ACADEMICS
UNDERGRADUATE STUDIES

ACADEMIC HONESTY

Academic honesty and integrity lie at the heart of any educational enterprise. 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 Student Judicial System. The minimum sanction for cases of proven cheating is automatic failure of the course. Instructors will gladly 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 the University of Maryland Eastern Shore is to promote the highest standards of professionalism among its graduates. 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. To avoid ambiguity, the following 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 official University record;
   d. conspiring or inducing others to forge or alter any official University record.

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 perform an assignment for you;
   f. submitting as your own work, work done by someone else;
   g. permitting someone else to submit your 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,
   j. poems, etc., from computer hard drive or discs and presenting them as your own.

3. **Plagiarism** as a form of cheating is also unacceptable. Plagiarism is the act of presenting as your 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 your own;
   b. 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 your own compositions;
   c. directly quoting or exactly copying material from a source without giving proper reference or otherwise presenting the copied material as your own creation.

Ideas taken from another person's notes or published work without giving that author proper credit according to an established style of documentation, such as MLA (Modern Language Association) or APA (American Psychological Association), constitutes plagiarism. Acts of falsification, cheating, and plagiarism are grounds for automatic failure of a course if not a more severe penalty, which may include a hearing before the Student Judicial Council and dismissal from the University.

Students and faculty should be thoroughly familiar with the appropriate forms of documentation required among the various academic departments on the University campus.

**Summing Up**

It is expected that students will be honest, exhibiting the highest standards of personal integrity. The University also expects to penalize severely acts of dishonesty, academic or otherwise, and urges students to be of good conscience and conduct as they pursue their careers at the University of Maryland Eastern Shore.

Students should be aware of the University System of Maryland (USM) Policy on misconduct. In no way does the UMES statement conflict with the System Policy. Please refer to System Policy No. III - 1.10. Faculty should be familiar with related policies as found in the UMES Faculty Handbook. Please refer to UMES Policy, Section IV-I.

**UMES POLICY FOR 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 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.

NEW STUDENT ORIENTATION

New Student Orientation is a weeklong summer program designed to familiarize new students to the academic life at UMES. The program is generally offered in late August of each year and is sponsored by the New Student Orientation Committee. Students accepted into the University for the fall semester receive detailed information about the program and registration materials from the Committee in early summer. There is a minimal fee for the program that is separate and apart from the fall semester charges. All new and transfer students with fewer than 24 credit hours are required to participate in the University-wide New Student Orientation. Other students, such as transfer students with more than twenty-four (24) credits and
Special Students, are encouraged to attend, but are not required to do so.

HONOR SOCIETIES
There are currently several active chapters of national Greek Letter Honor Societies for students who are outstanding in their major areas of study. Among them are:

Alpha Eta Rho is a professional college fraternity founded to bring together those students having a common interest in the field of aviation. AHP serves as a contact between the aviation industry and educational institutions. It bands together into one organization outstanding students, interested faculty, and industrial leaders for the purpose of studying the problems of everyday life, as influenced by modern industry. Membership is by application and election.

Alpha Lambda Epsilon is the new Local Chapter of the Honor Society of Delta Tau Apha. The University of Maryland Eastern Shore is the first HBCU and land grant institution to receive a charter in Delta Tau Alpha. Under the leadership of Ms. Larisha Thomaseec and Ms. Stephanie Gilbert, ALPHA LAMBDA EPSILON officially inducted its first members in the Spring semester of 2003. For information regarding membership in Alpha Lambda Epsilon, please contact Larisha, Stephanie or the Chapter Advisors, Drs. M. Morant and T. Mollett in the Department of Agriculture.

Alpha Kappa Mu is a national honor society open to eligible students in all academic areas. Students must complete at least five (5) semesters of academic work at a 3.3 GPA to be eligible for election to the Alpha Kappa Mu National Honor Society.

Alpha Tau Alpha is a professional honorary and education fraternity which seeks to develop a professional spirit among teachers and teacher trainees in vocational agricultural education.

Beta Kappa Chi is a scientific honor society which embraces the areas of biology, chemistry, physics, and mathematics. Beta Kappa Chi encourages and advances scientific education through 1) original investigation, 2) dissemination of scientific knowledge, and 3) the stimulation of high scholarship in pure and applied science.

ETA Sigma Delta is an international honor society that recognizes exceptional academic achievement among hospitality and tourism students at the baccalaureate level. The Council administers ETA Sigma Delta on Hotel, Restaurant and Institutional Education (CHRIE), the leading international association devoted to hospitality and tourism education.

Kappa Delta Pi is an international honor society that recognizes excellence in education. Elected to membership in the Sigma Nu chapter at UMES are undergraduate and graduate students who exhibit ideals of scholarship, leadership, service, and high personal standards, and who show promise in teaching and the allied professions. Kappa Delta Pi encourages improvement, distinction in achievement, and contributions to education.

Kappa Omicron Nu is a national Family and Consumer Sciences Honor Society which recognizes those who have declared a major in family and consumer sciences or one of the specializations. KONU promotes scholarship, advances intellectual development, and encourages leadership development. To be eligible for membership, the student must have completed 45 semester hours and have a minimum GPA of 3.0 on a 4.0 scale.

Phi Kappa Phi is dedicated to unity and democracy in education and selects its membership from all fields of university study. The society's sole purpose is to recognize and encourage superior scholarship. New members are elected from all schools of their respective universities and are chosen from the upper ten percent of their graduating class.

Sigma Beta Delta is a national scholastic honor society in business, management, and administration. To be eligible for induction, students must rank in the upper 10 percent of their junior or senior class with a minimum overall GPA of 3.3. Students must be Business Administration and/or Accounting majors in the Department of Business and Economics or related majors in other departments on campus. Juniors are eligible for induction the semester after they have earned 75 credits at UMES. Graduating seniors are eligible for induction the semester they are enrolled in their final course at UMES, provided they meet all other requirements.

Sigma Lambda Chi is a National Honor Society which gives recognition to outstanding students majoring in Construction Management Technology. To qualify for membership, students must be at the Junior or Senior level of study and rank in the top 20 percent of their construction class.

Sigma Tau Delta is a national English honor society. Members must be juniors with 3.0 averages in their majors. The Psi Mu chapter at UMES sponsors two major projects annually, the Poet of the Month and Poet/writer Award.

