

SECTION V: Student Policies

71.0 III-2.40- POLICY ON UNDERGRADUATE STUDENT CONCURRENT INTER-INSTITUTIONAL REGISTRATION

(Approved by the Board of Regents, February 22, 1990)

I. POLICY

In order to permit enrichment of the college experience for full-time undergraduate students attending System institutions, each institution shall provide opportunities for students to pursue courses for credit at other institutions within the University System, with exceptions as provided in III below. The existence of this policy does not supersede cooperative agreements entered into by two or more UMS institutions. Student participation is on a voluntary basis; however, course work should be used to augment the program of study being pursued at the home institution.

II. DEFINITIONS

- A. Home Institution - The institution at which the student has been admitted and is enrolled as an undergraduate degree candidate;
- B. Host Institution - The institution at which the student is registered to pursue courses through the inter-institutional registration program.

III. REGULATIONS GOVERNING THE INTER-INSTITUTIONAL REGISTRATION PROGRAM

- A. Only undergraduates who are enrolled full-time in degree programs and who have attained at least sophomore status and are in good academic standing at the home institution are eligible to participate in the program. Students participating in the ROTC program are exempt from the sophomore standing requirement.
- B. This program is not available at University College or in self-support programs.
- C. Participation in the student inter-institutional registration program shall be entered into only after receiving approval from the appropriate authority at the home institution and with the concurrence of the appropriate authority at the host institution. Approval does not insure availability of a place in the course at the host institution. Students will use the registration procedures and times applicable to native students at the host institution.
- D. All tuition and fees incurred by students shall be paid to the home institution in accordance with that institution's policies. No additional registration fees may be charged. However, fees at the host institution associated with special courses may be assessed.
- E. Ordinarily students may attempt in a given semester only the number of credits in combined registration equal to the maximum number permitted students at the home institution. At least fifty percent of the semester course credits must be taken at the home institution.
- F. All credits and grades earned by participating students at a host institution shall be defined as resident credit and entered on the academic record of the student at the home institution. Both grades and credits earned within this program shall be included in the calculation of the grade point average at the home institution.
- G. The University of Maryland System and each institution shall develop coordinated procedures for the implementation of this policy.

Replacement for: BOT XI-M&N and Appendix H

III-2.40(A) - UMES POLICY ON UNDERGRADUATE STUDENT CONCURRENT INTER-
INSTITUTIONAL REGISTRATION

(Approved by the President January 1, 1992)

I. POLICY

In order to permit enrichment for students attending University of Maryland System institutions, opportunities exist for students to augment their programs by taking courses for credit at other UMS institutions. The following are the procedures to affect inter-institutional registration.

II. PROCEDURES - HOME INSTITUTION

- A. The student obtains the inter-institutional registration form from the Office of Admissions and Registration at the home institution, and secures approval from an academic advisor or department chairperson. The student submits the form to the coordinator/registrar who shall verify the information and, if appropriate the request.
- B. The home institution shall register the student for a “generic”. This ensures that the student is “officially registered” at the home institution and would allow monitoring of the student by providing the registrar with class lists.
- C. The registrar/coordinator shall inform the student of the registration days and times at the host institution and give one copy of the completed form to the student to facilitate completion at the host institution.
- D. Upon completion of the course, the host institution’s registrar/coordinator shall forward an official transcript to the home institution reflecting the grades earned and the courses taken there.
- E. Upon official notification, the home institution shall post the grade(s) according to institutional policy so that they are calculated in institution’s academic totals.
- F. In addition to the posting of the grades, the home institution shall make a notation on the student’s record indicating that the courses were taken as part of an inter-institutional registration and list the name of the institution. This information should appear with the semester in which courses were taken.
- G. Students participating in inter-institutional registration programs shall be advised that they are expected to follow the change of schedule deadlines and pertinent academic policies that are in effect at the host institution for those courses in which they are registered. Failure to comply with a host institution’s deadlines/policies may result in failing grades or other academic actions, which shall need to be resolved between the student and the host institution.

III. PROCEDURES – HOST INSITUTION

- A. Upon receipt of the inter-institutional registration form, the host institution’s registrar/coordinator shall arrange for registration at a time appropriate to the student’s classification.
- B. Incoming students shall be classified as inter-campus registrants to eliminate them from head counts and to alleviate any problems with billing.
- C. Special permits, parking or other fees at the host institution are the responsibility of the student electing to participate in the program.
- D. Students wishing to participate in the inter-institutional registration shall be accommodated on a course available basis. Students are expected to have met the prerequisites or other criteria set for restricted programs of study.

IV. PROCEDURES - SPECIAL CIRCUMSTANCES

Inter-institutional registration is a student responsibility, but exceptions shall be permitted when both coordinators at the home and host institutions agree that circumstances warrant action. Those for whom a special situation exists (disability, special circumstances, etc.) may ask the home institution coordinator to facilitate the registration process for them.

94.0 III-6.40- POLICY ON CLASSIFICATION OF UNDERGRADUATE STUDENTS

(Approved by the Board of Regents, April 26, 1990)

- I. For academic certification purposes during any Fall or Spring Semester, a full-time undergraduate student is one who is registered in any day and/or evening courses totaling twelve (12) or more credit hours.
- II. For official reporting purposes, undergraduate students will be classified according to credits earned, according to the following scale:

0 – 29	Freshman
30 – 59	Sophomore
60 – 89	Junior
90 and above	Senior
- III. For internal purposes, which may include -- but are not limited to -- eligibility to register, eligibility for honors, parking, housing, transfer, each institution shall establish and publish an undergraduate classification based on credit hours earned or attempted.

Replacement for: BOT X-0 and X-P

III-6.40(A) UMES POLICY ON CLASSIFICATION OF UNDERGRADUATE STUDENTS

(Approved by the President January 1, 1992)

Students at UMES are classified according to the number of credits earned as follows:

0-27	credit hours earned	Freshman
28-55	credit hours earned	Sophomore
56-83	credit hours earned	Junior
84 or more	credit hours earned	Senior

100.0 III-7.20 UNIVERSITY OF MARYLAND SYSTEM POLICY ON UNDERGRADUATE GENERAL
EDUCATION TRANSFERABILITY BETWEEN UMS INSTITUTIONS

(Approved by the Board of Regents June 10, 1994)

Among the benefits to students inherent in attending a University of Maryland System institution is the opportunity to move beyond the walls of the original admitting institution to take advantage of the full resources of the UMS. In some instances, students may elect to transfer to another institution within the System. Such transfer should be possible without loss of credit, redundant course work and consequent unnecessary cost. In recognition of the principle that the appropriate application of general education course credit towards degree completion enhances the efficiency of the transfer process, UMS institutions will facilitate students' inter-institutional transfer by allowing them to use completed general education requirements at one System institution to meet general education requirements at any System degree-granting institution, as specified below.

I. Students who complete general education requirements which include course work in each of the areas of

- a) arts and humanities,
- b) English composition,
- c) social and behavioral sciences,
- d) mathematics, and
- e) biological or physical sciences

at a University of Maryland System degree-granting institution shall be considered to have completed general education requirements at any University of Maryland System degree-granting institution to which they transfer. For the purposes of this policy, the distribution of general education may be covered using interdisciplinary courses.

II. Students who do not complete their general education requirements at a University of Maryland System degree-granting institution before transferring to another degree-granting institution in the System, shall be required to complete the general education requirements of the System institution to which they transfer.

- A. Transferable courses defined as meeting the general education requirements at the sending institution shall be applicable to the general education requirements of the receiving institution according to the distribution requirements of the receiving institution.
- B. The student will be notified in writing at or before transfer which courses are transferable, and which of the receiving institution's general education requirements are satisfied by specific transferable courses.

III. System institutions may require as a condition of graduation completion of special courses beyond those designated as general graduation requirements and major program requirements. A student transferring from another System institution may be required to complete no more than twelve hours of such course work. Examples of such courses are new student orientation, speech, foreign language, physical education, health, upper-division writing, culture and diversity, and social/ethical/historical foundations. A student transferring from another System institution must complete such requirements regardless of whether or not the student has completed the general education requirements prior to transfer.

IV. The determination of the major program requirements for a baccalaureate degree, including courses in the major taken in the lower division, shall be the responsibility of the faculty of the institution awarding the degree. The receiving institution may set major requirements which fulfill general education requirements simultaneously.

V-1.00(A) - UMES JUDICIAL CODE

(Approved by the President January 1, 1992)

I. POLICY

It is the policy of UMES to administer a judicial system to handle infractions committed by a University student. In the interest of maintaining order on the campus and guaranteeing the broadest range of student freedom, rules have been promulgated by the Student Judicial Council and the Campus Judicial Board, which will govern student conduct and enhance the educational environment of its constituents.

The UMES judicial system is designed to assure due process, speedy and constructive resolution of cases and controversies. It is intended that this judicial system, as applicable to UMES students, will operate on the principle that the ends of 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 behavior.

The UMES Judicial Code is not applicable to employment responsibilities, academic responsibilities, financial responsibilities, or organized group responsibilities.

