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DISCLAIMER
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.
## CAMPUS DIRECTORY

If calling from off-campus, prefix all extensions with (410) 651-

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**Mailing Address:**
University of Maryland Eastern Shore
Princess Anne, Maryland 21853-1299
Located in historic Princess Anne, the University of Maryland Eastern Shore (UMES) comprises a 745 acre expanse that is at once academic, international, and Arcadian. UMES is the only research and doctoral degree granting institution of the University of Maryland System on the Eastern Shore of Maryland. Its programs in Construction Management Technology, Aviation Sciences, and Hotel and Restaurant Management are unique to both the state and the region. Every graduate of its Physical Therapy and Dietetics programs has passed the licensure examinations since the programs were first offered. The campus location and facilities and the program offerings and opportunities afforded by the University of Maryland Eastern shore provide a fitting atmosphere for study and growth not only for its young adult students but also for the mature and senior citizen student populations served by the University.
programs often choose to remain on the Delmarva Peninsula, procuring careers in their areas of professional study to benefit the region, particularly the Lower Eastern Shore.

Today, the University offers major programs leading to the B.A. and B.S. degrees in 26 disciplines in the arts and sciences, professional studies, and agricultural sciences. In addition, UMES presents 13 teaching degree programs and eight pre-professional programs, as well as an Honors Program designed in cooperation with the University of Maryland at Baltimore and the Virginia-Maryland Regional College of Veterinary Medicine to prepare students for professional school study.

UMES offers graduate degrees in the following fields: Marine-Estuarine and Environmental Sciences and Toxicology are both offered at the M.S. and Ph.D. levels. The Ph.D. degree is offered in Food Science and Technology and in Organizational Leadership. The M.S. degree is offered in Agricultural and Extension Education, Applied Computer Science, Food and Agricultural Sciences, Criminal Justice and Criminology, and Rehabilitation Counseling. The M.Ed. degree is offered in Guidance and Counseling, Special Education, and Career and Technology Education. The M.A. degree is offered in Teaching. The MPT and DPT degrees are offered in Physical Therapy.

Today the University offers outstanding and well-constructed and varied academic programs on a beautiful campus. It provides today's students, through versatile student life activities, with opportunities to develop into well-rounded individuals who are able to assume leadership in today's society.

The newest programs on the UMES campus also look toward the current and future needs of the Eastern Shore. Airway Science, Law Enforcement, and Rehabilitation Services have all been recently added to the University's offerings. Greater course offerings during evening and weekend hours have also been developed, allowing a greater segment of the local population to enhance themselves and their communities through post-secondary education.

The Future
As the University of Maryland Eastern Shore enters its second century, it proceeds with even greater vigor; the apexes of progress and quality continue to expand. Long-term plans include expanding the curriculum for graduate study and continued improvement of the physical plant, including new construction and renovation projects for classroom and administrative buildings.

As the Eastern Shore continues to gain in productivity and recognition, UMES will continue to serve the needs of the industries and people around it. UMES is the only four-year institution on the Shore to offer undergraduate and graduate degrees in computer science. The University has long been known for providing professional training in the key regional and local industries of hospitality management and the management of commercial poultry and swine operations. The prediction is that this local enrichment will continue as more students enroll in the University's programs of business and economics, physical therapy, hotel and restaurant management, poultry technology and management, and computer science. Likewise, the outlook is good for the sciences, agriculture, liberal arts, and graduate programs.

ADMINISTRATIVE ORGANIZATION
Under the administration of the President, the administrative organization of the campus is divided among six divisions: Division of Executive Vice President, Division of Academic Affairs, Division of Administrative Affairs, Division of Information Technology and Outreach, Division of Student Affairs, and Division of Institutional Advancement. Each division is headed by a Vice President who administers the policies, procedures, and directives of the President, the Chancellor, and the Board of Regents.

Division of the Executive Vice President
The Division of the Executive Vice President coordinates planning, policy-making, and management processes at the University. This division monitors matters of operational and strategic importance and develops protocols and technical reports to define procedures and summarize outcomes related to the achievement of the University's mission. The Division supervises the strategic planning process, development of the operational plan, and the implementation of goals and objectives of the University. The division prepares proposals for external support and routinely engages in review of all programs and services to ensure institutional accountability. The Office of Institutional Research, Evaluation and Assessment reports to the Division.

Division of Academic Affairs
The Division of Academic Affairs headed by a Vice President and two Associate Vice Presidents consists of seventeen (17) academic departments distributed among the three undergraduate schools: Agricultural and Natural Sciences, the Arts and the Professions, and Business and Technology. Undergraduate students choose their programs of study from the University's departments located in the three schools. An academic Dean heads each school. Each school develops and administers its programs consistent with its own mission and goals, as well as in consort with the overall mission of the University.

There is also a graduate school headed by a Dean. Coordinators in the respective academic departments head the graduate programs. The exception is the Department of Physical Therapy, which is administered by its chairman. The Frederick Douglass Library, headed by the Dean of Library services is a major unit within the Division of Academic Affairs. The Library provides a wealth of resources to support the university's programs. As a member of the University System of Maryland (USM) Libraries, the library is linked with the university’s eleven campuses and thirteen libraries via an automated integrated system. Therefore, patrons have access to the University System of Maryland’s library collections and electronic
resources. The technology available continues to increase, thus allowing global access to collections, databases and/or resources.

Within the Division are also several academic support units headed by Directors, including Academic Support Services, Continuing and Distance Education, 1890 Extension, 1890 Research, The Honors Program, International Programs, Rural Development, Sponsored Research Programs, Teacher Education, and Upward Bound.

Division of Administrative Affairs
The Division of Administrative Affairs provides a leadership role in the administration of business processes. The division administers policies and procedures, plans and maintains facilities, manages the campus’ financial affairs in a manner that is consistent with institutional, state and federal rules, insures safety and welfare, manages on-campus housing and improves and expands services offered.

Division of Information Technology, Commercialization, and Outreach
The Division of Information Technology, Commercialization, and Outreach coordinates and implements campus technology initiatives, organizes community outreach projects, and commercializes the intellectual capital of the institution. The Office of Information Technology is responsible for ensuring access and reliability for the campus telephone services, cable television, data network, Internet and Internet2 services, academic and administrative servers, campus-owned computers and peripherals, and the campus wireless network. The Office of Sponsored Research Programs provides faculty, research associates and students with assistance in the preparation and submission of proposals and in the administration of grants and contracts. The Office of Commercialization & Community Outreach provides a single point at which community organizations can identify opportunities to partner with the university and at which business entities can gain access to intellectual property and to faculty expertise. Each area is managed by a director, all of whom report to Division’s Vice President.

Division of Student Affairs
Student Division of Student Affairs is an essential ingredient in the total educational process and is primarily responsible for administering a variety of student-centered services, which assist students, both individually and collectively, to make official use of their educational opportunities. Headed by a Vice President, the division is comprised of ten (10) student-centered departments including: Admissions and Recruitment, Office of the Registrar, Career Services and Cooperative Education, Counseling, Wellness, Retention and New Student Advising, International Student Services, Student Activities, WESM Radio and Student Health. The primary mission of each department is to serve and support students, the alumni, the administration, the staff, and the faculty of the University of Maryland Eastern Shore; providing a positive student-centered environment that enhances student learning, development, diversity, service, retention, academic success and enduring loyalties to the University. Each department is managed by a director or coordinator, all of whom report to the Division’s Vice President

Division of University Advancement
The Division of University Advancement combines the three traditional Advancement disciplines—Development (or Philanthropy), Public Relations (or Communications) and Alumni Relations—to advance the mission of the University consistent with the leadership’s vision. Through private fund-raising campaigns the Division provides scholarships for students, research grants to faculty, international study opportunities for both students and faculty, and an assortment of other “margin of difference” resources not supported by public funding and tuition and fees. Communications strategies raise awareness, appreciation and recognition of the remarkable accomplishments of our students, faculty, staff and alumni. Through Alumni outreach programs and events, the division maintains and nurtures the lifetime relationship graduates enjoy with their Alma Mater.

FACULTY
There are 144 full-time faculty members at UMES, and 94% of those with tenure hold a doctorate or terminal degree in their field of specialization. The student-to-faculty ratio is 14:1.

STUDENTS
The University serves a student population of 4,500 and constituencies that range from first generation college students to an international clientele. Students served by the instructional programs come from across the state of Maryland, around the nation, and from over 50 foreign countries. In keeping with the University’s mission, other constituencies are served through inter-agency agreements and contracts with governmental agencies, business, and industry.

STAFF
There are more than 400 full-time employees who serve as members of the staff at UMES. These highly qualified, well-trained and experienced professionals include directors, coordinators, administrative assistants, secretaries, technicians, security specialists and technology experts.

RESEARCH ENVIRONMENT
UMES conducts research and creative endeavors in agricultural, environmental, and marine sciences; mathematics and computer applications; allied health; and other fields. State-of-the-art chemistry and biology laboratories, computer facilities supported by the latest software, and library research capabilities are available. Faculty and students work collaboratively with such organizations as ICF Kaiser Engineering; Kellogg Foundation; the National Institutes of Health; the Agency for International Development; the U.S. Departments of Agriculture, Commerce, Defense, Education, Energy, Health and Human Services, Interior, the National Science
Foundation, the National Aeronautics and Space Administration (NASA), and over 50 other external funding sources. Because of its status as an 1890 Land-Grant institution, the University receives annual federal appropriations to support research in the food and agricultural sciences.

**ACCREDITATION AND PROFESSIONAL MEMBERSHIPS**

The University of Maryland Eastern Shore is accredited by the Middle States Association of Colleges and Schools, the Maryland State Board of Education, the American Council for Construction Education, the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association, and the American Dietetics Association.

The University is recognized by the University Aviation Association and the Federal Aviation Administration. Membership is held by the University with the Maryland Association of Higher Education, the National Council of Educational Opportunity Association, the National Association for Equal Opportunity in Higher Education, the National Association of State Universities and Land-Grant Colleges, and the American Council on Education.

