

# ACADEMICS



**ACADEMIC POLICIES**  
**ACADEMIC HONESTY POLICY FOR GRADUATE AND UNDERGRADUATE STUDIES**

Academic honesty and integrity lie at the heart of any educational enterprise. The University of Maryland Eastern Shore (UMES) is committed to the values of academic honesty and integrity, and the ensuring that these values are reflected in behaviors of the students, faculty, and staff.

UMES is committed to the prevention of academic dishonesty. To reinforce that commitment, information, including definitions and examples of academic dishonesty, will be published in the UMES Student Handbook and the university catalog. The intention of this information is to prevent acts of academic dishonesty. Prevention is the primary goal of the University in general and the Division of Academic Affairs in particular.

When there is evidence that a student has disregarded the University's Academic Honesty Policy, that student will be subject to review and possible sanctions. Students are expected to do their own work and neither to give nor to receive assistance during quizzes, examinations, or other class exercises.

One form of academic dishonesty is plagiarism. Plagiarism is intellectual larceny: the theft of ideas or their manner of expression. Students are urged to consult individual faculty members when in doubt. Because faculty and students take academic honesty seriously, penalties for violation may be severe, depending upon the offense, as viewed by the committee selected by the appropriate Dean to review such matters. The minimum sanction for cases of proven cheating is failure of the course. Instructors will explain procedures for taking tests, writing papers, and completing other course requirements so that students may understand fully their instructor's expectations.

One of the objectives of UMES is to promote the highest standards of professionalism among its students. The integrity of work performed is the cornerstone of professionalism. Acts of falsification, cheating, and plagiarism are acts of academic dishonesty, which show a failure of integrity and a violation of our educational objectives; these acts will not be accepted or tolerated. The following definitions and guidelines should be followed:

1. **Falsification** is unacceptable. Falsification includes but is not limited to
  - a. creating false records of academic achievement;
  - b. altering or forging records;
  - c. misusing, altering, forging, falsifying or transferring to another person, without proper authorization, any academic record;
  - d. conspiring or inducing others to forge or alter academic records.
  
2. **Cheating** is also unacceptable. Cheating includes but is not limited to
  - a. giving answers to others in a test situation without permission of the tester;
  - b. taking or receiving answers from others in a test situation without permission of the tester;
  - c. having possession of test materials without permission;
  - d. taking, giving, or receiving test materials prior to tests without permission;
  - e. having someone else take a test or complete one's assignment;
  - f. submitting as one's own work, work done by someone else;
  - g. permitting someone else to submit one's work under that person's name;
  - h. falsifying research data or other research material;
  - i. copying, with or without permission, any works, (e.g., essays, short stories, poems, etc.), from a computer hard drive or discs and presenting them as one's own.
  
3. **Plagiarism** as a form of cheating is also unacceptable. Plagiarism is the act of presenting as one's own creation works actually created by others. Plagiarism consists of
  - a. taking ideas from a source without clearly giving proper reference that identifies the original source of the ideas and distinguishes them from one's own;

- b. quoting indirectly quoting or paraphrasing material taken from a source without clearly giving proper reference that identifies the original source and distinguishes the paraphrased material from one's own compositions;
- c. quoting directly quoting or exactly copying material from a source without giving proper reference or otherwise presenting the copied material as one's own creation.

Acts of falsification, cheating, plagiarism, and other forms of academic dishonesty are grounds for failure of a course. The University reserves the right to impose more severe penalties for any of these forms of academic dishonesty. The penalties may include, but are not limited to suspension from the University, probation, community service, expulsion from the University, or other disciplinary action the University believes to be appropriate. 5/27/2005

### **PROCEDURE FOR REVIEWING CHARGES OF PLAGIARISM AND OTHER FORMS OF ACADEMIC DISHONESTY**

In accordance with existing policy in the University System of Maryland (USM), students accused of plagiarism and other forms of academic dishonesty will be given due process. When an instructor believes that a student has committed plagiarism or other acts of academic dishonesty, the following steps will be taken:

1. A faculty member who has sufficient reason to believe that a student is guilty of academic dishonesty will notify and subsequently meet with the student within **ten calendar days** from the time the alleged academic dishonesty is discovered.
2. Prior to the initial meeting of the faculty member and the accused student, the faculty member should check the files on academic dishonesty kept in the office of the Vice President for Academic Affairs to determine whether the student has been previously disciplined for academic dishonesty. The University reserves the right to impose more severe disciplinary action against a student who is a repeat offender or who have previously been found guilty of egregious incidents of cheating.
3. At the initial meeting the student will be given the complete and detailed charges in writing, and an opportunity to respond to the faculty member regarding the charges.
4. If the student wishes, he/she may submit a written response to the charges. This response must be delivered to the aforementioned faculty member within **five calendar days** of the initial meeting.
5. If the student admits to the charge of academic dishonesty, and the offense is his/her first offense, he/she will be asked to sign a statement consenting to the punishment imposed. Consent statements will be filed with the appropriate records in the Office of the Vice President for Academic Affairs. For first offenses, the punishment will be failure of the course. If the student refuses to sign the consent form, the faculty member will proceed to the next step in the process.
6. The faculty member will notify the student whether or not the matter will be taken to the next step in the process within **five calendar days** of receiving from the student a written response to the charges. The student shall file his/her written response with the Office of the Vice President for Academic Affairs.
7. If the student does not respond within the time indicated, the faculty member must proceed to the next step in the process. If, upon receiving the written response, the faculty member does not accept the student's explanation, the faculty member is required to send the matter forward to the next level of review.
  - a. If the case is a repeat offense, the faculty member is also required to send the matter forward to the next level of review.
  - b. If the case is not a repeat offense, and the student does not respond within the time indicated, the faculty member must proceed to the next step in the process.
  - c. If the case is not a repeat offense and upon receiving the written response the faculty member does not accept the student's explanation, the faculty member is required to send the matter forward to the next level of review.

8. Once the student has been duly notified of the charges, he/she will not be permitted to drop the course, but will continue as a student, completing and submitting all work required throughout the remainder of the semester.
9. The faculty member will notify the department chair and the Dean of his/her findings, and within **five calendar days forward** to the Dean a written explanation of the circumstances, along with copies of any pertinent evidence.
10. The Dean will review the explanation and any supporting evidence, and may, at his or her discretion, interview the accused student and/or the faculty member, for purposes of clarification and adherence to the University's Academic Honesty Policy. If the matter cannot be resolved at that level to the satisfaction of the faculty member bringing the charges, within **five calendar days** it will then be forwarded to the school's committee on academic dishonesty.
11. A five member committee on academic dishonesty will be appointed by the respective Dean of each school at the beginning of the academic year. It will be comprised of three full-time tenured faculty, one exempt employee of the University, and one junior or senior level student. In the event that the alleged dishonesty occurred on the graduate level, the student member will be a graduate student. The Dean will appoint the chair of the committee. In order for its actions to be official, at least three members of the committee must be present when decisions are made. The verdict will be decided by the majority, in this case two votes of three. If four or more members are present, the majority shall be three or more votes.
12. A faculty member, who has brought or is in the process of bringing charges against a student for academic dishonesty in the current academic year, will not be eligible to serve on the committee. The Dean will appoint a replacement.
13. The committee will meet to review cases and to hear any testimony it considers relevant to the matter on dates requested by the Dean. At the meeting, the student will be allowed the opportunity to appear and respond to the charges, and answer any additional questions from the committee. All proceedings will be tape recorded, and the recording will be entered into the academic dishonesty records maintained in the Office of the Vice President for Academic Affairs. In the event of academic dishonesty allegedly occurring during summer sessions or during final work at the conclusion of a semester, the alleged dishonesty charge will be reviewed during the committee's first meeting in the fall. In the interim, the student will receive a grade of "I."
14. The committee review shall be informal, with neither party represented by an advocate. Witnesses may be asked and/or permitted to make a statement to the committee if the committee is informed prior to the meeting. The meeting shall not be open to the public. If the student wishes he or she may have an associate present for consultation purposes only. Lawyers, parents, or any form of professional advocate may **not** serve as an associate.
15. The committee shall meet privately at the close of the meeting to decide whether a majority believes a preponderance of evidence supports the allegation of falsification, cheating or plagiarism.
16. If the allegation is sustained, the committee will also determine whether the standard minimum penalty of failure in the course shall be accompanied by an additional penalty or penalties. If the allegation is not sustained, the student is not guilty of violating the Academic Honesty Policy.
17. The records of the proceedings, both written and electronically recorded, are to be kept in the files on academic dishonesty maintained in Office of the Vice President for Academic Affairs.
18. The committee shall notify, in writing, the student, the instructor, and the Dean within **ten calendar days** of having reached its decision. The decisions of the committee may be appealed on procedural grounds only. All appeals should be made to the Vice President for Academic Affairs, who will then have the following options:
  - a. affirm the decision and the penalty imposed by the committee;
  - b. affirm the decision, but amend the penalty; or
  - c. vacate the decision and order a new hearing with a different committee.