Upsilon Pi Epsilon is an honorary society whose membership consists of outstanding undergraduate and graduate students in computer science. It is the first and only existing national honor society in computer science. The minimum standards for undergraduate students are a grade point average of at least 3.0 and rank in the highest thirty-five percent of their major in general scholarship, provided they have completed at least eighteen semester hours in computer science and sixty-four semester hours overall.
UNDERGRADUATE DEGREE PROGRAMS
UMES offers the Bachelor of Science (B.S.) and the Bachelor of Arts (B.A.) degrees in the programs listed below. In addition there are many options and specialties which are described in the catalog sections pertaining to each academic program. The university also offers the Bachelor of General Studies (B.G.S) degree and academic concentration that offer both the bachelor’s degree and teacher certification.

- Accounting
- African American/African Studies
- Applied Design
- Aviation Sciences
- General Agriculture
- Agribusiness
- Art Education
- Biology
- Business Administration
- Business Education
- Chemistry
- Computer Science
- Construction Management Technology
- Criminal Justice
- Engineering Technology
- English
- Environmental Science
- Exercise Science
- Human Ecology
- Hotel and Restaurant Management
- Mathematics
- Music Education
- Physician Assistant
- Rehabilitation Services
- Sociology
- Sociology/Social Work
- Special Education
- Technology Education

Teacher Education
UMES offers teacher education programs in the following areas:

- Specialty Programs
  - Art (Pre-K-12)
  - Music (Pre-K-12)
  - Special Education (1-8); (6-12)

Secondary (7-12)
- Agriculture Education
- Biology
- Business Education
- Chemistry
- English
- Family and Consumer Sciences
- Mathematics
- Social Studies
- Technology Education

UMES also offers Pre-Professional Tracks, which include:
- Pre-Dentistry
- Pre-Medicine
- Pre-Nursing
- Pre-Pharmacy
- Pre-Physician Assistant
- Pre-Physical Therapy
- Pre-Radiology Technology
- Pre-Veterinary Medicine

DEGREE REQUIREMENTS
It is the responsibility of departments to publish clearly defined degree requirements. Responsibility for knowing and meeting all degree requirements for graduation in any curriculum rests with the student. Students should check with the departmental academic advisor to ascertain their standing in this respect no later than the close of the junior year. For this purpose, the student should be sure to preserve the copy of the semester grade report issued by the Office of Admissions and Registration at the close of each semester.

In order to earn a baccalaureate degree, the last 30 semester credits of any curriculum must be taken in residence at the UMES Campus. Academic requirements for graduation are a minimum of 120 semester credit hours, (some programs may require additional credit hours) with a “C” (2.00) cumulative average, excluding Fundamentals courses and MATH 101.

SECOND AND DOUBLE BACCALAUREATE DEGREE REQUIREMENTS
A student who has already received one baccalaureate degree may receive a second degree from UMES by completing 30 credits at UMES, provided the total number of credits of the first and second degrees combined is 150 credits. In no case will a second baccalaureate be awarded to a student who has not completed the last 30 hours at UMES.

A student who wishes to receive two baccalaureate degrees from UMES simultaneously must complete the regularly prescribed degree requirements of each program and complete a minimum of 150 credits. Candidates for a double degree must file a formal program outline with the departments involved and the Vice President for Academic Affairs. The program outline must include a showing of the courses required to fulfill each major and supporting area, as well as the general education and elective requirements of both curricula. If the double degree involves two
different departments, the student must designate which department is responsible for maintenance of records.

No course in either curriculum used to satisfy a major or supporting area requirement may be used to satisfy the General Education Requirements.

**GENERAL EDUCATION REQUIREMENTS**
(*Acronym: GER CURR. AREA*)
(Note: A minimum of 40 credits is required.)
See Appendix for complete MIEC Regulations.

All students are expected to complete a common body of academic course work. The General Education Requirements are designed to promote the development of a comprehensive educational base which will effectively support a student's choice of a major concentration. Deviations from the General Education Requirements may occur in certain areas owing to specific requirements of the major. Therefore, students should consult with their freshman or departmental advisors when making course selections. See Course Descriptions for descriptions of courses in General Education. Fundamentals courses and MATH 101 do not meet the General Education Requirement. General Education Requirements are distributed as follows:

**Curriculum Area I Arts and Humanities — Total = 9 Credits** (Students must select ENGL 203 plus one course in each of two disciplines).

**Discipline A: Arts**
ARTS 101, ARTS 310, MUSI 100, MUSI 109, MUSI 310H

**Discipline B: History**
HIST 201, HIST 202, HIST 333, HIST 334, HIST 341, HIST 360

**Discipline C: Language**
FREN 101 or FREN 102
SPAN 101 or SPAN 102

**Discipline D: Literature**
ENGL 204, ENGL 205, ENGL 206, ENGL 207, ENGL 215, ENGL 218, ENGL 328, ENGL 329, ENGL 401

**Discipline E: Speech**
ENGL 203 (Students must take and pass ENGL 101 and ENGL 102 with a grade of “C” or above before taking ENGL 203.

All students must take ENGL 203

**Curriculum Area II Social and Behavioral Sciences — Total = 6 Credits**
(one course in each of two disciplines) Students must select one course from each discipline:

**Discipline A: Social Sciences**
ECON 201 or ECON 201H
ECON 202 or ECON 202H
GEOG 201 or GEOG 202
HIST 101 or HIST 111H

**Discipline B: Behavioral Sciences**
CRJS 101, HUEC 203, HUEC 220, HUEC 361, PSYC 200, SOCI 201, SOWK 200 or SOWK 200H

**Curriculum Area III Biological and Physical Sciences — Total = 7 - 8 Credits**
(Two science courses; one must be a laboratory course) Students must select from the following:

- Student must have a strong background in Chemistry and Biology to take CHEM 111 and CHEM 112 or BIOL 111 and BIOL 112.
- Students CANNOT take CHEM 111 if they are currently taking Math 101.

ANPT 114, ANPT 114H, BIOL 101, BIOL 103 (lab),
BIOL 111, BIOL 113 (lab), BIOL 112, BIOL 114 (lab),
CHEM 101, CHEM 102, CHEM 103 (lab), CHEM 104 (lab),
CHEM 111, CHEM 113 (lab), ENVS 101, NUDT 210, PHYS 121, PHYS 121H, PHYS 122, PHYS 161, PHYS 182H, PHYS 263, PLSC 184, PLSC 185 (lab).