**THE CAMPUS**

Sitted in the historic town of Princess Anne, the University of Maryland Eastern Shore is a 745 acre campus that is at once academic, international, and Arcadian, making it an inviting and fitting atmosphere for study and young adult growth. It offers students a tranquil retreat to pursue academic goals; yet it is only a two-hour drive from any one of several mid-Atlantic metropolitan areas-Norfolk/Virginia Beach, Washington, Baltimore, Philadelphia, and Wilmington- providing access to many urban amenities. In addition, the resort town of Ocean City, MD, is less than an hour's drive away.

The atmosphere of UMES has long been familial. Almost 60 percent of the students live on campus. The oval shaped mall is the hub of campus academic and residential activity. There students, faculty, and staff walk together to and from their daily activities in the classrooms, administrative departments, student activity, and residential life facilities. The campus is decidedly close-knit.

Behind the campus oval are 500 acres of farmland that complete the multifaceted research institution. Innovative agricultural research, serving both local and global economies, is conducted through the Small Farms Institute, noted for its aquaculture facility; the Swine Research Center -- the hub of all University of Maryland swine research; a poultry management operation; and crop and animal production programs.

The international elements of the UMES campus are evidenced by the flags of 50 plus nations that wave at the campus entrance around the federal, state, and University flagpoles. These flags symbolize various nationalities of students enrolled at UMES.

A recent ongoing capital improvement project reflects the University's emphasis on academic development. Combining the future with tradition, newer structures blend well with the Georgian-style architecture that defines the neighboring Ella Fitzgerald Center for the Performing Arts, the J.T. Williams administrative building, and the recently renovated Kiah Hall.

**CAMPUS BUILDINGS**

**Access and Success Building.** The Access and Success Building houses the Office of Retention. The building was constructed in 1999.

**Alumni House.** Initially the site of the Home Management Residence, this building was converted in 1992 to serve the alumni association. It was constructed in 1969.

**Benjamin Banneker Hall.** Banneker Hall was named for the noted Revolutionary Era surveyor, mathematician, and inventor. This building houses offices for faculty and teaching staff. It was constructed in 1959.

**Benjamin Oliver Bird Hall.** Built in the early 1940's and named for the first head of the institution, Bird Hall was renovated for the offices of Admissions, Recruiting, and Financial Aid.

**Center for Food Science and Technology.** The Center for Food Science and Technology houses the future with tradition, newer structures blend well with the Georgian-style architecture that defines the neighboring Ella Fitzgerald Center for the Performing Arts, the J.T. Williams administrative building, and the recently renovated Kiah Hall.

**Central Receiving.** The Central Receiving Building houses the office of Physical Plant. It also serves as the primary receiving dock for the campus. The building was constructed in 1970.

**Central Steam Plant.** The building was constructed in 1950.

**Charles Clinton Spaulding Hall.** This building bears the name of the noted black business leader from North Carolina. This one-story structure houses the Department of Education and Organizational Leadership. It was constructed in 1963.

**Charles R. Drew Student Health Center.** This building houses the medical center where students receive medical treatment, counseling, and educational services. It was constructed in 1964.

**Community Center/Office of Residential Life.** A cluster of student residences complements this 480-bed apartment complex. The complex was constructed in 1964. It was first constructed to house administration and staff.

**Crab Research Trailers.** The trailers were constructed in 1978.

**Crop and Aquaculture Swine Reproduction Facility.** The Crop and Aquaculture Swine Reproduction Facility houses The building was constructed in 1991.
**Early Childhood Research Center.** The Early Childhood Research Center houses the Deans of Agricultural and Natural Sciences, The Arts and the Professions, Business and Technology and Graduate Studies; Sponsored Research Programs, Regional Research Director, and Child and Family Development. The building was constructed in 1979.

**Ella Fitzgerald Center for the Performing Arts.** The PAC (Performing Arts Center) is home for the Department of Fine Arts. This stately building, constructed in 1973 is named for the internationally acclaimed vocalist and contains a 1200-seat auditorium with a thrust stage, classrooms, and a conference room.

**Farm Shop Houses.** The building was constructed in 1966.

**Food Science and Technology Building.** The Food Science and Technology Building houses Food Science and Technology.

**Frank Trigg Hall.** Trigg Hall is named for the fourth head of the institution. This four-story Colonial Revival structure houses the Department of Agriculture. It was constructed in 1954.

**Frederick Douglass Library.** Named for the self-educated abolitionist, orator, and author who was born on the Eastern Shore, the library boasts a computerized card catalog with links to the collection of other University of Maryland System libraries and a noted African American history collection. The three-story library structure has recently been doubled in size and has undergone renovation. It was constructed in 1969.

**George Washington Carver Hall.** Renovations in 1990 doubled this space for the Department of Natural Sciences. It was constructed in 1972.

**Greenhouse Academic Building.** The Greenhouse Academic Building houses The building was constructed in 1975.

**Greenhouse Research Building.** The building was constructed in 1977

**Harford Hall.** Harford Hall is a female student dormitory. The building was constructed in 1950.

**Hawk’s Landing Apartment.** The building was constructed in 2001.

**Hawk’s Landing House.** The building was constructed in 1900.

**Hawk’s Landing Shop.** The building was constructed in 2001.

**Henry O. Tanner Hall.** The Airway Science program is located in this structure, which is named for the accomplished black artist from Pittsburgh. The building was constructed in 1963.

**Housing Services Building.** The building was constructed in 1980.

**Hydroponics Facility.** The Hydroponics Facility is used to grow horticultural plants. The building was constructed in 1998.

**J. Milliard Tawes Gymnasium.** The building, constructed in 1996, was named for a former Maryland Governor, Millard Tawes, who was born and raised in the nearby town of Crisfield. Millard Tawes was governor of Maryland 1959-1967. The adjoining Clifford “Cappy” Anderson track, named for a former coach, was renovated in 1992.

**John T. Williams Hall.** This building was renamed for one of the former chief executives of the University. It houses administrative offices to include the offices of the President, the Vice Presidents, the Comptroller’s Office and Human Resources. Constructed in 1940, it was originally named Maryland Hall.

**Learning Resource Center.** The building was constructed in 1964.

**Lida M. Brown.** This building was named for a former Dean of Women at the institution. It was constructed in 1966.

**Marksman – East.** The building was constructed in 1978.

**Marksman – West.** The building was constructed in 1978.

**MAS Poultry Environmental Research Laboratory.** The MAS Poultry Environmental Research laboratory houses. The building was constructed in 1985.

**Modulars 1-6.** These modulars were constructed in 2000.

**Murphy Hall.** Murphy Hall and Murphy Annex are traditional residence halls that house female freshmen. They are named for John Murphy, a former publisher of the Afro-American Newspaper, which was the first national African-American newspaper. Murphy Hall was constructed in 1943 and Murphy Annex was constructed in 1964.

**Nuttle Hall.** Nuttle Hall is named for a former member of the board of regents. Female freshmen are housed in this traditional residence hall. It was constructed in 1973.

**Office of Residence Life Community Center.** This center was constructed in 1990.

**Office of Residence Life Apartment Administration.** This building was constructed in 1964.

**Office of Residence Life Staff Housing Building.** This building was constructed in 1964.
Physical and Health Education Center. The Physical and Health Education Center houses.This center was constructed in 1998.

Plaza Residence Hall. The Court Plaza Residence Hall houses male student dormitory and the Art Shell Plaza Residence Hall houses female students. These buildings were constructed in 1996.

Poultry Technology Management. This building was constructed in 1985.

Public Safety. Public Safety houses University Police and Security. This building was constructed in 1962.

Richard A. Henson Center. This structure was completed in 1993 and contains classrooms as well as 24 guestrooms; the center also contains conference and dining facilities for the hotel/restaurant management program. It honors the Eastern Shore philanthropist and prominent aviation chairman, Richard A. Henson.

Somerset Hall. Somerset Hall houses information outreach programs and incubators. This building was constructed in 1949.

Student Apartments. These apartments house sophomore, junior, senior and transfer students. There are six apartment buildings in the complex, each containing four six-person apartment suites. The complex was constructed in 1980.

Student Development, Cultural, and Recreation Center. Simply called the SDC by students and staff, this building houses the Counseling Center, Academic Support Services/Basic Skills, Career Planning and Placement, Health and Wellness Center and Upward Bound. The SDC was constructed in 1976.

Student Residential Complex. This building was constructed in 1990.

Student Services Center. One of the newest structures on the campus, the building reflects the University’s commitment to a student-centered campus. It houses the Hawk’s Nest, a student dining room; a six-lane bowling alley; a five-hundred-seat movie theatre/auditorium; a grand ballroom; game rooms; lounge areas; and a host of student, staff, and administrative offices. The building houses the offices of the Student Government Association, the Counseling Center, Career Planning and Placement, Cooperative Education, and Basic Skills, as well as the chapel, the post office, and the campus bookstore. It opened July 2001.

Swine Reproductive Facility. This building was constructed in 1991.

Swine Research Facility. This building was constructed in 1994.

Tanner Hall. Tanner Hall houses the Airway and Engineering Sciences Department. This building was constructed 1963.

Temporary Classrooms 1 & 2. These classrooms were constructed in 1999.

Theodore Briggs and Richard Thomas Arts and Technology Center. The Arts Technology Center was named for two former department heads of industrial education. The departments of Technology and Art and Industrial Education are housed in the building. The building was constructed in 1984.

Thomas R. Kiah Hall. Formerly the Somerset Junior High and High School, a 1990 renovation converted this two-story building for the use of the Physical Therapy, Business and Economics, and Mathematics and Computer Science Departments. It is named for a former chief executive officer of the University.

University Terrace. University Terrace is a student dormitory.

Waters Dining Hall. Waters Dining Hall houses 24 hour computer laboratories and Administrative Computing offices. The building was constructed in 1950.

WESM/93.1 FM Radio Station. The university’s 50,000-watt station has been broadcasting since 1986 and brings a welcomed jazz and contemporary music format to listeners within a 75-mile radius of the campus. This building was constructed in 1964.

Wicomico Hall. Wicomico Hall is a student dormitory. This building was constructed in 1966.

