

College Work-Study Program: - This is a federally funded, need-based, program open to U.S. citizens or permanent residents who meet financial need guidelines and the priority deadline. Awards are based on need and availability of funds. Students are placed both on and off campus. (Off-campus sites are at a public or private non-profit agency with which the University has entered into an agreement). The rate of pay is at or above minimum wage. An award amount is granted, and students earn payment for work up to twenty (20) hours per week; however, most awards average seven (7) to ten (10) hours per week. **For additional information, please contact the Office of Student Financial Aid at (410) 651-6172.**

Resident Assistant Program: - The Office of Residence Life regularly hires student assistants for the residence halls. This employment offers stipends that are deposited into the student's account with the University. Entry-level payment equals approximately the housing cost each semester (this does not include meal costs). To qualify, a student must live in a residence hall for at least one semester and file a FAFSA. Selections are made by the Office of Residence Life. **For additional information, please contact the Office of Residence Life at (410) 651-6144.**

INSTITUTIONAL ADVANCEMENT

www.umes.edu/

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

STUDENT LIFE AND ENROLLMENT MANAGEMENT

www.umes.edu/Student

The Division of Student Life and Enrollment Management at the University of Maryland Eastern Shore exists for the purpose of providing programs, services and educational experiences that promote the academic success of students and enhance the quality of campus life. Headed by a Vice President, the division is comprised of Admissions and Recruitment, Office of the Registrar, Career Services and Cooperative Education, Counseling, Wellness Center, Student Activities, WESM Radio and Student Health. This Division is housed in the Student Services Center.

Mission

The mission of the Division of Student Life and Enrollment Management is to contribute to the teaching, research, and public service functions of the University of Maryland Eastern Shore by providing programs, services and educational experiences which promote the academic success of UMES students and enhance the quality of campus life.

STUDENT SERVICES CENTER

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

ADMISSIONS AND RECRUITMENT

The Office of Admissions and Recruitment, serves prospective students, currently enrolled students, faculty, and staff relative to matriculation, document processing and the maintenance of students' records. The Recruitment Office engages in prescribed activities designed to identify, attract, enroll and retain through graduation prospective students.

Campus Tours

Prospective students and their parents are encouraged to visit the campus for an orientation tour and to discuss enrollment with University staff. Campus tours can be arranged by contacting the Recruitment Office at (410) 651-6178.

FRESHMAN ADMISSIONS REQUIREMENTS

General Policies

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

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

Applicable courses pertinent to the Freshman Admission Requirements may include the following:

Mathematics

Advanced Topics, Algebra I, Algebra II, Analysis (or Elementary Analysis), Analytic Geometry, Calculus, Computer Math, Functions, Geometry, Mathematics II, Mathematics III, Mathematics IV, Matrices, Probabilities, Modern Geometry, Probability and Statistics, S.M.S.G., Modern Math, Trigonometry, Computer Science (only with a prerequisite of at least two years of Algebra/Geometry).

Science

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

Social Studies

Afro-American Studies, American History, Ancient History, Anthropology, Civics-Citizens, Contemporary Issues (C.I.S.S.), Cultural Areas, Cultural Heritage, Economics, Ethics (if considered to be Religion, not counted), European History, European History and Survey, Far East, Pan American, Geography, Government, Humanities, International Affairs, Medieval History, Modern History, Modern Problems, National Government, Philosophy, Political Science, Problems of Democracy, Problems of 20th Century, Psychology, Sociology, State History, U.S. History, World Civilization, World Cultures.

High School General Equivalency Diploma (GED)

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

Graduates of Non-Accredited Maryland High Schools

Applicants are required to have competitive SAT/ACT test scores and commendable grades. Students who meet or do not meet entrance requirements are admitted on condition. The conditional status is removed upon the completion of 24 semester hours and a GPA of 2.00 or higher.