There are three levels of hearings within the UMES judicial system. The Judicial Administrator hears cases of minor infractions of the judicial code by mutual consent of the parties. The Student Judicial Council has original jurisdiction in cases involving serious or repeated violations where suspension is a possible punishment. The Campus Judicial Board hears appeals from decisions of the Student Judicial and has original jurisdiction in matters involving minor violations of the Judicial Code, which may not lead to suspension.

II. JUDICIAL CODE

Violations of the following standards of conduct are heard by the Student Judicial Council/Campus Judicial Board:

A. Scholastic Dishonesty

1. Willful and intentional submission of false records of academic achievement.
2. Cheating on assignments or examinations.
3. Plagiarism.
4. Altering, forging, or misusing a University academic record.
5. Taking, acquiring or using test materials without faculty permission.
6. Acting alone or in concert with another to falsify records or to obtain dishonest grades, honors, awards or professional endorsement.

B. Falsification

1. Willfully and intentionally providing University offices or officials with false, misleading, inaccurate, or incomplete information.
2. Intentionally and willfully making a false report of a bomb, fire, natural disasters, or other emergency to a University official.
3. Misusing, altering, forging, falsifying or transferring to another person, without proper authorization, any official University records, documents, including but not limited to meal cards, athletic cards, and identification cards.

4. Conspiring or inducing others to forge or alter, without proper authorization, any official University records, or documents including but not limited to meal cards, athletic cards, identification cards, tickets to officially recognized or sponsored University activities and events.
- C. Misrepresentation
1. Willfully refusing to identify oneself to University officials with the intent to obtain a benefit or to insure or defraud;
 2. Willfully falsely identifying one's self with the intent to obtain a benefit or to insure or defraud.
- D. Non-Compliance
1. Willfully failing to comply with a proper order or summons when requested by an authorized University official.
 2. Willfully failing to comply with instructions of University officials acting in performance of their duties.
 3. Willfully failing to appear before a disciplinary committee upon a request.
- E. Theft
1. Willfully and intentionally destroying, defacing, or damaging property of or belonging to the University or a member of the campus community, including guests.
 2. The wrongful sale or conversion of a gift or property belonging to the University or a member of the campus community including guests.
- F. Property Damage
1. Willfully and intentionally destroying, defacing, or damaging property of or belonging to the University or a member of the campus community, including guest.
 2. Being an accomplice, including advisement or encouragement though not actually present, to acts of destroying or defacing property of or belonging to the University or a member of the campus community, including guests.
- G. Disorderly Conduct on Campus
1. Threats, physical or verbal abuse, harassment, or hazing which threatens or endangers the health, safety, or welfare of a member of the campus community.
 2. Fighting or physically attacking another.
 3. Obstructing or disrupting teaching, research, administrative and public service functions.
 4. Obstructing or disrupting disciplinary proceedings or other authorized University activities.
 5. Intentional participation in campus demonstrations, which disrupts the normal operations of the University and infringes on the rights of other members of the campus community.
 6. Leading or inciting others to disrupt scheduled/and or normal activities of any campus area causing infringement on the rights of other members of the University community.
 7. Intentional obstruction, which unreasonably interferes with freedom of movement and rights of other members of the campus community.

8. Inappropriately making noises or causing noises to be made which disturb classes, meetings, office procedures, and other authorized University activities.
9. Vandalism or breaking and entering on campus, or being an accomplice to such an act.

H. Possession of Dangerous Weapons, Firearms or Explosives on Campus

Except for authorized use by law enforcement agencies and officials, the possession or use of the following devices is prohibited on University property, including but not limited to residence halls, sororities, fraternities, University buildings and grounds: BB guns, pellet guns, rifles, handguns, switchblade knives, hunting knives, straight razors, any incendiary devices, explosives and ammunition.

I. Illegal Use and Possession of Narcotics on Campus

1. Possession, unauthorized use and involvement in handling or sale of drugs and narcotics without a prescription from a duly licensed physician is strictly prohibited.
2. Possession, use or sale of marijuana, cocaine, LSD or other hallucinogenic or illegal drugs is strictly forbidden.

J. Conduct in Violation of State, Local, or Federal Law

Any conduct in violation of state, local or federal law or regulation is strictly forbidden.

K. Tampering With Mail

Tampering with campus post office letterboxes, the mail of others and/or postal thefts is strictly forbidden.

L. Residence Life and Housing Rules and Regulations

1. Violation of residence hall quiet hours.
2. Violation of visitation policy as posted by the housing office.
3. Failure to meet standards of room cleanliness.
4. Using non-specified exits.
5. Misuse of fire equipment.
6. Making, or causing to be made, a false fire alarm.
7. Misuse of residence hall vending equipment (kicking, banging, hammering, etc.)

III. OFFICE OF JUDICIAL ADMINISTRATOR

A. Appointment

A judicial administrator shall be appointed by the Vice President for Student Affairs of the University of Maryland Eastern Shore.

B. Authority

It is the responsibility of the judicial administrator to coordinate and administer the UMES judicial system. The judicial administrator may adjudicate any case providing the individuals involved (the accuser and the accused) agree to the adjudication.

The judicial administrator shall be responsible for having official notice of complaints or charges served, scheduling hearings, and maintaining order at hearings of the judicial body.

The judicial administrator may refer any act, which is a violation of state, local or federal law, which may be adjudicated under the judicial code, to the local law enforcement authorities. The Chief of Police of UMES shall inform the Vice President for Student Affairs of the referral of any University community member for alleged violation of state, local, or federal law to local law enforcement authorities. This does not preclude any University member's right to civil adjudication of a case where the case is a violation of state, local or federal law, shall be referred to the appropriate state, local or federal law enforcement authority.

The judicial administrator has the authority to reach a settlement with the accused. If the settlement is not acceptable to the accuser, the case is presented before the judicial body designated by the judicial administrator. A written settlement executed by both parties and approved by the judicial administrator shall be the final disposition in any case.

IV. CAMPUS JUDICIAL BOARD

Jurisdiction

Original jurisdiction in all matters involving minor violations of the UMES Code of Conduct, which may not lead to suspension.

Composition

The Campus Judicial Board shall consist of five members. Three members shall be recommended by the Office of Residence Life and two by the president of the Student Government Association. The Vice President for Student Affairs shall make the appointment and designate a chair.

Scope of Determination

The Campus Judicial Board may determine and apply penalties appropriate to the offense up to but not including separation from the University. In the event of flagrant or repeated violation, the Campus Judicial Board may refer to the case to the Student Judicial Council for hearing.

V. STUDENT JUDICIAL COUNSEL

A. Jurisdiction

Original jurisdiction in all matters involving serious or repeated violations of the UMES Code of Conduct where suspension is a possible consequence.

B. Composition

The Student Judicial Council shall consist of seven members, none of whom may be associated with the Student Affairs Office. Three members shall be students recommended to the President by the president of the Student Government Association. Four members shall be appointed by the President, with one of the four designated as chair.

To be eligible to sit as a student member of the Student Judicial Council a student shall possess the following minimum qualifications:

1. Current, full-time enrollment in UMES;
2. No academic or conduct probation at any time during tenure as a judge;
3. Not an elected officer of the Student Government Association, Pan-Hellenic Council or UMES Senate;
4. Not a member of any judicial body on campus; and
5. Maintain at least a 2.0 average.

A faculty member sitting on the Student Judicial Council must:

1. Not be an elected member of the UMES Senate;
2. Be appointed by the President; and
3. Not be a member of any other judicial body on campus.

The chair of the Student Judicial Council shall be a faculty member, staff member, or administrator appointed by the President.

Vacancies on the council shall be filled in the same manner as provided for original selections, and removal shall be for any valid reason with a two-thirds vote and a written recommendation from the council to the President.

VI. PROCEDURES

A. Filing Charges

Any member of the campus community may initiate a case by filing a written complaint with the Office of the Judicial Administrator. The complaint must contain:

1. The name and address of the accuser;
2. The name and address of the accused;
3. The date of the complaint;
4. A short, clear statement of the complaint;
5. A request for judgment or the relief desired, if any.

B. Rights of the Accused

1. Presumption of Innocence

Every accused shall be presumed innocent until proven guilty. The burden of proof shall rest with the accuser(s), to prove by clear and convincing evidence, the facts of the complaint.

2. Notice

The accused shall be served a copy of the complaint in person or by certified mail by the appropriate UMES administrator or official as expeditiously as possible (usually within seven academic calendar days). A record shall be made of the date of service.

3. Response

The accused shall be entitled to file a written response. The response must be received by the Judicial Administrator within seven academic calendar days of the date of service. The response shall be served by certified mail or in person, and should be concise, and contain any denials, defenses, or counterclaims.

4. Hearing

If a settlement which is agreeable to both parties is not reached, the case shall be presented before the judicial body designated by the Judicial Administrator.

C. Hearings

Every student at the UMES campus has the right to a hearing as herein provided. Except for the imposition of summary suspension, no disciplinary penalty shall be imposed without a hearing.

Both parties shall be entitled to appear in person and to be accompanied by a member of the UMES campus of their choice who may serve as counsel. Only members of the faculty, staff, or student body who are not members of the judicial counsel may serve as counsel.