**Curriculum Area IV Mathematics — Total = 3 - 8 Credits**
(one course at or above the level of College Algebra)
MATH 102, if student needs MATH 101, he/she must take that before MATH 102;
MATH 109, if students need MATH 101, they must take that before Math 109;
MATH 110, MATH 111H, MATH 112.

**Discipline B: Behavioral Sciences**
CRJS 101, HUEC 203, HUEC 220, HUEC 361, PSYC 200, SOCI 201, SOWK 200 or SOWK 200H

**Curriculum Area V English Composition — Total = 9 Credits**
ENGL 101 or ENGL 101H
ENGL 102 or ENGL 102H
A grade of “C” or above is required to pass the courses above.

ENGL 305H or ENGL 310

**Curriculum Area VI Emerging Issues — Total = 1-7 Credits**
(courses identified as being essential to a full program of general education for UMES students)
This course is required of all students:
GNST 101 First Year Experience — 1 credit
(or departmental orientation course)
In addition, students must consult with their departmental advisor for any additional Emerging Issues course requirement (up to 6 additional credits).

EDHE 111 – Personalized Health Fitness — 3 credits
Students may select from the following courses:
ENGL 412 - Commonwealth Literature – 3 credits
ENGL 413 - The Novel, East and West – 3 credits
HUEC 230 - Multicultural Perspectives on Families in the U.S. – 3 credits
TMGT 306 – Ecology and Cultural Tourism

**Total Required for General Education = 40-47 Credits**

**GENERAL REQUIREMENTS FOR ACADEMIC MAJORS AND MINORS**
The University's individual departments have set forth requirements that must be met in order to complete a major in a given area of study. For specific major requirements, students should consult the appropriate departmental section of this catalog and their academic advisors.

Each major and minor has its own minimum number of required hours. To fulfill a major generally involves a minimum of 36 credit hours of course work. To earn a minor in a subject, a minimum of 18 semester hours, according to departmental specifications, must be met. For courses completed outside the major or minor, an overall grade point average of "C" is necessary for graduation. PSYC 305 and HUEC 203 are similar courses, taught in different departments for their majors. Students may have credit for one or the other but not both courses.

**MAJOR CORE REQUIREMENTS**
A grade of "C" or better is required in every course counted toward the major and/or minor.

**SUPPORTING AREA REQUIREMENTS**
A grade point average of "C" or better is required for the group of courses representing the supportive area requirements.

**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 Declaration of Major form. Declaring a major does not in any way bind a student permanently to that program.

**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 Declaration of Major 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.

**FRESHMEN WHO DO NOT DECLARE A MAJOR**
For those students who enter as freshmen and do not declare a major, General Education Requirement courses can be taken during their freshman and sophomore years. 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.

**ENGLISH PROFICIENCY EXAM**
The English Proficiency Examination 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. Subsequently, students entering on or after fall 1998 will be eligible to take the examination only after successful completion of English 101 and must have a C average in English 102 prior to taking the English Proficiency Examination. ENGL 001 is a Co-Requisite for ENGL 102. ENGL 002 is a Co-Requisite for ENGL 102 for Transfer Students; and, ENGL 003 is the Co-Requisite for ENGL 102H Honor’s Students.

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

- 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.

- 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 can not 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.

- 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.
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:

1. 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.

2. 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.

3. 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.

College Level Examination Program (CLEP)
CLEP is a national program of credit-by-examination that offers students the opportunity to obtain recognition for college-level achievement. CLEP credits are treated as transfer credits.

CLEP offers two types of tests: General Examinations and Subject Examinations.

- No more than thirty (30) hours of credit can be received through CLEP tests for both general and subject examinations combined.

- Credit may be granted to students achieving scores of 50% or more on the general exams.

- In accordance with the recommendations of the Council of the College Level Examination Program, UMES accepts for college credit scores equal to or above the mean score achieved by students in the national norm groups if UMES students have earned grades of "C" in comparable courses.

- No credit may be granted for CLEP tests which are repeated. If a student takes the test once and fails it, then retakes the test, the student may not receive credit, even if the subsequent score meets criterion.

The amount of credit to be awarded is to be determined through approval by the student’s major department or the department in whose discipline the test falls.

CLEP credit will be granted on a pass-fail basis and so entered on the student’s record.

An official, original CLEP score report must be sent from the College Board directly to the UMES Office of Admissions and Registration. Duplicates of examinee's copies of score reports received in any other manner, with the exception of a CLEP examination administered at UMES, are not acceptable.

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 and Dropping Classes
Students who are properly registered may add courses during the first week of instruction each semester. Students may drop courses during the first ten weeks of the current 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 or drop a course later than the end of the drop or withdrawal period.

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.
Dropping a Class
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.

WITHDRAWALS

Withdrawing 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. The end of the withdrawal period is published in the Schedule of Classes for each semester or term and in the Academic Calendar.

Withdrawing 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
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 with the Office of 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:

<table>
<thead>
<tr>
<th>Period from First Day of Instruction</th>
<th>Refundable Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two weeks or less</td>
<td>80</td>
</tr>
<tr>
<td>Between two and three weeks</td>
<td>60</td>
</tr>
<tr>
<td>Between three and four weeks</td>
<td>40</td>
</tr>
<tr>
<td>After four weeks</td>
<td>No refund</td>
</tr>
</tbody>
</table>

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.

Withdrawal and Refunds of Fees for Title IV Recipients

Refunds and the “Return of Title IV Funds” Policy
University of Maryland Eastern Shore

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 Workstudy, 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.

**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 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 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 change of grade must be submitted within one year of the ‘I’ being awarded. After one year the ‘I’ will automatically be changed to a ‘F’.

**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.

No student with 60 or more credits may receive credit for a course taken at a 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.

**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 the appendix of the Undergraduate Catalog.

**Transfer from Colleges and Universities**

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.

**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.

**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.

**Other Accepted Sources of Non-traditional Learning Credit**

Complete information regarding acceptable sources for non-traditional learning credit is available from the Office of Admissions and Registration. Elective and required credit can be earned utilizing the following sources:

- CLEP*
- Dantes*
- Departmental Exams from other colleges*
- Military credit*
- Portfolio Credits from other colleges*
- Proprietary School, Public Agencies, etc. with articulation agreements*
- Other types of experience may apply. Check with the Office of Admissions and Registration.
- *Some restrictions apply.