Admissions Procedures

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

When to Apply

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

Senior High School Grades

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

CATEGORIES OF UNDERGRADUATE ADMISSIONS

Freshmen

Regular Admission:

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

Early Admission:

Although UMES generally requires applicants to earn a high school diploma prior to their first registration, UMES will admit well-qualified students without this documentation provided the student

- has a minimum "B"/(3.0) average in academic subjects;
- is within four semester courses (two Carnegie Units) of high school graduation, and
- has the endorsement of parents, the high school, and superintendent of schools, when appropriate.

Concurrent Enrollment Admission:

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

Special Students

Applicants who qualify for admission but do not desire to work towards a baccalaureate degree may be admitted as non-degree seeking, or special, students. These post-baccalaureate students may enroll in undergraduate courses for which they possess the necessary prerequisites, but may not enroll in courses restricted to degree seeking students only. Non-degree seeking (special) students who do not have a baccalaureate degree must submit transcripts and meet regular admission standards. Applicants who do not qualify for admissions, but desire to take some skills courses may be allowed to enroll in such courses if prior permission from the chairperson of the department in which the courses are located is obtained.

Veterans

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

A Certificate of Eligibility must be submitted to the Office of Admissions and Registration when the veteran reports for registration. Benefits to which veterans are entitled will be sent each month directly to them by the Veterans

Administration after proper certification has been obtained. Veterans are responsible for the payment of all fees and expenses at the same time as all other students. The Admissions Office coordinates veteran services, and veterans are advised to contact the office for further information on admissions, tutorials, and special programs.

Transfer Students

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

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

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

International Students

UMES is certified by the Immigration Customs Enforcement (ICE) for acceptance and certification of international students, through the Student and Exchange Visitor Information System (SEVIS).

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

International students must request their high school, secondary school, and/or other institutions of higher education to forward copies of transcripts, mark sheets, diplomas, or degrees directly to the Office of Admissions. Documents attached to the application will not normally be accepted unless certified by United States Officials abroad. International students must receive permission from the Immigration, Customs and Enforcement in order to accept off-campus part-time employment in the United States.

An international student will receive an I-20 Form only after acceptance to the University which will enable the securing of the proper visa from the Office of the American Consulates abroad. The twenty-five dollar (\$25.00) processing fee should be submitted with the application and should be in American check or currency.

Enrollment 101 and New Student Orientation

Enrollment 101 is a two-day activity for students and parents offered during the summer to enable students to complete the registration process prior to the start of the semester. New Student Orientation (NSO) is a two-day summer program designed to familiarize new students with campus life at UMES. NSO is generally offered two days prior to the start of classes and is sponsored by the New Student Orientation Committee. Students accepted into the University receive detailed information about the program and registration materials from the Committee for Enrollment 101 and NSO. There is a minimal fee for the program that is separate from the semester charges. All new and transfer students with fewer than 24 credit hours are required to participate in the University-wide Enrollment 101 and New Student Orientation. Other students, such as transfer students with more than twenty-four (24) credits and Special Students, are encouraged to attend, but are not required to do so.

Direct Transfer and Articulation Agreements¹

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

CAREER SERVICES/COOPERATIVE EDUCATION

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

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

The Cooperative Education Program

The Office of Career Services administers the Cooperative Education program. This program is designed to combine educational training and practical work experience. The program provides students with planned and supervised work experiences related to their chosen field. All eligible and qualified students shall have access to the benefits of a cooperative education work experience through the availability of credited undergraduate and graduate cooperative academic course offerings and the provision of course enrollment opportunities.

Credit may be awarded contingent upon approval of the Cooperative Education Office only. The grading system for all Cooperative Education courses shall be pass/fail. Students may be awarded one to twelve (1-12) credits per course, which are designated as non-additive free elective credits that are applied, in accordance with the applicable academic major criteria for graduation, towards the completion of a baccalaureate, master's or doctoral degree.