Both parties shall have the right to present or oppose a claim for relief, to call witnesses on their behalf, to present proof through testimony or documentary evidence, to ask questions of opposing witnesses, and to argue matters in dispute so as to enable the judicial body to develop reasonable findings and to reach a just decision.

All hearings shall be closed unless otherwise designated by the judicial body's chair.

The technical rules of evidence shall not apply, but evidence may be excluded at the discretion of the chair of the judicial body if it is irrelevant, immaterial or unduly repetitious. Evidence may be ruled irrelevant if it has no bearing on the issue of the case, immaterial if it has no weight in the disposition of the case, and unduly repetitious if it is duplicative of evidence already received to such an extent that it has no further probative value.

If the student charged does not appear, either personally or by a representative, without satisfactory explanation being made at the earliest possible opportunity, or should the student leave before the adjournment or conclusion of the hearing, the hearing shall proceed. A decision shall be rendered based on the available evidence.

VII. NOTIFICATION OF DECISION

The parties shall be entitled to a written decision with an explanation of the reasons for the decision within fourteen academic calendar days of the hearing.

VIII. RIGHT TO APPEAL

A decision of the campus Judicial Board may be appealed by the student charged or the person bringing the charge. A request for appeal must be filed in writing with the judicial officer within five working days of the notification of decision. The decision to grant or deny an appeal is at the sole discretion of the President or a designee. The President may conduct a new hearing to be held within ten working days from receipt of the appeal. The sanctions of the original judicial body may be upheld, reduced, or strengthened on appeal.

The only grounds for an appeal are:

1. Substantial departure from the procedures set forth in this policy, such departure impacting on the outcome of the hearing.
2. The discovery or availability of new evidence, which, if true, would substantially alter the outcome.

IX. PRACTICE AND PROCEDURE

The Rules of Practice and Procedure are general guidelines to be utilized. Said rules are not subject to amendment without the approval of the UMES Senate. Additional guidelines, which amplify or clarify these rules, may be added so long as they do not restrict or deny the guarantee of due process specified in these Rules. Such guidelines must be in writing and approved by a majority of the council membership and are subject to review by the UMES Senate.

X. RECORD OF HEARINGS

There shall be a complete record kept of all proceedings by tape recording. All recordings of hearings shall be the property of UMES and may be released to the council only.

XI. ACCESS TO DISCIPLINARY RECORDS

Records of any proceedings under this policy are available to the chair of the Student Judicial Council, the accuser and accused in any case, to which they are a party, and the President or a designee.

All disciplinary records shall be destroyed upon the graduation of the disciplined student. In cases where the student has been found not guilty, files shall be destroyed within 30 days of the decision.

XII. PRESIDENT'S RIGHT TO SUMMARY SUSPENSION

The President or a designee may summarily suspend a student from the University for up to one week when, in his or her best judgment, immediate action is necessary. Such suspensions are subject to review by the Student Judicial Council within one week of the suspension.

Students receiving summary suspensions shall have rights provided in the Judicial Code, and until and unless the student is found guilty, the student's status as a member of the UMES community shall not be altered.

In cases where a suspension is not upheld by the Student Judicial Council, the student shall have the right to be granted excused absences from all classes and responsibilities missed due to the suspension.

XIII. ANNUAL REPORT

The Vice President for Student Affairs shall make an annual report to the UMES Senate on the functioning of these policies and procedures.

XIV. ANNUAL REVIEW

There shall be an annual review of the Code of Student Conduct by a faculty-student committee appointed by the President.

XV. AMENDMENT

These policies and procedures may be amended by approval of the UMES Senate with full consideration and participation by a representative of the Judicial Council.

VIII-2.01 – POLICY ON TUITION

(Approved by the Board of Regents June 11, 1993; Amended on December 19, 2003)

PREAMBLE

The University System of Maryland is responsible for and committed to ensuring that qualified Maryland residents have access to System institutions and quality education at affordable costs. Since the students benefit from the education they receive, they have a responsibility to pay a reasonable share of the costs through tuition. Since Maryland benefits from having an educated citizenry, the state also has a responsibility to bear a substantial portion of the costs through taxpayer support. The University System of Maryland also has a responsibility to maximize the efficiency of its operation so as to minimize the cost to taxpayers and students.

Among the principles set forth in the System's founding legislation are the following:

The people of Maryland deserve high quality in all aspects of public higher education.

Public higher education should be accessible to all those who seek and qualify for admission.

Adequate funding by the State is critical to ensure access to high quality public higher education.

To help identify the responsibilities of students and the state in funding public higher education AND to ensure that the University System of Maryland is able to fulfill its legislative mandates, the System leadership recognizes the need for a tuition policy. The policy is designated to:

- provide students with a quality education and enable the System to move toward its legislatively-mandated goal of achieving and sustaining national eminence;

- further the state's understanding and appreciation of the significant role state revenues are expected to play in supporting the goals of the System;

- allow the System and its institutions to plan, budget, and allocate resources over the long term;

- keep tuition increases predictable, enabling students to plan for their educational expenses;

- provide access to System institutions for the range of qualified students; and

- recognize and support the individual institutional missions.

Students from other states and countries who enroll at USM institutions add a richness of experience and diversity that benefits all institutions and their students. However, those students should pay an additional amount of tuition, which, at minimum, offsets the State's contribution intended to subsidize the education of its residents.

I. DEFINITIONS

Tuition: The rate paid by students to enroll in a USM institution and the fees all students must pay that are part of the state supported budget. Fees to support auxiliary enterprises, self-funded operations and fees that are not collected from all students (e.g., lab fees, application fees, etc.) are not covered by this policy.

Funding Guideline: The funding guideline is a calculation that provides an institutional benchmark to assess the adequacy of funding for an institution against an external peer-related comparison.

Full-Time Equivalent Student (FTES): Number of full-time students plus one-third the number of part-time students. This formula is consistent with that used for the funding guidelines and national standard practice.

State Appropriations: General funds (state tax dollars) provided annually to an institution.

Self-funded Operations and Auxiliary Enterprises: Operations supported by fees and charges that are determined by the amount of revenue required for the individual activity to operate on a sound fiscal basis, without accumulating a deficit or postponing required expenditures to a future year.

II. Tuition Plan and Level

Tuition at an institution, when combined with state appropriations for that institution, is expected to provide sufficient revenue to support the goals of quality and of achieving and sustaining national eminence.

A. Institutional Tuition Plans

1. Each institution will update annually a four-year tuition plan based on assumptions that on a format provided by the Chancellor, related to projected state appropriation, funding guidelines target and planned enrollment levels. Changes proposed in the annual update should address changes in assumptions that caused the recommended revision to tuition rates.
2. Funding guidelines targets will NOT be adjusted to compensate for enrollment growth that has not been approved by the Board of Regents.
3. This plan will also include targets for increased efficiencies in institutional operations, including cost containment initiatives reported to the State.
4. Revenues from tuition or special programs that are part of the state-supported budget should be included in the tuition plans. The plans should also include revenues from all fees that are not related to auxiliary operations or other self-funded activities.
5. Tuition is expected to vary by institution based on mission, program offerings, general funds per full-time equivalent student, facilities, and other factors.
6. The semester tuition approved by the Regents for Fall and Spring semesters will be subject to change under extenuating circumstances.

B. Tuition Level

Annually, the Board of Regents will approve the tuition rates included in the institutional tuition plans. Tuition for each category of student at an institution will be established either as a semester cost or specified as a cost per credit hour. The tuition levels should be established in accordance with the following principles:

1. Generally, undergraduate tuition within an institution should not vary by discipline or cohort, except for the professional schools at the University of Maryland, Baltimore. However, institutions may seek an exception to this policy.
2. Out-of-state undergraduate students should pay an additional amount of tuition which at a minimum offsets the State's contribution intended to subsidize the education of its residents and institutions are encouraged to set tuition for out-of-state undergraduate students at market level. Based on compelling reasons, institutions may seek an exception to this policy. For each institution, the calculation of the State contribution shall include the general funds appropriations per resident FTES (as defined in the USM Funding Guidelines) plus the System average cost of GO and PAYGO debt amortization (cost of facilities not reflected in the institutions' budgets) per resident FTES. The calculation of state subsidy should be adjusted for state financial aid and research/public service support.
3. Part-time undergraduate students are to pay a per-credit hour charge based on a normal semester load for a full-time undergraduate student of at least 12 credits per semester.
4. Tuition for graduate and professional students may be set on a program differential basis.
5. Out-of-state graduate and professional students are to pay a higher amount than in-state graduate and professional students; their tuition should reflect market levels unless there is a compelling reason to the contrary.
6. Tuition for special programs at the graduate level may be set at a flat rate that may include fees and may vary from the guidelines state above.

III. FINANCIAL AID

Institutions should address need-based institutional financial aid opportunities in their tuition plans with the goal of maximizing access for all qualified students under the proposed tuition rates.

IV. REQUIRED REPORTS

This policy provides for undergraduate tuition to be established independent of tuition at comparable institutions. However, tuition information for comparable institutions within the region and nationally is to be made available to the Board of Regents Committee on Finance at the time it considers the operating budget request and the related tuition adjustments.