**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:

<table>
<thead>
<tr>
<th>Earned Credit Hours</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.27</td>
<td>Freshman</td>
</tr>
<tr>
<td>28-55</td>
<td>Sophomore</td>
</tr>
<tr>
<td>56-83</td>
<td>Junior</td>
</tr>
<tr>
<td>84 and above</td>
<td>Senior</td>
</tr>
</tbody>
</table>

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

**GRADES AND QUALITY POINTS**

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

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

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.

A student who receives a grade of "D" in more than fifteen (15) semester hours of academic work must remove the excessive "Ds" by repeating courses. 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").

**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.

**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 by the end of one year, otherwise the "I" becomes "F." 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.

**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.

**INTERCAMPUS COURSE REPEATS**
If students wish to repeat a course which they originally completed at another campus in the University System of Maryland, they should consult the department chairs at both institutions 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.

**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 attempted to obtain the grade point average for the semester.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>3</td>
<td>B</td>
<td>9</td>
</tr>
<tr>
<td>MATH 101</td>
<td>3</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td>HIST 101</td>
<td>3</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>4</td>
<td>C</td>
<td>8</td>
</tr>
<tr>
<td>EDHE 104</td>
<td>2</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></td>
<td>41</td>
</tr>
</tbody>
</table>

\[
\frac{41}{15} = 2.73 \text{ GPA}
\]

The cumulative grade point average is computed in a similar manner by including all courses attempted at the University of Maryland. Courses transferred from other institutions are not included in the grade point average. The following courses are not included in computing the grade point average: Zero credit hours, pass/fail, satisfactory/unsatisfactory courses.

An instructor may change a grade submitted to the Office of the Registrar only on certification, approved by the Department Chairman and the Dean, that an error was made in computing or transcribing the grade. The request for change in the grade must be initiated no later than the semester following the issuance of the grade.

**HONORS CONVOCATION**
Full-time undergraduate students completing a minimum of 12 semester hours of credit with a grade point average (GPA) of at least 3.5 are eligible for participation in the university’s annual Honors Convocation ceremony. The Honors Convocation is held the first Thursday in April as a public recognition for exemplary scholastic achievement (GPA of at least 3.5).

**UMES POLICY ON 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:

<table>
<thead>
<tr>
<th>Attempted GPA Is</th>
<th>Total Hours Academic Dismissal If Cum.</th>
<th>If Cum. GPA Probation Is In The Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-24</td>
<td>1.549 or below</td>
<td>1.550 to 1.999</td>
</tr>
<tr>
<td>25-48</td>
<td>1.699 or below</td>
<td>1.700 to 1.999</td>
</tr>
<tr>
<td>49-73</td>
<td>1.799 or below</td>
<td>1.800 to 1.999</td>
</tr>
<tr>
<td>74 and above</td>
<td>1.949 or below</td>
<td>1.950 to 1.999</td>
</tr>
</tbody>
</table>

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.

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 1st – Students wanting to return for the Winter or Spring Session.

April 1st – Students wanting to return for the Summer and Fall Session

Applications may be obtained by writing to
Office of the Registrar
University of Maryland Eastern Shore
Princess Anne, MD 21853

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:

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

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

January 5th Current semester students on dismissal at the end of the Fall Semester and want to return for the Spring Semester.

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

Applications received after the deadline indicated above will be considered for the next session. Applications may be obtained by writing to Office of the Registrar 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 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 absorb 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.

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. A student registering for more than 18 hours per semester must have special approval from the Dean of his/her school. Normally, students having a cumulative grade point average of 3.0 or above may request permission from their Dean to register for more than 18 semester hours. The Office of Admissions and Registration will not accept the Registration Schedule if an overload of credit hours is requested without such approval. 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.

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 written permission of the department Chairman and Dean.

Generally no more than three final examinations a day is considered a normal test load for students. The department Chairman and Dean must keep a file of all final examinations.

COMMENCEMENT
Commencement exercises are held twice each year in May and December. It is the policy and practice of the University of Maryland Eastern Shore that all participants in its commencement exercises must have completed all academic requirements as outlined in the catalog in effect at the time of initial enrollment at the University as a degree-seeking student. Once students interrupt their program for five years or more, it will be necessary to satisfy the degree requirements as outlined in the University catalog or published curriculum in effect during the time following the student’s readmission as a degree-seeking candidate. Students who have approved registration at other institutions during the semester of anticipated graduation will receive their degree once an official transcript is received by the Registrar’s Office and all academic and financial obligations are met. Students are approved for graduation when the appropriate academic division and the Registrar’s Office complete an official graduation audit.

Application for Degree
Students planning to graduate in December must complete their academic program requirements by the end of the fall semester, program requirements must be completed by the end of the spring semester for those planning to graduate in May. Students who expect to graduate and are not enrolled at the University must file the application for degree by January 30th for spring semester commencement and September 30th for the fall semester commencement. Students will be charged a non-refundable diploma fee after the receipt of the application for degree. This fee and all financial obligations to the university must be satisfied in order to participate in commencement activities and prior to the release of the degree.

Participation in Commencement Exercise
Commencement exercises are held twice each year, in May and December. It is the policy and practice of the University of Maryland Eastern Shore that all participants in its commencement exercises must have completed all academic credit hour requirements as set forth by the departmental faculty for the appropriate degree. In addition, students must complete all financial obligations to the university in order to participate in Commencement activities. For additional information, please call 410-651-6413.
Graduation With Honors
The faculty of UMES may recommend candidates for graduating with honors in a particular curriculum under the conditions listed below to be fulfilled prior to the last semester. Ordinarily, the "prior to" semester would be the fall or winter semester and the "last" semester would be the subsequent spring semester. To be considered for honors at the Spring Commencement exercises, for purposes of the Commencement Program, the diploma printing, and ceremonial announcement, a student must have earned in residence at UMES a minimum of 60 semester hours prior to the semester of graduation. Any student recommended by the faculty to graduate with honors but who does not meet the 60 hours in-residence requirement prior to the semester of graduation will have his/her final transcript only so designated with the appropriate distinction notation:

a. For the honor of Cum Laude (with distinction), the student must have earned an average of not less than 3.3 in all courses pursued which are counted toward graduation.

b. For the honor of Magna Cum Laude (with great distinction), constituting a recognition of work of exceptional merit, a student must have earned an average of not less than 3.5 in all courses pursued.

c. For the honor of Summa Cum Laude (with highest distinction), constituting a recognition of work of superior merit, a student must have earned an average of not less than 3.7 in all courses pursued.

SPECIAL CURRICULUM PROGRAMS

Academic Support Services
The University is cognizant of the need for and the value of support services as a key factor in the academic success and retention of students. In particular, academic support services are designed and implemented as extensions of the overall academic program at the University of Maryland Eastern Shore.