Cooperative Education Eligibility: In order to participate, the student must:

- possess a minimum 2.0 GPA,
- have completed a minimum of 24 semester hours,
- be a sophomore or junior enrolled in a degree seeking program,
- have full-time status, and
- file an application with the Cooperative Education Office.

¹See Appendix 1 for full text of applicable MHEC regulations.

To remain in the program, the student must:

- register for each semester of cooperative education assignment,
- satisfactorily perform the work assignments for each work semester,
- submit and complete all required reports to the Cooperation Education Office on time, and
- attend Cooperative Education orientation workshops and seminars.

Once enrolled in this program, students will receive assistance in developing Learning Objectives, which outline the responsibilities and expectations of the Cooperative Education Program. The listing of objectives is intended to be flexible and individualized. It establishes readiness for learning and identifies relevant job-related information and specific requirements for credit.

Cooperative Education Courses

Co-Op Ed. 300 Cooperative Work Experience 1-12 credits

Co-Op Ed. 301 Cooperative Work Experience 1-12 credits

Co-Op Ed. 400 Cooperative Work Experience 1-12 credits

Co-Op Ed. 401 Cooperative Work Experience 1-12 credits

COUNSELING SERVICES

The University Counseling Services offers a broad range of services designed to assist students in personal growth, academic success, emotional health and well-being, and psychological development. The Center's holistic and student-centered approach to counseling allows the staff to help students learn to make reasoned decisions in the multiple areas of their academic and personal lives.

It is the policy of Counseling Services to provide comprehensive counseling to all students. Counseling Services subscribes to principles outlined by the International Association of Counseling Services (ISACS) and the code of ethics of the American Psychological Association (APA). These services are offered at no cost to enrolled students.

It is the philosophy of Counseling Services that one of the basic rights of clients in treatment is the right of confidentiality, as counseling is most effective when a student can be direct and honest with the Counselor without fear that personal information will be divulged.

Confidentiality is an ethic that prevents unauthorized disclosure about clients, including their names and their care, without the client's written permission, except under conditions where such disclosure is necessary to protect the student or someone else from imminent danger. While information will not be released outside of Counseling Services without the student's written permission, by state law Counseling Services staff may confer with each other in order to improve the quality of its services.

Referrals from the campus community are encouraged as faculty and staff often are the first to identify that a problem exists and can provide support by referring students to Counseling Services. To make an appointment, the student may walk in or call (410-651-6449) to schedule the initial session.

HEALTH CENTER

The Charles R. Drew Student Health Center provides basic health care for students (residents and commuters) currently enrolled at UMES. The Health Center staff includes a nurse practitioner, a physician and nursing staff that provide evaluation, diagnosis, treatment, counseling, and referral for health needs.

The Student Health Center provides a variety of services such as treatment for acute conditions, immunizations and screenings. There is no charge for office visits; however some fees may be required for certain services. Students who are referred off campus to other medical facilities (for x-rays, more extensive testing, etc.) are responsible for any expenses incurred. Likewise, costs for prescriptions are the responsibility of the student.

All registered students, including graduate, transfer and international, regardless of number of credit hours being taken are required to provide a completed health history form and proof of up-to-date immunization status for measles, mumps, rubella (MMR) and tuberculosis (TB) prior to registering for and/or attending classes. Students living in campus housing must also meet the meningitis requirement. Registration blocks will be placed on students who have not submitted the required documents. This will prevent students from registering for/or attending classes until the records are received and processed. To avoid delays, students should submit the records as soon as possible. The deadlines for submission are: August 1 for the Fall semester and January 1 for the Spring semester. Students who encounter difficulty obtaining documentation should contact the Student Health Center for assistance.