Each USM institution will provide to the public easily accessible information reflecting a four year projection of costs to attend the institution. The projection will include an explanation of the assumptions serving as the basis of the projects. The information should include examples of the total costs for typical students, including tuition, mandatory fees, course fees, and room and board.

73.0 III-2.41 - POLICY ON GRADUATE STUDENT INTER-INSTITUTIONAL REGISTRATION

(Approved by the Board of Regents, June 19, 1991)

I. POLICY

It is the policy of the Board of Regents of the University of Maryland System to encourage graduate students enrolled at one institution of the System to avail themselves of course offerings, research facilities, and special faculty competencies at the other institutions of the System. Therefore, degree-seeking graduate students at UMS institutions may, with the permission of the director of graduate studies in the program to which they were admitted, pursue for credit at other institutions within the University System graduate courses to augment their degree programs.

Courses taken at other institutions should be used to augment the home campus program. If a major portion of the program a student wants is not given at the home institution, then the student should transfer to an institution which offers the program.

In granting permission to pursue the opportunity afforded by this policy, significant factors to be considered by the director of graduate studies may include but are not limited to:

- A. Unavailability of a similar or comparable course at the home institution within a reasonable time frame. Here convenience is not adequate justification.
- B. Possible enhancement of the student's overall program in a way not possible at the home institution, as by the existence at the host institution of a unique research or instructional facility, particular faculty expertise, or the availability of a particular course not offered at the home institution.
- C. The level and content of the course, including the nature of prerequisite course work.

II. DEFINITIONS

- A. Home Institution -- The institution to which the student is currently, formally admitted in an approved graduate degree program. The home institution will be responsible for admission, academic advising, grants of financial aid, the academic transcript and the awarding of the graduate degree. The student must maintain academic eligibility at the home institution.
- B. Host Institution -- The institution which registers the inter-institutional student for the inter-institutional course only and offers the course(s) taken as a visiting inter-institutional student. The host institution will provide, on a space available basis, access to courses, seminars, and research facilities. Use of the libraries, parking facilities, and emergency health care will be made on the same terms on which they are offered to graduate students at that institution.

III. REGULATIONS GOVERNING THE INTER-INSTITUTIONAL REGISTRATION PROGRAM

- A. Degree-seeking graduate students in good academic standing in approved graduate programs at UMS institutions are eligible to participate.
- B. Participation in the program shall be entered into only after receiving approval from the appropriate authority at the home institution and with the concurrence of the appropriate authority at the host institution. Approval does not insure availability of a place in the course at the host institution. Actual registration is on a "seats available" or other established basis. Contact with the department or program at the host institution is recommended in order to determine availability of space in the course and the existence of particular prerequisites. This should be done well in advance of the registration period in which the course will be taken. Students will use the registration procedures and times applicable to native students at the host institution.
- C. Inter-institutional students shall pay all tuition for courses taken at a host institution directly to the home institution in accordance with that institution's policies. On an annual basis there will be an exchange of tuition collected based on enrollments at the host institutions. For teaching load and FTE student computation, the credit hours taken at the host institution will be reflected at the host institution.

- D. All credits and grades earned by participating students at a host institution are defined as resident credit by the home institution and entered on the academic record of the student at the home institution.
- E. The University of Maryland System and each institution shall develop coordinated procedures for the implementation of this policy.
- F. The University of Maryland System and each institution shall develop coordinated procedures for the implementation of this policy.

Replacement for: BOR I-4.00, Section IV

III-2.41(A) - UMES POLICY ON GRADUATE STUDENT CONCURRENT INTER-INSTITUTIONAL
REGISTRATION

(Approved by the President January 1, 1992)

I. POLICY

It is the policy of UMES to permit degree-seeking graduate students to make use of course offerings, research facilities and special faculty competencies at other institutions of the University of Maryland System, and to allow graduate students of other System institutions to do the same at UMES. The following are the procedures to affect graduate inter-institutional registration.

Students wishing to participate in graduate inter-institutional registration shall be able to demonstrate either that the course(s) are unavailable at the home institution or that the host institution does have important and unique resources that would significantly enhance the student's program of study.

Students must have the permission of the Vice President for Academic Affairs to participate in this program, and in all cases, the decision of the Vice President for Academic Affairs is final.

II. PROCEDURES – HOME INSTITUTION

- A. Students obtain the graduate inter-institutional registration form from the home institution, and secure approval from their advisors and the Vice President for Academic Affairs. The student submits the form to the registrar who shall verify the information and, if appropriate, approve the request.
- B. The home institution shall register the student for a generic course in the graduate school. This ensures that the student is "officially registered" at the home institution and would allow monitoring of the student by providing the registrar with class lists.
- C. The registrar shall inform the student of the registration days and times at the host institution and give one copy of the completed form to the student to facilitate completion at the host institution.
- D. Upon completion of the course, the host institution's registrar shall forward an official transcript to the home institution reflecting the grades earned and the courses taken there.
- E. Upon official notification, the home institution shall post the grade(s) according to institutional policy so that they are calculated in institution's academic totals.
- F. In addition to the posting of the grades, the home institution shall make a notation on the student's record indicating that the courses were taken as part of an inter-institutional registration and list the name of the institution. This information should appear with the semester in which courses were taken.
- G. Students participating in inter-institutional registration programs shall be advised that they are expected to follow the change of schedule deadlines and pertinent academic policies that are in effect at the host institution for those courses in which they are registered. Failure to comply with a host institution's deadlines/policies may result in failing grades or other academic actions, which shall need to be resolved between the student and the host institution.

III. PROCEDURES – HOST INSTITUTION

- A. Upon receipt of the inter-institutional registration form, the host institution's registrar/coordinator shall arrange for registration at a time appropriate to the student's classification.
- B. Incoming students shall be classified as inter-campus registrants to eliminate them from head counts and to alleviate any problems with billing.
- C. Special permits, parking or other fees at the host institution are the responsibility of the student electing to participate in the program.

- D. Students wishing to participate in the inter-institutional registration shall be accommodated on a course available basis. Students are expected to have met the prerequisites or other criteria set for restricted programs of study.

IV. PROCEDURES - SPECIAL CIRCUMSTANCES

Inter-institutional registration is a student responsibility, but exceptions shall be permitted when both coordinators at the home and host institutions agree that circumstances warrant action. Those for whom a special situation exists (disability, special circumstances, etc.) may ask the home institution coordinator to facilitate the registration process for them.

261.0 VIII-2.60 - POLICY ON TUITION FELLOWSHIPS FOR GRADUATE STUDENTS

(Approved by the Board of Regents, July 26, 1990)

Constituent institutions in the University of Maryland System which enroll students in graduate programs are authorized to provide tuition fellowships to graduate students. Such fellowships are available only to students enrolled full-time in degree programs and entail no service obligations on the part of the recipients.

Each institution eligible to implement a tuition fellowship program for graduate students shall adopt procedures to administer the program, within this policy.

VIII-2.60(A) - UMES POLICY AND PROCEDURES CONCERNING TUITION FELLOWSHIPS FOR GRADUATE STUDENTS

(Approved by the President January 1, 1992)

A. POLICY

A fellowship is an award bestowed on a student who displays academic merit and promise. To be eligible for a fellowship at UMES, applicants must be admitted to a full-time degree program in the Graduate School.

B. FELLOWSHIPS FOR SCIENCE

UMES participates in the Graduate Fellowship program of the United States Office of Education for minorities in the sciences.

C. OTHER RACE GRANTS

1. This grant is intended to increase the participation of non-black students in graduate education at UMES.
2. Applicants must:
 - a. be citizens or permanent resident aliens who are classified as Maryland residents;
 - b. be admitted as degree seeking students;
 - c. be willing to register as full-time students;
 - d. be able to demonstrate special merit or need.
3. The individual educational grants vary.
4. Students may apply for reappointment for up to three years.

III-1.30 POLICY ON ACADEMIC CLEMENCY

(Approved by the Board of Regents, February 22, 1990)

Each institution, in order to encourage students to resume their pursuit of a baccalaureate degree after an academic separation of at least five calendar years from the institution, may establish an academic clemency policy that may remove or reduce the burden of unsatisfactory or failing grades (as defined by the institution) earned previously at that institution.

Replacement for: BOR I-1.70

III-1.30(A) - UMES POLICY AND PROCEDURES ON ACADEMIC CLEMENCY

(Approved by the President January 1, 1992)

I. POLICY

It is the policy of UMES to allow undergraduate students returning to the campus after a separation of at least five years to petition for the removal of a limited number of unsatisfactory or failing grades earned previously at the Eastern Shore Campus.

II. CRITERIA

In order to apply for academic clemency the following must be met:

1. The student must be readmitted or reinstated at UMES.
2. The student must be registered for classes at UMES.
3. The student must have been separated from UMES and not enrolled in any other four-year degree program for a period of at least five years.

