Faculty Workshop
Advising

Presented by:
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October 11, 2013
Calendars

Calendars – Academic Calendars

2012 -2013 Chronicle
University Catalogs - online

University Catalogs 2000 - 2013 (Undergraduate)
University Catalog - Policies

Academic Information and Procedures 68- 91

<table>
<thead>
<tr>
<th>Academic Information and Procedures</th>
<th>68-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Clemency</td>
<td>68</td>
</tr>
<tr>
<td>Academic Honesty Policy for Graduate and Undergraduate Studies</td>
<td>68</td>
</tr>
<tr>
<td>Academic Dishonesty Procedures</td>
<td>69-71</td>
</tr>
<tr>
<td>Academic Dismissal and Reinstatement</td>
<td>71</td>
</tr>
<tr>
<td>Academic Standing</td>
<td>72</td>
</tr>
<tr>
<td>Academic Probation and Dismissal</td>
<td>72</td>
</tr>
<tr>
<td>Good Academic Standing</td>
<td>72</td>
</tr>
<tr>
<td>Unsatisfactory Performance</td>
<td>73</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>73</td>
</tr>
<tr>
<td>Academic Dismissal</td>
<td>73</td>
</tr>
<tr>
<td>Alleged Arbitrary and Capricious Grading</td>
<td>74-75</td>
</tr>
<tr>
<td>Alternative Credits</td>
<td>76</td>
</tr>
<tr>
<td>Auditing of Courses</td>
<td>76</td>
</tr>
<tr>
<td>Catalog Governing Graduation Requirements</td>
<td>76</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>77</td>
</tr>
<tr>
<td>Change of Grades</td>
<td>78</td>
</tr>
<tr>
<td>Credit by Examination</td>
<td>79</td>
</tr>
<tr>
<td>Class Delivery</td>
<td>80</td>
</tr>
</tbody>
</table>
Adding or Dropping a Class  (page 85 in catalog)

Adding A Class - Students who are properly registered may add courses during the first week of instruction each semester. Only in exceptional cases, and with the permission of the Dean, will a student be permitted to enter a class later than one week after the beginning of instruction.

Dropping a Class

- Students may drop courses during the first two weeks of the current semester. Only in exceptional cases, and with the permission of the Dean, will a student be permitted to drop a course later than the end of the drop period. Should a student officially exit a class prior to the end of the drop period, no grade will be recorded on the transcript.

- The change in registration is effective on the date the form is submitted to the Office of the Registrar. Section changes are considered to be changes in registration and must be made through the Office of the Registrar. Students must have the approval of the Department Chair and advisor for all transactions regarding registration or change in registration.
Credit Loads – (page 81 in catalog)

- A student registering for more than 18 hours per semester must have special approval from the Vice President for Academic Affairs.

- Students having a cumulative grade point average of 3.0 or above must complete a Request for Additional Credit Unit Load in consultation with the Department Chair. The Department Chair will forward the request to the Dean who will request permission from the Vice President for the student to register for more than 18 semester hours.

- The Office of the Registrar will not accept the Registration Schedule if an overload of credit hours is requested without such approval. The request for more than 18 credits should be completed during the Academic Advising period.

- Under no circumstances will a student be allowed to carry more than 21 credit hours per semester. Semester hour credit may be converted to quarter hour credit by dividing by two-thirds.
Withdrawals – (page 85 in catalog)

From A Class

• Should a student officially exit a class after the drop period, but before the end of the withdrawal period, a grade of "W" will be recorded on the transcript.

• Withdrawal requires the signature of the Advisor and the Instructor of the course in which the student is withdrawing.

• The end of the withdrawal period is published each semester or term in the Academic Calendar.
Withdrawals – (page 85 in catalog)

From the Institution

- If a student desires or is compelled to withdraw from UMES for any cause at any time during the academic year, the student should complete an application for withdrawal from the Office of the Registrar, obtain the proper signatures as indicated on the form, and file it with the Office of the Registrar. The Office of the Registrar will record a grade of "W" for all courses. The last day to withdraw from the Institution will be in concurrence with the last day to withdraw from a course.

- Withdrawal grades are not included in the computation of grade point averages or in the determination of the level of the total hours attempted. In the case of a minor, withdrawal will be permitted only with the written consent of the student’s parent or guardian.
Academic Probation - (page 72 in catalog)

**Academic Probation**
Any student will be placed on academic probation if he/she
1. fails to maintain the cumulative grade point average consistent with the number of credit hours attempted, or
2. has been reinstated to the University following academic dismissal.

<table>
<thead>
<tr>
<th>Unsatisfactory Performance:</th>
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<tr>
<td>Total Hours Attempted</td>
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<tr>
<td>1-24</td>
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<td>25-48</td>
</tr>
<tr>
<td>49-73</td>
</tr>
<tr>
<td>74 and above</td>
</tr>
</tbody>
</table>
Academic Probation - (page 72 in catalog)

- Students on academic probation are restricted to no more than thirteen (13) credit hours per semester and are required to repeat all courses in which deficiencies have been received, as scheduling allows.