Students are also required to have health insurance. A university sponsored plan is available and full-time undergraduate students and full-time international students (undergraduate and graduate) are automatically enrolled in the insurance plan unless they opt out. To opt out of the university health insurance plan students, must sign the insurance waiver in the Student Health Center and present proof of current valid health insurance coverage. Waivers must be completed by September 7 in the Fall and by February 7 in the Spring. If no waiver is completed, the student's account will be billed for insurance at the current rate. The 2009-2010 cost is \$38 per semester for domestic students and \$247 per semester for international students. Part-time students and domestic graduate students are eligible for the plan but must enroll themselves directly with the company. Copies of the insurance brochure may be obtained from the Student Health Center or accessed online at njcservices.com. Students with questions about using the insurance should contact the Health Center staff.

Hours for the Health Center during the Fall and Spring semesters are 8:00 AM to 5:00 PM Monday through Friday. For medical emergencies after these hours, students may seek assistance through Public Safety or Residence Life staff members. **For additional information contacted the Student Health Center at (410) 651-6597 or (410) 651-6702 (fax).**

JUDICIAL SYSTEM AND STUDENT CODE OF CONDUCT:

The University of Maryland Eastern Shore (UMES) is a student-centered community, the central purpose of which is the discovery and transmission of knowledge and learning through scholarly research, teaching, service, and community outreach, building towards the total development of its students and the global community.

Members of the UMES community (students, faculty, administrators, and staff) have come together in a voluntary association, not merely to fulfill individual responsibilities, but to contribute to the realization of the University's objectives and mission. Therefore, in the interest of maintaining order (in the University community) within the broadest range of student freedom, these rules and regulations have been established by the University of Maryland Eastern Shore to govern student conduct.

The UMES Judicial System is designed to assure due process, with the speedy and constructive resolution of cases and controversies. Disciplinary proceedings at UMES are not criminal proceedings; therefore the focus of inquiry in disciplinary proceedings shall be to determine whether a student(s) has violated the University Student Code of Conduct. A humanistic approach to discipline is employed whenever possible. It is intended that this judicial system, will operate on the principle that justice will best be served by promoting the development of self-knowledge and self-discipline, expressed in socially desirable ways, rather than harmful, destructive or immature attitudes or behaviors.

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

The authority to administer the Student Code of Conduct and its judicial system is delegated to the Vice President for Student Life and Enrollment Management. The Campus Judicial Board adjudicates disputes over complaints of violations of these rules and regulations.

All UMES students share the following responsibilities: To read, become acquainted with, and adhere to the Code; To respect personal and property rights of others, and to act in a responsible manner at all times, on or off campus; To protect and foster the intellectual, academic, research, cultural, and social missions of the University; and To observe the laws of local, state and federal governments and agencies.

UMES Code of Student Values

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

Prohibited Conduct

The following conduct is prohibited by the University of Maryland Eastern Shore and subject to disciplinary action in accordance with the Student Code of Conduct. Attempts to commit acts prohibited by this Code shall be punished to the same extent as completed acts, which may include suspension and/or expulsion from the University. Students and student organizations are responsible for the conduct of their guest(s) on, or in University property and at functions sponsored by the University, and may be disciplined for a guest's violation of this Student Code of Conduct. Pursuant to the University's parental notification policy, parents or guardians will be notified when students under the age of twenty-one (21) receive disciplinary sanctions for abuse and/or misuse of alcohol, and drugs, or for arrest. Please note this is not an exhaustive list, a more complete list is available in the Student Code of Conduct.

1. Computer Misuse and Dishonesty
2. Forgery, Fraud, and Dishonesty
3. Improper Possession, Use or Abuse of Alcoholic Beverages
4. Drugs
5. Discriminatory Conduct
6. Violence to Persons
7. Theft, Vandalism, Destruction and Abuse of Property
8. Disruptive, Disorderly, or Reckless Conduct
9. Possession of Dangerous Weapons, Firearms, or Explosives
10. Violations of Residence Life and Housing/Rules and Regulations
11. Cellular Telephone and Pagers in the Classroom
12. Obstruction of the free flow of pedestrian or vehicular traffic
13. Arson
14. Harassment
15. Sexual Assault
16. Stalking
17. Illegal Gambling or Wagering
18. Hazing
19. On or Off Campus Event Related Misconduct

