TOP TEN ADVISING POLICIES

1. **English 101 and English 102**
   - Must have “C” or above to pass class
   - Student must have “C” in ENGL 101 before enrolling in ENGL 102
   - Student cannot take ENGL 101 and ENGL 102 at the same time

2. **English Proficiency Examination (EPE)**
   - In order to take the EPE, student must have passed ENGL 101 with a “C” or better and is successfully completing ENGL 102.
   - EPE is given during final exam week every semester.
   - Recommend/encourage completion at Freshmen level – should be taken before senior year
   - Students must enroll in either ENGL 001 (freshman), ENGL 002 (transfer or retakes) or ENGL 003 (Honors) every time they take the EPE.
   - Results are posted on the transcript
   - Course registration – must enroll in EPE before enrolling in ENGL 102
   - ENGL 102 grade is not linked to the EPE.
   - Transfer students must also take EPE.

3. **Math 101**
   - Math 101 is a refresher course; must have a “C” or above to pass
   - Credit does not count toward graduation requirements

4. **General Education Audit**
   - An audit of students’ general education coursework should be completed every semester
   - GEN ED should be completed before the junior year.

5. **Credit Unit and Load**
   - All students in good academic standing can take up to 18 credit hours per semester
For students wanting to take more than 18 credit hours, the Request for Additional Credit Unit Load form must be completed and submitted to Academic Affairs.
No student is permitted to take more than 21 credit hours per semester.

6. Credit by Exam

- The Application to Establish Credit by Examination must be approved and filed with the Office of the Registrar before an exam is administered.
- Students should not be enrolled in the course they are trying to establish credit by examination.
- The original graded examination must accompany the supplementary grade report form in order for the grade to be recorded on the student’s transcript.
- Student must earn a grade of ‘C’ in order to establish credit by examination.
- Instructor should review with the student the results prior to submitting documentation to be recorded.
- If student elects to not have grade recorded, the instructor should submit the supplementary grade report with the grade of ‘W’.

7. Supplementary Grade Report Form

- After one semester, “I” becomes “W.” Very important that grade changes are submitted by the time all grades are due for that semester or term.
- Any grade change must be received within 60 calendars days after the beginning of the next semester or term.
- Supplementary grade report must be signed by instructor of record, chair, and dean.

8. Enrollment at other Institutions

- Non-UMES Study Form
  - Form must be completed, signed by department chair and dean before being submitted to Office of Registrar-student receive approval.
  - Student must provide a copy of the course description at the other institution so department chair and dean can readily check course to evaluate equivalency to UMES requirement.
  - Cannot transfer 300/400 courses from community college.
  - All institutions must be accredited.
  - Courses taken at quarter-system institutions will not equate to semester credit courses (ex: 3 credits at a quarter system school will equal 2 credits at UMES).
  - Last 30 hours must be taken at UMES; Dean and Vice President for Academic Affairs may approve up to 6 hours of the last 30 hours to be taken outside of UMES.
- **Inter-Institutional Form**
  - Inter-Institutional enrollment form must be completed by the student and include the advisor’s initials and signature
  - Students must complete form during the registration period
  - Host institution does not have to honor request
  - See inter-institutional enrollment handout for complete details

9. **Graduation**

- If a student completes the application for graduation and does not graduate, the student must resubmit the application during the next semester in which they wish to graduate.

10. **Latin Honors (Cum laude, Magna Cum laude)**

- Transfer students must have 60 institutional hours in order to be eligible.
  - Cum Laude - cumulative grade point average of 3.300 – 3.499
  - Magna Cum Laude - cumulative grade point average of 3.500 – 3.699
  - Summa Cum Laude - cumulative grade point average of 3.700 – 4.000