- Students on academic probation are required to participate in prescribed academic crises intervention programs and activities provided by the major department and/or UMES Student Support Services.

- Students must abide by ALL regulations during the entire period of academic probation.
Students matriculating as first time freshmen will not be academically dismissed at the end of their first semester regardless of cumulative grade point average or number of credit hours earned. Beginning with their second semester, such students will be subject to the standards given in the table above.

A student, other than a first semester freshman, will be academically dismissed if he/she
1. fails to maintain the cumulative grade point average consistent with the number of credits attempted, or
2. falls in the category of Academic Probation for two consecutive semesters.

A student who has been academically dismissed and who is reinstated will still be subject to the standards set forth in the table above. For example, a student will be academically dismissed again at the end of the first semester after reinstatement, if he/she remains in the Academic Dismissal category.
Reinstatement-  (page 88)

- When a student is academically dismissed from UMES, he/she must complete the **Application for Reinstatement** prior to the desired date of reinstatement. Reinstatement will not normally be granted by the UMES Academic Appeals Board until at least one semester has elapsed from the time of the student’s dismissal. Reinstatement is not automatic; however, if the Application for Reinstatement is denied, a student may again apply for reinstatement after a lapse of an additional semester.
- Upon being reinstated following Academic Dismissal, the student will be placed on Academic Probation and will be subject to the conditions of Academic Probation.
Non-UMES Study-Guidelines (page 87)

- Written permission must be obtained from the Department Chair and the Dean before students advance their hours earned toward a UMES degree through study at another institution of higher learning or at another campus of the University of Maryland.

- The appropriate forms may be obtained from the Office of the Registrar.

- After having obtained the approval of the Department Chair and the Dean, the permission form should be filed in the Office of the Registrar. The same rule applies for both the fall and spring semesters and for any summer or winter sessions.
Non-UMES Study-Guidelines (page 87)

- Credits earned at institutions other than the University of Maryland campuses do not carry quality points and have no effect on the student’s grade point average.
- The cumulative grade point average is based solely on credits attempted at the University of Maryland campuses.
- A maximum of seventy (70) credits will be accepted from an accredited two-year community or junior college.
Non-UMES Study-Guidelines (page 87)

- Students requesting permission to register in the summer or winter program of another school will not be permitted to take more semester hours than there are weeks in that school's summer or winter session. A student who earns a grade of 'F' or 'D' in residence at UMES may not advance credit hours earned toward a UMES degree by repeating the course at another institution.

- Ordinarily, all students must take their final thirty (30) credit hours at UMES. Under extraordinary circumstances, the Dean may grant permission to take a maximum of six hours of the final thirty (30) hours on another campus. However, in no case does this permission waive the minimum residence requirement of 30 semester hours.
Credit by Examination- (pg 79)

1. The applicant must have completed at least 12 semester credits at UMES with an average grade of "C" or better before making application for an examination to establish credit. The Department Chair and Dean may waive this regulation for entering freshmen who wish to pursue the examination to establish credit based on previous training.
Credit by Examination- (pg 79)

2. The total number of credits that may be established by examination cannot exceed 60 semester credits. "Credit by Examination" cannot be used for a course in which the student has previously earned a letter grade (A, B, C, D, or F); or in which the student received a W or an I grade. Additionally, credit by examination cannot be awarded for a course which was audited during a previous semester. Usually credit by examination will not be accepted for any part of the final thirty (30) semester credits, which must be completed in residence. However, if permission is granted by the Vice President for Academic Affairs, six (6) semester hours of the final thirty (30) may be established by examination. However, in no case does this permission waive the minimum residence requirement of 30 semester credits.
3. The fee for credit by examination is $30.00 per semester credit hour for full-time students. A grade of "C" or higher must be obtained in order to establish credit by examination.

4. Applications for examination to establish credit by examination must be approved on an individual course basis. Approval will not be granted at the same time for examinations in a sequence of courses. Approval to take an examination in any course will depend upon the student having established credit in all prerequisites or having received the approval of the Department Chair, the Dean and the Vice President for Academic Affairs. Application for credit by examination is equivalent to registration for a course with the following conditions:
Credit by Examination - (pg 79)

a. A student may cancel an application at any time prior to completion of the examination with no entry on the permanent record. The examination instructor will make the results of the examination available to the student prior to formal submission of the grade. A student may elect not to have the grade recorded. In this case, a symbol of "W" will be recorded. No course may be attempted again in this manner.

b. Grades earned on examination to establish credit will be posted on the student's transcript and used in computing the student's grade point average.

c. The instructor must certify on the report of the examination that copies of the examination questions and the student's answers have been filed in the Office of the Registrar.
d. The instructor must certify on the report of the examination that copies of the examination questions and the student’s answers have been filed in the Office of the Registrar.

e. Part-time or special students are not eligible to establish credit by examination.

- Note: Students are advised that UMCP and UMBC and many other institutions will not accept transfer credits taken through this process.
Academic Form Library

Click **Academic Forms** from the Academic Affairs homepage (bottom right).