IMPORTANT UNIVERSITY REGULATIONS WHICH APPLY TO STUDENTS

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

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

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

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

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

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

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

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

- ***Plagiarism, Cheating and Other Academic Irregularities*** - A student who violates accepted academic procedure may be referred to the Department Chairman or to an Ad Hoc Committee on Academic Dishonesty.
- ***Falsification, Forgery or Modification of Any Official University Record*** - Identification card, absence excuses, parking stickers, transcripts, examinations, grade cards, admission applications, etc. are all Official University records. Tampering with any of these records may invoke judicial actions.
- ***Actions on the Part of Students Which Substantially Obstruct, Disrupt, or Interfere with Non-Academic Activities on University Premises by Members or Authorized Non-Members of the University Community.***
- ***Obstruction of, Disruption of, or Interference with Any University Activity of an Academic Nature*** - Discipline in the classroom is the responsibility of the faculty member in charge of the class. Misbehavior of a type that interferes with the educational efficiency of a class will be considered sufficient cause for suspending a student from the class. If a student is suspended from class for disciplinary reasons, he/she should report immediately to the Department Chair.

The Department Chair will investigate the incident and will report it to the Academic Dean, who will in turn report it to the Vice President for Academic Affairs to determine whether or not past disciplinary action has been taken against the student. The Department Chair will then write a letter to the student indicating the disposition of the case. The student will be required to present this letter to the instructor who suspended him/her before he/she can be readmitted to class. A copy of this letter will be sent to the Chair of the Student Judiciary Council.

- ***Failure to Meet Financial Obligations to the University*** -This includes refusal to pay delinquent accounts and use of worthless checks or money orders as payment to the University for tuition board, fees, library fines, traffic penalties, etc.
- ***Violations of University Housing Regulations.***
- ***Violations of University Campus Traffic Rules and Regulations.***

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

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

STUDENT ACTIVITIES

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

Student Organizations

All official extra-curricular organizations, activities, and enterprises of students on the UMES campus operate under the broad guidance of the Director of Student Activities. The following are many of the organizations currently functioning on the UMES campus: Beta Kappa Chi; Campus Pals Organization; Caribbean International Club; Criminal Justice Society; Drama Society; Education Club; Eta Rho Mu; Engineering Technology Society; Groove Phi Groove Social Fellowship; Human Ecology Club; Industrial Arts Club; International Students Organization; Math and Computer Science Club; Minorities in Agriculture, Natural Resources, and Related Sciences (MANRRS); NAACP; National Association of Black Accountants; National Student Business League; Pan-Hellenic Council; Pom-Pom Squad; Poultry Science Club; Recruitment Club; Rehabilitation Services Student Association; Social Work Student Association; Student Activity Advisory Board; Wesley Foundation.

Government Association (SGA)

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

Student Publications

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

The Pan-Hellenic Council

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

Fraternities and Sororities

National Greek Letter fraternities and sororities are represented by chapters of the following organizations on the UMES campus: Alpha Kappa Alpha; Alpha Phi Alpha; Delta Sigma Theta; Omega Psi Phi; Phi Beta Sigma; Sigma Gamma Rho; Zeta Phi Beta

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

Student Handbook

The UMES Student Handbook is designed to familiarize students with official policies and procedures related governing students through their educational path with respect and dignity towards all persons associated with the University. This publication is located at www.umes.edu/Student/.

The Golden (ID) Identification Program for Senior Citizens

The purpose of the Golden Identification Program at UMES is to make courses available to retired citizens who are 60 years old or older and are residents of the state of Maryland. Once admitted to the University, the Maryland resident will be eligible to register for credit courses (maximum of 6 credits) as a regular or a special student and pay the mandatory fees. Tuition, per semester, will be waived. **For additional information contact the Office of Student Activities at 410-651-6436. For Advanced Special Student Status (graduate level) contact the School of Graduate Studies at (410) 651-6507.**

INFORMATION AND PROCEDURES

Policy on Off-Campus Disorderly and Disruptive Behavior

Under the provisions of the Student Code of Conduct, the University may bring judicial charges against a student or group of students whose "off-campus behaviors affect the university community or the university's pursuit of its mission, policies or procedures" (Student Code of Conduct). Off-campus behavior, which is disorderly and disruptive to others in the community or the neighborhoods surrounding the University, may fall under this category.