The Testing and Placement Program is designed for all first time students (including transfer students who have not earned satisfactory grades in college-level English and math). The Accuplacer computerized tests in reading comprehension, sentence skills, and math assess the students’ strengths and weaknesses for placement purposes in college-level English, math, and reading-laden courses. Placement scores are given to the student and the advisor as the basis of course selection and placement during the advising process.

The Student Support Services Program (SSS) is a federally funded program designed to provide educational opportunities for low income, first generation, and disabled students to the extent that they will obtain a postsecondary education. The primary goal is the retention of eligible students through graduation. The services offered include tutoring, counseling and advising (personal, academic, graduate school, and career), developmental skills classes, and individualized instructional assistance by the professional staff.

Eligible participants follow a closely monitored academic program, especially during the first year, and continue as long as the services are needed until the student graduates. The SSS Program strongly supports and encourages graduate and professional school enrollment.

The Tutoring Program is designed to provide instructional assistance to students in all lower level courses. The tutoring is conducted in the Center for Academic Support Services (Basic Skills).

In general, students may receive tutoring one-on-one or in a small group setting. The tutors are trained in instructional methodology, planning, record keeping, etc. They serve as a liaison between the students and the faculty. The tutoring services are free.

Developmental Skills Classes are designed as an outgrowth of the overall academic evaluation of students. Students are required to enroll in these classes as indicated by the Accuplacer test scores. Other students may enroll because of their own desire to improve their skills and/or upon recommendation from their instructors. The classes are taught by trained skills specialists (instructors) in small classes, as well as one-on-one. The instructional activities are designed to bridge the gaps in students’ skills levels and to enable them to be successful in their postsecondary classes. Another goal is to enable students to enter majors and career paths that would be impossible without instructional support, especially in math.

Computer Assisted Instruction (CAI) provides a fully equipped computer lab with a wide variety of instructional software in basic skills and selected academic subjects. The lab is designed to assist students in acquiring new skills and information, as well as in reinforcing existing skills via a self-paced individualized mode.

Developmental Skills Tutorials (classes) are extensions of the University’s academic program. At some point in their educational careers, students may find themselves in need of planned instructional assistance in reading, study skills, math, and writing skills. These tutorials are taught and directed by professional staff specialists. The emphasis will be on assisting students to master college-level basic skills as required in their academic programs.

Access And Success
The Access and Success program is funded by a grant from the Maryland Higher Education Commission to foster students’ access to and successful completion of their university education. The program supports activities for students which assist in the achievement of this goal. The Office of Retention oversees the operation of the program. The office may be contacted at 410-651-6215.
The UMES Child and Family Development Center (CFDC), located in the Early Childhood Research Center, is a Maryland licensed preschool environment for thirty children ages two through five. One director, two full-time classroom teachers and supporting staff of UMES students manage the full-day program that is in operation year-round and serves both the University and local community. The CFDC is committed to facilitating each child's growth and development in an enriched, supportive environment. A hands-on thematic based curriculum encourages children to direct their own learning experiences within a proactive environment. The office may be contacted at 410-651-6056.

**Continuing and Distance Education Program**

The Continuing and Distance Education Program at UMES provides an organized learning experience built around students' needs and interests. In accordance with its mission, the University of Maryland Eastern Shore is committed to providing maximum educational opportunities to the members of the surrounding community. UMES offers highly diversified and flexible courses and programs for those adults who are interested in career development and self-enrichment.

The Office of Continuing and Distance Education offers "non-credit" courses for those who are interested in self-improvement and upgrading their educational and technical background for business and industry. The office also provides professional academic counseling to every continuing education student who wishes to discuss curricula, careers, and matters of professional development. The office may be contacted at 410-250-1088.

**Elderhostel Program**

Elderhostel is an educational program for senior citizens over 60 years of age who want to continue to expand their intellectual horizons and develop new interests and enthusiasms.

The concept provides for a weeklong educational program which allows for academic instruction accompanied by social activities. A modest fee covers the week's expenses including lodging, meals, educational programs, field trips and social activities.

The campus is extensively involved in these programs which are usually located in hotel facilities in Ocean City, Maryland. There are approximately 55 programs scheduled from September through April with a wide variety of non-credit courses constituting the curriculum. During the participants' five night, six-day stay, three unrelated classes are conducted by campus and adjunct faculty. The office may be contacted at 410-250-1088.

**General Studies Program**

The Bachelor of General Studies Degree Program is designed to meet the needs of an expanding diverse population of students. The objectives of the program are as follows:

- Build a foundation for students to pursue further study in higher education.
- Afford greater access to a baccalaureate degree for the community and the nontraditional student.
- Provide students an avenue for the self-fulfillment that comes with an academic degree.
- Provide students an opportunity to explore a wide variety of career options.

The program permits the students to experience a broad liberal arts background with a high degree of competency in a selected area of concentrated study. Declared concentrations may be taken in all areas in which there are other traditional majors except education, business, or rehabilitation services. The academic program is individualized in that the student and the advisor design the scope and sequence of courses that will reflect the student's ability, interests, background experiences (including work), career goals, time constraints, etc.

General Studies is especially appropriate for the non-traditional adult (older) learner who has had a variety of work-related experiences or who has had "time out" periods in his/her educational background.

General Studies is recommended for the transfer student who has a number of transferable credits in a variety of disciplines or for the students who desire to change from a more restricted traditional major program to one that is more flexible and that will meet the needs of the student more appropriately.

Although students may enroll in the General Studies Program at any time, junior and senior level students must be officially enrolled as General Studies majors at least two semesters prior to the expected date of graduation.

1. The student must be in the University's database as an official General Studies major during the semester of the date of graduation.
2. A minimum of 120 total credits must be earned with a cumulative grade point average of at least 2.0.
3. A minimum of 34-35 credits of lower level courses in the 100-200 range may be applied toward graduation. These courses may be electives or prerequisites for upper level courses.
4. At least 45 credits must be earned at the upper level (courses in the 300-400) range. Of the 45 total upper level credits, 27 must be in one declared area of concentration. A grade of at least "C" must be maintained in all courses in the area of concentration.
5. Students (including transfer students) must complete the 40-47 credit hour general education requirements. Students who are exempted from the required physical activity must take three approved credits in an elective.