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**Academic Forms**

<table>
<thead>
<tr>
<th>Academic or Policy Form</th>
<th>Word</th>
<th>PDF</th>
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</thead>
<tbody>
<tr>
<td>Academic Schedule Change Request</td>
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<td>Course Substitution Approval</td>
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Course, Program, or Curriculum Status Proposal Form

Credit by Exam (example only. The Credit by Examination form must be obtained from the Office of the Registrar.)

Disruptive Behavior in Academic and Social Settings

Exception to Instructional Standard Application

Faculty Evaluation Form

Faculty Teaching Load Form

Online Course Development - Request Form

Permission for Non-UMES Study

Permission to Change University Catalog

Policy on Promotion and Tenure (Revised)

Promotion and Tenure - Calendar of Key Dates

Promotion and Tenure - Document Log

Request for Leave of Absence

Summer Programs Request Form
Inter-Institutional Forms

- Inter-Institutional Forms (Fall/Spring) Full-time enrollment

- Any of the 12 University of Maryland System Schools
  - UMUC participates in inter-institutional enrollment only on the Graduate level
12 University of Maryland System Universities

<table>
<thead>
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<th>University</th>
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<tbody>
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<td>University of Maryland Eastern Shore</td>
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<tr>
<td>University of Maryland University College</td>
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<tr>
<td>University of Maryland Center for Environmental Science</td>
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</table>
Advising Link in HawkWeb
### My Advisees

**Select display option:**  
- [ ] Link to Photos  
- [ ] Include photos in list

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<th>Activate</th>
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<tbody>
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Advising

- Advising Sequence
  - New students
    - Enrollment 101
    - School-wide meeting (September)
    - Assignment in FYE class
    - Course selection
  - Advisor selection
  - Advisor linkage
  - Advisement period/Course selection goes live
Advising Tips — (online under faculty resources)

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
Advising Tips — (online under faculty resources)

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
Advising Tips — (online under faculty resources)

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’.
Advising Tips — (online under faculty resources)

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.
Advising Tips — (online under faculty resources)

- Cannot transfer 100/200 level courses to be used for 300/400 courses at UMES.
- 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.
Advising Tips — (online under faculty resources)

9. **Graduation**
   - If a student completes the application for graduation and does not graduate, the student must first withdraw application for graduation and then resubmit the application during the next semester in which he or she wishes 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
Advising

- Senior Audits
- Degree Audit
  - Degree audit is accessed through the advisee link/window in HawkWeb
  - Respective advisees and advisors have access to the audit
  - Application for graduation must have degree audit attached that indicates all requirements have been met (the degree audit collapses).
  - Degree audit assumes students will pass enrolled courses and counts them as meeting requirements.
Degree Audit

Screen Shot

Not Satisfied: English BA Plan Specific General Education Requirements
- Units: 41.00 required, 38.00 taken, 3.00 needed

Curriculum Area I: Arts and Humanities

Satisfied: Complete 1 course from two different disciplines: Arts, History (R-30425)

Arts

Satisfied: Complete 3 credit hours of Art courses.

The following courses were used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
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<tr>
<td>ARTS 101</td>
<td>EXPLORATION OF THE VISUAL ARTS</td>
<td>3.00</td>
<td>Spring 2011</td>
<td>C</td>
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</tr>
</tbody>
</table>

History

Satisfied: Complete 3 credit hours of History courses.

The following courses were used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 101</td>
<td>HIST APP TO WEST CIV I</td>
<td>3.00</td>
<td>Fall 2011</td>
<td>B</td>
<td>✔</td>
</tr>
</tbody>
</table>
Change of Grades

- Grades that have been officially posted to the student’s transcript can be changed by submitting the supplementary grade report form.
- Any grade change must be received within 60 calendar days after the beginning of the next semester or term.
- Supplementary grade report must be signed by instructor of record, chair, and dean.
Change of Grades

- If submitted after 60 day time period, approval from VP for Academic Affairs is required.
- At no time can students handle the supplementary grade report supplementary form.
Course Substitution

- Any deviation from an approved curriculum requires the completion of a course substitution form.
- **Must be submitted within the semester deviation occurs.**
- Form is located on Academic Affairs’ website and must be typed.
- Do not create your own form or use any other versions.
- Signatures of the Advisor, Department Chair, Dean and VP for Academic Affairs are required.
Alternative Credits

- All undergraduate students who enroll in degree programs will be required to complete 12 alternative credits before graduating.
- Alternative credits can be earned by completing internships, summer and winter session courses, on-line courses, independent study, undergraduate research, credit by examination and courses completed while studying abroad.
6 alternative credits that have been completed

### English Proficiency Exam

**Satisfied:** All students must pass the English Proficiency Exam, ENGL 001, ENGL 002 (transfer students), ENGL 003 (Honors students)

### Alternative Credits

**Not Satisfied:** All students who enroll in degree programs must complete 12 alternative credits before graduating. (R-30419)

#### Alternative Credits

**Not Satisfied:** All students who enroll in degree programs must complete 12 alternative credits before graduating.

- Units: 12.00 required, 6.00 taken, 6.00 needed

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<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
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