After a careful review of the record of the proceedings, the Vice President for Academic Affairs will render the final decision of the University.

2/2/2006

## 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, such as those requiring group discussion, laboratories, clinics, public speaking or language conversation, or performance of particular skills, in-class participation is an essential part of the work of the course. 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* (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), *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 makeup 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's 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.
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. When 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 to each student a written statement as part of the course syllabus at the beginning of the semester 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. The instructor in accordance with this statement, the general policy of his or her department and school, and this UMES Policy for Class Attendance shall handle absences.
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 makeup assessment must be given on campus unless the published schedule or course description requires other arrangements. The makeup assessment must be held at a time and place mutually agreeable to the instructor and student. The makeup 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 on absenteeism, attendance, warnings, requests for withdrawal, and make-up privileges.

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

### HONOR SOCIETIES

There are currently several active chapters of national Greek Letter Honor Societies for students who are outstanding in their major areas of study. Among them are:

*Alpha Eta Rho* is a professional college fraternity founded to bring together those students having a common interest in the field of aviation. AHP serves as a contact between the aviation industry and educational institutions. It bands together into one organization outstanding students, interested faculty, and industrial leaders for the purpose of studying the problems of everyday life, as influenced by modern industry. Membership is by application and election.

*Alpha Lambda Epsilon* is the new Local Chapter of the Honor Society of Delta Tau Alpha. The University of Maryland Eastern Shore is the first HBCU and land grant institution to receive a charter in Delta Tau Alpha. Under the leadership of Ms. Larisha Thomaseec and Ms. Stephanie Gilbert, ALPHA LAMBDA EPSILON officially inducted its first members in the Spring semester of 2003. For information regarding membership in Alpha Lambda Epsilon, please contact Larisha, Stephanie or the Chapter Advisors, Dr. T. Mollett in the Department of Agriculture.

*Alpha Kappa Mu* is a national honor society open to eligible students in all academic areas. Students must complete at least five (5) semesters of academic work at a 3.3 GPA to be eligible for election to the Alpha Kappa Mu National Honor Society.

*Alpha Tau Alpha* is a professional honorary and education fraternity which seeks to develop a professional spirit among teachers and teacher trainees in vocational agricultural education.

*Beta Kappa Chi* is a scientific honor society which embraces the areas of biology, chemistry, physics, and mathematics. Beta Kappa Chi encourages and advances scientific education through 1) original investigation, 2) dissemination of scientific knowledge, and 3) the stimulation of high scholarship in pure and applied science.

*ETA Sigma Delta* is an international honor society that recognizes exceptional academic achievement among hospitality and tourism students at the baccalaureate level. The Council administers ETA Sigma Delta on Hotel, Restaurant and Institutional Education (CHRIE), the leading international association devoted to hospitality and tourism education.

*Kappa Delta Pi* is an international honor society that recognizes excellence in education. Elected to membership in the Sigma Nu chapter at UMES are undergraduate and graduate students who exhibit ideals of scholarship, leadership, service, and high personal standards, and who show promise in teaching and the allied professions. Kappa Delta Pi encourages improvement, distinction in achievement, and contributions to education.

*Kappa Omicron Nu* is a national Family and Consumer Sciences Honor Society which recognizes those who have declared a major in family and consumer sciences or one of the specializations. KONU promotes scholarship, advances intellectual development, and encourages leadership development. To be eligible for membership, the student must have completed 45 semester hours and have a minimum GPA of 3.0 on a 4.0 scale.

*Phi Kappa Phi* is dedicated to unity and democracy in education and selects its membership from all fields of university study. The society's sole purpose is to recognize and encourage superior scholarship. New members are elected from all schools of their respective universities and are chosen from the upper ten percent of their graduating class.

*Sigma Beta Delta* is a national scholastic honor society in business, management, and administration. To be eligible for induction, students must rank in the upper 10 percent of their junior or senior class with a minimum overall GPA of 3.3. Students must be Business Administration and/or Accounting majors in the Department of Business and Economics or related majors in other departments on campus. Juniors are eligible for induction the semester after they have earned 75 credits at UMES. Graduating seniors are eligible for induction the semester they are enrolled in their final course at UMES, provided they meet all other requirements.

*Sigma Lambda Chi* is a National Honor Society which gives recognition to outstanding students majoring in Construction Management Technology. To qualify for membership, students must be at the Junior or Senior level of study and rank in the top 20 percent of their construction class.

*Sigma Tau Delta* is a national English honor society. Members must be juniors with 3.0 averages in their majors. The Psi Mu chapter at UMES sponsors two major projects annually, the Poet of the Month and Poet/writer Award.

*Upsilon Pi Epsilon* is an honorary society whose membership consists of outstanding undergraduate and graduate students in computer science. It is the first and only existing national honor society in computer science.

The minimum standards for undergraduate students are a grade point average of at least 3.0 and rank in the highest thirty-five percent of their major in general scholarship, provided they have completed at least eighteen semester hours in computer science and sixty-four semester hours overall.

## UNDERGRADUATE DEGREE PROGRAMS

UMES offers the Bachelor of Science (B.S.) and the Bachelor of Arts (B.A.) degrees in the programs listed below. In addition there are many options and specialties

- Accounting
- African American/African Studies
- Applied Design
- Aviation Sciences
- General Agriculture
- Agribusiness
- Art Education
- Biology
- Business Administration
- Business Education
- Chemistry
- Computer Science
- Construction Management Technology
- Criminal Justice
- Engineering Technology
- English
- Environmental Science
- Exercise Science
- Human Ecology
- Hotel and Restaurant Management
- Mathematics
- Music Education
- Physician Assistant
- Rehabilitation Services
- Sociology
- Sociology/Social Work
- Special Education
- Technology Education

which are described in the catalog sections pertaining to each academic program.

### Teacher Education

UMES offers teacher education programs in the following areas:

#### Specialty Programs

Art (Pre-K-12)  
Music (Pre-K-12)  
Special Education (1-8); (6-12)

#### Secondary (7-12)

Agriculture Education  
Biology  
Business Education  
Chemistry  
English  
Family and Consumer Sciences  
Mathematics  
Social Studies  
Technology Education

#### Pre-Professional Tracks

UMES also offers Pre-Professional Tracks, which include:

Pre-Dentistry  
Pre-Medicine  
Pre-Nursing  
Pre-Pharmacy  
Pre-Physician Assistant  
Pre-Physical Therapy  
Pre-Radiology Technology  
Pre-Veterinary Medicine

## 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 be sure to preserve the copy of the semester grade report issued by the Office of Admissions and Registration at the close of each semester.

In order to earn a baccalaureate degree, the last 30 semester credits of any curriculum must be taken in residence at the UMES Campus. 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.**

## **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.

## **GENERAL EDUCATION REQUIREMENTS**

(Acronym: *GER CURR. AREA*)

**(Note: A minimum of 40 credits is required.)**

See [Appendix](#) for complete MHEC Regulations.

All students are expected to complete a common body of academic course work. The General Education Requirements are designed to promote the development of a comprehensive educational base which will effectively

support a student's choice of a major concentration. Deviations from the General Education Requirements may occur in certain areas owing to specific requirements of the major. Therefore, students should consult with their freshman or departmental advisors when making course selections. See *Course Descriptions* for descriptions of

courses in General Education. **Fundamentals courses and MATH 101 do not meet the General Education Requirement.** General Education Requirements are distributed as follows:

**Curriculum Area I Arts and Humanities — Total = 9 Credits** (*Students must select ENGL 203 plus one course in each of two disciplines.*)

### **Discipline A: Arts**

ARTS 101, ARTS 310, MUSI 100, MUSI 101, MUSI 109

### **Discipline B: History**

HIST 201, HIST 202, HIST 333, HIST 334, HIST 341, HIST 360

### **Discipline C: Language**

FREN 101 or FREN 102

SPAN 101 or SPAN 102

### **Discipline D: Literature**

ENGL 204, ENGL 205, ENGL 206, ENGL 207, ENGL 215, ENGL 218, ENGL 328, ENGL 329, ENGL 401

### **Discipline E: Speech**

#### **All students must take ENGL 203**

ENGL 203 (Students must take and *pass* ENGL 101 and ENGL 102 with a grade of "C" or above before taking ENGL 203.)