William P. Hytche Athletic Center. The Athletic Center was named for a former president of the University. It is a 115,000 square foot facility that houses two departments, Physical Education and Intercollegiate Athletics. Among its many amenities are an indoor 200 meter track, a National Collegiate Athletics Association basketball court, a six-lane - 25 meter swimming pool, a weight room, racquetball and volleyball courts, men’s and women’s locker rooms, and concession facilities – all fitted with state-of-the-art equipment. This building was constructed in 1998.

Wilson Hall. This two-story Greek revival building is the home for the Department of English and Modern Languages and the Education Department. Named for one of the founders of the institution, the building is also the site of the new telecourse production studios. This building was constructed in 1949.
OFFICE OF ADMISSIONS

The Office of Admissions, which also houses the Recruitment Office, serves prospective students, currently enrolled students, faculty, and staff relative to registration for classes, processing grades, and maintaining student academic records. The Recruitment Office engages in prescribed activities designed to identify, attract, and enroll prospective new students.

Campus Tours
Prospective students and their parents are encouraged to visit the campus for an orientation tour and to discuss enrollment with University staff. Campus tours can be arranged by contacting the Recruitment Office at (410) 651-6410.

FRESHMAN ADMISSIONS REQUIREMENTS

General Policies
As a condition of admission, prospective freshmen will be expected to have graduated from an accredited high school and have successfully completed an academic program of study which includes the following minimum course requirements:

- Four Years of English;
- Three years of social science/history;
- Two years of laboratory-based science.
- Three years of mathematics, including Algebra I, II and Geometry;
- Two years of a foreign language.

Applicable courses pertinent to the above may include the following:

Mathematics

Science
Anatomy, Physiology, Biology, Chemistry, Earth Science, Physical Science, General Science, Genetics, Geology, Laboratory Science, Physics, Zoology, Botany, Environmental Science, and Astronomy.

Social Studies

High School General Equivalency Diploma (GED)
Applicants for admission, who have earned a GED, are accepted for admission provided they obtain an average standard score of 50 with no score under 40, or if all standard scores are above 45 on the exam.

Graduates of Non-Accredited Maryland High Schools
Applicants are required to have competitive SAT/ACT test scores and commendable grades. Students who meet entrance requirements are admitted on condition. The conditional status is removed upon the completion of 24 semester hours and a GPA of 2.00 or higher.

Admissions Procedures
Prospective students are required to complete an Application for Admission and pay a $25.00 non-refundable application fee. Applicants must also have submitted official secondary and/or college transcripts and official SAT or ACT test scores.

When to Apply
Applications must be received in sufficient time to be properly evaluated. The application priority date for the fall semester is July 15th. For the spring semester, December 1 is the application priority deadline. Applications can be processed over the web at www.umes.edu. Applications received beyond these dates will be considered on a space available basis. Decisions for admission are made on a rolling basis throughout the year.

Enrollment Deposit Fees
Applicants who receive an offer of admission are required to submit a $25.00 enrollment deposit within a specified period after the offer is made. This fee is applied towards the students' fees for the upcoming semester. Deposit refunds are made upon written request received before June 1 for fall and December 1 for spring semesters.

Senior High School Grades
Normally, cumulative grade point averages are based on grades earned through the eleventh grade. When it appears that mid-year grades for the senior year of high school may affect a student's admission status, the grades will be requested and considered before a final admission decision is made. Once admitted, all students must submit final transcripts verifying graduation.

CATEGORIES OF UNDERGRADUATE ADMISSIONS

Freshmen
Regular Admission:
Applicants must have scored competitively on the SAT or ACT test and must have earned commendable grades in high school academic subjects. Exception: Students with
these qualifications admitted from non-accredited Maryland high schools will be granted conditional admission.

**Early Admission:**
Although UMES generally requires applicants to earn a high school diploma prior to their first registration, UMES will admit well-qualified students without this documentation provided the student
- has a minimum "B"/(3.0) average in academic subjects;
- is within four semester courses (two Carnegie Units) of high school graduation, and
- has the endorsement of parents, the high school, and superintendent of schools, when appropriate.

**Concurrent Enrollment Admission:**
Local high school students who satisfy the requirements for an early admission, but wish to attend UMES while continuing to be enrolled at their high schools, may do so provided they have the approval of their parents and the high school principal. Fees are charged at the same rate as for undergraduate students.

**Special Students**
Applicants who qualify for admission but do not desire to work towards a baccalaureate degree may be admitted as non-degree seeking or special students. Special students who have received a baccalaureate degree are advised that no credit earned while enrolled as special students may be applied at a later date to a degree program. These post-baccalaureate students may enroll in undergraduate courses for which they possess the necessary prerequisites, but may not enroll in courses restricted to degree seeking students only. Non-degree seeking (special) students who do not have a baccalaureate degree must submit transcripts and meet regular admission standards. Applicants who do not qualify for admissions, but desire to take some skills courses may be allowed to enroll in such courses if prior permission from the chairperson of the department in which the courses are located is obtained.

**Veterans**
UMES is fully accredited for accepting veteran students and assists them in their certification. Credit is given for any work done during the period of service which is related to the major field of study.

A Certificate of Eligibility must be submitted to the Office of Admissions and Registration when the veteran reports for registration. Benefits to which veterans are entitled will be sent monthly directly to them by the Veterans Administration after proper certification has been obtained. Veterans are responsible for the payment of all fees and expenses at the same time as all other students. The Admissions Office coordinates veteran services, and veterans are advised to contact the office for further information on admissions, tutorials, and special programs.

**Transfer Students**
A student who has attended any accredited institution of higher education and has earned twelve (12) or more credit hours will be considered as a transfer student.

An official high school transcript is required of students who have earned less than 28 semester hours. SAT or ACT scores are required unless students have been out of high school two years of more.

A student must be in good judicial standing in order to be considered for admission to the University.

**International Students**
UMES is certified by the Immigration and Naturalization Service for acceptance and certification of international students, through the Student and Exchange Visitor Information System (SEVIS).

International students should apply well in advance (a six-month period is recommended) of the beginning of the fall or spring semester in the prescribed manner. The application must be completed in all respects and must be accompanied by proof of financial self-sufficiency and knowledge of English. Students from non-English speaking countries should forward the results of the Test of English as a Foreign Language (TOEFL). This test is administered by Educational Testing Service, Princeton, New Jersey 08450.

International students must request their high school, secondary school, and/or other institutions of higher education to forward copies of transcripts, mark sheets, diplomas, or degrees directly to the Office of Admissions. Documents attached to the application will not normally be accepted unless certified by United States Officials abroad. International students must receive permission from the Immigration and Naturalization Service in order to accept off-campus part-time employment in the United States. An international student will receive an I-20 Form only after acceptance to the University which will enable the securing of the proper visa from the Office of the American Consulates abroad. The twenty-five dollar ($25.00) processing fee should be submitted with the application and should be in American check or currency.

**Direct Transfer and Articulation Agreements**
UMES fully ascribes to the Maryland Higher Education Commission (MHEC) Articulation Agreement. UMES has direct transfer agreements with all Maryland community colleges, many out-of-state community colleges, and all University of Maryland System institutions. Direct transfer allows automatic admission and transfer of all college level credits of a "C" or better.

*See Appendix for full text of applicable MHEC regulations.*
TUITION, FEES, AND EXPENSES

Fee charges are subject to change with approval by the Board of Regents. All charges are announced in advance. A schedule of charges is available from the Office of Administrative Affairs.

Notwithstanding any other provision of this or any other University publication, the University reserves the right to make changes in tuition, fees, and other charges at any time such changes are deemed necessary by the University and the University System of Maryland Board of Regents.

For the 2003-04 academic year, the fee structure will tentatively be as follows:

FULL-TIME TUITION AND FEES
Students enrolled for twelve (12) or more credit hours pay the full amount of fixed charges.

Maryland Residents

Fixed Charges

<table>
<thead>
<tr>
<th></th>
<th>Per Semester</th>
<th>Per Year</th>
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</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$1781.50</td>
<td>$3563.00</td>
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<tr>
<td>Athletic</td>
<td>175.00</td>
<td>350.00</td>
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<tr>
<td>Student Activities</td>
<td>36.00</td>
<td>72.00</td>
</tr>
<tr>
<td>Recreational Activities</td>
<td>300.00</td>
<td>600.00</td>
</tr>
<tr>
<td>Student Union</td>
<td>200.00</td>
<td>400.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>60.00</td>
<td>120.00</td>
</tr>
<tr>
<td><strong>Total Fixed Charges</strong></td>
<td><strong>$2552.50</strong></td>
<td><strong>$5,105.00</strong></td>
</tr>
</tbody>
</table>

Board (Meal Plan) 1,250.00 2,500.00
Lodging 1,565.00 3,130.00

**Total Maryland Resident** $5,367.50 $10,735.00

Non-Maryland Resident

<table>
<thead>
<tr>
<th></th>
<th>Per Semester</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>4,449.00</td>
<td>8,898.00</td>
</tr>
<tr>
<td>Mandatory Fees</td>
<td>771.00</td>
<td>1,542.00</td>
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<tr>
<td>Board (Meal Plan)</td>
<td>1,250.00</td>
<td>2,250.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>1,565.00</td>
<td>3,130.00</td>
</tr>
<tr>
<td><strong>Total Non-Maryland Resident</strong></td>
<td><strong>$8,035.00</strong></td>
<td><strong>$16,070.00</strong></td>
</tr>
</tbody>
</table>

*All Fees are subject to annual adjustments.

ADDITIONAL CHARGES

Residential Complex 150.00 300.00
Single Room Charge 50.00 100.00
HAWK Landing 150.00 300.00
Late Registration Fee 50.00 (PER REGISTRATION PERIOD)

NOTE: Lodging is for students residing on-campus. Students living in the student Residential Complex efficiency units and Hawks landing add a $300 fee per year. Students wishing to have a single room should add $100 per year. Students residing in the traditional Residence Halls and the Student Apartments are required to board in the Dining Hall.

PART-TIME TUITION AND FEES

Part-time students are required to pay the undergraduate Part-time rates per credit hour as listed below.