6. The General Studies Program is designed to enable transfer students to apply up to 70 credit hours earned at other institutions toward meeting the requirements of the General Studies degree at UMES. The office may be contacted at 410-651-6457.

**Degree Requirements**

<table>
<thead>
<tr>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Requirements .......... 40-47</td>
</tr>
<tr>
<td>Lower Level Credits .................................. 35</td>
</tr>
<tr>
<td>Upper Level Credits .................................. 45</td>
</tr>
<tr>
<td>Credits in the Concentration ........... 27</td>
</tr>
<tr>
<td>Free Electives .................. 18</td>
</tr>
<tr>
<td>Total Credits = 120 (minimum)</td>
</tr>
</tbody>
</table>

**DISCLAIMER FOR GENERAL STUDIES**

The provisions of this publication are not to be regarded as an irrevocable contract between the student and the University of Maryland Eastern Shore. At the time of the publication, every reasonable effort was made to attain factual accuracy in the material presented. The catalog is not intended to be a complete statement of all procedures, processes and regulations governing graduate or professional degree programs which may be covered in separate program and office manuals and handbooks. The University of Maryland Eastern Shore reserves the right to make changes in fees, course offerings and general regulations and academic requirements without prior notice.

For the most up-to-date information on course offerings, program requirements and deadlines, please write, call or e-mail the program or department to which you are applying.

**International Programs**

The Office of International Programs (OIP) is designed to facilitate campus-wide internationalization of research, teaching, and outreach activities in order to promote cross-cultural knowledge and understanding among students, faculty, and staff. Its goals are to broaden faculty and staff involvement in international research and development activities; provide opportunities for student experiential learning and academic exchange programs; assist faculty and staff members to participate in exchange programs; and broaden cultural diversity at the University. **The office may be contacted at 410-651-6543.**

**New Student Advising**

The University of Maryland Eastern Shore is strongly committed to the intellectual, emotional, social and spiritual development of students. New Student Advising andFreshman Advisors are available for discussion and assistance regarding programs of study and career option, proper selection of courses, information on the University’s policies and procedures, the use of the catalog, and academic and registration schedules.

Advisors are responsible for guiding and counseling students. However, students are responsible for seeking their own guidance and counsel. The Center is located in the Student Services Center, Room 2158. For questions about advising services, contact the New Student Advising Center at (410) 651-6455 or e-mail at: rjbright@mail.umes.edu.

**Pre-Professional Programs**

UMES offers pre-professional programs in physical therapy, dentistry, medicine, nursing, pharmacy, physician assistant, radiology technology, and veterinary medicine.

Students in the pre-professional programs may complete work at UMES and then transfer to the college offering the appropriate professional degree in order to complete the requirements for the particular program. With the exception of medicine, law, and dentistry, which require a baccalaureate degree prior to admission, all the pre-professional programs require two to three years of work at UMES. The Pre-Physician Assistant and Pre-Physical Therapy programs may lead to completion of the B.S. in Physician Assistant and the Doctorate in Physical Therapy at UMES.

Transfers may be made either to the appropriate colleges within the University System of Maryland or to any other institution.

**Rural Development Center**

The Rural Development Center (RDC) was organized to support the economic development efforts of the lower Eastern Shore region including Somerset, Worcester, and Wicomico counties of Maryland. The RDC assists public and governmental agencies with respect to projects that carry out their approved overall development plans and strategies. A multi-county advisory board assists in policy development and in determining programmatic needs in the tri-county area.

The RDC is part of the Cooperative Extension Service. External financial support comes from federal and county agencies and organizations. The RDC also acts as a mechanism to involve faculty and students in development projects.

The RDC goals for the Eastern Shore are to increase wages and salaries, stabilize and diversify the economy, increase the tax base, and reduce unemployment and underdevelopment in the area. Associated with these goals are the RDC objectives: maximizing human resources, expanding tourism and recreation, assisting industrial retention and expansion, and providing assistance in research and development. **The office may be contacted at 410-651-6183.**
The Collaborative Programs With Salisbury University

Full-time students may register for approved courses at nearby Salisbury University (SU) and receive credits earned for the courses at full value. The same is true for SU students who wish to enroll in courses offered at UMES. Registration must be completed at the student's home campus according to scheduled dates. Copies of the Salisbury University schedule and/or information concerning the collaborative programs are available from the Office of Admissions and Registration.

The Cooperative Education Program

The Office of Career Services administers the Cooperative Education program. This program is designed to combine educational training and practical work experience. The program provides students with planned and supervised work experiences related to their chosen field. All eligible and qualified students shall have access to the benefits of a cooperative education work experience through the availability of credited undergraduate and graduate cooperative academic course offerings and the provision of course enrollment opportunities.

Credit may be awarded continent upon approval of the Cooperative Education Office only. The grading system for all Cooperative Education courses shall be pass/fail. Students may be awarded one to twelve (1-12) credits per course, which are designated as non-additive free elective credits that are applied, in accordance with the applicable academic major criteria for graduation, towards the completion of a baccalaureate, master’s or doctoral degree.

Cooperative Education Eligibility

In order to participate, the student must
- possess a minimum 2.0 GPA,
- have completed a minimum of 24 semester hours,
- be a sophomore or junior enrolled in a degree seeking program,
- have full-time status, and
- file an application with the Cooperative Education Office.

To remain in the program, the student must:
- register for each semester of cooperative education assignment,
- satisfactorily perform the work assignments for each work semester,
- submit and complete all required reports to the Cooperation Education Office on time, and
- attend Cooperative Education orientation workshops and seminars.

Once enrolled in this program, students will receive assistance in developing Learning Objectives, which outline the responsibilities and expectations of the Cooperative Education Program. The listing of objectives is intended to be flexible and individualized. It establishes readiness for learning and identifies relevant job-related information and specific requirements for credit. The office may be contacted at 410-651-6447.

Cooperative Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Op Ed. 300</td>
<td>1-12</td>
</tr>
<tr>
<td>Co-Op Ed. 301</td>
<td>1-12</td>
</tr>
<tr>
<td>Co-Op Ed. 400</td>
<td>1-12</td>
</tr>
<tr>
<td>Co-Op Ed. 401</td>
<td>1-12</td>
</tr>
</tbody>
</table>

The Golden (ID) Identification Program for Senior Citizens

The purpose of the GOLDEN IDENTIFICATION CARD Program at UMES is to make available various courses and services to retired citizens who are 60 years old or older, and who are residents of the State of Maryland. Once application to the program is made and the applicant has a GOLDEN IDENTIFICATION CARD, the Maryland resident will be eligible to register for credit courses as a regular or as a special student. Tuition and fees will be waived. The GOLDEN IDENTIFICATION CARD will entitle the participant to all academic and student services on a space available basis. The office may be contacted at 410-651-6436.