## **Curriculum Area II**

### **Social and Behavioral Sciences — Total = 6 Credits**

(one course in each of two disciplines) *Students must select one course from each discipline:*

#### **Discipline A: Social Sciences**

AGEC 213 or AGECE 213H

ECON 201 or ECON 201H

ECON 202 or ECON 202H

GEOG 201 or GEOG 202

HIST 101 or HIST 111H

HIST 102 or HIST 112H

POLI 200 or POLI 200H,

POLI 220H or POLI 342

SOCI 101 or SOCI 111H

#### **Discipline B: Behavioral Sciences**

CRJS 101, HUEC 203, HUEC 220, HUEC 361, HUEC

380, PSYC 200, SOCI 201, SOWK 200 or SOWK 200H

### Curriculum Area III

**Biological and Physical Sciences — Total = 7 - 8 Credits**  
(Two science courses; one must be a laboratory course)

*Students must select from the following:*

ANPT 114, ANPT 114H, BIOL 101, BIOL 103 (lab),  
CHEM 101, CHEM 102, CHEM 103 (lab), CHEM 104  
(lab), ENVS 101, NUDT 210, PLSC 184, PLSC 185 (lab).

**Sstudents in Agriculture, Engineering, Exercise Science,  
Human Ecology Physician Assistant and Rehabilitation  
only must select from the following:**

- **Student must have a strong background in Chemistry and Biology to take CHEM 111 and CHEM 112 or BIOL 111 and BIOL 112.**
- **Students CANNOT take CHEM 111 if they are currently taking Math 101.**

ANPT 114, ANPT 114H, BIOL 101, BIOL 103 (lab),  
BIOL 111, BIOL 113 (lab), BIOL 112, BIOL 114 (lab),  
CHEM 101, CHEM 102, CHEM 103 (lab), CHEM 104  
(lab), CHEM 111, CHEM 113 (lab), ENVS 101, NUDT  
210, PHYS 121, PHYS 121H, PHYS 122, PHYS 161,  
PHYS 182H, PHYS 263, PLSC 184, PLSC 185 (lab).

### Curriculum Area IV

**Mathematics — Total = 3 - 8 Credits**

(one course at or above the level of College Algebra)

MATH 102, if student needs MATH 101, **he/she** must take that before MATH 102;

MATH 109, if students need MATH 101, they must take that before Math 109;

MATH 110, MATH 111H, MATH 112.

**NOTE: MATH 101 does not satisfy the General Education Requirement.**

**\*Most majors require MATH 109 or higher.**

### Curriculum Area V

**English Composition — Total = 9 Credits**

ENGL 101 or ENGL 101H

ENGL 102 or ENGL 102H

ENGL 305/H/W or ENGL 310/H/W

**A grade of "C" or above is required to pass the courses above.**

### Curriculum Area VI

**Emerging Issues — Total = 1-7 Credits**

(courses identified as being essential to a full program of general education for UMES students)

This course is required of all students:

GNST 100 First Year Experience — 1 credit **or**

Departmental orientation course

In addition, students must consult with their departmental advisor for any additional Emerging Issues course requirement (up to 6 additional credits).

EDHE 111 – Personalized Health Fitness — 3 credits

Students may select from the following courses:

ENGL 412 - Commonwealth Literature – 3 credits

ENGL 413 - The Novel, East and West – 3 credits

HUEC 230 - Multicultural Perspectives on Families in the U.S. – 3 credits

TMGT 306 – Ecology and Cultural Tourism

Refer to specific major requirements for additional Area VI courses.

**Total Required for General Education = 40-43 Credits**

### ALTERNATIVE CREDITS

**Beginning Fall 2005, all 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, and courses completed while studying abroad.**

### GENERAL REQUIREMENTS FOR ACADEMIC MAJORS AND MINORS

The University's individual departments have set forth requirements that must be met in order to complete a major in a given area of study. For specific major requirements, students should consult the appropriate departmental section of this catalog and their academic advisors.

Each major and minor has its own minimum number of required hours. To fulfill a major generally involves a minimum of 36 credit hours of course work. To earn a minor in a subject, a minimum of 18 semester hours, according to departmental specifications, must be met. For courses completed outside the major or minor, an overall grade point average of "C" is necessary for graduation. PSYC 305 and HUEC 203 are similar courses, taught in different departments for their majors. Students may have credit for one or the other but not both courses.

### MAJOR CORE REQUIREMENTS

A grade of "C" or better is required in every course counted toward the major and/or minor.

### SUPPORTING AREA REQUIREMENTS

A grade point average of "C" or better is required for the group of courses representing the supportive area requirements.

### SELECTING A MAJOR

In selecting a major or a minor, students must consult with the chairs of the department(s) involved no later than the beginning of their junior year.

Students may declare a major at any time up to the beginning of their junior year. At that time they will be assigned a faculty advisor and fill out an official Declaration of Major form. Declaring a major does not in any way bind a student permanently to that program.

### CHANGING A MAJOR

It is not unusual for a student to change a major after entering college. Students are encouraged to explore several programs within the disciplines involved before deciding upon their major programs and to consult with faculty members and counselors concerning their future plan. A student may change a major at any time simply by completing a new Declaration of Major Form. Major changes are processed prior to the beginning of the fall and spring semesters. These forms may be obtained from the Office of the Registrar.

### FRESHMEN WHO DO NOT DECLARE A MAJOR

For those students who enter as freshmen and do not declare a major, General Education Requirement courses may be taken; **however a major must be declared before the second semester of the sophomore year.** It is highly recommended that students become familiar with the requirements for different majors which interest them, and be aware of all the introductory level courses needed, and the frequency which departments offer these and other courses for those majors. Schedules should be planned strategically and in consultation with the academic advisor.

### ENGLISH PROFICIENCY EXAM

The English Proficiency Examination (EPE) is a two-hour examination required by the University of Maryland Eastern Shore to meet a University System of Maryland (USM) requirement to assure that all undergraduate students are able to write at an acceptable level. In order to graduate, every student who enrolls at the University for the first time, beginning fall 1998, must pass the English Proficiency Examination. No student will be exempt.

Subsequently, students entering on or after fall 1998 will be eligible to take the examination only after successful completion of English 101 and they must be enrolled in English 102 the semester that they take the EPE. ***ENGL 001 is a Co-Requisite for ENGL 102; and, ENGL 003 is the Co-Requisite for ENGL 102H Honor's Students. ENGL 002 is a Requisite for Transfer Students who have taken English 102 prior to attending UMES and for***

***UMES students who took English 102 at another higher education institution.***

### CREDIT BY EXAMINATION

Credit towards the bachelor's degree may be established by examination under the following conditions:

- 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.
- 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 can not 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 (3) may be established by examination. However, in no case does this permission waive the minimum residence requirement of 30 semester credits.
- 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.
- 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:
  1. 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.

2. 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. Such credits shall be accompanied by the phrase, "By Exam" or "By CLEP," whichever is applicable.
3. 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.

### **REGISTRATION**

In order to attend classes at UMES, all students must process an official registration. Instructions concerning registration are given in the Schedule of Classes issued at the beginning of each new semester or term.

Current UMES students will be registered late in the semester preceding the semester for which they are registering. The dates for this registration are listed in the Schedule of Classes for each semester or term and in the Academic Calendar. The signature of the designated faculty advisor must appear on the registration schedule.

Entering freshmen and transfer students will be registered for their first semester's courses during the regular registration period. No student is permitted to attend a class if his or her name does not appear on the official class roster.

#### **Late Registration**

A late registration fee will be charged to any student who fails to complete registration within the specified registration period. The late registration period is published each semester or session in the Academic Calendar.

#### **Adding and Dropping Classes**

Students who are properly registered may add courses during the first week of instruction each semester. 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 enter a class later than one week after the beginning of instruction or drop a course later than the end of the drop or withdrawal period.

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.

#### **Dropping a Class**

Should a student officially exit a class prior to the end of the drop period, no grade will be recorded on the transcript. The end of the drop period is published in the Schedule of Classes for each semester or term and in the Academic Calendar.