Undergraduate rate per credit hour (eleven credits or less)

Maryland Residents

Graduate $187.00 per credit hour
Undergraduate (11 cr. Hrs. or less) 148.00 per credit hour
Student Fee 30.00 per semester
Technology Fee 10.00 per semester

Non-Maryland Resident (Part-time)

Graduate $339.00 per credit hour
Undergraduate 321.00 per credit hour
Student Fee 30.00 per semester
Technology Fee 10.00 per semester

Note: Not withstanding any other provision of this or any other University publication, UMES reserves the right to make changes in tuition, fees and other charges at any time such changes are deemed necessary by the University System of Maryland Board of Regents.

Supplementary Charges/Fees (all students applicable)

Commencement Fee $35.00
Credit-by-examination Fee Per Semester Hour Credit 30.00
Application Fee 25.00
Enrollment Fee 25.00
Posted Check 25.00
Laboratory Fees (per course) 25.00
Library (varies)
Lost Bar Code 0.50
Overdue Book (per day) 0.50
Lock Replacement Charge
Lost Keys 100.00
Total Lock Replacement 250.00
Lost HAWK EXPRESS Card 15.00
Damaged HAWK EXPRESS Card 5.00
Motor Vehicle Registration 20.00
Late Registration Fee 50.00
Change in Registration (made after the end of the registration period) 1.00
Transcript of Academic Record* FREE

*No transcript of a student’s record will be furnished to any student or alumni unless the student’s financial obligations to the University have been satisfied.

GENERAL REGULATIONS REGARDING PAYMENT OF FEES AND EXPENSES

Payment by Check or Money Order

All checks and money orders should be made payable to UMES for the exact amount. In most cases, payment should be made at the Office of Student Accounts, unless otherwise instructed.
Returned Checks
Any checks returned for any reason will result in a returned check fee of $25.00. The student’s account will thereafter be stamped “No Personal Checks” and all future payments must be paid by cash, money order, credit card (Visa, MasterCard), or cashier's check.

Payments from Scholarship Funds
A student awarded a Legislative Scholarship and/or grant will have the amount of the award applied towards his/her account in the Office of Student Accounts. However, all fees not covered by the scholarship/grant must be paid by the scheduled dates of payment, or the student will be withdrawn from the University. This applies to veterans as well.

No student whose account is in arrears will be admitted to classes or to the Dining Hall. Any student indebted to the University is likewise prevented from having a degree conferred or a transcript released until the total debt is cleared.

Collection Procedures of Past Due Accounts
In accordance with State of Maryland regulations, past due accounts are subject to a collection fee of 17% and are forwarded to the Maryland State Central Collection Unit for further action.

Refund of Fees for Change in Registration
Students who officially change their enrollment status from full-time to part-time (eight hours or less) by dropping a course or courses will be eligible for a refund in accordance with the following.

1. If the change in enrollment status occurs during the first two weeks following the beginning of classes, fees will be assessed on the basis of the appropriate part-time fees plus 25% of the difference between the full-time and the appropriate part-time fees.

2. The effective date of the change in registration is the date the change is filed in the Office of the Registrar. No refund will be processed for changes in registration which occur after the first two weeks of classes.

Property Damage Fees
Students will be charged for damage to property or equipment. Where the responsibility for the damage can be fixed, the student will be billed. Where responsibility cannot be fixed, the cost of repairing the damage or replacing equipment will be prorated among all individuals held responsible.

IN-STATE STATUS

General Policy
It is the policy of the University of Maryland Eastern Shore to grant in-state status for admission, tuition, and charge-differential purposes as defined by the University of Maryland Policy on Student Residency Classification for Admission, Tuition, and Charge-Differential Purposes (see complete policy below).

Procedures for the Determination of In-State Status for Admissions, Tuition, and Charge-Differential Purposes
An initial determination of in-state status for admission, tuition, and charge-differential purposes will be made at the time a student's application for admission is under consideration. The determination made at that time, and any determination made thereafter, shall prevail for each subsequent term until the determination is successfully challenged in a timely manner.

A student may request a re-evaluation of residency status by filing an Application for Change in Residency Classification (hereinafter referred to as Application). A student must meet the requirements for in-state status and submit a completed Application (including all documents therein) by the last day of late registration for the term the student wishes to be classified as in-state. No change in status requested by the student shall be given retroactive effect prior to the term for which a timely Application was filed. A student may file only one Application per term.

A determination of in-state status is valid only if a student actually enrolls in the term in question. Determinations which are made in cases where the student does not actually enroll are not valid for a subsequent term, with respect to which, requirements must be independently satisfied and a new and timely Application submitted.

Change of In-State Status
Students classified as in-state for admission tuition and charge-differential purposes are responsible for notifying the Office of Admissions in writing within 15 days of any change in their circumstances which might in any way affect their classification.

University of Maryland Policy on Student Residency Classification for Admission, Tuition and Charge-Differential Purposes

1. POLICY

It is the policy of the Board of Regents of the University of Maryland System to recognize the categories of in-state and out-of-state students for purposes of admission, tuition, and charge differentials at those institutions where such differentiation has been established. The student is responsible for providing the information necessary to establish eligibility for in-state status.

A. Students who are financially independent or financially dependent, as hereinafter defined, shall have their residency classification determined on the basis of permanent residency. For purpose of this policy, a permanent residence is a person's permanent place of abode as determined by the following criteria. Such students will be assigned in-state status for admission, tuition, and charge differential purposes only if the student (if financially independent) or the student's parent, guardian or spouse (in the case of a financially dependent student):

1. Owns or rents and occupies living quarters in Maryland. There must exist a genuine deed or lease in
the individual's name reflecting payments/rents and
terms typical of those in the community at the time
executed. Persons not having such a lease may submit
an affidavit reflecting payments/rents and terms as
well as the name and address of the person to whom
payments are made which may be considered as
meeting this condition. As an alternative to ownership
or rental of living quarters in Maryland, a student
may share living quarters in Maryland which are
owned or rented and occupied by a parent, legal
guardian, or spouse;

2. Maintains within Maryland substantially all
personal property;

3. Pays Maryland income tax on all earned taxable
income including all taxable income earned outside
the State;

4. Registers all owned motor vehicles in Maryland
in accordance with Maryland law;

5. Possesses a valid Maryland driver's license, if
licensed, in accordance with Maryland law;

6. Is registered in Maryland, if registered to vote;

7. Receives no public assistance from a state other
than the State of Maryland or from a city, county or
municipal agency other than one in Maryland; and,

8. Has a legal ability under federal and Maryland
law to reside permanently without interruption in
Maryland.

9. Is not residing in the State of Maryland to
primarily attend an educational institution.

B. In addition to meeting all of the criteria set forth in
the preceding section, to qualify for in-state status on the
basis of permanent residence, a student or, if the student is
financially dependent, the parent, legal guardian, or spouse,
must have resided in Maryland for at least twelve (12)
consecutive months immediately prior to and including the
last date available for late registration or the forthcoming
semester or session and must have continuously resided in
Maryland during the period.

C. If a student is financially dependent as hereinafter
defined, the permanent residence of the parent, guardian, or
spouse on whom he/she is dependent shall determine in -
state status. If a student is financially independent, the
permanent residence of the student shall determine in-state
status.

D. In-state status based on permanent residence is lost at
any time a financially independent student establishes a
permanent residence outside the State of Maryland. If the
parent, guardian, or spouse through whom a financially
dependent student has attained in-state status establishes a
permanent residence outside the State of Maryland, the in-
state status is lost. In each instance, the student will then be
assessed out-of-state tuition and charges beginning the next
semester or session.

E. In addition, the following categories of students shall
have in-state status:

1. A full-time or part-time (at least 50 percent time)
permanent employee of the University of
Maryland System;

2. The spouse or dependent child of a full-time or
part-time (at least 50 percent time) permanent
employee of the University of Maryland System;

3. A full-time active member of the Armed Forces
of the United States whose home of residency is
Maryland or one who resides or is stationed in
Maryland, or the spouse or a financially
dependent child of such a person; and

4. A Graduate Assistant.

Students not entitled to in-state status under the preceding
paragraphs shall be assigned out-of-state status for
admission, tuition, and charge-differential purposes.

II. PROCEDURES

A. The date on which conditions for in-state classification
must be met is the last published date to register for the
forthcoming semester or session. In those instances where
an entering class size is established and where an
application deadline is stated, institutions may require that
conditions for in-state classification must be satisfied as of
the announced closing application date.

B. A change in status must be requested in writing by a
student prior to the last published date of registration in
order to be effective for the semester or session. A student
applying for a change of in-state status must furnish
appropriate documentation as required by the institution.

C. The student shall notify the institution in writing within
fifteen (15) days of any change of circumstances which
may alter in-state status.

D. In the event incomplete, false, or misleading information
is presented, the institution may, at its discretion, revoke an
assignment of in-state status, in addition to other
disciplinary actions provided for by the institution's policy.

F. Each institution of the University of Maryland System
shall develop and publish additional procedures to
implement this policy. Procedures shall provide that on
request the President or designee has the authority to waive
any residency requirement as set forth in IA and IB, if it is
determined that the student is indeed a permanent resident
and application of the criteria creates an unjust result. Such
procedures must provide for appeal to the President or
designee of any residency determination using a system-
wide petition form. These procedures shall be filed with the
office of the Chancellor.
III. DEFINITIONS

A. Financially Dependent: For purposes of this policy, a financially dependent student is one who is claimed as a dependent for tax purposes, or who receives more than one-half or his or her support from a parent, legal guardian, or spouse during the twelve (12) month period immediately prior to the last published date for registration for the semester or session. If a student receives more than one-half of his or her support in the aggregate from a parent and/or legal guardian and/or spouse, the student shall be considered financially dependent on the person providing the greater amount of support.

B. Financially Independent: A financially independent student is one who (1) declares himself or herself to be financially independent as defined herein: (2) does not appear as a dependent on the Federal or State income tax return of any other person; (3) receives less than one-half of his or her support from any other person or persons; and (4) demonstrates that he or she provides through self-support one-half or more of his or her total expenses.