When addressing the off-campus behavior of its students, the University is primarily interested in responding to students who demonstrate a pattern of behavior over time that is disruptive to others in the community and involves disorderly conduct that is a violation of local, state or federal laws or the University's Student Code of Conduct.

Conduct that is disorderly and disrupts others in the community is prohibited and is subject to discipline through the University's judicial process. Students who lease off-campus residences shall be held accountable for the disorderly and disruptive actions of others occurring within the leased premises and shall be subject to discipline under the Student Code of Conduct. Students who live in off-campus residences leased by the University shall be held accountable to the University's housing agreement, and for disorderly and disruptive actions of others occurring within those premises and shall be subject to discipline under the Student Code of Conduct. It is not necessary for students to receive a criminal or civil citation in order for their behavior to be subject to discipline through the University's judicial process.

Dress Code

The dress code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors not only improves the quality of one's life, but also contributes to optimum morale, as well as embellishes the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for values and ethics.

The continuous demonstration of appropriate manners and dress insures that the University of Maryland Eastern Shore students meet the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives - essential areas of development necessary for propelling students toward successful careers.

Students will be denied admission to various functions if their manner of dress is inappropriate. On this premise students at the University of Maryland Eastern Shore are expected to dress neatly at all times. The following are examples of appropriate dress for various occasions:

- Classroom, Dining Hall, Snack Bar, Student Center and University offices - neat, modest, casual or dressy attire.
- Formal programs in Ella Fitzgerald Center for the Performing Arts Center, the William P. Hytche Athletic Center, Tawes Gymnasium, the Theater and the Chapel - business or dressy attire.
- Interviews - business attire.
- Social/Recreational activities, Residence hall lounges (during visitation hours) - modest, casual or dressy attire.
- Balls, Galas, and Cabarets - formal, semi-formal and dressy attire respectively.
- ***Students may be denied admission to various functions if their manner of dress is inappropriate.***

Examples of inappropriate dress and/or appearance include but are not limited to: Caps, do-rags, pajamas, and or hoods for men or women; and scarves for women in classrooms, the dining hall, snack bar, student center or other indoor activities. This policy does not apply to headgear considered as a part of religious or cultural dress. Other examples are: pajamas, midriffs or halters, mesh, netted shirts, tube tops or cutoff tee shirts in classrooms, dining hall, snack bar, the student center, and offices; bare feet, short shorts, blue or other type jeans at major programs such as Musical Arts, Convocations, Commencement, Career Fair, or other programs dictating professional, dressy, or formal attire; clothing with derogatory, offensive and/or lewd messages either in words or pictures.

All administrative, faculty and support staff members will be expected to monitor student behavior applicable to this dress code and report any such disregard or violations to the Offices of the Vice President for Student Life and Enrollment Management, or the Associate Vice President for Student Life.

OFFICE OF THE REGISTRAR

www.umes.edu/Registrar/

The Office of the Registrar is the official university repository of academic records. The Office of the Registrar strives to provide the highest level of customer service, professionalism, courtesy, and efficiency in servicing students, faculty, staff, alumni and the community. Although housed in the Division of Student Life and Enrollment Management, this office plays an essential role to the Division of Academic Affairs by ensuring that all academic policies and procedures are met. The Office of the Registrar is located in the Student Development, Cultural, and Recreation Center (SDCRC). The following services are representative, but not limited to those offered by the Office of the Registrar: Issuance of Transcripts; Enrollment Verifications; Withdrawal from the University; Graduation Audits; Credit by Examination; Coordination of Cooperative Programs; Change of Major; Degree Certification; Course Withdrawal; and Inter-Institutional Enrollment.