### **WITHDRAWALS**

#### **Withdrawing 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. The end of the withdrawal period is published in the Schedule of Classes for each semester or term and in the Academic Calendar.

#### **Withdrawing 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.

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.

#### **Penalties for Unofficial Withdrawal**

A student who fails to withdraw in the required manner will not be entitled to an honorable dismissal, will forfeit the right to any refund to which he/she might otherwise be entitled, and will receive marks of failure in all courses being carried.

#### **Withdrawal And Refund Of Fees For The Fall And Spring Semesters**

Any student who desires or is compelled to withdraw from the University for any cause at any time during the academic year should secure an application for withdrawal from the Office of the Registrar, obtain the proper signatures and file it in the Office the Registrar.

The effective date for withdrawals, with regard to refunds and grades, is the date the form is filed at the Office of Admissions and Registration. No student may withdraw after the last scheduled day of classes in a given semester.

Exceptions will be referred to the Academic Appeals Board.

Students withdrawing from the University during a semester will be credited for all academic fees charged to them, in accordance with the following schedule.

<u>Period from First Day of Instruction</u>	<u>Refundable Percentage</u>
Two weeks or less	80
Between two and three weeks	60
Between three and four weeks	40
After four weeks	No refund

No part of the charges for room and board is refundable, except when the student officially withdraws from the University or is given permission by the appropriate officials of the University to move from the residence facility and/or to discontinue dining hall privileges. When permission is given to discontinue dining hall privileges, the meal card must be turned in to the Office of the Vice President for Administrative Affairs. In these cases, the room refund will be computed by deducting ten percent (10%) of the charge for the semester as a service charge and the remainder will be prorated on a weekly basis. Refunds to students for board (dining hall) charges will be calculated in the same manner. No room and/or board refunds will be made after the fourteenth week of the semester. Weekly basis shall be defined as a complete week or any fraction thereof.

**Withdrawal and Refunds of Fees for Title IV Recipients  
Refunds and the “Return of Title IV Funds” Policy  
University of Maryland Eastern Shore**

If a student withdraws or is expelled from UMES, then the school or the student may be required to return some of the federal funds awarded to the student. The student may also be eligible for a refund of a portion of tuition, fees, and room and board paid to UMES for the semester. If the student received financial assistance from outside of the student’s family, then a portion of the refund will be returned to the grant, scholarship, or loan source from which the assistance was received.

If a student will be withdrawing, then the student should visit the Office of the Registrar and complete a “Notification of Withdrawal” form to begin the withdrawal process. This procedure will enable UMES to refund the maximum possible institutional charges. ***The withdrawal will not be complete until the student has returned the Notification of Withdrawal form (with all appropriate signatures) to the Office of the Registrar.***

UMES’ refund policy exists for calculating the refund of institutional charges. The federal “Return of Title IV Funds” formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula is applicable to a student receiving a federal Pell grant or federal aid other than Federal Work-study, if that student withdraws on or before the 60% point in time in the semester. The student may also receive a refund of institutional charges through UMES’ refund policy (see above). Room and/or Board

charges will be pro-rated according to the policy of the Office of Residence Life.

The federal formula requires a return of Title IV aid if the student received federal assistance in the form of a Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Direct Student Loan or PLUS Loan and withdrew on or before completing 60% of the semester. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded.

If any funds are to be returned after the return of Title IV aid, they will be used to repay UMES funds, state funds, other private sources, and the student in proportion to the amount received from each non-federal source, as long as there is no unpaid balance at the time of withdrawal. If there is an unpaid balance, then all aid sources will be repaid before any funds are returned to the student.

**NOTE:** If funds are released to a student because of a credit balance on a student’s account, then the student may be required to repay some of the federal grants if the student withdraws. A work sheet used to determine the amount of refund or Return of Title IV Aid is available upon request.

**CHANGE OF GRADES**

Grades that have been submitted to the Office of the Registrar can be changed only by submitting the official change of grade form certifying that an error was made in recording the grade, the grade was omitted on the official grade roster, or work has been completed to remove the grade of ‘I’. Courses in which students officially withdraw and the grade of ‘W’ has been recorded do not qualify for the change of grade process.

Grade changes must be initiated by the instructor on the required change of grade form available in the Office of the Registrar. Such petitions require the approval of the department head and the dean of the instructor’s school before the Registrar will make changes on the student’s record.

Any grade change must be received in the Office of the Registrar no later than 60 calendar days immediately following the beginning of classes in the semester succeeding the one in which the grade was given or omitted. For a summer term, the changes are due in the Office of the Registrar no later than 60 calendar days immediately following the beginning of classes in the succeeding Fall semester. If a student is not enrolled in the succeeding semester, then the grade change is due 60 calendar days following the beginning of classes in the next regular semester.

For courses in which the grade of 'I' (Incomplete) has been awarded, the change of grade must be submitted within one year of the 'I' being awarded. After one year the 'I' will automatically be changed to a 'F'.

#### **REGISTRATION AT OTHER INSTITUTIONS**

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.

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.

No student with 60 or more credits may receive credit for a course taken at a two-year community or junior college. 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 must 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.

### **TRANSFER CREDIT**

#### **Transfer of General Education**

Students transferring from Maryland institutions of higher education who have completed the General Education requirements at the sending institution shall have met the general education requirements at UMES. In cases where the general education requirements at UMES exceed those of the sending institution, the transfer student will be required to take no more than the same number of general education credits required of the native student. The additional courses will be according to the distribution requirements of UMES.

For a detailed explanation on course transfer policy, see the Appendix of the *Undergraduate Catalog*.

#### **Transfer from Colleges and Universities**

UMES does not limit the number of credits transferable for work completed at four-year colleges. **However, in order to graduate, a student must complete the last 30 semester hours at UMES.**

#### **Maryland Community College Articulated Programs**

An articulated transfer program is a list of community college courses that best prepare the applicant for a particular course of study at the University of Maryland Eastern Shore. If the applicant takes appropriate courses that are specified in the articulated program guide and earns an acceptable grade, he/she is guaranteed transfer with no loss of credit. Articulated career program guides help students plan their new programs after changing career objectives. The guides are available at the Office of Undergraduate Admissions at the University of Maryland Eastern Shore and in the transfer advisor's office at each of the community colleges. Applicants can eliminate all doubt concerning transfer of courses by following programs outlined in the guide.

#### **Credit From Other Universities and Colleges**

In most cases credit will transfer from institutions of higher education accredited by a regional accrediting association (e.g., Middle States Association of Colleges and Schools; New England Association of Schools and Colleges; North Central Association of Colleges and Schools; Northwest Association of Schools and Colleges; Southern Association of Colleges and Schools; Western Association of Schools and Colleges), provided that the course is completed with at least a grade of C and the course is similar in content and level to work offered at UMES. The applicability of these courses to the particular course of study at UMES will be determined by an academic advisor/evaluator in the office of the appropriate department.

#### **Students Planning to Transfer, or Attend Graduate or Professional School**

Anyone planning to transfer from UMES should discuss transfer plans with a counselor or academic advisor. This consultation should begin as soon as the decision to transfer has been made so that any requirements the receiving institution demands of its students during the first two-years of school can be met.

Students intending to enter a professional school or graduate school should familiarize themselves with the requirements for admission to these schools and plan their programs with their academic advisors, accordingly.

### NON-TRADITIONAL LEARNING

UMES grants college credit for non-traditional learning experiences, either from credit by examination, or a **combination of examination, and credits earned on a Satisfactory/Unsatisfactory basis**. There are two ways to obtain credit by examination: one is by taking an examination administered by the appropriate department within the University and the other is by taking an appropriate examination administered through the College Level Examination Program (CLEP).

#### Advanced Placement Exam Credit

Based on a student's performance on the CEEB Advanced Placement Board Examinations, students may earn advanced placement and college credit. These examinations are usually given to eligible high school seniors during the month of May.

#### Other Accepted Sources of Non-traditional Learning Credit

Complete information regarding acceptable sources for non-traditional learning credit is available from the Office of Admissions and Registration. Elective and required credit can be earned utilizing the following sources:

CLEP\*

Dantes\*

Departmental Exams from other colleges\*

Military credit\*

Portfolio Credits from other colleges\*

Proprietary School, Public Agencies, etc. with articulation agreements\*

Other types of experience may apply. Check with the Office of Admissions and Registration.

\*Some restrictions apply.