C. Parent: A parent may be a natural parent, or, if established by a court order recognized under the law of the State of Maryland, an adoptive parent.

D. Guardian: A guardian is a person so appointed by a court order recognized under the law of the State of Maryland.

E. Spouse: A spouse is a partner in a legally contract marriage.

   a. Support: (1) Except as set forth in (2) below, support shall mean financial or material support, including gifts, services, and trusts, including income or benefits derived from one's family. (3) Support shall not include grants, stipends, awards, and benefits (including Federal and State student aid, grants, and loans) received for the purpose of education or by virtue of an individual's status or prospective status as a student. Such resource shall not be considered in calculating a student's financial dependence or independence.

An initial determination of in-state status for admission, tuition and charge-differential purposes will be made by UMES at the time a student's application for admission is under consideration. The determination made at that time, and any determination made thereafter, shall prevail in each semester until determination is successfully challenged. The deadline for meeting all requirements for in-state status and for submitting all documents for reclassification is the last day of late registration for the semester the student wishes to be classified as an in-state student.

STUDENT LIFE

OFFICE OF STUDENT ACTIVITIES

The Office of Student Activities manages and implements a number of student activities based on student interest and input, both on and off campus. These activities include dances, intramural sports and recreation, plays, movies, lectures, bus trips, leadership training, homecoming, ethnic festival, and SpringFest.

STUDENT SERVICES CENTER

The Student Services Center or SSC is the hub of campus life on the UMES campus. The Center offers a variety of recreational and educational activities and employment opportunities for UMES students and student organizations. Standing 147,000 square feet, the length of two football fields, the two-story building is the home of the Student Government Association, twenty-five registered student organizations, bookstore, game room, bowling center, dining hall, snack bar, lounges, resource center, ballroom, theatre, and campus post office. In addition, several administrative and support offices are located in the facility, including offices for the Vice President for Student Affairs, Assistant Vice President for Administrative Affairs, Student Activities, New Student Advising, International Students Services, Career Services, and Auxiliary Enterprises. The SSC is filled with activity during a typical day and is the site for a number of student organization meetings, lectures, plays, and movies. The Center is also equipped with an Automatic Teller Machine (ATM), sponsored by the State Employees Credit Union of Maryland.

Facilities and Services in the Student Services Center

Automatic Teller Machine (ATM)
Ballroom
Bookstore
Career Services and Testing Center
Conference and Meeting Rooms
Counseling Center
Food Vending Services
Gameroom
Bowling Center
Student Government Suite
Student Organization Office Suite
Theatre
Student Lounges
University Chapel
Dining Hall
Snack Bar
Resource Center
Auxiliary Enterprises

Student Organizations
All official extra-curricular organizations, activities, and enterprises of students on the UMES campus operate under the broad guidance of the Director of Student Activities. The following are many of the organizations currently functioning on the UMES campus:

- Beta Kappa Chi
- Campus Pals Organization
- Caribbean International Club
- Criminal Justice Society
- Drama Society
- Education Club
- Eta Rho Mu
- Engineering Technology Society
- Groove Phi Groove Social Fellowship
- Human Ecology Club
- Industrial Arts Club
- International Students Organization
- Math and Computer Science Club
- Minorities in Agriculture, Natural Resources, and Related Sciences (MANRRS)
- NAACP
- National Association of Black Accountants
- National Student Business League
- Panhellenic Council
- Physical Education Club
- Physical Therapy Association
- Physical Therapy Club
- Pom-Pom Squad
- Poultry Science Club
- Recruitment Club
- Rehabilitation Services Student Association
- Social Work Student Association
- Student Activity Advisory Board
- Wesley Foundation

**Student Government Association (SGA)**

Made up of elected student officers and advised by the Office of Student Activities, the SGA is the official undergraduate student governing body on the UMES campus. The SGA promotes the interests and welfare of the university community and encourages student participation in the solution of student concerns, while cooperating with the faculty and staff in the regulation and promotion of student activities and development.

**Student Publications**

The Student Newspaper, *The HAWK’S Message* and the *Yearbook* are generated through student fees, appropriated by the SGA. The *HAWK’S Message* is published monthly, while the Yearbook is an annual publication. Students volunteer as editors, photographers, and writers on both publications. For information on how to volunteer for either publication, contact the SGA or the Office of Student Activities.

**The Panhellenic Council**

The Panhellenic Council is made up of representatives of the National Greek Letter Organizations of UMES. The Council makes recommendations to the administrative bodies of the UMES campus regarding the activities of the National Greek Letter Organizations on the campus. One of its chief functions is to stimulate and guide each individual Greek Letter Organization so that the best interests of the University community will be served.

**Fraternities and Sororities**

National Greek Letter fraternities and sororities are represented by chapters of the following organizations on the UMES campus:

- Alpha Kappa Alpha
- Alpha Phi Alpha
- Delta Sigma Theta
- Omega Psi Phi
- Phi Beta Sigma
- Sigma Gamma Rho
- Zeta Phi Beta

Any sorority or fraternity which permits any type of activity incidental to the initiation of pledges during the stated period will be suspended.

**SERVICES**

**University Counseling Center**

The University Counseling Center provides individual counseling to all students who seek its services. The Counseling Center is committed to helping college students in many different ways, from assisting them in solving social and personal adjustment problems, to counseling students unsure about choices of majors and careers, but mental health counseling is its primary function. The counseling staff is made up of experienced professionals.

All discussions between a student and a counselor are kept confidential. Testing is provided when appropriate. Services are provided at no cost to all currently enrolled students at UMES (student fees paid at the same time as tuition cover Counseling Center services).

**Career Services/Cooperative Education**

The Office of Career Services/Cooperative Education assists undergraduate and graduate students, as well as alumni, with all aspects of career development. The staff provides individualized career counseling, career assessment, gathering of occupational information, utilization of computerized career guidance programs, preparation of resumes, interviewing techniques, and other job search strategies.

Within the Career Services Office are maintained computerized job listings of current employment, employment directories, lists of prospective employers, and many other career related resources. Referrals and on-campus interview services are also available to students and alumni registered with this office. The Office also supplies information about internships, summer jobs, and graduate/professional assistance. In addition, the Office provides information about and administers for the University the following tests: Graduate Record Examination (GRE), Law School Admission Test (LSAT), (MAT) Miller Analogy Test, Professional Assessments for Beginning Teachers (PRAXIS), (MCAT) Medical College Association Test, and the College Level Examination.
Program (CLEP). All students are strongly encouraged to register with the Office prior to graduation in order to establish a Credential Portfolio file and become eligible for the services provided by the Office of Career Services and Cooperative Education. For further information please call 410-651-6447.

Services for Students with Disabilities
The Office of Disabled Student Services (DSS) assures the commitment of the University of Maryland Eastern Shore to providing access and equal opportunity to students with disabilities. Integration into the mainstream of campus life and empowerment are top priorities of DSS. Although there is no special curriculum for students with disabilities, DSS is designed to assist students in maximizing their academic potential. DSS focuses on supporting the positive development of students with disabilities. For further information please call 410-651-6461

The Student Health Center
The Student Health Center provides basic health care for all students, residents and commuters, currently enrolled at UMES. The Health Center staff includes a physician, nurse practitioners, and nursing staff that provide diagnosis, treatment, counseling, and referral for all health needs.

There is no charge for office visits or for tests and treatment done at the Health Center. Students who are referred off campus to other medical facilities (for x-rays, more extensive testing, etc.) are responsible for any expenses incurred. Likewise, costs for prescriptions are the responsibility of the student.

The University does not provide health insurance for UMES students. The Student Health Center provides information about special student-rate insurance plans for those needing health insurance coverage. It is highly recommended that all students have health coverage.

Hours for the Health Center during the fall and spring semesters are 8:00 AM to 5:00 PM Monday through Friday. For medical emergencies after these hours, students may seek assistance through Public Safety or Residence Life staff members.

AUXILIARY ENTERPRISES
The Auxiliary Enterprises office issues the HAWK EXPRESS Card, maintains the HAWK EXPRESS Accounts, accepts payments for the HAWK EXPRESS Phone Service, and encodes the HAWK EXPRESS card for use at the HAWKMAT and the library.

Hawk Express Card
The HAWK EXPRESS Card is the official UMES ID card. Faculty, staff and students are issued their first card at no cost. The HAWK EXPRESS Card allows students access to athletic events, the library, and The Plateau (boarding students). Students must carry their HAWK EXPRESS Card at all times for prompt identification. It is a permanent card and is not transferable. A penalty fee of $25.00 is charged to individuals who allow another person to use their card. The HAWK EXPRESS Card is the property of the University of Maryland Eastern Shore and must be returned upon request. The HAWK EXPRESS Card is available in the Auxiliary Enterprises Office located on the second floor, Student Services Center.

Hawk Express Account
The HAWK EXPRESS Card can be used as a declining balance or debit card. When a student places money on the card, it can then be used to make purchases, pay room deposits, pay parking tickets and give boarding students access to The Plateau. When used as a debit card, the HAWK EXPRESS Card can be used at The Plateau, HAWK’S Nest, OASIS, Office of Residence Life, University Police, University Print Shop, Student Development Center, Bookstore, Health Center and the HAWK CENTER.

Hawk Express Phone Service
The HAWK EXPRESS Phone System (HEPS) is a debit-based system that requires students to place funds into their HEPS account before making local or long distance calls. Before each call is made, the system tells the student how much money is available in his/her HEPS account. If a HEPS account is nearing depletion, the system will advise the caller during an active call. When all funds are exhausted, the call will end. Currently, HEPS charges for local calls at the rate of 15 cents for the first hour and a penny for each additional hour. Long distance calls are 14 cents per minute.

HAWKMATS Laundry Facilities
Modern card operated laundry facilities are available throughout the residential areas. The HAWK EXPRESS Card can be used at HAWKMATS laundry facilities; coins are not accepted in the machines.