The Honors Program

The Honors Program of the University of Maryland Eastern Shore has been designed in cooperation with the professional schools at the University of Maryland at Baltimore and the Virginia-Maryland Regional College of Veterinary Medicine as an effort to prepare students for professional school study while providing them with a sound liberal arts education. Specific pre-professional tracks in medicine, dentistry, law, pharmacy, nursing, and social work and veterinary medicine are available to students admitted into the program. Upon successful completion of all pre-professional track and professional school admission requirements, program graduates are assured of admission into the corresponding professional school at the University of Maryland or Virginia Tech during the academic year immediately following.

A General Honors Program is designed for students interested in pursuing graduate school, preferably the doctorate, immediately following graduation from UMES. The same entry and retention requirements apply for General Honors Program students as for those pursuing a professional school track curriculum. General Honors is open to students pursuing any major course of study at UMES, provided the department in which the student is located has developed a sufficient number of honors courses as part of its curriculum.

Entry into The Honors Program is competitive. Students must have earned a cumulative grade point average of at least 3.30 to be eligible for admission. Outstanding SAT scores above 1100 are also necessary if the applicant is entering the program from high school. While these are the minimum criteria, to be competitive, successful applicants usually have scores considerably above the minimum. Three letters of recommendation from faculty who have taught the applicant academic subjects in high school (or college) are required. In addition, applicants should include as part of their submitted materials a list of extra school and community activities, honors and awards. An essay in
which the applicant explains why he/she is seeking admission into the program and what contributions to the program/university he/she can make is also expected.

Freshmen and sophomores enrolled at UMES may apply for entry into The Honors Program. While the grade point average required is the same as stated above for those entering from high school, to be competitive, successful applicants generally have earned a cumulative grade point average of at least 3.50.

Students enrolled in The Honors Program must maintain a grade point average of at least 3.3 on both a semester and cumulative basis. Students earning a semester and/or grade point average of at least 2.50 but less than 3.3 will be placed on probation. Students on probation are ineligible to receive merit scholarship awards from The Honors Program while on probation. Students have a total of two semesters and a summer to raise their grade point average(s) to at least 3.30. Any student not maintaining the required grade point average in the required time frame will be dismissed from the program. Students failing to earn at least a semester and/or cumulative grade point average of 2.50 are automatically dismissed from the program.

Any scholarship funds the student enjoyed before the probationary period are not automatically returned to the student after the probationary period has been completed. Funds are restored if money is available at the conclusion of the probationary period. The office may be contacted at 410-651-6083.

The Preparation and Adjustment for College Entry (PACE) Summer Program
The PACE Summer Program is a six-week residential program designed to provide basic skills enhancement and college orientation for applicants whose high school grade-point averages and/or SAT scores do not meet the criteria for regular (unconditional) admission to the University. For those with conditional admission, participation in the PACE program is mandatory as a preliminary step to admission to the University. PACE will enable students to acquire the academic and other behaviors necessary for a successful entrance into postsecondary education.

Students who are selected to participate in PACE must have a 2.20 grade point average, a SAT total score of 650, and a grade of C or better in algebra I and II (high school).

PACE offers students an opportunity to enhance their proficiency in the fundamental skills areas in math and communication skills (reading, study skills, English/Composition). In addition, students must participate in other activities such as tutoring; library orientation/research; academic, social and cultural seminars; and career assessments, etc.

Upon the successful completion of the PACE Program, students are offered regular admission to the University. The evaluation of each student’s performance is based on the level of academic performance in all classes and on social and psychological factors. The office may be contacted at 410-651-6457.

The Upward Bound Program
Upward Bound is a pre-college program that provides fundamental support to high school students in their preparation for college entrance. The program provides opportunities for students to succeed in pre-college performance and, ultimately, in higher education pursuits. Upward Bound is a year-round program and serves students in Somerset, Wicomico, and Worcester counties. The ultimate goal of Upward Bound is to increase the rates at which students enroll in and graduate from institutions of postsecondary education.

Upward Bound provides instruction in mathematics, laboratory sciences, English, literature, and foreign language. College students are employed as tutors during both the academic year and summer session. For additional information, please call 410-651-6458.

The University Library Services
The Frederick Douglas Library is a modern functional open stack library near the center of the campus that houses over 1,77,000 book volumes, 30,000 bound periodicals, over 500,000 microfiche and microfilm, and 19,000 micro book volumes. The library currently subscribes to more than 1,000 scholarly journals and newspapers and is a repository for many U.S. Government document files. Official publications of some United Nations special agencies are also in the collection. The library is an official depository of Maryland State Documents. As a member of the University System of Maryland’s Information Management System, the library is linked with the University’s eleven campuses and thirteen libraries via an automated integrated system.

A professional staff of librarians offers lectures and tours of the library as a segment of the University Orientation and the Bibliographic Instruction Program.

There are nine departments within the library, including: Acquisitions/Collection Development/ Automation, Cataloging, Circulation, Interlibrary Loan, Media Services, Reference, Serials/Documents, and Special Collections. More than thirty competent and courteous individuals with a variety of skills, knowledge, and training provide quality services to all patrons of the library. The technology available continues to increase, thus allowing UMES to have global access to collections, databases and/or resources to support information needs.

Please visit our web site www.fdl.umes.edu for further information about the library.

The University Shoppe
The University Shoppe is the Department of Human Ecology’s student-operated business on the campus. The University Shoppe provides students with on-the-job experience and hands-on applications of buying, marketing, merchandising, and advertising concepts. The University Shoppe carries a variety of gift items, including jewelry,
home furnishings, glassware, ceramic figurines, stationery, and miscellaneous craft items. Amenities for guests of and visitors to the Richard A. Henson Hotel and Conference Center are also available. The office may be contacted at 410-651-6065.

Two Plus Two and Other Off-Campus Programs
The Two Plus Two Program and other off-campus degree programs are designed to meet the educational needs of both the continuing education and degree seeking non-traditional student population. UMES has established formal agreements with several community colleges and institutions to provide access for the continuing education of their students through Two Plus Two Programs. These agreements encourage students to continue studies beyond the associate degree level to obtain a bachelor’s degree. The specifics of the agreement are unique for each institution. However, through these collaborative efforts between UMES and the partnering institution, there are greater opportunities and choices for academic studies.