### ACADEMIC STANDING

Class standing for purposes of taking upper level courses, voting in S.G.A. elections, selective service reports, etc., is determined on the following scale:

Earned Credit Hours	—	Level
0-27	—	Freshman
28-55	—	Sophomore
56-83	—	Junior
84 and above	—	Senior

Students should complete the general education courses and earn 56 academic hours before they enroll in upper level courses.

### GRADES AND QUALITY POINTS

The academic achievement of a student for a specific course is rated as follows:

Letter Grade (percentage)	—	Quality Points Per Hour
A	(90-100)	4.0
B	(80-89)	3.0
C	(70-79)	2.0
D	(60-69)	1.0
F	(below 60)	—
		0.0

Any deviation from the above grading scale must be included as part of the course syllabus distributed by the faculty member at the beginning of each semester.

A student who receives a grade of "D" in more than fifteen (15) semester hours of academic work must remove the excessive "Ds" by repeating courses. Grades of "D" in major and minor courses, English 101 and 102 or Teaching Internship do not count toward fulfilling the requirements for a degree.

In certain specified courses, the grading system involves only Pass or Fail ("P" or "F"), Satisfactory or Unsatisfactory ("S/U").

### AUDITING OF COURSES

A student who wishes his record to show that he has attended a course regularly but does not wish credit for that course may register as an auditor. No grade is given for a course audited, nor are any credits attempted or earned. No quality points are calculated. Any student may change his initial registration in a course for credit to audit during the add period only. He or she may drop an audited course during the drop period.

Fees for an audited course will be based on the regular credit value of the course. Once a student has audited a course, he or she cannot establish credit by examination in that course.

### INCOMPLETE GRADES

The grade of "I" (incomplete) is to be given only to students whose work in a course has been qualitatively satisfactory, when because of illness, or other circumstances beyond their control, they have been unable to complete the requirements for the course. In no case will the grade of "I" be recorded for a student who has not completed satisfactorily the major portion of the course work. In cases where this grade is given, the student may not re-register for the course until the "I" is removed by completing work assigned by the instructor. **Work must be completed and the terminal grade must be submitted by the end of one year, otherwise the "I" becomes "W."**

When a student receives a terminal grade, he may repeat the course, as provided for any course where repeats are authorized. The student's Department Chairman and Dean may grant exception to the time period cited above on a written request by the student if circumstances warrant further delay. An "I" cannot be removed by earning "credit by examination."

In the computation of the cumulative grade point average, the course hours in which the grade of "I" is assigned are not included as hours attempted. When the grade of "I" is removed, the course hours are then included as hours attempted, and the Office of the Registrar makes an appropriate entry in the cumulative grade point average.

**REPEATING OF CLASSES**

Any course may be repeated, but if a student repeats a course in which he or she has already earned a passing grade, the subsequent attempt shall not increase the total hours earned toward the degree. Credits for repeated courses will be counted only once toward graduation requirements and in computation of the cumulative grade point average. Only the highest grade will be used in the computation of the cumulative grade point average; however, all grades earned remain on the permanent record with repeated courses identified. Repeat credits and corresponding grades are used when computing the semester grade point average. If a course a student wishes to repeat has been discontinued or has not been offered for two semesters, the student should request the department Chairman and Dean to designate a substitute course, which when taken, will remove the grade of the discontinued course. The course so named and the student involved should be reported in writing to the Office of the Registrar.

Academic departments have the prerogative to limit the number of times a student may attempt to successfully complete core major courses.

**INTERCAMPUS COURSE REPEATS**

If students wish to repeat a course which they originally completed at another campus in the University System of Maryland, they should consult the department chairs at both institutions to determine course equivalency. Written statements verifying that the courses are equivalent should be sent by the Chairman to the Registrar at the student's present campus, who will see that the appropriate adjustment is made in the student's permanent record after the course has been repeated.

**UMES POLICY ON ACADEMIC PROBATION AND DISMISSAL**

**Good Academic Standing**

Students are considered to be in good academic standing and performing satisfactorily at UMES if their cumulative GPA is at least 2.0.

**Unsatisfactory Performance:**

Total Hours Attempted	Academic Dismissal If Cum. GPA is	Academic Probation If Cum. GPA is in the range
1-24	1.549 or below	1.550 to 1.999
25-48	1.699 or below	1.700 to 1.999
49-73	1.799 or below	1.800 to 1.999
74 and above	1.949 or below	1.950 to 1.999

All credit hours transferred to UMES are included in the Total Hours Attempted in the first column of the above table when determining the category of academic performance. The cumulative GPA is computed by using

- the number of credit hours attempted at UMES and corresponding grades earned, and
- the credit hours attempted elsewhere within the University System of Maryland and the corresponding grades earned, when the grades also transfer to UMES. If the grades do not transfer, the hours are not used in computing the GPA.

**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.

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.

### **Academic Dismissal**

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 FOLLOWING ACADEMIC DISMISSAL**

When a student is academically dismissed from UMES, he/she must complete the application for Readmission/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.

Any appeal concerning the policy on Academic Dismissal or Academic Probation, shall be directed to the Academic Appeals Board which is empowered to grant relief in unusual cases, if the circumstances warrant such action.

### **READMISSION AFTER VOLUNTARY WITHDRAWAL**

A student who voluntarily withdraws or who is administratively withdrawn from the University for reasons such as medical, judicial, personal, financial, lack of interest, and employment may apply for readmission to the University by completing and filing an Application for Readmission with the Office of the Registrar. Applications for Readmission must be filed by the following deadlines:

November 1<sup>st</sup> – Students wanting to return for the Winter or Spring Session.

April 1<sup>st</sup> – Students wanting to return for the Summer and Fall Session

### **Applications may be obtained by writing to:**

Office of the Registrar  
Bird Hall  
University of Maryland Eastern Shore  
Princess Anne, MD 21853-1299

### **ACADEMIC DISMISSAL AND REINSTATEMENT**

When a student is academically dismissed from UMES, he/she is not eligible to register with any campus or program of the University System of Maryland. To become eligible for registration once again, he/she must complete the Application for Reinstatement prior to the desired date of reinstatement. Applications for Reinstatement must be filed by the following deadlines:

#### **Fall Semester**

**April 1<sup>st</sup>** Students who have been out one or more semesters and want to return for the Fall Semester.

**June 15<sup>th</sup>** Current semester students on dismissal at the end of the Spring Semester and want to return for the Fall Semester.

#### **Spring Semester**

**November 1<sup>st</sup>** Students who have been out one or more semesters and want to return for the Spring Semester.

**January 5<sup>th</sup>** - Current semester students on dismissal at the end of the Fall Semester and want to return for the Spring Semester.

Applications received after the deadline indicated above will be considered for the next session. Applications may be obtained by writing to the Office of the Registrar, Bird Hall, University of Maryland Eastern Shore, Princess Anne, Maryland 21853.

A student wishing to transfer to another program at UMES must wait until reinstatement has been granted before applying for admission to that program. The UMES Academic Appeals Board will not normally grant reinstatement until at least one semester has elapsed from the time of the student's dismissal.

A student who is reinstated after academic dismissal will be on academic probation. The same conditions of probation may be imposed on any student who seeks admission by

transfer from another university or college and whose record at the previous school warrants this action.

Any appeal concerning the regulation governing academic probation or academic dismissal shall be directed to the Academic Appeals Board, which is empowered to grant relief in unusual cases if the circumstances warrant such action.

No student on academic probation is permitted to register for more than fourteen (14) semester hours. The student on academic probation should carry twelve (12) academic semester hours in order to absolve academic probation in one semester. Students on probation are urged to work with a faculty advisor before registering in order to take full advantage of the exceptions and special provisions

#### **CREDIT UNIT AND LOAD**

The semester hour, the unit of credit, is the equivalent of a subject pursued one 50-minute period a week for approximately 14-15 weeks. Two or three periods of laboratory are required for each credit hour in any course.

In order for students to complete most curricula in four calendar years, their semester credit load must average 15 credits each semester or 30 hours each year toward their degree. A student registering for more than 18 hours per semester must have special approval from the Dean of his/her school. Normally, students having a cumulative grade point average of 3.0 or above may request permission from their Dean to register for more than 18 semester hours. The Office of Admissions and Registration will not accept the Registration Schedule if an overload of credit hours is requested without such approval. 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.

#### **FINAL EXAMINATIONS**

A final examination shall be given in every course. Exceptions may be made with approval of the department Chairman and Dean. Normally the final examination, additional tests, quizzes, term papers, and reports are used to determine a student's comprehension of a course. The order of procedure in these matters is left to the discretion of the department and should be announced to the class at the beginning of the course. All final examinations must be held in conformity with the Official Final Examination Schedule. No final examination shall be given at a time other than that scheduled in the Official Examination Schedule without written permission of the department Chairman and Dean.