Student Check Cashing
The HAWK CENTER functions as an agent for the Office of Student Accounts and administers check-cashing services for registered UMES students. Services are provided throughout the academic term, in the HAWK CENTER located on the second floor of the Student Services Center. Registered students may cash one or more checks or money orders, per service day, of which the totals my not exceed $50.00; there is a ($1.00) service charge on all checks and money orders. Students who have had checks returned for insufficient funds will lose check-cashing privileges indefinitely. Contact the HAWK CENTER at 410-651-7747 for detailed information regarding check cashing and service hours.

The Bookstore
All textbooks for college courses are available from the UMES Bookstore, located on the first floor in the Student Services Center. The store sells a wide selection of merchandise that a college student may need: notebooks, computer disks, office supplies, greeting cards, posters, toiletries, gift and novelty items, and official UMES sportswear and paraphernalia. Used textbooks are also available. The bookstore accepts most major credit cards, and the Hawk-Express Card.
Post Office
The campus post office handles mail and parcel post packages that come to campus via the U.S. postal system and mail sent between offices and persons on-campus. The post office does sell postage stamps, but because it is not an official U.S. Post Office, money orders cannot be cashed or purchased there. All students residing on campus may sign up for a mailbox during registration or at the campus Post Office that is located in the Student Services Center. Students must report to the Post Office within 3 days following registration to claim their box assignments. The lobby hours for access to mailboxes are 8:00 a.m. – 5:00 p.m., Monday through Friday; Saturday 8:00 a.m. – 12 noon. There is no window service on Saturdays. During the summer, Saturday hours are subject to change starting in the month of May. Students are held responsible for all communications sent to them by UMES.

Student Security
The University regularly hires and trains students to assist in campus security. Students work at dances, athletic events, pool parties and the library. They also monitor parking areas and provide escorts services as needed. Students may work a maximum of 20 hours a week when school is in session. For more information, contact the Office of Auxiliary Enterprises at (410) 651-7744.

Escort Services
Escort services can be provided students during the evening hours by Student Security.

Vending Services
Food, drink, ice, and laundry vending is available in each housing community. These services are reasonably priced and well maintained with up-to-date machinery.

University Dining Services
All students living in a traditional residence hall or the Student Apartments (except those in efficiency units) must purchase the board plan (meals) with the campus food service. Students living off campus can purchase a meal plan also. University Dining Service offers three meals daily Monday through Saturday and two meals (brunch and dinner) on Sunday. When students subscribe to the meal plan, their student HAWK EXPRESS Cards are validated and used for entry into the The Plateau. Guests may also eat in the The Plateau on a cash basis. Meals at the The Plateau are prepared by qualified personnel, and there are many food options available. Lunches and dinners offer several entrees and deli-bar foods, as well as a salad bar with a variety of items. During the week, many specialty bars are offered as well.

UNIVERSITY HOUSING/RESIDENCE LIFE
There are eight (8) residential communities in the University’s array of housing options. Combined, these facilities accommodate 2100 residents. Housing options range from traditional double loaded corridor type to apartments with single bedrooms. Also available as a unique option are apartments with full kitchens. Students who reside in the efficiency apartment communities are not required to purchase a meal contract. The Office of Residence Life (ORL) oversees the operation of all university housing and strives to promote a living environment which respects the privacy and security of on-campus residents and perhaps more importantly, encourages the creation of good academic and social habits. All residential facilities have policies which incorporate quiet hours for the purpose of study and rest and hours when non-disruptive group activities may take place.

In order for students to acquire on-campus lodging, a completed application, room deposit, and housing contract must be filed with Residence Life preceding the upcoming semester in which housing is sought. The deposit is applied towards the student’s account to assist in covering future charges. It is refundable by notifying the ORL in writing by August 1 for the fall semester and January 1 for the spring semester. Failure to notify the ORL prior to these dates will result in a forfeiture of the deposit. Information about University housing and how to reserve an accommodation may also be obtained from the UMES website at www.umes.edu/reslife.

The Housing Contract obligates students to the conditions set forth in the Residence Life Contract Booklet. This agreement basically states that as campus residents, students are responsible for the room, furnishings, and good citizenship policies while residing in a University housing facility. A complete copy of the Residence Hall Agreement is available from the ORL or on-line. Failure to follow these terms may result in fines, university judicial sanctions, or eviction from the residence halls.

Residence Hall visitation policy varies according to class status, residence halls, day of the week, and time. Freshmen may only have inter-room visitation by the opposite sex on weekends during specified hours; weekday visitation is allowed in common areas of each residence hall. For upperclassmen (sophomores, juniors and seniors), room visitation is allowed every day from noon to midnight, with extended hours on weekends. Overnight guests of the same sex are permitted in each hall. Overnight guests of the opposite sex are not permitted. All overnight guests must be registered with the residence hall management office which serves the specific housing area being visited.

Housing Options
There are three types of University housing available: traditional halls, apartment suites, and efficiency units. The residents of traditional halls are all same sex and have a similar class standing. An apartment suite has five single rooms, a common living room and a bath facility. An efficiency unit has two- three double bedrooms, a common living room, kitchen and bath facilities.

HOUSING COMMUNITIES

Traditional:
Murphy Hall - freshman females.
Murphy Annex – upperclass co-ed Honors.
Seminars, keyboard training, software application equipment, desktop publishing, tutorials, educational services such as computers, printers, typewriters, media enables all housing facilities to become places for living operation. The idea of Resource Centers in residence halls itself well to convenient service and liberal hours of each residential complex. The location of each center lends therefore, the need exists for academic support areas in majority of their on-campus time in residence halls; academically successful. Statistically, students spend the personal assistance needed for students to become concentrate on providing the space, tools, equipment, and component of the Office of Residence Life. The centers The Residential Resource Center program is the academic effective administering all aspects of the campus housing operation.

Area Directors Professional staff with bachelor’s and/or master’s degrees manage University housing and facilitate educational and social programming to strengthen the on-campus experience. The Assistant Director and Director are housed in the central housing office and are responsible for effectively administering all aspects of the campus housing operation.

Residential Resource Centers The Residential Resource Center program is the academic component of the Office of Residence Life. The centers concentrate on providing the space, tools, equipment, and personal assistance needed for students to become academically successful. Statistically, students spend the majority of their on-campus time in residence halls; therefore, the need exists for academic support areas in each residential complex. The location of each center lends itself well to convenient service and liberal hours of operation. The idea of Resource Centers in residence halls enables all housing facilities to become places for living and learning.

Services such as computers, printers, typewriters, media equipment, desktop publishing, tutorials, educational seminars, keyboard training, software application workshops, and document editing are provided for the student population. These services play a major role in the academic and personal development of our students.

Conferencing Residence Life also assumes the leadership role of marketing University facilities to outside groups for workshops, conferences, reunions, sports, and other enrichment camps. These ventures require close coordination of services provided by other campus units, i.e. recreational, health, food, and multi-purpose meeting spaces. Income derived from these off-season ventures significantly assists Residence Life with its operational expenditures.

Judicial System A secondary activity facilitated from the Residence Life operation is the administering of the University’s Judicial System. Enforcement of good behavior policies and the laws of “Due Process” are the primary focus of this student service function.

The UMES Judicial System is designed to assure due process, with the speedy and constructive resolution of cases and controversies. A humanistic approach to discipline is employed whenever possible. It is intended that this judicial system will operate on the principle that justice will best be served by promoting the development of self-knowledge and self-discipline, expressed in socially desirable ways rather than harmful, destructive or immature attitudes or behaviors.

The Student Code of Conduct outlines rules and regulations relative to student conduct and housing, and is applicable to all students, as well as to recognized and registered student and Greek-letter organizations.

The authority to administer the Student Code of Conduct and its judicial system is delegated to the Chief Student Affairs Officer (CSAO), the Vice President for Student Affairs. The Campus Judicial Board adjudicates disputes over complaints of violations of these rules and regulations.

UMES Code of Student Values The University of Maryland Eastern Shore claims certain foundational principles of values upon which its entire existence stands. All students at the University of Maryland Eastern Shore have the duty to observe, uphold and accept these values as standards of conduct. These include honor, personal and academic integrity, respect for the personal and property rights of others, justice, freedom, diversity, leadership, civility, spirituality, and loyalty to the University. We have established this Code of Student Values, which forms the model of conduct for student members of our academic community.

IMPORTANT UNIVERSITY REGULATIONS WHICH APPLY TO ALL STUDENTS

The following behavior may result in referral to the UMES campus Judicial System for appropriate action. Typically, disciplinary sanctions will be imposed not only for
individual misconduct that demonstrates a disregard for institutional behavior standards, but also for conduct that indicates disregard for the rights and welfare of others as members of an academic community. Such conduct may ultimately call into question the student’s membership in the university community, either because he/she has violated elementary standards of behavior necessary for the maintenance of an educational milieu or because his/her continued presence at the University adversely affects the ability of others to pursue their educational goals.

• **Violation of Fire Regulations** - This includes failure to comply with evacuation procedures, tampering with fire-protection apparatus, use or possession of fireworks or firearms, use of open-flame devices or combustible materials which endanger the safety or well-being of the University community, or unauthorized use of electrical equipment.

• **Behavior Which Jeopardizes the Safety or Well-Being of Other Members of the University Community or Persons Coming onto University Property** - This includes physical harassment of, or interference with, fire fighters, police officers, or other persons engaged in the performance of their official duties; physical abuse or threatening physical abuse of any person on University property; and/or forcible detention of any person on University property.

• **Unauthorized Possession, Use, or Distribution of Alcoholic Beverages on or in University Property** - University policy, consistent with State and County Laws, restricts on-campus use of alcoholic beverages in specified areas.

• **Possession, Use, Sale or Distribution of Illegal Drugs or of Drugs for Which the Required Prescription Has Not Been Obtained** - This includes possession, use, distribution, sale, manufacture of, or processing of, illegal or un-prescribed narcotics, drugs, and/or hallucinogenic substances.

• **Destruction, Theft, Attempted Theft or Impairment of Personal or University Property** - Disciplinary action may include a requirement of restitution.

• **Unauthorized Possession or Use of University Keys** - Keys to rooms or buildings on the university campus may be obtained only through official channels.