III. PROCEDURES

1. The student must file a written petition with the Vice President for Academic Affairs.
2. The petition must contain:
 - a. the student's name and social security number;
 - b. the dates the student attended UMES;
 - c. a list of the courses the student wishes to have removed from the calculation of the grade point average. A maximum of sixteen credits may be removed.
3. The petition must be filed prior to the last day of classes in the semester the student first returns to UMES.
4. The Vice President for Academic Affairs shall decide which, if any, of the courses should be excluded from calculation of the students' grade point average, and shall notify the student in writing of the decision. The decision of the Vice President for Academic Affairs is final, and there is no appeal within UMES or the University of Maryland System.
5. Courses, which are excluded, are designated on the transcript with the notation E.C. (excluded credit) and are not counted toward graduation requirements.
6. Courses, which are excluded, are designated on the transcript with the notation E.C. (excluded credit) and are not counted toward graduation requirements.

64.0 III-1.40- POLICY ON CREDIT BY EXAMINATION AND PORTFOLIO ASSESSMENT

(Approved by the Board of Regents, February 22, 1990)

An institution may provide its undergraduate students with opportunities to earn up to sixty semester credit hours by examination. Such credits may be awarded through standardized examinations such as those in the Advanced Placement Program of the College Entrance Board (AP), or in the College Level Examination Program (CLEP), or through portfolio assessment or institutional examinations conducted by the faculty of the institution in the appropriate discipline. The total amount of credit earned through either institutionally developed examinations or portfolio assessment shall not exceed thirty semester credit hours. At each institution, the source of such credit shall be identified on the student's permanent record.

Replacement for: BOR I-6.00 and BOT X-A.10

III-1.40(A) - UMES POLICY AND PROCEDURES CONCERNING CREDIT BY EXAMINATION

(Approved by the President January 1992)

I. POLICY

Students at UMES may earn a maximum of 60 (sixty) credit hours towards a baccalaureate degree by examination only 30 of which may be obtained through the College Level Examination Program (CLEP). Tests are administered through either the appropriate UMES department or CLEP.

II. UMES CREDIT BY EXAMINATION

A. Eligibility

In order to be considered for credit by examination a student must meet the following criteria:

1. a minimum of 12 (twelve) credit hours completed at UMES;
2. a minimum of a "C" average
3. completion of all prerequisite courses or the approval of the department chairperson, the dean, and the Vice President for Academic Affairs.

Note: Requirements 1. and 2. may be waived for entering freshman by the department chairperson and the dean.

B. Grading

1. A student may cancel application for credit by examination at any time prior to the completion of the examination with no entry on the permanent record.
2. The examination instructor shall make the grade available to the student prior to formal submission of the grade.
3. A grade of "C" or better must be obtained to establish credit by examination.
4. If a student elects not to have the grade posted, a symbol of "W" shall be recorded. No course may be attempted more than once using credit by examination.
5. Grades earned using credit by examination shall be posted on the transcript and used in computing grade point average. Such grades shall be accompanied by the notation "By exam" or "By CLEP" as applicable.

C. MISCELLANEOUS

1. Credit by examination will not be accepted for any part of the final 30 (thirty) semester hours without permission of the Vice President for Academic Affairs. With such permission, six of the final 30 (thirty) credit hours may be credit by examination.
2. Applications for examinations shall be approved on an individual course basis.
3. The instructor must certify on the report of examination that copies of the examination questions and the student's answers have been filed in the Office of Admissions and Registration.

III. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

1. No more than 30 (thirty) hours of credit can be received through CLEP testing.
2. Credit may only be granted to students receiving 50% or more on the general examinations.
3. In accordance with the recommendations of the Council of College-Level Examination Program, UMES accepts for college credit the mean score achieved by students in the national norm groups who earned grades of "C" in comparable courses.
4. No credit may be granted by CLEP tests, which are repeated.
5. The amount of credit to be awarded shall be determined by the major department and the department in whose discipline the course falls.
6. CLEP credit shall be granted on a pass/fail basis and so entered on the student's record with the notation "By CLEP".
7. An official, original CLEP score report must be sent from the College Board directly to the UMES Office of Admissions and Registration to be accepted.

70.0 III-2.30- POLICY ON ELIGIBILITY TO REGISTER

(Approved by the Board of Regents, February 22, 1990)

To remain eligible to register, a student must maintain satisfactory levels of academic progress as established and published by each institution. Each institution may adopt policies which establish additional criteria for registration eligibility.

Replacement for: BOT XI-E

66.0 III-2.00- POLICY ON CONTINUING EDUCATION

(Approved by the Board of Regents, November 30, 1989)

Continuing education includes both credit and non-credit educational opportunities which are offered at times and in locations that meet the special needs of individuals and/or groups and which are congruent with the mission and goals of the institution. Each institution shall exercise curricular and administrative responsibility for continuing education activities.

Non-credit continuing education activities may be awarded Continuing Education Units (CEU's). Those institutions which award CEU's shall establish procedures for approving their award, consistent with nationally established guidelines.

Replacement for: BOT XI-I

III.2.00 (A) UMES POLICY ON CONTINUING EDUCATION

(Approved by the President April 6, 1999)

I. Administrative and Curricular Responsibility for Continuing Education Activities

Administrative and Curricular responsibility for UMES continuing education activities is placed in an Office of Continuing Education within the School of Graduate Studies. The coordinator of the office reports to the Dean of Graduate Studies for credit and non-credit educational opportunities offered on campus and at off campus locations to meet the special needs of individuals and groups and which are congruent with the UMES mission and goals.

II. Policy on award of Continuing Education Units (CEU's) for non-credit continuing

The University of Maryland Eastern Shore in defining Continuing Education Unit (CEU) uses the national standard definition of the Council on the Continuing Education Unit that, "one (1) Continuing Education Unit (CEU) is defined as ten contact hours of participation in an organized continuing education experience, under responsible sponsorship, capable direction, and qualified instruction." The University of Maryland Eastern Shore will honor the CEU definition or guidelines of professional organizations and societies which document a different CEU measure as the national standard for their profession or society.

The University of Maryland Eastern shore sets its own processing fee for the issuance of CEU's.

87.0 III-6.00- POLICY ON ACADEMIC TRANSCRIPTS AND FINANCIAL AID RECORDS

(Approved by the Board of Regents, January 11, 1990)

I. ACADEMIC TRANSCRIPTS

Each institution in the University of Maryland System will maintain an academic transcript for each student who enrolls. The transcript will conform to standards as established by the American Association of Collegiate Registrars and Admissions Officers, and will include courses and grades for each term of enrollment. Each institution will develop policies concerning resident credit and the calculation of grade point averages.

II. WITHHOLDING TRANSCRIPTS AND RECORDS

An institution may withhold copies of official academic transcripts and financial aid records requested by or on behalf of a student who is delinquent in his or her financial obligations. A student is defined as an individual who is or who has been in attendance at an institution in the University of Maryland System.

Such delinquency may include delinquency in the payment of institutional charges and/or default on a Stafford Loan or any education loan made, guaranteed, or reinsured in whole or in part by the federal or Maryland State government made or received for attendance at an institution in the University of Maryland System. In those instances where

(1) a student requesting the education records is in default on a Stafford Loan or any education loan made, guaranteed, or reinsured in whole or in part by the federal or Maryland State government, and

(2) the institutional business office has been notified that the student has filed a bankruptcy petition, copies of financial aid records and official academic transcripts may be withheld only after consultation with the Office of the Attorney General.

Replacement for: BOR II-4.10

III-6.00(A) - UMES POLICIES CONCERNING ACADEMIC TRANSCRIPTS AND CALCULATION OF
GRADE POINT AVERAGE

(Approved by the President January 1, 1992)

POLICY

All candidates for undergraduate degrees should plan to take their final 30 credits in residence at UMES. A student who at the time of graduation will have completed 30 credit hours in residence at UMES may, under unusual circumstances, be permitted to take a maximum of six of the final thirty credits at another institution. Written permission must be obtained in advance through the Dean's Office to the office of the Vice President for Academic Affairs.

Credits completed with grades of A, B, C, D and F, but not P and S, shall be used in computation of the semester and cumulative GPA with values of 4.00, 3.00, 2.00, 1.00 and 0.00, respectively. Marks of I, P, S, W and NGR will not be used in the computation of semester and cumulative GPA.

92.0 III-6.30- POLICY ON CONFIDENTIALITY AND DISCLOSURE OF STUDENT RECORDS

(Approved by the Board of Regents, January 11, 1990)

Each institution shall formulate and implement policies to

- 1) protect the confidential nature of student education records; and
- 2) provide compliance with all federal and State laws regarding disclosure of such records.

As a minimum, the policy on disclosure should include: definitions of "students" and "education records"; the rights of students to have access to or to permit others to have access to specific records; a specification of all conditions under which that disclosure may occur without prior consent of the student; and a process which allows students the opportunity to review and to seek correction of their education records.