Generally no more than **three** final examinations a day is considered a normal test load for students. The department Chairman and Dean must keep a file of all final examinations. Final examinations are given on the **Last**

**Day of Class** for students enrolled in courses which meet one day a week with a begin time of 5:00 p.m.

#### **COMMENCEMENT**

Commencement is held twice each year during May and December. 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 her/his 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 her/his 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 Registrar's Office complete an official graduation audit. **Beginning Fall 2005, Commencement will be held on the third Friday in May and December.**

#### **Application For Degree**

Students planning to graduate in December must complete their academic program requirements by the end of the fall semester; program requirements must be completed by the end of the spring semester for those planning to graduate in May. 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.

Students who expect to graduate and are not enrolled at the University must file the application for degree by January 30<sup>th</sup> for spring semester commencement and September 30<sup>th</sup> for the fall semester commencement. Students will be charged a non-refundable diploma fee after the receipt of the application for degree. 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.**

### **Graduation With Honors**

The faculty of UMES may recommend candidates for graduation with honors in a particular curriculum under the conditions listed below to be fulfilled prior to the last semester. Ordinarily, the "prior to" semester would be the fall or winter semester and the "last" semester would be the subsequent spring semester. To be considered for honors at the Spring Commencement exercises, for purposes of the Commencement Program, the diploma printing, and ceremonial announcement, a student must have earned in residence at UMES a minimum of 60 semester hours prior to the semester of graduation. Any student recommended by the faculty to graduate with honors but who does not meet the 60 hours in-residence requirement prior to the semester of graduation will have his/her final transcript *only* so designated with the appropriate distinction notation:

- 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.

### **SPECIAL CURRICULUM PROGRAMS**

#### **ACADEMIC SUPPORT SERVICES**

The University is cognizant of the need for and the value of support services as a key factor in the academic success and retention of students. In particular, academic support services are designed and implemented as extensions of the overall academic program at the University of Maryland Eastern Shore. **For additional information contact the Office of Student Support Services at 410-651-6456.**

The Testing and Placement Program is designed for all first time students (including transfer students who have not earned satisfactory grades in college-level English and math). The Accuplacer computerized tests in reading comprehension, sentence skills, and math assess the students' strengths and weaknesses for placement purposes in college-level English, math, and reading-laden courses. Placement scores are given to the student and the advisor as the basis of course selection and placement during the advising process.

The Student Support Services Program (SSS) is a federally funded program designed to provide educational opportunities for low income, first generation, and disabled students to the extent that they will obtain a postsecondary education. The primary goal is the retention of eligible students through graduation. The services offered include tutoring, counseling and advising (personal, academic, graduate school, and career), developmental skills classes, and individualized instructional assistance by the professional staff.

Eligible participants follow a closely monitored academic program, especially during the first year, and continue as long as the services are needed until the student graduates. The SSS Program strongly supports and encourages graduate and professional school enrollment.

The Tutoring Program is designed to provide instructional assistance to students in all lower level courses. The tutoring is conducted in the Center for Academic Support Services (Basic Skills).

In general, students may receive tutoring one-on-one or in a small group setting. The tutors are trained in instructional methodology, planning, record keeping, etc. They serve as liaisons between the students and the faculty. The tutoring services are free.

Developmental Skills Classes are designed as an outgrowth of the overall academic evaluation of students. Students are required to enroll in these classes as indicated by the Accuplacer test scores. Other students may enroll because of their own desire to improve their skill and/or upon recommendation from their instructors. The classes are taught by trained skills specialists (instructors) in small classes, as well as one-on-one. The instructional activities are designed to bridge the gaps in students' skills levels and to enable them to be successful in their postsecondary classes. Another goal is to enable students to enter majors and career paths that would be impossible without instructional support, especially in math.

Computer Assisted Instruction (CAI) provides a fully equipped computer lab with a wide variety of instructional software in basic skills and selected academic subjects. The lab is designed to assist students in acquiring new skills and information, as well as in reinforcing existing skills via a self-paced individualized mode.

Developmental Skills Tutorials (classes) are extensions of the University's academic program. At some point in their educational careers, students may find themselves in need of planned instructional assistance in reading, study skills, math, and writing skills. These tutorials are taught and directed by professional staff specialists. The emphasis will be on assisting students to master college-level basic skills as required in their academic programs.

#### **ACCESS AND SUCCESS**

The Access and Success program is funded by a grant from the Maryland Higher Education Commission to foster students' access to and successful completion of their university education. The program supports activities for students which assist in the achievement of this goal. The Office of Retention oversees the operation of the program. **For additional information contact the Office of Retention at 410-651-6215.**

#### **CHILD AND FAMILY DEVELOPMENT CENTER**

The UMES Child and Family Development Center (CFDC), located in the Early Childhood Research Center, is a Maryland licensed preschool environment for thirty children ages two through five. One director, two full-time classroom teachers and supporting staff of UMES students manage the full-day program that is in operation year-round and serves both the University and local community. The CFDC is committed to facilitating each child's growth and development in an enriched, supportive environment. A hands-on thematic based curriculum encourages children to direct their own learning experiences within a proactive environment. **For additional information contact the UMES Child and Family Development Center at 410-651-6173.**

#### **CONTINUING AND DISTANCE EDUCATION PROGRAM**

The Continuing and Distance Education Program at UMES provides an organized learning experience built around students' needs and interests. In accordance with its mission, the University of Maryland Eastern Shore is committed to providing maximum educational opportunities to the members of the surrounding community. UMES offers highly diversified and flexible courses and programs for those adults who are interested in career development and self-enrichment.

The Office of Continuing and Distance Education offers "non-credit" courses for those who are interested in self-improvement and upgrading their educational and technical background for business and industry. The office also provides professional academic counseling to every continuing education student who wishes to discuss curricula, careers, and matters of professional development. **For additional information contact the Office of Continuing and Distance Education at 410-250-1088 or 410-250-5727.**

#### **Elderhostel Program**

Elderhostel is an educational program for senior citizens over 60 years of age who want to continue to expand their intellectual horizons and develop new interests and enthusiasms.

The concept provides for a weeklong educational program which allows for academic instruction accompanied by social activities. A modest fee covers the week's expenses including lodging, meals, educational programs, field trips and social activities.

The campus is extensively involved in these programs which are usually located in hotel facilities in Ocean City, Maryland. There are approximately 55 programs scheduled from September through April with a wide variety of non-credit courses constituting the curriculum. During the participants' five night, six-day stay, three unrelated classes are conducted by campus and adjunct faculty. **For additional information contact the Elderhostel Program at 410-250-1088 or 410-250-5727.**

#### **GENERAL STUDIES PROGRAM**

The Bachelor's of General Studies degree is offered through departments. The goal of the General Studies Degree Program is to provide students with a variety of learning experiences that will enable them to function successfully in our global society by acquiring competencies and skills that will enhance their career plans, personal and professional development. The objectives of the General Studies degree program are to:

- build a foundation for students to pursue further study in higher education;
- afford greater access to a baccalaureate degree for the community and the nontraditional student;
- provide students an avenue for the self-fulfillment that comes with an academic degree;
- provide students an opportunity to explore a wide variety of career options; and
- prepare students to enter graduate and professional schools.

General Studies degree program students must select a department in which they will pursue a concentration. For students entering the university as freshmen, the concentration within a department must be declared at the beginning of the freshman year. Upon completion of the suggested course of study, students earn a Bachelor's of General Studies degree with a concentration in their selected major. For example, a student seeking a Bachelor's of General Studies degree with a concentration in sociology would receive the degree from the Social Sciences Department.

**Not all departments at the University offer a concentration in the General Studies Degree Program and students interested in pursuing this option should make inquiry with the specific department in which the concentration is sought.**

In consultation with their department advisor, a four-year plan of study is designed for freshmen students upon entry into the area of concentration. Students transferring into the concentration from an on-campus major or from another college/university plan their course of study in consultation with their advisor upon entry into the selected department. Courses of study for all students are planned to ensure that a concentration in a major area of study requires students to matriculate in the area of concentration for at least two semesters. Course distribution requirements for the Bachelor's of General Studies degree are as follows:

<b>Degree Requirements</b>	<b>Credit</b>
General Education Requirements	<b>41</b>
Lower Level Credits	34
Upper Level Credits	45
Credits in the Concentration	27
Free Electives	<u>18</u>
<b>Total Credits (minimum)</b>	<b>120</b>

### **INTERNATIONAL EDUCATION**

The international perspective in higher education is critical to the development of leaders who are sensitive to the role universities play in shaping the national and international agenda. UMES is committed to providing a wide array of undergraduate and graduate programs in an environment that is responsive to global perspectives in education. The University aims at imbedding internationalization in some curricula and extends its concept of international education through continuing education and cooperative ventures with foreign universities and schools.