• **Unauthorized Entry into or Presence in a University Building or Facility** - Except for properly scheduled use, classroom, administration, and recreation buildings are closed to general student use on holidays, Saturday afternoons, Sundays, and after 12:00 midnight during the week. Students may use a building or facility for a specified purpose upon written permission from a member of the faculty, with approval of the academic or administration officer normally having control over such building or facility. Such permission may also be revoked or withdrawn.

• **Plagiarism, Cheating and Other Academic Irregularities** - A student who violates accepted academic procedure may be referred to the Department Chairman or to an Ad Hoc Committee on Academic Dishonesty.

• **Falsification, Forgery or Modification of Any Official University Record** - Identification card, absence excuses, parking stickers, transcripts, examinations, grade cards, admission applications, etc. are all Official University records. Tampering with any of these records may invoke judicial actions.

• **Actions on the Part of Students Which Substantially Obstruct, Disrupt, or Interfere with Non-Academic Activities on University Premises by Members or Authorized Non-Members of the University Community.**

• **Obstruction of, Disruption of, or Interference with Any University Activity of an Academic Nature** - Discipline in the classroom is the responsibility of the faculty member in charge of the class. Misbehavior of a type that interferes with the educational efficiency of a class will be considered sufficient cause for suspending a student from the class. If a student is suspended from class for disciplinary reasons, he/she should report immediately to the Department Chairman. The Department Chair will investigate the incident and will report it to the Academic Dean, who will in turn report it to the Vice President for Academic Affairs to determine whether or not past disciplinary action has been taken against the student. The Department Chair will then write a letter to the student indicating the disposition of the case. The student will be required to present this letter to the instructor who suspended him/her before he/she can be readmitted to class. A copy of this letter will be sent to the Chair of the Student Judiciary Council.

• **Failure to Meet Financial Obligations to the University** - This includes refusal to pay delinquent accounts and use of worthless checks or money orders in payment to the University for tuition board, fees, library fines, traffic penalties, etc.

• **Violations of University Housing Regulations.**

• **Violations of University Campus Traffic Rules and Regulations.**

**Suspension of Students and Organizations from University Activities and/or Facilities**

Suspension from University activities and facilities occurs when a student breaks the University's Code of Student Conduct. The person in charge of a unit of the University directly related to the code violation (the person in charge of a department, division, organization building, facility, or unit such as the Dining Hall, Student Union etc.) may recommend suspension of any student or organization from a facility, pending action by the Student Judicial Board, which adjudicates all such incidents and notifies the student(s) of the disposition of the case. A file of such actions is kept in the office of the judicial administrator.

**PUBLIC SAFETY**
The Department of Public Safety is responsible for the safety and security of the university community, buildings, vehicles, and equipment on campus. It is the goal of Public Safety to provide a safe and wholesome environment to facilitate the educational mission of the University. The Department is operational 24 hours a day, seven days a week.

Prevention Education
The Department of Public Safety distributes materials recommended by the National Crime Prevention Council and by Maryland Crime Watch on various topics. Additional information is provided to the university community through lectures, videos, bulletins, and workshops.

Emergency Services
There are thirteen "blue light" emergency telephones strategically located throughout the university, directly connected to the Department of Public Safety for immediate police response. Elevators have similar emergency phones that are also connected to the Department.

Motor Vehicle Registration
All motor vehicles operated on campus by UMES students, faculty, and staff must be registered with the Department of Public Safety, regardless of ownership. Motorcycles and motor scooters are included in the policy. Each registered vehicle is issued a parking permit that is valid for one academic year. A small fee is charged for each permit. The 1992 Maryland General Assembly passed legislation requiring all out-of-state students attending the University to secure a Non-Resident permit for the vehicle which is to be operated in the State of Maryland for more than 30 days. There is a fee associated with the permit. Contact the Maryland State Motor Vehicle Administration for details.

Campus Parking
There is ample parking at UMES; all students living on campus may have their own vehicle. Everyone with a registered vehicle is responsible for knowing the policies for operating motor vehicles on campus and is expected to park in designated areas only. Failure to do so can result in ticketing or towing, depending on the violation. Fines must be paid within 15 days of occurrence, or a late fee will be incurred. Violators who do not pay parking fines will have their tickets forwarded to the State's Motor Vehicle Administration.

ATHLETICS
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS
The University of Maryland Eastern Shore is a Division I member of the National Collegiate Athletic Association (NCAA) and a member of the Mid-Eastern Athletic Conference (MEAC). The University sponsors the following sports:

Men
Baseball
Basketball
Cross Country
Tennis
Track & Field

Women
Basketball
Bowling
Cross Country
Softball
Tennis
Track & Field
Volleyball

Athletic scholarships are available to qualified student-athletes. All full-time students and prospective full-time students are eligible to try out for teams. Freshmen interested in participating must be cleared by the NCAA Clearinghouse prior to competition. Students can secure the proper forms at their high school counselor’s office or by contacting the Compliance Coordinator on campus. Continuing students must meet university progress requirements before being allowed to participate.

Department of Intercollegiate Athletics
Mission Statement
The Department of Intercollegiate Athletics has a long history of excellence in promoting athletic competition, academic achievement, and personal development in a supportive environment. The Department strives to maintain this legacy by producing championship caliber teams while providing student-athletes the opportunity and resources to reach their highest potential in all areas of their lives. The University and the Department of Intercollegiate Athletics are committed to the equitable and fair treatment of all student-athletes without regard to race or gender. Emphasis is placed on opportunities for full participation of women in the athletics program.

Through team sports, the faculty and staff seek to develop the student-athlete's interpersonal skills and self-esteem. It is the philosophy of the Athletics Department that self-esteem is key to success in any endeavor and should be fostered in all Departmental activities. Pride in oneself, respect for teammates, and pride in the Institution are actively promoted.
The University of Maryland Eastern Shore's Department of Intercollegiate Athletics emphasizes academics as the primary focus in any student-athlete's life, and assists student-athletes in developing a balance in their social, athletic, and academic pursuits. It is the goal of the Department to produce graduates who are personally and professionally prepared to meet the challenges of the future.

FINANCIAL AID

The University is particularly sensitive to the financial needs of its student body. Operating on the premise that no student should be denied an education solely because of a lack of financial resources, the University’s Office of Student Financial Aid renders assistance to as many students as possible in the form of employment, scholarships, grants, and student loans. Qualifying students may receive funds from one or more of the programs administered by the University and funded from federal, state, and institutional sources. Since student financial aid is not automatically renewed, students must re-apply each year in order to be considered for assistance.

Since it is the students who gain the benefits of a higher education, it is reasonable to expect students to contribute to the cost of their education to the fullest extent possible.

How to Apply for Financial Assistance

There are essentially two types of financial assistance: need-based, which is determined by personal and/or family income levels, and merit scholarships, which are based on special achievements of the student rather than income.

Students applying for need-based financial assistance from federal, state, or institutional sources must submit the Free Application for Federal Student Aid (FAFSA) in order to qualify for the widest range of financial assistance. The Free Application for Federal Student Aid (FAFSA) should include the UMES school code (002106). The priority deadline is March 1st of each year for the upcoming fall semester. It is very important that all students seeking financial assistance contact the Office of Student Financial Aid and submit all necessary forms. Missing the priority deadline can seriously impact eligibility for financial assistance. Other information may be required on a case by case basis. If the Office of Student Financial Aid does not electronically receive information from the federal government, a hard copy of the Student Aid Report (SAR) must be submitted to the Office of Student Financial Aid.

Scholarships, Grants, and Loan Opportunities

There are several types of scholarships, grants, loans, and other awards available to students at the University of Maryland Eastern Shore. Currently, more than 80 percent of all UMES students receive some degree of financial aid. Each type of aid has its own criteria, and award amounts vary from partial to complete financial aid. Scholarship and grant awards are funding sources that do not require repayment. Loans require repayment, usually at a reduced interest rate, and payments are usually deferred until six (6) months after graduation.

The following is a listing of current scholarships, grants, loans, and other awards that are available to students:

GRANTS

Federal Pell Grant
Source: Federally funded
Award: variable ($400-$4,050 annually)
Criteria: Award amount is based on a federal formula according to need and enrollment status (full-time: 12 or more credits, three quarter time: 9-11 credits, half time: 6-8 credits). Open to U.S. citizens, residents, and permanent residents. Must reapply each year.
Contact: UMES Office of Student Financial Aid

Federal Supplemental Educational Opportunity Grant (FSEOG)
Source: Federally funded
Award: variable ($200-$2,000)
Criteria: Available to undergraduates enrolled in degree-seeking programs. Award amounts are based on enrollment status, need, and availability of funds. Students must reapply each year.
Contact: UMES Office of Student Financial Aid

University Grant
Source: Institutionally funded
Award: variable ($50-$1,400)
Criteria: Available to degree-seeking undergraduates. Amount varies according to enrollment status, need, and availability of funds. Students must reapply each year.
Contact: UMES Office of Student Financial Aid

Diversity Grant
Source: Institutionally funded
Award: Variable ($200 - $1,400)
Criteria: Available to Maryland residents enrolled in an undergraduate degree-seeking program. Award amounts are based on need and other criteria. Students must re-apply each year.
Contact: UMES Office of Student Financial Aid

UNIVERSITY SCHOLARSHIPS

Alliance for Minority Participation Scholarship
Source: National Science Foundation
Award: Room, board, and tuition
Criteria: Freshman minority student majoring in biology, chemistry, nutrition, animal science, plant science, mathematics, or computer science; competitive SAT and high school GPA
Contact: Coordinator, AMP Program

Honors Program Scholarships
Source: University funded
Award: Variable; renewable for three years provided student maintains 3.3 minimum GPA each semester
Criteria: Admission to The Honors Program. Priority given to students pursuing a major in a health/science area.
Contact: Director, The Honors Program
**Thurgood Marshall Scholarship Award**
Source: Thurgood Marshall Foundation
Award: $4,000 per year
Criteria: Entering freshman with competitive SAT and GPA; must maintain 3.0 to be eligible for scholarship renewal
Contact: Director, The Honors Program

**Maryland State Scholarship Programs**
Source: State funded
Award: Varies
Criteria: need-based
Contact: A complete listing and information on current grants is available from the Maryland State Scholarship Administration (410) 979-5370 or online (www.mhec.state.md.us).