Replacement for: BOR II-4.00 and BOT X-H

III-6.30(A) - UMES POLICY AND PROCEDURES ON THE DISCLOSURE OF STUDENT EDUCATION RECORDS

(Approved by the President January 1, 1992)

I. POLICY

It is the policy of UMES to comply with the requirements of the Federal Family Educational Rights and Privacy Act, known as the Buckley Amendment, concerning the disclosure of student records. Following is an outline of the policy, and an explanation of the procedures by which students may obtain access to education records. A copy of this policy is to be furnished to each student annually with Registration materials for the Fall semester. New and transfer students enrolling for the first time during the Spring semester will receive the policy at that time.

II. DEFINITIONS

“Attendance” includes but is not limited to attendance in person or by correspondence; and the period during which a person is working under a work-study program.

“Directory Information” means information, which would generally not be considered harmful, or an invasion of privacy if disclosed. It includes, but is not limited to: a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic teams, dates of attendance, degrees, and the most recent previous educational agency or institution attended.

“Disclosure” means to permit access to or the release, transfer, or other communication of education records to any party by any means, including oral, written, or electronic means.

“Education Records” means those records maintained by UMES, which contain information directly related to a student, except:

1. Records made by instructors, professors, and administrators for their own use, and not shown to others.
2. Records maintained by UMES Police solely for law enforcement purposes and kept separately from the education records described above.
3. Records of employment, which relate exclusively to the individual in that individual's capacity as an employee, and are not available for use for any other purpose.

(NOTE: If a currently enrolled student is employed as a result of his or her status as a student, records relating to that employment are education records.)

4. Records on a student who is eighteen years of age or older made by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional made or used only for treatment purposes and available only to persons providing treatment.
5. Alumni records which contain only information relating to a person's activities after that person is no longer a student at UMES and not related to that person as a student.

“Parent” means a parent of a student, and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent.

“Party” means an individual, agency, institution or organization.

“Personally identifiable information” means a student's name, a name of a student's parent or family member, an address of a student or a student's family, a personal identifier such as a social security number or student number, a list of personal characteristics or any information that would make a student's identity easily traceable.

“Record” means any information recorded in any way, including, but not limited to, handwriting, print, tape, film, microfilm, and microfiche.

“**Student**” means any individual who is or has been in attendance at UMES, and on whom education records are maintained.

III. RIGHT TO ACCESS

Each student in attendance at UMES has a right to inspect and review his or her education records.

A. PROCEDURE

1. Form of Request – Requests for access to education records must be made in writing, signed by the student, and must include the student’s social security number.
2. Place of Request – Requests are made to the Office of Admissions and Registrations, First Floor, Bird Hall, Princess Anne, Maryland 21853.
3. Response by UMES – UMES shall comply with a request for access within a reasonable time, in no case to exceed 45 days. Whenever possible, arrangements shall be made for the student to read his or her records in the presence of a staff member.
4. Reproduction of Records – A student may ordinarily obtain copies of education records by paying the cost of reproduction. The fee for copies is \$.25 per page. There is no charge for staff time to search for or collect education records. Only copies of a student’s current UMES transcript will be provided. Official or unofficial University of Maryland transcripts with the seal of the University will be provided at a higher cost.

B. TYPES AND LOCATIONS OF EDUCATION RECORDS MAINTAINED AT UMES

(NOTE: All requests must be routed through the Office of Admissions and Registrations.)

1. Admissions

Applications and transcripts from institutions previously attended.

2. Registrations

All on-going academic and biographical records.

Director of Admissions and Registrations

3. Departments

Departmental Offices

Chairperson of the Department

4. Deans

Miscellaneous records.

Dean’s offices of each school.

5. Residence Life

Student’s housing records.

Director of Residence Life

6. Advisors

Letters of evaluation, personal information sheet, transcript, test scores (with student's permission).

7. Judicial Affairs

Student's judicial and disciplinary records.

8. Counseling Center

Biographical data, summaries of conversations with students, test results.

9. Financial Aid

Financial aid applications, needs analysis statements, awards made.

(NOTE: There is no student access to parents' confidential statements.)

10. Career Development Center

Recommendations, unofficial copies of academic record.

11. Office of the Comptroller

Student accounts receivable, records of students' financial charges, and credits.

C. WAIVER OF ACCESS TO CONFIDENTIAL RECOMMENDATIONS

A student may waive the right of access to confidential recommendations in the following areas:

1. Admission to any educational institution,
2. Job placement,
3. Receipt of honors and awards.

The waiver must be in writing, and UMES shall not require such waivers as a condition to admission, or the receipt of any service or benefit. If right of access is waived, a student will be notified, upon written request, of the names of all persons making confidential recommendations. Such recommendations shall be used only for the purpose for which they were specifically intended. A waiver may be revoked in writing at any time, and will only apply to subsequent recommendations.

IV. DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION

It is the policy of UMES to limit disclosure of personally identifiable information without a student's prior written consent, subject to the following limitations and exceptions:

A. DIRECTORY INFORMATION (defined above)

1. This information may be disclosed and may appear in public documents unless a student files a written notice not to disclose any or all of the information within three weeks of the first day of the semester in which the student begins each year. This notice must be filed annually with the Registrar's Office within the allotted time to avoid automatic disclosure of directory information.
2. Students will be given annual notice of the categories of information designated as directory information.

B. PRIOR CONSENT NOT REQUIRED

Prior consent is not required for disclosure of education records to the following parties:

1. School officials of UMES who are or may be in a position to use the information in furtherance of a legitimate educational objective.

A school official is:

- a. A person employed by the University of Maryland System in an administrative, supervisory, academic or research, or support staff position.
- b. A member of the Board of Regents.
- c. A person employed by or under contract to the University to perform a special task, such as an attorney or auditor.

A school official has a legitimate educational interest if the official is:

- a. Performing a task that is specified in his or her position description or by contract agreement.
- b. Performing a task related to a student's education.
- c. Performing a task related to the discipline of a student.
- d. Providing a service or benefit relating to the student's family, such as health care, counseling, job placement or financial aid.

2. Officials of other schools in which a student seeks or intends to enroll or is enrolled. A student will be provided with a copy of the records that have been transferred upon request and payment of copying fees as described above.
3. Authorized representatives of the Comptroller General of the United State, the Secretary of Education, the Commissioner of the Office of Education, the Direction of the National Institute of Education, the Administrator of the Veteran's Administration, the Assistant Secretary of Education, and State educational authorities, but only in connection with the audit or evaluation of federally supported education programs, or in connection with the enforcement of or compliance with federal legal requirements relating to these programs. Subject to controlling federal law, these officials will protect information received so as not to permit personal identification of students to outsiders.
4. Authorized persons and organizations that are given work in connection with a student's application for or receipt of financial aid to the extent necessary.
5. State and local officials to whom such information is required to be reported by effective state law adopted prior to November 19, 1974.
6. Organizations conducting education studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The studies shall be conducted so as not to permit personal identification of students to outsiders, and the information is to be destroyed when no longer needed for these purposes.
7. Accrediting organizations for purposes necessary to carry out their functions.
8. Parents of a student who is dependent for income tax purposes.

9. Appropriate parties in connection with an emergency, where knowledge of the information is necessary to protect the health or safety of the student or other individuals.
10. In response to a court order or subpoena. UMES will make reasonable efforts to notify the student before complying with the court order.

C. PRIOR CONSENT REQUIRED IN ALL OTHER CASES

With the exception of the cases listed in 1 and 2 above, UMES will not release personally identifiable information in education records, or allow access to those records without prior consent from the student. The consent must be in writing, signed by the student, and dated. The student must specify the records to be disclosed, the identity of the recipient, and the purpose of the disclosure. A copy of the record disclosed will be provided to the student upon request and payment of copy fees described above.

D. RECORD OF DISCLOSURES

1. Maintenance of List

UMES shall maintain a list of each request and each disclosure of personally identifiable information with each student's education records. The list shall include:

- a. the parties who have requested or received the information;
- b. the legitimate interest the parties had in requesting or receiving the information.

2. Inspection of List

The list of disclosures may be inspected by:

- a. the student;
- b. the official custodian of the record; and
- c. other UMES and governmental officials.

3. Exceptions

The following disclosures are not listed:

- a. disclosures to the student;
- b. disclosures pursuant to written consent;
- c. disclosures to instructional or administrative officials of UMES;
- d. disclosures of directory information.

V. CORRECTION OF EDUCATION RECORDS

It is the policy of UMES to provide students the opportunity to seek corrections to education records which are believed to be inaccurate, misleading, or which violate the right to privacy, or other rights.

A. REQUEST TO CORRECT AN EDUCATION RECORD

1. A request must be in writing, to the Registrar's Office.
2. A request must contain:
 - a. the specific document(s) being challenged.
 - b. the basis for the challenge
 - c. UMES shall decide within a reasonable time whether to amend the document(s). The student shall be notified of the decision in writing, and if the decision is to refuse to amend, the student shall be notified of the right to a hearing.

B. RIGHT TO A HEARING

Upon request, a student shall be provided an opportunity for a hearing to challenge the content of education records. A request for a hearing must be made in writing to the Registrar's Office. Within a reasonable time, the student shall be notified in writing of the date, place and time. The student shall be given reasonable advance notice of the hearing.