The University's international goals are as follows:

- Internationalize the curricula;
- Expand student study/research abroad opportunities;
- Make international education an integral part of teaching, research, and outreach; and
- Broaden technical assistance opportunities for faculty and staff.

The Center for International Education and the International Development Program Office work collaboratively to achieve the international education goals of the University.

### **Center For International Education**

The purpose of the Center for International Education is to provide a conducive environment that will support the educational, cultural and social interactions among international students/scholars, domestic students, faculty, staff, and the community. The Center will promote global education through student study/research abroad programs and faculty research and teaching abroad opportunities, which will increase awareness and understanding of the cultures and behavior of other people and ultimately foster acceptance and appreciation of cultural diversity in society, and global competence of the workforce.

#### **Goals**

The goals of the Center of International Education are as follows:

- Facilitate internationalization of the curriculum and promote greater involvement of all students in significant international education experiences.
- Facilitate efforts to ensure that research and scholarship pertaining to international matters permeate disciplinary and interdisciplinary fields.
- Create and maintain a stimulating and supportive academic and cultural environment for international students and scholars and UMES study abroad students.
- Provide support to increase the international activities of faculty and staff.
- Develop partnerships and collaborations with some USM campuses and/or other institutions of education to support globalization efforts.

#### **Objectives**

The objectives are as follows:

- Organize and conduct seminars and other activities to facilitate cross-cultural communication and awareness.
- Encourage, advise, counsel and mentor American students at UMES to participate in Student Study/Research Abroad programs.
- Advise, counsel and mentor international students at UMES.
- Coordinate UMES managed Student Study/Research Abroad Programs.

- Coordinate campus-wide Faculty Research/Teaching Abroad Programs.
- Coordinate campus-wide International Scholars-in-Residence initiatives in the Division of Academic Affairs.

**For additional information contact the Center for International Education at 410-651-6079 or [oiiss@umes.edu](mailto:oiiss@umes.edu).**

#### **Office of International Development Programs**

The Office of International Development Programs (OIDP) is designed to facilitate campus-wide internationalization of research, teaching, and outreach activities in order to promote cross-cultural knowledge and understanding among students, faculty, and staff. Its goals are to broaden faculty and staff involvement in international research and development activities; provide opportunities for student experiential learning and academic exchange programs; develop domestic and international linkage agreements to facilitate international education; and assist faculty and staff members to participate in exchange programs. **For additional information contact the Office of International Programs at 410-651-6543/6192 or [oioprogram@umes.edu](mailto:oioprogram@umes.edu).**

#### **NEW STUDENT ADVISING**

The University of Maryland Eastern Shore is strongly committed to the intellectual, emotional, social and spiritual development of students. New Student Advising and Freshman Advisors are available for discussion and assistance regarding programs of study and career options, proper selection of courses, information on the University's policies and procedures, the use of the catalog, and academic and registration schedules.

Advisors are responsible for guiding and counseling students. However, students are responsible for seeking their own guidance and counsel. **For additional information contact the Office of the Vice President for Student Affairs at 410-651-6687.**

#### **PRE-PROFESSIONAL PROGRAMS**

UMES offers pre-professional programs in physical therapy, dentistry, medicine, nursing, pharmacy, physician assistant, and radiology technology.

Students in the pre-professional programs may complete work at UMES and then transfer to the college offering the appropriate professional degree in order to complete the requirements for the particular program. With the exception of medicine, law, and dentistry, which require a baccalaureate degree prior to admission, all the pre-professional programs require two to three years of work at UMES. The Pre-Physician Assistant and Pre-Physical Therapy programs may lead to completion of the B.S. in

Physician Assistant and the Doctorate in Physical Therapy at UMES.

Transfers may be made either to the appropriate colleges within the University System of Maryland or to any other institution.

#### **RURAL DEVELOPMENT CENTER**

The Rural Development Center (RDC) was organized to support the economic development efforts of the lower Eastern Shore region including Somerset, Worcester, and Wicomico counties of Maryland. The RDC assists public and governmental agencies with respect to projects that carry out their approved overall development plans and strategies. A multi-county advisory board assists in policy development and in determining programmatic needs in the tri-county area.

The RDC is part of the Cooperative Extension Service. External financial support comes from federal and county agencies and organizations. The RDC also acts as a mechanism to involve faculty and students in development projects.

The RDC goals for the Eastern Shore are to increase wages and salaries, stabilize and diversify the economy, increase the tax base, and reduce unemployment and underdevelopment in the area. Associated with these goals are the RDC objectives: maximizing human resources, expanding tourism and recreation, assisting industrial retention and expansion, and providing assistance in research and development. **The office may be contacted at 410-651-6183.**

#### **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 Admissions and Registration.

#### **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.

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. **For additional information contact the Office of Career Services at 410-651-6447.**

#### 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

#### **THE GOLDEN (ID) IDENTIFICATION PROGRAM FOR SENIOR CITIZENS**

The purpose of the GOLDEN IDENTIFICATION CARD Program at UMES is to make available various courses and services to retired citizens who are 60 years old or older, and who are residents of the State of Maryland. Once

application to the program is made and the applicant has a GOLDEN IDENTIFICATION CARD, the Maryland resident will be eligible to register for credit courses as a regular or as a special student. Tuition and fees will be waived. The GOLDEN IDENTIFICATION CARD will entitle the participant to all academic and student services on a space available basis. **For additional information contact the office of Student Activities at 410-651-6436.**

#### **HONORS CONVOCATION**

Full-time undergraduate students completing a minimum of 12 semester hours of credit with a grade point average (GPA) of at least 3.5 are eligible for participation in the University's annual Honors Convocation ceremony. The Honors Convocation is held the first Thursday in April as a public recognition for exemplary scholastic achievement (GPA of at least 3.5).

#### **THE PREPARATION AND ADJUSTMENT FOR COLLEGE ENTRY (PACE) SUMMER PROGRAM**

The PACE Summer Program is a six-week residential program designed to provide basic skills enhancement and college orientation for applicants whose high school grade-point averages and/or SAT scores do not meet the criteria for regular (unconditional) admission to the University. For those with conditional admission, participation in the PACE program is mandatory as a preliminary step to admission to the University. PACE will enable students to acquire the academic and other behaviors necessary for a successful entrance into postsecondary education.

Students who are selected to participate in PACE must have a 2.20 grade point average, a SAT total score of 650, and a grade of C or better in Algebra I and II (high school).

PACE offers students an opportunity to enhance their proficiency in the fundamental skills areas in math and communication skills (reading, study skills, English/Composition). In addition, students must participate in other activities such as tutoring; library orientation/ research; academic, social and cultural seminars; and career assessments, etc.

Upon the successful completion of the PACE Program, students are offered regular admission to the University. The evaluation of each student's performance is based on the level of academic performance in all classes and on social and psychological factors. **For additional information contact the Office of Academic Support Services at 410-651-6456.**

### **THE UPWARD BOUND PROGRAM**

Upward Bound is a pre-college program that provides fundamental support to high school students in their preparation for college entrance. The program provides opportunities for students to succeed in pre-college performance and, ultimately, in higher education pursuits. Upward Bound is a year-round program and serves students in Somerset, Wicomico, and Worcester counties. The ultimate goal of Upward Bound is to increase the rates at which students enroll in and graduate from institutions of postsecondary education.