The Collaborative Programs With Salisbury University

Full-time students may register for approved courses at nearby Salisbury University (SU) and receive credits earned for the courses at full value. The same is true for SU students who wish to enroll in courses offered at UMES. Registration must be completed at the student's home campus according to scheduled dates. Copies of the Salisbury University schedule and/or information concerning the collaborative programs are available from the Office of the Registrar.

Degree Requirements

It is the responsibility of departments to publish clearly defined degree requirements. *Responsibility for knowing and meeting all degree requirements for graduation in any curriculum rests with the student.* Students should check with the departmental academic advisor to ascertain their standing in this respect no later than the close of the junior year. For this purpose, the student should print an unofficial transcript from the HawkWeb at the end of each semester.

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.

Academic requirements for graduation are a minimum of 120 semester credit hours, (some programs may require additional credit hours) with a "C" (2.00) cumulative average, excluding Fundamentals courses and MATH 101.

Commencement

Commencement is held three times a year, the third Friday in December and May, and in September for the Doctor of Physical Therapy students only. **Students who do not graduate as expected must resubmit an application for degree in order to participate in the next Commencement Exercise.**

Participation in Commencement

It is the policy and practice of the University of Maryland Eastern Shore that all participants in its commencement must have completed all academic requirements as presented in the catalog in effect at the time of initial enrollment at the University as a degree-seeking student and approved by the degree granting department. Once a student interrupts **his/her** program for five years or more, it will be necessary to satisfy the degree requirements as outlined in the University catalog or published curriculum in effect at the time of re-enrollment as a degree-seeking candidate. A student who has an approved registration at another institution during the semester of anticipated graduation will receive **his/her** degree once an official transcript is received by the Registrar's Office and all academic and financial obligations are met. Each student is approved for graduation when the appropriate academic department, school, and the Office of the Registrar complete an official graduation audit.

Application for Degree

Winter Commencement

Students planning to graduate in **December** must complete their academic program requirements by the end of the fall semester. Students who expect to complete the degree requirements at the end of a semester should complete an application for degree during the pre-registration period prior to the semester of the expected graduation. Pre-registration dates are published in the Academic Calendar. **The deadline for submission for the Winter Commencement is June 30th.** Students who do not graduate as expected **must** resubmit an application for degree in order to participate in the next Commencement Exercise.

Spring Commencement

Students planning to graduate in **May** must complete their academic program requirements by the end of the spring semester. Students who expect to complete the degree requirements at the end of a semester should complete an application for degree during the pre-registration period prior to the semester of the expected graduation. Pre-registration dates are published in the Academic Calendar. **The deadline for submission for Spring Commencement is January 30th.** Students who do not graduate as expected **must** resubmit an application for degree in order to participate in the next Commencement Exercise.

Summer Commencement – Physical Therapy Students Only

Students planning to graduate in September must complete their academic program requirements by the end of the third summer session. Students who expect to complete the degree requirements at the end of a term should complete an application for degree during the pre-registration period prior to the semester of the expected graduation. Pre-registration dates are published in the Academic Calendar. **The deadline for submission for Summer Commencement is June 1st.** Students who do not graduate as expected **must** resubmit an application for degree in order to participate in the next Commencement Exercise.

Other

Students who expect to graduate and are not enrolled at the University must file the application for degree by **January 30th** for the spring semester commencement and **September 30th** for the fall semester commencement. Students will be charged a non-refundable diploma fee each semester the application for degree is submitted. This fee and all financial obligations to the university must be satisfied in order to participate in commencement activities and prior to the release of the degree.