C. CONDUCT OF HEARING

1. A hearing shall be conducted by a UMES official with no direct interest in the outcome.
2. The student shall have a full and fair opportunity to present evidence, and may be represented by individuals of his or her choice, including an attorney. The cost for such representation shall be the responsibility of the student.

D. DECISION

1. The student shall be notified in writing within a reasonable amount of time.
2. The decision is to be based solely upon evidence presented at the hearing, and must include a summary of the basis of the decision.
3. In cases where the challenged information is found to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the education record shall be amended accordingly within a reasonable time.
4. In cases where the challenge information is not found to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of a student, the student shall be informed in writing of the right to place in the challenged record a statement commenting on the information and explaining any reasons for disagreeing with the decision.
5. The statements described above shall be kept as part of the student's record, and disclosed whenever that portion of the record is disclosed.

VI. RIGHT TO FILE A COMPLAINT

Student alleging noncompliance with the Family Educational Rights and Privacy Act may file a complaint with the Department of Education, Room 4512, Switzer Building, 330 C Street, S.W. Washington, D.C. 202__.

120.0 V-1.10- POLICY ON STUDENT PUBLICATIONS

(Approved by the Board of Regents on January 11, 1990)

Responsibility for adopting rules for student publications which are financed by student activities fees is delegated to the President of each institution.

127.0 V-4.00- POLICY ON STUDENT EMPLOYMENT

(Approved by the Board of Regents on January 11, 1990)

Each institution shall adopt rules governing and encouraging student employment as a means of benefiting both the institution and its students.

V-4.00(A) - UMES GUIDELINES CONCERNING STUDENT EMPLOYMENT

(Approved by the President January 1, 1992)

I. COLLEGE WORK STUDY PROGRAM

A. Program Description

The College Work Study Program at UMES makes part-time employment available to undergraduate and graduate students who are either citizens or permanent residents of the United States and have financial needs. Awards are made by the Financial Aid Office.

Jobs under this program may be on campus or off campus in a public or private non-profit agency. Students may work as much as twenty hours a week when school is in session. No student may earn more than his or her award. Compensation under this program must be at least minimum wage.

If a faculty member desires a work-study assistant to assist him/her, he/she makes a request to the department chairperson who places a request to the Financial Aid Office for the number of work-study students needed for that department. The Financial Aid Office makes the assignments; however, if possible, the Financial Aid Office will honor requests for specific work-study students. The department chairperson and/or the individual faculty member assigns the work for the student to do, supervises the student, and takes responsibility to see that the student works the required hours. The Financial Aid Office is located in Byrd Hall and has office hours 8:30 AM to 4:30 PM.

B. Application Procedures

Students wishing to apply for this program should complete the Financial Aid Form and submit it to the Financial Aid Office by April 1 for the coming year. Application must be made each year, and awards are based on demonstrated need.

II. STUDENT WORKSHIP EMPLOYMENT

A. Program Description

Workshop is a University sponsored student employment outside of the College Work Study Program, and is handled by individual departments. When a department determines a need exists, it may hire Student Workshop Program. The University does not encourage a student's employment in more than one department, but does not forbid it.

B. General Guidelines

1. It is the policy of UMES to base appointments, promotions and continuing employment on qualifications and performance. In keeping with this policy, members of the same family, including husband and wife, are eligible for employment with the University. However, a supervisor-employee relationship shall not be permitted, nor shall a member of a family assume for another member the role of advocate or judge with respect to conditions of employment or promotion. Where members of the same family are recommended to work for the same supervisor, approval shall be obtained in advance from the Vice President for Administration or a designee.

2. Each department shall establish procedures to provide appropriate general working conditions for student employees participating in Workshop Employment. These guidelines should include, but are not limited to the following:
 - a. a brief statement of job responsibilities for each student employee;
 - b. a clear understanding of the hours to be worked, developed by coordinating availability of the student and the needs of the employing department;
 - c. job categories and the student wage ranges;
 - d. general/normal working conditions in the department;
 - e. duration of employment;
 - f. a method whereby students may resolve job-related problems.

C. Application

1. Students must complete an application in the Department of Human Resources at the beginning of each academic school year.
2. Students may complete applications during April and May for the summer and upcoming academic year; during August and September for the current year; and during January and February for the current spring semester.
3. Applications will only be current for one academic year.
4. Students must be prepared to meet the selection criteria of the department.
5. Before beginning work, all students must have their contracts approved by the Office of Financial Aid and the Department of Human Resources.
6. Full-time students, as defined by the Office of Admissions, are not allowed to work more than twenty hours in a seven-day week.

131.0 V-6.00 - POLICY ON COMMUNITY SERVICE

(Approved by the Board of Regents, December 10, 1991)

The University of Maryland System Board of Regents recognizes the value of involvement in community service. Such service allows students to volunteer in their campus and local communities for experiences which, integrated with the academic program, provide valuable and rewarding learning experiences.

The institutions of the University of Maryland System shall encourage their students to become involved in community service activities. Consistent with its mission, each institution shall provide appropriate administrative mechanisms for its students to do so.

V-7.00 - POLICY ON STUDENTS WHO ARE CALLED TO ACTIVE MILITARY DUTY DURING A NATIONAL OR INTERNATIONAL CRISIS OR CONFLICT

(Approved by the Board of Regents on October 5, 2001)

1. Purpose and Applicability.

This policy governs students who are called to active military duty during a national or international crisis or conflict. It applies to full-time and part-time students enrolled at institutions in the University System of Maryland.

2. Policy

- A. USM students may be called to active military duty during national or international crises. These students may be required to interrupt their academic careers after they and their families have invested considerable resources in the payment of tuition, mandatory and auxiliary fees, and room and board. Each President shall develop and administer policies and procedures consistent with this policy that will assist such students in fulfilling their active military duty obligations by minimizing the negative effects of institutional policies otherwise applicable to students who withdraw from or interrupt their course of study.
- B. Upon application by a student, who has been called to active military duty, to withdraw from an institution or a particular course, and presentation of appropriate military orders, the President or appropriate designee, in accordance with the institution's exemption procedures, shall grant exemptions to otherwise applicable refund policies, and allow full or partial refund of tuition and fees (mandatory and auxiliary) and pro rata refund of room and board fees based on the actual days of occupancy. At the student's option, a notation of "AD" (active duty) will appear on the student's transcript.
- C. As an alternative to the refund of tuition, the President or appropriate designee may allow a student, who has been called to active military duty, to receive an incomplete grade for a course, and may extend the time permitted to complete the course for any reasonable period.
- D. The President or appropriate designee, in accordance with institution procedure, may allow other exceptions to otherwise applicable policies in order to assist students, who have been called to active military duty, and shall allow such exceptions if necessary to ensure that a student, who withdraws from a course or the institution because he or she has been called to active military duty, does not suffer institutional penalties, academic or otherwise (i.e. housing).
- E. In order to facilitate the reintegration of a student called to military duty, the President or appropriate designee, will minimize the process required to return to the institution.

137.0 VI-1.10 - POLICY ON ACTS OF VIOLENCE AND EXTREMISM

(Approved by the Board of Regents on January 11, 1990)

The essential nature of the University requires an atmosphere of tolerance and understanding of diverse groups, ideas, and opinions.

Acts of destruction or violence which are racially, ethnically, religiously, and/or otherwise motivated against the person or property of others and which infringe on the rights and freedom of others will not be tolerated at the University System's institutions or facilities.

Individuals committing such acts at any facility of the System are subject to campus judicial and personnel action, including suspension, expulsion or termination.

In addition, the Board of Regents encourages its institutions to pursue criminal prosecution of persons committing such acts under State and federal criminal laws.

Replacement for: BOR VI-36.00, and BOT Resolution 1984-14

254.0 VIII-2.30- POLICY ON WAIVER OF TUITION AND GRANTING OF OTHER PRIVILEGES FOR
SENIOR CITIZENS OF THE STATE OF MARYLAND

(Approved by the Board of Regents, November 30, 1989)

It is the policy of the University of Maryland System to extend special privileges, where practicable, to senior citizens who are residents of the State of Maryland. The term "senior citizen" includes any individual who is sixty years of age or older, who is retired and whose chief income is derived from retirement benefits, and who is not employed full time.

Privileges to be extended to such individuals shall include, subject to certain conditions, waiver of tuition for undergraduate and graduate courses, use of the libraries, and such other privileges as individual institutions shall determine.

I. WAIVER OF TUITION

- A. Each institution shall determine the availability of this benefit for self-support programs.
- B. The exercise of this privilege shall be on a space available basis, and the institution shall be responsible for determining space availability. A senior citizen shall not be entitled to a waiver of tuition for more than three courses in a single academic semester or term.
- C. For purposes of this program, "tuition" is defined as the basic instructional charge for courses and does not include fees, such as those for application, registration, or other mandatory fees. Policies on waiver of fees other than tuition for senior citizens shall be determined by the institution.
- D. A senior citizen may enroll in a degree granting program under these policies only if he or she is admissible to that program.
- E. The full-time equivalent enrollment of senior citizens for whom tuition is waived shall not exceed two percent of the institution's full-time equivalent undergraduate enrollment.
- F. Each institution shall adopt procedures to administer the tuition waiver program under these policies.
- G. Each institution shall report to the Chancellor, at the end of each semester or session, for submission to the Board of Regents, the number of senior citizens who have exercised the privilege of tuition waiver.