Upward Bound provides instruction in mathematics, laboratory sciences, English, literature, and foreign language. College students are employed as tutors during both the academic year and summer session. **For additional information, please call 410-651-6458.**

### **THE UNIVERSITY SHOPPE**

The University Shoppe is the Department of Human Ecology's student-operated business on the campus. The University Shoppe provides students with on-the-job experience and hands-on applications of buying, marketing, merchandising, and advertising concepts. The University Shoppe carries a variety of gift items, including UMES paraphernalia, jewelry, home furnishings, glassware, ceramic figurines, stationery, and miscellaneous craft items. Amenities for guests of and visitors to the Richard A. Henson Hotel and Conference Center are also available. **For inquiries, please contact 410-651-6567 or 410-651-6056.**

### **TWO PLUS TWO AND OTHER OFF-CAMPUS PROGRAMS**

The Two Plus Two Program and other off-campus degree programs are designed to meet the educational needs of both the continuing education and degree seeking non-traditional student population. UMES has established formal agreements with several community colleges and institutions to provide access for the continuing education of their students through Two Plus Two Programs. These agreements encourage students to continue studies beyond the associate degree level to obtain a bachelor's degree.

The specifics of the agreement are unique for each institution. However, through these collaborative efforts between UMES and the partnering institution, there are greater opportunities and choices for academic studies.

The Two Plus Two Program allows students at the community college to complete the junior and senior years of study for the bachelor's degree at a site away from the UMES campus. In some instances the upper level courses are offered at the community college.

Currently, UMES has established the following Two Plus Two and off-campus degree programs:

#### ***Eastern Shore Association of Colleges (ESAC) Higher Education Center,***

Chesapeake College – Wye Mills, MD  
Human Ecology (Bachelor of Science) – Concentration in Child Development  
Criminal Justice (Bachelor of Science)  
Computer Science (Bachelor of Science)

#### ***Community College of Baltimore County at Catonsville,*** Catonsville, MD

Aviation Sciences (Bachelor of Science--Three options are available:

Professional Pilot, Aviation Management, and  
Aviation Maintenance Management  
Hotel Restaurant Management (Bachelor of Science)

***Universities at Shady Grove,*** Rockville, MD  
Hotel Restaurant Management (Bachelor of Science)

***Baltimore Museum of Industry,*** Baltimore, MD  
Teacher certification in Technology Education

Additional information concerning the Two Plus Two Programs and other off-campus degree programs may be obtained by contacting the Coordinator at **410-651-6337** or **[pasampson@umes.edu](mailto:pasampson@umes.edu)**.

### **UNIVERSITY SCHOLARS PROGRAM**

The UMES Scholars Program is an initiative to bring outstanding students to UMES with emphasis on under-represented groups in certain academic areas. Initially, participants will be selected on a competitive basis from the State of Maryland, and access will be eventually extended to non-Maryland students. The program is opened to students who meet the academic requirements and are interested in any major offered at UMES. Scholars must be citizens or permanent residents of the United States.

The Scholars are expected to gain experience through travel and study-abroad programs, summer internships, community service, and research projects. Each student is assigned to a mentor in a particular area of interest to guide these experiences. Students are encouraged to produce scholarly work that will allow them to present at professional meetings as well as to publish in appropriate journals. Participants are expected to attend group meetings and seminars and to visit various businesses, colleges and universities, and other educational sites.

Students who are at the top of their class, hold at least a 3.5 grade point average, and have outstanding SAT scores are eligible to apply for admission. Part of the selection process includes an interview, evidence of leadership ability, evidence of potential to be successful in an academic environment, perceived ability to make a contribution to the University and the community, and desire to attend graduate or professional school. To remain in good academic standing, students must maintain full-time status

and earn at least a 3.3 grade point average. **For additional information contact 410-651-6420.**

**WHICH SCHOOL AND DEPARTMENT DO YOU BELONG TO?**

At the University of Maryland Eastern Shore (UMES), departments are grouped into Schools. A Dean heads each School. Listed below are the names of each School, along with the departments located within the School. You belong to the School in which your department is located. For example, if your major is Physician Assistant, you are a member of the Department of Physician Assistant, which is a Department within the School of Agricultural and Natural Sciences.

**School of Agricultural and Natural Sciences  
Dean, Hazel Hall, Rm. 3002  
410-651-6072**

Department of Agriculture  
Trigg Hall, Rm. 1107  
410-651-6168

Department of Human Ecology  
The Richard A. Henson Center, Rm. 2101  
410-651-6056

Department of Natural Sciences  
Carver Hall, Rm. 1103  
410-651-6013/6015

**School of the Arts and Professions  
Dean, Hazel Hall, Rm.  
410-651-6083**

Department of Criminal Justice  
Hazel Hall, Rm. 3018  
410-651-6585

Department of Education  
Hazel Hall, Rm. 2023  
410-651-6217

Department of English & Modern Languages  
Wilson Hall, Rm. 2101  
410-651-6552

Department of Fine Arts  
Arts and Technology, Rm. 1151  
410-651-6488/6571

Department of Social Sciences  
Hazel Hall, Rm. 3034  
410-651-6086

**School of Business and Technology  
Dean, Early Childhood Research Center, Rm. 1105  
410-651-6067**

Department of Business, Management and & Accounting,  
Kiah Hall, Second Floor  
410-651-6523

Department of Engineering and Aviation Science  
Henry O. Tanner Hall, Rm. 1117  
410-651-6365

Department of Hotel & Restaurant Management  
The Richard A. Henson Center, Rm. 2100  
410-651-6563

Department of Mathematics and Computer Science  
Kiah Hall, First Floor  
410-651-6420/6422

Department of Technology  
Arts and Technology Center, Rm. 110  
410-651-6465

**School of Graduate Studies  
Dean, Early Childhood Research Center, Rm. 1136  
410-651-6507/7966**

**School of the Health Professions  
Dean, Hazel Hall, Rm. 2076  
410-651-6360**

Department of Exercise Science  
W. P. Hytche Athletic Center, Rm. 1104  
410-651-8141

Department of Physician Assistant  
Hazel Hall, Rm. 1038  
410-651-7584

Department of Physical Therapy  
Hazel Hall, Rm. 2076  
410-651-6360

Department of Rehabilitation Services  
Hazel Hall, Rm. 1113  
410-651-6262

**Library Services  
Dean, Frederick Douglass Library, Rm. 2105  
410-651-6621**

## ACRONYMS

### Agriculture

AGBU	-	Agribusiness
AGEC	-	Agricultural Economics
AGED	-	Agriculture Education
AGME	-	Ag Engineering and Mechanization
AGNR	-	Agriculture and Natural Resources
AGRI	-	Agriculture
AGRN	-	Agronomy
AGNR	-	Agriculture & Natural Resources
AMIC	-	Applied Microbiology
ANPT	-	Animal and Poultry Technology
ECON	-	Economics
ENTO	-	Entomology
FDST	-	Food Science and Technology
HORT	-	Horticulture
NRES	-	Natural Resources
PLSC	-	Plant and Soil Science
SOIL	-	Soil Chemistry

### Business, Management and Accounting

ACCT	-	Accounting
BUAD	-	Business Administration
BUED	-	Business Education
FINA	-	Finance
MKTG	-	Marketing

### Criminal Justice

CRJS	-	Criminal Justice
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### Education

EDCI	-	Education
EDSP	-	Special Education
GNST	-	General Studies
PSYC	-	Psychology

### Engineering and Aviation Sciences

AVSC	-	Aviation Science
ENAE	-	Aerospace Engineering
ENEE	-	Engineering – Electrical
ENME	-	Engineering – Mechanical Engineering
ENES	-	Engineering – Engineering Science

### English and Modern Languages

ENGL	-	English
FREN	-	French
SPAN	-	Spanish
THAR	-	Theater Arts

### Exercise Science

EDHE	-	Health
EDPE	-	Physical Education
EXSC	-	Exercise Science
RECR	-	Recreation

### Fine Arts

ARTS	-	Arts
MUSI	-	Music

### General Education Requirement

GER CURR. AREA (This acronym will be accompanied by the appropriate number for the designated area to be used.)

### Hotel and Restaurant Management

CARM	-	Culinary Arts Restaurant Management
FMGT	-	Food and Beverage Management
HMGT	-	Hotel and Restaurant Management
TMGT	-	Travel and Tourism Management

### Human Ecology

CHDE	-	Child Development Education
FMCT	-	Fashion Merchandising, Clothing & Textiles
HUEC	-	Human Ecology
NUDT	-	Nutrition and Dietetics

### Mathematics and Computer Sciences

CSDP	-	Computer Science
MATH	-	Mathematics

### Physician Assistant

PHAS	-	Physician Assistant
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### Social Sciences

HIST	-	History
POLI	-	Political Science
SOCI	-	Social Science
SOWK	-	Social Work

### Technology

CMTE	-	Construction Management Technology
EDTE	-	Technology Education
ETME	-	Mechanical Engineering Technology
ETEE	-	Electrical/Electronics Engineering Technology