A MAJOR**

In selecting a major or a minor, students must consult with the chairs of the department(s) involved no later than the beginning of their junior year.

Students may declare a major at any time up to the beginning of their junior year. At that time they will be assigned a faculty advisor and fill out an official **Request for Change of Major, Minor or Concentration Form**. Declaring a major does not in any way bind a student permanently to that program.

#### **Freshmen Who Do Not Declare A Major**

For those students who enter as freshmen and do not declare a major, General Education Requirement courses may be taken; **however a major must be declared before the second semester of the sophomore year**. It is highly recommended that students become familiar with the requirements for different majors which interest them, and be aware of all the introductory level courses needed, and the frequency which departments offer these and other courses for those majors. Schedules should be planned strategically and in consultation with the academic advisor.

#### **Changing A Major**

It is not unusual for a student to change a major after entering college. Students are encouraged to explore several programs within the disciplines involved before deciding upon their major programs and to consult with faculty members and counselors concerning their future plan. A student may change a major at any time simply by completing a new **Request for Change of Major, Minor or Concentration Form**. Major changes are processed prior to the beginning of the fall and spring semesters. These forms may be obtained from the Office of the Registrar.

Subsequently, students entering on or after fall 1998 will be eligible to take the examination only after successful completion of English 101 and they must be enrolled in English 102 the semester that they take the EPE. *ENGL 001 is a Co-Requisite for ENGL 102; and, ENGL 003 is the Co-Requisite for ENGL 102H Honor's Students. ENGL 002 is a Requisite for Transfer Students who have taken English 102 prior to attending UMES and for UMES students who took English 102 at another higher education institution.*

#### **TRANSFER CREDIT**

##### **Transfer of General Education**

Students transferring from Maryland institutions of higher education who have completed the General Education requirements at the sending institution shall have met the general education requirements at UMES. In cases where the general education requirements at UMES exceed those of the sending institution, the transfer student will be required to take no more than the same number of general education credits required of the native student. The additional courses will be according to the distribution requirements of UMES. For a detailed explanation on course transfer policy, see [Appendix 1](#).

##### **Transfer from Colleges and Universities**

A maximum of seventy (70) credits will be accepted from an accredited two-year community or junior college.

UMES does not limit the number of credits transferable for work completed at four-year colleges. **However, in order to graduate, a student must complete the last 30 semester hours at UMES.**

### **Maryland Community College Articulated Programs**

An articulated transfer program is a list of community college courses that best prepare the applicant for a particular course of study at the University of Maryland Eastern Shore. If the applicant takes appropriate courses that are specified in the articulated program guide and earns an acceptable grade, he/she is guaranteed transfer with no loss of credit. Articulated career program guides help students plan their new programs after changing career objectives. The guides are available at the Office of Undergraduate Admissions at the University of Maryland Eastern Shore and in the transfer advisor's office at each of the community colleges. Applicants can eliminate all doubt concerning transfer of courses by following programs outlined in the guide.

### **Credit from Other Universities and Colleges**

In most cases credit will transfer from institutions of higher education accredited by a regional accrediting association (e.g., Middle States Association of Colleges and Schools; New England Association of Schools and Colleges; North Central Association of Colleges and Schools; Northwest Association of Schools and Colleges; Southern Association of Colleges and Schools; Western Association of Schools and Colleges), provided that the course is completed with at least a grade of C and the course is similar in content and level to work offered at UMES. The applicability of these courses to the particular course of study at UMES will be determined by an academic advisor/evaluator in the office of the appropriate department.

### **Students Planning to Transfer, or Attend Graduate or Professional School**

Anyone planning to transfer from UMES should discuss transfer plans with a counselor or academic advisor. This consultation should begin as soon as the decision to transfer has been made so that any requirements the receiving institution demands of its students during the first two-years of school can be met.

Students intending to enter a professional school or graduate school should familiarize themselves with the requirements for admission to these schools and plan their programs with their academic advisors, accordingly.

### **UNIVERSITY SCHOLARS PROGRAM**

The UMES Scholars Program is an initiative to bring outstanding students to UMES with emphasis on under-represented groups in certain academic areas. Initially, participants will be selected on a competitive basis from the State of Maryland, and access will be eventually extended to non-Maryland students. The program is opened to students who meet the academic requirements and are interested in any major offered at UMES. Scholars must be citizens or permanent residents of the United States.