II. GOLDEN IDENTIFICATION CARD PROGRAM

- A. Eligible senior citizens may apply for a Golden Identification Card from any institution in the University System, which shall be honored throughout the System. This card shall serve to identify the individual as eligible for any privileges (for example, use of the libraries) that an institution determines to be available to senior citizens. Holders of the Golden Identification Card may be entitled to admission to student events, as determined by the institution.
- B. Except for emergencies, the health care facilities at institutions where they exist shall not be available to holders of the Golden Identification Card unless they are enrolled as regular full-time students and have paid the health fee.
- C. Each institution shall adopt and publicize procedures for, and privileges available under, the Golden Identification Card program.

Replacement for: BOR VI-11.00 and BOT X-C

(Approved by the Board of Regents August 28, 1990; Amended July 10, 1998; Amended November 27, 2000; Amended April 11, 2003)

I. POLICY

It is the policy of the Board of Regents of the University System of Maryland (USM) to recognize the categories of In-State and Out-of-State students for the purpose of admission, tuition, and charge differentials at those institutions where such differentiation has been established.

A. An In-State student is a student whom the University determines to be a permanent resident of the State of Maryland. For the purposes of this Policy, "permanent resident" is defined as a person who satisfies all the following conditions and has done so for at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the person seeks In-State Status:

1. Is not residing in the State of Maryland primarily to attend an educational institution; and,
2. Owns and continuously occupies or rents and continuously 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; and,
3. Maintains within Maryland substantially all personal property; and,
4. Pays Maryland income tax on all earned taxable income including all taxable income earned outside the State; and,
5. Registers all owned motor vehicles in Maryland in accordance with Maryland law; and,
6. Possesses a valid Maryland driver's license, if licensed, in accordance with Maryland law; and,
7. Is registered in Maryland, if registered to vote; and,
8. 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,
9. Has a legal ability under Federal and Maryland law to live permanently without interruption in Maryland.

B. In addition, persons with the following status shall be accorded the benefits of In-State Status for the period in which they hold such status:

1. A full-time or part-time (at least 50 percent time) regular employee of the University System of Maryland.
2. The spouse or financially dependent child of a full-time or part-time (at least 50 percent time) regular employee of the USM.
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.

4. For UMUC, a full-time active member of the Armed Forces of the United States on active duty, or the spouse of a member of the Armed Forces of the United States on active duty.
 5. A graduate assistant appointed through the University System of Maryland for the semester/term of the appointment. Except through prior arrangement, this benefit is available only for enrollment at the institution awarding the assistantship.
- C. 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.
 - D. Assignment of In-State or Out-of-State classification will be made by the University upon an assessment of the totality of facts known or presented to it. The person seeking In-State Status shall have the burden of proving that he or she satisfies all requirements.
 - E. Either of the following circumstances raises a presumption that the student is residing in the State of Maryland primarily for the purpose of attending an educational institution,
 1. The student was attending high school or residing outside Maryland at the time of application for admission to a USM institution or,
 2. The student is both
 - (a) not financially independent and
 - (b) is financially dependent upon a person not a resident of Maryland.

The burden shall be on the student to rebut the presumption.

II. PROCEDURES

- A. An initial determination of In-State Status will be made by the University 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 semester/term until the determination is successfully challenged in a timely manner.
- B. A change in status must be requested by submitting a USM "Petition for Change in Classification for Admission, Tuition and Charge Differential". A student applying for a change to In-State Status must furnish all required documentation with the Petition by the last published date to register for the forthcoming semester/term for which the change in classification is sought.
- C. The student shall notify the institution in writing within fifteen (15) days of any change in 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 in-state status and take disciplinary action provided for by the institution's policy.

Such action may include suspension or expulsion. If In-State Status is gained due to false or misleading information, the University reserves the right to retroactively assess all Out-of-State charges for each semester/term affected.
- E. Each institution of the University System of Maryland 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 criterion set forth in Section I. if it is determined that the student is indeed a permanent resident and the application of the criteria creates an unjust result. These procedures shall be filed with the Office of the Chancellor.

III. DEFINITIONS

- A. Financially Dependent: For the 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 of his or her support from another person 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 more than one person, 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-generated 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 contracted marriage.
- F. Child: A child is a natural child or a child legally adopted pursuant to a court order recognized under the law of Maryland.
- G. Self-Generated: Self-generated describes income which is derived solely from compensation for an individual's own efforts as evidenced, for example, by federal or state W-2 forms or IRS Form 1099 where interest income is based upon finances created from one's own efforts. For the purposes of this policy, grants, stipends, awards, benefits, loans and gifts (including federal and State aid, grants, and loans) may not be used as self-generated income.
- H. Regular Employee: A regular employee is a person employed by USM who is assigned to a State budget line or who is otherwise eligible to enroll in a State retirement system. Examples of categories NOT considered regular employees are graduate students, contingent employees, and independent contractors.

IV. IMPLEMENTATION

This policy as amended by the Board of Regents on November 27, 2000 shall be applied to all student residency classification decisions made on or after this date.

UMES Policy for Class Attendance

1. The University expects all students to take full individual responsibility for their academic work and progress. All students must meet the qualitative and quantitative requirements of each course in their curricula to progress satisfactorily. They are expected to attend classes regularly, for consistent attendance offers the most effective opportunity open to all students to gain command of the concepts and materials of their courses of study. Absences (whether excused or unexcused) do not alter what is expected of students qualitatively and quantitatively.
2. In many courses, in-class participation is an essential part of the work of the course, such as courses requiring group discussion, laboratories, clinics, public speaking or language conversation, or performance of particular skills. In other courses, occasional in-class assessments may occur, without prior notice.
3. The University will excuse the absences of students that result from instances such as: illness (where the student is too ill to attend class), death in the immediate family*, religious observance (where the nature of the observance prevents the student from being present during the class period), participation in University activities at the request of University authorities, and compelling circumstances beyond the student's control. Students requesting excused absences must furnish acceptable documentation to their course instructors to support their assertion that absences were the result of one of these causes. However, the nature of some courses will preclude make-up of assessments missed. In these cases, students will not be penalized for excused absences; grades will be computed on actual assessment as explained in the course syllabus. Otherwise, students with excused absences will be given an opportunity to make up missed assessments. The responsibility for granting excused absences and determining which assessments can be made up lies with the instructor of each individual course. Absences (whether excused or unexcused) do not relieve the students of their responsibility to complete the course assessments. Instructors are especially understanding in cases related to health and/or death, provided the student provides proper documentation.

*Family members are defined as being one or more of the following persons:

Father, stepfather, grandfather or legal guardian

Mother, stepmother, grandmother

Sister, brother, stepsister, stepbrother

Any person living as an integral member of a student's home

4. Students must notify their instructors of the reason for any absence as soon as possible. Where the reason for an absence from a scheduled assessment is known in advance (for example, in cases of religious observance or participation in University activities at the request of University authorities), students must inform their instructors two weeks prior to the absence, if known that far in advance or immediately upon discovering the impending absence. Prior notification is particularly important in connection with examinations and other major assessments since failure to reschedule them before conclusion of the final examination period may result in loss of credits during the semester. Where the reason is not known in advance (for example, in cases of health related emergencies or compelling circumstances beyond their control), students must inform their instructors as soon as possible after its development.
5. Each department and school may develop a general policy for class attendance as long as it conforms to this **UMES Policy for Class Attendance**.
6. Each instructor is responsible for distributing a written statement as part of the course syllabus at the beginning of the semester to each student in order to inform each class of the nature of in-class participation and assessments expected and what effect absences will have on the evaluation of the student's work in the course. This statement must include any department and school policies which are applicable to the course. Absences shall be handled by the instructor in accordance with this statement, the general policy of his or her department and school, and this **UMES Policy for Class Attendance**.
7. In cases of dispute, the student may appeal to the Chair of the department offering the course within one week from the date of the refusal of the right to a make-up assignment. In those instances where the instructor is the Chair, the appeal may be made to the Dean. The Dean's decision will be final in all cases. When permitted a make-up assessment must be given on campus unless the published schedule or course description requires other arrangements. The make-up assessment must be held at a time and place mutually agreeable to the instructor and student. The make-up assessment must not interfere with the student's regularly scheduled classes. In the event that a group of students requires the same make-up assessment, one make-up assessment time may be scheduled at the convenience of the instructor and the largest possible number of students involved, and a second make up for the remaining group.
8. All students are expected to attend all classes. Excessive unexcused absences for any reason may result in either a low grade or course failure. All students will be considered excessively absent from a class if they miss a class more hours during the semester or term than the class meets each week. For example a student should not miss (unexcused absence) a class that meets three hours per week more than three hours during the semester or term nor be absent from a class that meets one hour per week more than once during the semester or term. At the beginning of each semester or term, the class instructor will distribute this written policy and

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

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

Approved: _____
Thelma B. Thompson, President Date

Not Approved: _____
Thelma B. Thompson, President Date