The Two Plus Two Program allows students at the community college to complete the junior and senior years of study for the bachelor’s degree at a site away from the UMES campus. In some instances the upper level courses are offered at the community college.

Currently, UMES has established the following Two Plus Two and off-campus degree programs:

- **Eastern Shore Association of Colleges (ESAC) Higher Education Center**, Chesapeake College – Wye Mills, MD
  - Human Ecology (Bachelor of Science) – Concentration in Child Development
  - Criminal Justice (Bachelor of Science)
  - Computer Science (Bachelor of Science)

- **Community College of Baltimore County at Catonsville**, Catonsville, MD
  - Aviation Sciences (Bachelor of Science)--Three options are available:
    - Professional Pilot, Aviation Management, and Aviation Maintenance Management
    - Hotel Restaurant Management (Bachelor of Science)

- **Universities at Shady Grove**, Rockville, MD
  - Hotel Restaurant Management (Bachelor of Science)

- **Baltimore Museum of Industry**, Baltimore, MD
  - Teacher certification in Technology Education

Additional information concerning these Two Plus Two Programs and other off-campus degree programs may be obtained by contacting the Coordinator at 410-651-6337 or pasampson@mail.umes.edu.

University Scholars Program
The UMES Scholars Program is an initiative to bring outstanding students to UMES with emphasis on underrepresented 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. The office may be contacted at 410-651-6474.

Which Department and School Do You Belong To?
At the University of Maryland Eastern Shore (UMES), departments are grouped into Schools. A Dean heads each School. Listed below are the names of each School, along with the departments located within the School. You belong to the School in which your department is located. For example, if your major is Physician Assistant, you are a member of the Department of Physician Assistant, which is a Department within the School of Agricultural and Natural Sciences.

- **School of Agricultural and Natural Sciences**
  - Dean, Early Childhood Research Center, Rm. 1120 410-651-6072
  - Department of Agriculture, Trigg Hall, Rm. 1107 410-651-6168
  - Department of Human Ecology, Richard Henson Center, Rm. 2101 410-651-6056/6061
  - Department of Natural Sciences, Carver Hall, Rm. 1103 410-651-6013/6015
  - Department of Physician Assistant, Modular 934-5 410-651-7584
  - Department of Rehabilitation Services, Modular 934-4 410-651-6262
  - Department of Physical Therapy, Kiah Hall, First Floor 410-651-6301/6360
School of the Arts and Professions
Dean, Early Childhood Research Center, Rm. 1120
410-651-6083

Department of Criminal Justice, Modular 934-1
410-651-6585

Department of Education, Library Brown Building,
Rm. 1131 410-651-6217

Department of English & Modern Languages, Wilson Hall,
Rm. 1102 410-651-6552

Department of Fine Arts, Arts and Technology, Rm. 1151
410-651-6488/6571

Department of Physical Education, W. P. Hytche Athletic
Center, Rm. 1104 410-651-8141

Department of Social Sciences, Modular 934-6
410-651-6086

School of Business and Technology
Dean, Early Childhood Research Center, Rm. 1105
410-651-6067

Department of Business, Management and Accounting,
Kiah Hall, Second Floor 410-651-6523

Dr. Ibibia Dabipi, Engineering and Aviation Science
Tanner Hall, Rm. 1117 410-651-6365

Dr. John Dixon, Hotel & Restaurant Management, Richard
A. Henson Center, Rm. 2100 410-651-6563

Dr. Daniel Okunbor, Mathematics and Computer Science,
Kiah Hall, First Floor 410-651-6422

Dr. Leon Copeland, Technology, Arts and Technology
Center, Rm. 110 410-651-6465

School of Graduate Studies, Dean, Early Childhood
Research Center, Rm. 1136 410-651-6507/7966

Library Services, Dean, Frederick Douglass Library,
Rm. 2105 410-651-6621

ACRONYMS

**Agriculture**

AGBU - Agribusiness
AGEC - Agricultural Economics
AGED - Agriculture Education
AGME - Ag Engineering and Mechanization
AGNR - Agriculture and Natural Resources
AGRI - Agriculture
AGRN - Agronomy
AMIC - Applied Microbiology
ANPT - Animal and Poultry Technology
ECON - Economics
ENTO - Entomology
FDST - Food Science and Technology
HORT - Horticulture
NRES - Natural Resources
PLSC - Plant and Soil Science
SOIL - Soil Chemistry

**Business, Management and Accounting**

ACCT - Accounting
BUAD - Business Administration
BUED - Business Education
FINA - Finance
MKTG - Marketing

**Criminal Justice**

CRJS - Criminal Justice

**Education**

EDCI - Education
EDSP - Special Education
GNST - General Studies
PSYC - Psychology

**Engineering and Aviation Sciences**

AVSC - Aviation Science
ENAE - Aerospace Engineering
ENEE - Engineering – Electrical
ENME - Engineering – Mechanical Engineering
ENES - Engineering – Engineering Science

**English and Modern Languages**

ENGL - English
FREN - French
SPAN - Spanish
THAR - Theater Arts

**Fine Arts**

ARTS - Arts
MUSI - Music

**General Studies**

FRDG - Fundamentals of Reading Lab
FWTG - Fundamentals of Writing Skills Lab
FMTH - Fundamentals of Math Skills Lab

**General Education Requirement**

GER CURR. AREA
(This acronym will be accompanied by the appropriate
number for the designated area to be used.)

**Hotel and Restaurant Management**

CARM - Culinary Arts Restaurant Management
FMGT - Food and Beverage Management
HMGT - Hotel and Restaurant Management
TMGT - Travel and Tourism Management

**Human Ecology**

CHDE - Child Development Education
FMCT - Fashion Merchandising, Clothing &
Textiles
HUEC - Human Ecology
NUDT - Nutrition and Dietetics
Mathematics and Computer Sciences
CSDP - Computer Science
MATH - Mathematics

Physician Assistant
PHAS - Physician Assistant

Physical Education
EDHE - Health
EDPE - Physical Education
EXSC - Exercise Science
RECR - Recreation

Social Sciences
HIST - History
POLI - Political Science
SOCI - Social Science
SOWK - Social Work

Technology
CMTE - Construction Management Technology
EDTE - Technology Education
ETME - Mechanical Engineering Technology
ETEE - Electrical/Electronics Engineering Technology

Hawk Cheerleaders