The Scholars are expected to gain experience through travel and study-abroad programs, summer internships, community service, and research projects. Each student is assigned to a mentor in a particular area of interest to guide these experiences. Students are encouraged to produce scholarly work that will allow them to present at professional meetings as well as to publish in appropriate journals. Participants are expected to attend group meetings and seminars and to visit various businesses, colleges and universities, and other educational sites.

Students who are at the top of their class, hold at least a 3.5 grade point average, and have outstanding SAT scores are eligible to apply for admission. Part of the selection process includes an interview, evidence of leadership ability, evidence of potential to be successful in an academic environment, perceived ability to make a contribution to the University and the community, and desire to attend graduate or professional school. To remain in good academic standing, students must maintain full-time status and earn at least a 3.3 grade point average.

### **WINTER SESSION AND SUMMER SCHOOL**

The Office of Academic Affairs provides the opportunity to take advantage of a wide range of winter and summer learning experiences in condensed format that support educational, career and personal enrichment goals. These activities are designed to reach the total community with courses, workshops and programs that are offered to populations of all ages from children to retirees. The standards of academic achievement and the quality of work required are maintained at the same level as during the regular term.

The office has the supervisory responsibility in the planning, coordinating and administering the University's Winter and Summer Sessions and Outreach activities. These programs have been designed to help optimize student progress and to enhance the University's four-year graduation rates by providing degree-related courses work for undergraduate and graduate students.

The winter session is a three-week session which runs from the first full-week of January through the third week of January. Courses are not offered on Fridays, unless a make-up day is required. Students cannot take more than three (3) credits, or one four (4) credit course, or a three (3) credit lecture and a one (1) credit lab during the Winter Session.

The summer session features several convenient sessions varying from two five-week sessions and one ten-week session, which runs from the beginning through the end of the second session. Students can take up to six (6) credits in Summer Sessions I and II (exception is a 4 credit course or a 3 credit lecture and 1 credit lab). The total maximum number of credit hours for the entire Summer is twelve. (Example: if you take nine credits in Session III, you can only take one three-credit course in Sessions I or II).

**Session Information and Procedures**

Below are the policies governing the Winter and Summer sessions:

1. **“Deferments”** for the Winter and Summer Sessions for undergraduate and graduate students only can be found at [www.umes.edu](http://www.umes.edu). “Students with an unpaid balance from the previous semester **are not eligible** for “Deferments”.
2. As always, students are responsible for adding and dropping courses that have not been **cancelled** by the Office of Academic Affairs.
3. All Winter and Summer Session balances **must be paid** by the last day of class, to avoid problems with the next semester.
4. Students should not drop a course that is to be cancelled.
5. Courses with enrollment of less than seven (7) students in either the Winter or Summer sessions are subject to cancellation.
6. Students **cannot** receive a **“Deferment”**, for the second Summer Session until the first and/or session(s) have been paid in full.
7. If a student who has pre-registered decides not to take the course in either of these sessions, the student **must withdraw** from the **University** to avoid being billed for that course and receiving a failing grade. **Contact the Office of the Registrar at 410-651-6143 regarding completion of the appropriate paperwork.**
8. All students are required to complete a Payment Confirmation form Winter and Summer sessions. Contact the Office of Student Accounts at 410-651-6092/6093, for further information.

The Schedule, containing detailed information concerning the number of sessions, and course offerings, is located on the UMES webpage at [www.umes.edu](http://www.umes.edu) under Academic Affairs.

**Withdrawal Refund Policy**

Academic Affairs is committed to pay faculty even if the student withdraws and gets a refund beyond the first week of classes. Courses with an enrollment of less than seven are subject to cancellation by the Office of the Vice President for Academic Affairs. Students should not DROP courses which are scheduled for cancellation.

**Winter Session - (Three-Week Session)**

<u>Begins First Day of Instruction</u>	<u>Refundable Percentage</u>
Less than Three days	70%
Three to Four days	50%
Five days	30%
Greater than five days	No Refund

**Summer Sessions - (Five-Week Sessions)**

<u>Begins First Day of Instruction</u>	<u>Refundable Percentage</u>
Less than Four days	70%
Four days	50%
Five to Ten days	30%
After Ten days	No Refund

**(Ten-Week Session)**

<u>Begins First Day of Instruction</u>	<u>Refundable Percentage</u>
Less than Eleven days	70%
Eleven to Fifteen days	50%
Sixteen to Twenty days	30%
After Twenty days	No Refund