TO: UMES Senate  
FROM: Michael E. Lane, Ph.D.  
Director, The Richard A. Henson Honors Program  
RE: Modifications to Application, Admissions and Scholarship Allocation Processes  
DATE: 11 November 2014

This memorandum serves to apprise you of changes to the application, review, admissions and scholarship allocation processes of the Honors Program at UMES, applicable to prospective student candidates seeking entrance for Fall 2015. Please review carefully these changes and disseminate them broadly to your faculty, staff, students and parents, as appropriate.

**What has not changed?**

- Our commitment to recruit students of the finest academic caliber who have a demonstrated history of (or potential for) leadership, and who are actively engaged in their communities and in co-curricular pursuits.

- Our partnership with neighboring public schools. In this regard, the “10% lists” prepared by guidance counselors annually will continue to be instrumental to us in identifying top-notch candidates and in ushering them to complete an honors application.

- Our mission to provide priority consideration to students on the Eastern Shore, to Marylanders, and to students from underrepresented groups.

- Our eligibility criteria, detailed on the “Admissions” page of our website:  
  [http://www.umes.edu/Honors/Freshmen_Admissions.html](http://www.umes.edu/Honors/Freshmen_Admissions.html)

- Our basic application. We continue to request the following materials:  
  1) Cover sheet containing basic demographic information;  
  2) Student résumé.  
  3) Narrative statement in which the student expresses how s/he plans to benefit from honors education at UMES and what experiences, expertise, and talents s/he hopes to contribute to it.  
  4) Two letters of recommendation.  
  5) Test scores and transcripts submitted to the Office of Admissions as part of the student’s application to UMES are accessible to us. There is no need to duplicate these documents.
What’s new for 2015?

- **Review and Admissions Processes.**
  Candidacy for admission to the Honors Program and eligibility for Honors-funded scholarships are strictly limited to those students having submitted complete applications to the Honors Program. No admissions decisions will be made based solely on metric data (SAT/ACT scores; GPA; class percentile/rank).

  *To expedite the review and admissions processes, the student may submit concomitant applications to UMES and to the Honors Program; however, the student must be admitted to UMES before his/her Honors application can be reviewed.*

- **Holistic Review.**
  A holistic “scoring” rubric is in development that will facilitate the admissions and scholarship review processes, increase transparency of committee decisions, and assist the committee in “rank-ordering” admissions and scholarship candidates by a composite score that factors all components of the student’s application. The following is a summary of the rubric to be used:

<table>
<thead>
<tr>
<th>Admission to the Honors Program</th>
<th>Attributed Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Metric” / Quantitative Data (SAT/ACT; GPA; %; rank)</td>
<td>30</td>
</tr>
<tr>
<td>Student Resume (leadership; service; engagement)</td>
<td>20</td>
</tr>
<tr>
<td>Narrative Statement (benefits of / contributions to Honors)</td>
<td>15</td>
</tr>
<tr>
<td>Recommendation Letters</td>
<td>10</td>
</tr>
</tbody>
</table>

**Composite Score for Admission to the Honors Program**

**Further Scholarship Consideration**

| Interview                                                          | 25                |

**Total Composite Score**

Students earning the highest composite scores for Admission to the Honors Program will proceed to the interview phase for scholarship consideration.

- **Interview.**
  Students admitted to the Honors Program and considered for an Honors-related scholarship will be contacted to schedule an informal, 20-30 minute interview by telephone, Skype or in-person, with the Honors Admissions Committee.

- **Scholarship Award Levels.**
  To complement its most prestigious and competitive scholarship award levels (full/partial) and to more equitably distribute available funding to greater numbers of its greatest students, the Honors Program is introducing a broader range of scholarship award levels, to include annually-renewable, fixed-dollar amounts.