**University of Maryland Eastern Shore Scholars Program**
Source: University funded
Award: Varies
Criteria: 3.5 GPA and competitive SAT scores. Must maintain 3.30 GPA per semester
Contact: Director, The Honors Program

**USDA Achievement Scholarships**
Source: United States Department of Agriculture
Award: Tuition and fees
Criteria: Competitive GPA and SAT scores; entering freshman; priority given to students pursuing a major in an agriculture science
Contact: Campus USDA Liaison Officer

**UNIVERSITY ENDOWED SCHOLARSHIPS**
UMES has many partial scholarships from endowments established by alumni, faculty and distinguished individuals associated with the University. Scholarship amounts vary each year according to the interest generated by the endowment. Specific information can be provided by the contacts for each scholarship.

**Agricultural Centennial Scholarship**
Award: Varies
Criteria: Major in Agriculture
Contact: Department of Agriculture

**Agri-business Advisory Council Scholarship**
Award: Varies
Criteria: Major in Agribusiness; 900 SAT and 3.0 GPA
Contact: Department of Agriculture

**The Dr. and Mrs. Imtiaz Ahmad Business Scholarship**
Established by business and economics professor Dr. Imtiaz Ahmad and his wife to assist business students at UMES.
Award: Varies
Criteria: Open to all UMES business students. Candidates are selected by a committee appointed by the Vice and Assistant Vice President for Academic Affairs, and Dr. and Mrs. Imtiaz Ahmad. Selection is made on the basis of need, character and scholarship and potential services in some area of business
Contact: Department of Business, Management and Accounting.

**American Hotel Foundation Scholarships**
Award: Varies; many scholarships available
Criteria: Must be full-time student enrolled in the HRM Program. Student notification of eligibility and forms providing guidelines for application are available from a departmental committee. Awards are usually for the following academic year. Complete scholarship information is available from the Department of Hotel and Restaurant Management.
Contact: Department of Hotel/Restaurant Management

**American Hotel and Motel Association Maryland Chapter Award**
Award: $250/semester (2 semester limit)
Criteria: Must be a junior/senior HRM major with a 3.0 or higher GPA who has graduated from a Maryland high school. (Many state chapters have similar AH&MA awards.)
Contact: Department of Hotel/Restaurant Management

**Associated Builders and Contractors (ABC) Scholarships Funds**
Baltimore Chapter Associated Builders and Contractors Fund
Michael G. Calla Endowed Scholarship Fund (established by the Cumberland Valley ABC Chapter)
Contact: Department of Technology

**Theodore Briggs Student Support Grant**
Established in memory of the late Mr. Theodore Briggs, who started UMES’ building construction program and served as its coordinator until 1975. Award: $500 annually
Criteria: Sophomore or junior level Construction Management Technology major in good academic standing who demonstrates a strong sense of dedication to construction education.
Contact: Department of Technology

**Alethia Elps Scholarship Fund**
Established in the memory of former Human Ecology faculty member, Alethia Elps. Award: $500 (awarded in two installments of $250 dollars)
Criteria: Student must be an incoming freshman Fashion Merchandising major with a 3.0 GPA. Student must maintain a semester average of 3.0 to receive the second semester installment.
Contact: Department of Human Ecology

**Charles Milton Epenshade Scholarship Fund**
Established by the Eastern Shore ABC Chapter
Award: $600-$700 annually for all ABC scholarships. Contingent upon endowment interest. Criteria: Awarded to junior or senior level Construction Management/Technology student based on academic standing and need. Students must reapply each year. Contact: Department of Technology

Dr. Claude Marion Scholarship Fund
Established by Agriculture Alumni in memory of Dr. Claude Marion, former Director of the 1890 Extension Program. Award: Partial scholarship, variable according to endowment interest. Criteria: Open to agriculture majors. Award based on scholarship and need. Contact: Department of Agriculture

Charlotte Newcombe Scholarships
Award: $50-$600 Criteria: Scholarships given to career women returning to school to pursue a second career who have completed one-half of the credits toward their undergraduate degree. Contact: Office of Student Financial Aid or the Counseling Center

The Daniel J. Pinkett Award in Mathematics
Established by Mrs. Alice P. MacLeod. Award: Cash prize given at commencement exercises Criteria: Recipient must be a graduating Mathematics or Computer Science major who has excelled in the field, as selected by the Mathematics/Computer Science faculty. Contact: Department of Mathematics and Computer Science

The Ella Fitzgerald Scholarship Fund
Established in memory of Baltimore area contractor, J. Vinton Schaefer. Award: $300-$500 annually (variable) Criteria: Must be upper level Construction Management and Technology student who demonstrates outstanding potential. Recipients selected by Construction Management and Technology staff. Contact: Department of Technology.

The Seidel Award
Established by prominent Salisbury, Maryland businessman, Samuel W. Seidel Award: Variable, dependent upon endowment interest. Criteria: Open to academically talented upper-level Computer Science (and selected other) majors. Nomination made by the Computer Science, Mathematics, Technology, and Business faculty. Contact: Department of Mathematics and Computer Science

Otis and Dorothy B. Strozier Scholarship Fund
Award: Partial scholarship, amount varies Criteria: Need-based, student must submit a letter of application. Contact: Office of Student Financial Aid
The Samuel S. Trott Scholarship Fund
Established by UMES alumnus and noted educator, Samuel Trott of Henry County, Virginia. The UMES Scholarship Committee, in consultation with the Samuel S. Trott Scholarship Committee, determines selection of recipient. The recipient must be a resident of Martinsville, Virginia. Contact: Office of Student Financial Aid

Winslow Foundation Scholarship
Award: variable
Criteria: Awards based on academic performance, personal dedication to the field of Poultry Technology and Management General Agriculture, or Nutrition, and/or financial need. Provided only to Maryland, District of Columbia, Virginia, and North Carolina residents. Applications should be filed by March 1 to receive full consideration.
Contact: Department of Agriculture

LOANS

Perkins Loan Program
Open to both undergraduates and graduates who are United States citizens or permanent residents who demonstrate a need. The interest amount is deferred until six months after the student ceases to be enrolled at least half time. The minimum monthly payments are determined by the amount borrowed. Award amounts are contingent upon student need (as determined by federal formula) and the availability of funds. Deferments and cancellations are available to those students who meet established criteria. Contact: UMES Office of Student Financial Aid

William D. Ford Direct Loan Program
Open to both undergraduates and graduates who are United States citizens or permanent residents. Funds for this loan program are made available through the U.S. Department of Education. The federal government guarantees these loans. Students must complete the Free Application for Federal Student Aid (FAFSA) to apply for these loans. Eligibility is determined by information submitted on the FAFSA. These loans must be repaid and the interest rate is variable with the maximum rate being 8.25%. Both the principal and interest are deferred until six months after the student ceases to be enrolled at least half-time or graduates.

Subsidized loans are awarded on the bases of financial need. Interest is not charged on these loans while the student is enrolled at least half-time or during periods of deferment. Award amounts vary based on need and classification levels. Annual maximum amounts are as follows: freshman - $2,625; sophomore - $3,500; junior/senior - $5,500.

Unsubsidized loans are not need-based. Interest is charged on this loan while the student is attending school and also during grace periods and deferments. Annual maximum loan amounts are as follows: 
- **Dependent undergraduate:** freshman - $2625; sophomore - $3500; junior/senior - $5500.
- **Independent undergraduate:** freshman - $6625 (only $2625 of this amount may be subsidized loans);
- sophomore - $7500 (only $3500 of this amount may be in subsidized loans); junior/senior - $10,500 (only $5500 of this amount may be in subsidized loans).

Graduate:
- $18,500 (only $8,500 of this amount may be in subsidized loans).

All first time borrowers at UMES must attend loan counseling. Loan funds will not be credited to first time loan borrowers' student accounts until 30 days after the semester begins. An origination fee of 3% of the loan is deducted from all William D. Ford Direct Student Loans.

Contact: UMES Office of Student Financial Aid

Parent Loan for Undergraduate Students (PLUS)
This loan is for parents of dependent students who wish to borrow to help pay for their child’s education. Applicants must be United States Citizens or permanent residents and the student must be in a degree program. Parents may borrow up to budget (as determined by the UMES Office of Student Financial Aid) for each student who is enrolled at least half-time. The parent must not be in default of any student loan, and the student must maintain satisfactory academic progress according to the policies of the Office of Student Financial Aid. An insurance premium of up to 4% of the loan principal is charged and deducted for each disbursement. Repayment for both the loan and interest begins sixty (60) days after disbursement. The lender may defer the principal, if requested.

Contact: UMES Office of Student Financial Aid

STUDENT EMPLOYMENT OPPORTUNITIES

There are many opportunities available for students to work part-time on the UMES campus. Work schedules are centered around the student’s class schedule for the semester, with a maximum of twenty (20) hours per week. Like scholarships, funding is generated from many sources; therefore, pay rates and procedures may vary.

College Workship Program: - This is a state-funded program that employs students in various departments of the University. Student job opportunities depend on the availability of state funds. Hourly wage rates vary according to job duties and department, but are at or above minimum wage.

Contact: UMES Office of Human Resources

College Work-Study Program: - This is a federally funded, need-based, program open to U.S. citizens or permanent residents who meet financial need guidelines and the priority deadline. Awards are based on need and availability of funds. Students are placed both on and off campus. (Off-campus sites are at a public or private non-profit agency with which the University has entered into an agreement). The rate of pay is at or above minimum wage. An award amount is granted, and students earn payment for work up to twenty (20) hours per week; however, most awards average seven (7) to ten (10) hours per week.

Contact: UMES Office of Student Financial Aid
Resident Assistant Program: - The Office of Residence Life regularly hires student assistants for the residence halls. This employment offers stipends that are deposited into the student's account with the University. Entry level payment is to equal approximately the housing cost each semester (this does not include meal costs). To qualify, a student must live in a residence hall for at least one semester and file a FAFSA. Selections are made by the Office of Residence Life. For more information, contact the Office of Residence Life.

The Residence Center
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