Students who do not graduate as expected **must** resubmit an application for degree in order to participate in the next Commencement Exercise. **For additional information contact the Office of the Registrar at 410-651-6413.**

Second and Double Baccalaureate Degree Requirements

A student who has already received one baccalaureate degree may receive a second degree from UMES by completing 30 credits at UMES, provided the total number of credits of the first and second degrees combined is 150 credits. In no case will a second baccalaureate be awarded to a student who has not completed the last 30 hours at UMES.

A student who wishes to receive two baccalaureate degrees from UMES simultaneously must complete the regularly prescribed degree requirements of each program and complete a minimum of 150 credits. Candidates for a double degree must file a formal program outline with the departments involved. The program outline must include a showing of the courses required to fulfill each major and supporting area, as well as the general education and elective requirements of both curricula. If the double degree involves two different departments, the student must designate which department is responsible for maintenance of records.

No course in either curriculum used to satisfy a major or supporting area requirement may be used to satisfy the General Education Requirements.

Graduation with Latin Honors

The faculty of UMES may recommend candidates for graduation with honors in a particular curriculum under the conditions listed below. To be considered for Latin honors, a student must have earned in residence at UMES a minimum of 60 semester hours upon graduation.

- a. For the honor of Cum Laude (with distinction), the student must have earned an average of not less than 3.3 in all courses pursued which are counted toward graduation.
- b. For the honor of Magna Cum Laude (with great distinction), constituting a recognition of work of exceptional merit, a student must have earned an average of not less than 3.5 in all courses pursued.
- c. For the honor of Summa Cum Laude (with highest distinction), constituting a recognition of work of superior merit, a student must have earned an average of not less than 3.7 in all courses pursued.

SCHOLARSHIPS

www.umes.edu

The University offers various scholarships, grants and loans through various offices/departments/area. Those that are available to students are listed below.

DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

For further information, please contact the Department of Athletics at 410-651-8471.

Corey E. Gibson, Charles D. Gregg and Barbara G. Gregg Scholarship Fund - Established by Charles D. Gregg and Barbara Gregg; Awards: Varies; Criteria: Minimum 2.0 GPA and is a student athlete.

Burrell & Jean Jordan Fund - Established by Burrell Jordan, III and Jean Jordan; Award: Varies; Criteria: Fifth year athlete(s) who demonstrate financial need.

The Hawk Voice Education Foundation, Inc. – Art Shell Endowed Fund – Established by the Hawk Voice Education Foundation, Inc.; Award: Varies; Criteria: Students and athletes who demonstrate financial need.

The Sam Seidel Basketball Award - Established by Samuel W. Seidel; Award: Varies; Criteria: Student must be either a graduating senior male basketball player or a Junior member of the men's basketball team, must have lettered in basket ball for three years, must have never been ineligible during the college career, and is graduating in four years.

HONORS PROGRAM

Below are scholarships available to students who have been selected to participate in the Honors Program. For further information, please contact the Honors Program at 410-651-6082.

The Honors Program Scholarships: Award: Variable; renewable for three years provided student maintains 3.3 minimum GPA each semester and meets other program requirements.

Thurgood Marshall Scholarship - Award: \$4,400 per year (maximum). Criteria: Current students and entering freshman with competitive SAT and GPA; Current students must maintain 3.0 to be eligible for scholarship renewal. Students must apply directly to Thurgood Marshall College Fund (www.thurgoodmarshallfund.org).

University of Maryland Eastern Shore Scholars Program - Award: Varies. Criteria: 3.5 GPA and competitive SAT scores. Must maintain 3.30 GPA per semester.

Henson Leaders Endowment - Award: Varies. Criteria: Student must maintain a minimum 2.5 GPA, have a history of community service, and personal goals which are consistent with a commitment to community service, demonstrated commitment to the mission and goals of UMES (i.e., through high school activities and volunteer service, demonstrated ability to act as a role model, demonstrated commitment to positive values, demonstrated seriousness of purpose and work toward earning a baccalaureate degree within a reasonable time, stated willingness to devote time and effort outside of the classroom to activities that enrich learning experiences, and has financial need, as demonstrated on the standard financial form).