

## CHAPTER 4

# Registration, Academic Requirements, and Regulations

## University of Maryland Student Academic Success-Degree Completion Policy

**University of Maryland policy stipulates that** full-time degree seeking students are expected to complete their undergraduate degree program in four years. To meet this expectation, students must plan carefully in consultation with an academic advisor; complete 30 credits each year (which is usually accomplished through a course load of 14 to 16 credits per semester); satisfy general education, prerequisite and other course requirements with acceptable grades in a timely manner; and meet the benchmarks. Academic units provide the benchmarks and sample templates of multi-semester plans leading to four-year graduation. Students are required to map out individualized four-year plans, consistent with these guidelines and benchmarks, and are responsible for updating them as circumstances change. Students who do not meet benchmarks are required to select a more suitable major. Students who change majors must submit a realistic graduation plan to the academic unit of the new major for approval. Any student who completes ten semesters or 130 credits without completing a degree is subject to mandatory advising prior to registration for any subsequent semester. Students with exceptional circumstances or those who are enrolled in special programs are required to develop a modified graduation plan that is appropriate to their situations. In all cases, students are responsible for meeting progress expectations and benchmarks required for their degree programs.

Every student should contact his or her college or department advisor to obtain the relevant materials for developing a four-year graduation plan and required benchmarks.

*For information about this policy visit: [www.ugst.umd.edu/academicssuccess.html](http://www.ugst.umd.edu/academicssuccess.html) and [www.ugst.umd.edu/faqs-successpolicy.html](http://www.ugst.umd.edu/faqs-successpolicy.html)*

## REGISTRATION

Office of the Registrar  
Mitchell Building, 301-314-8240  
[www.testudo.umd.edu](http://www.testudo.umd.edu)

To attend classes at the University of Maryland, College Park, it is necessary to process an official registration. Specific registration dates and instructions are printed in the Schedule of Classes and on the Testudo web site. The Schedule of Classes is issued for the spring, fall and summer sessions. Winterterm information is printed in the Fall Schedule of Classes, and on the Testudo web site.

**Newly admitted students** are invited, and strongly encouraged to attend an orientation session (see chapter 3 for Orientation information). Advising and course registration are part of the orientation process. All newly admitted students must meet with an advisor prior to registration. Additionally, newly admitted freshmen and transfer students are required to provide proof of immunization for measles, rubella, mumps and tetanus/diphtheria. Additionally, Maryland law requires resident hall students to either provide proof of vaccination against meningococcal disease or seek an exemption from this requirement.

**Registration Process:** Currently enrolled students are invited to early registration by appointment. Registration appointments for the fall semester begin in April, and appointments for the spring semester begin in late October. Registration can be processed on the Testudo web site or in person. Open registration follows early registration, and continues up to the first day of classes. During this time students may make schedule adjustments or process an original registration. The schedule adjustment period begins on the first day of classes. All registration transactions, either on-line or in person, are final unless a student processes a cancellation of registration.

**Cancellation of Registration:** Students who register and later decide not to attend the University must cancel their registration with the Office of the Registrar prior to the official first day of classes. Failure to cancel registration will result in a financial obligation to the University of Maryland even though a student does not attend class. The University reserves the right to cancel registration for students who fail to meet their financial obligations.

**Schedule Adjustment:** The schedule adjustment period is the first 10 days of classes for the fall and spring semesters, the first 5 days of classes for Summer Sessions I and II, and the first 3 days of classes for Winterterm and 3-week accelerated Summer courses. Courses may be added, when space is available, during the schedule adjustment period, and will appear

on the student's permanent record along with other courses previously listed. Courses dropped during this period will not appear on the student's permanent record.

Departments may identify courses or sections of courses (with the approval of the Office of the Senior Vice President for Academic Affairs), which after the first five days of the schedule adjustment period in Spring and Fall semesters, shall require faculty or departmental approval for students to add.

- During the schedule adjustment period **full-time undergraduates** may drop or add courses, or change sections or credit level without financial penalty provided they remain full-time students (registered for 12 or more credits). Consult the Schedule of Classes for information and penalties associated with changing from full-time to part-time.
- **Part-time undergraduates** (fewer than 12 credits) may also add, drop and change sections, as well as change credit level, but they should consult the deadline section in the Schedule of Classes to avoid incurring additional charges.
- Grading Method (including pass-fail) may be changed only during the schedule adjustment period.
- In the case of students who are advised in the Division of Letters and Sciences when Dean's approval is required, the Dean for Office of Undergraduate Studies shall assume the responsibilities normally delegated to the Dean.

### After Schedule Adjustment

- Courses may not be added without special permission of the department and the dean of the academic unit in which the student is enrolled.
- All courses for which the student is enrolled shall remain as a part of the student's permanent record. The student's status shall be considered full-time if the number of credit hours enrolled at this time is 12 or more.

### Classification of Students

Official classifications of undergraduate students are based on earned credits as follows: freshman, 1-29 semester hours; sophomore, 30-59; junior, 60-89; and senior, 90 to at least 120.

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- An official class list for each course being offered is issued to the appropriate department by the Office of the Registrar. Electronic rosters are provided to all faculty with email accounts. Students are not permitted to attend a class if their names do not appear on the class list. Instructors must report discrepancies to the Office of the Registrar.

### Drop Period

The drop period for undergraduate students will begin at the close of the schedule adjustment period and terminate at the end of the tenth week of classes for the fall and spring semesters, and at a comparable time for summer sessions and Winterterm. Consult the Schedule of Classes for dates.

During this period a student may drop a maximum of four credits. However, if the course carries more than four credits, the student may drop the entire course, or in the case of a variable credit course, reduce the credit level by up to four credits. Drops during this period will be recorded on the student's permanent record with a notation of "W" and will be considered to represent a single enrollment (one of two possible) in the course. This mark will not be used in the computation of a student's cumulative grade point average.

### Withdrawal and Leave of Absence from the University

Students admitted to the University of Maryland are expected to make regular and consistent progress towards the completion of their degree. However, the University understands that in exceptional circumstances a student may find it necessary to completely withdraw from all classes. The University considers such an interruption to be very serious as it delays normal progress towards the degree. Students should not withdraw for frivolous reasons or to avoid the consequences of ignoring their academic responsibilities. Any student considering withdrawal is strongly encouraged to meet with his or her academic college advisor before leaving the University.

**Potential Implications:** Withdrawing or taking a leave of absence from the University may have serious implications for international students, students receiving financial aid or students residing in on-campus housing. Students are advised to contact the appropriate offices before finalizing withdrawal or leave of absence plans.

Student Financial Services Office: 1135 Lee Building, 301-314-9000  
Department of Resident Life: 2100 Annapolis Hall, 301-314-2100  
International Education Services: 3117 Mitchell Building, 301-314-7740

**Withdrawal:** A withdrawal is available anytime between the first and last day of classes. Students must submit written notice of withdrawal to the Office of the Registrar no later than the last day of classes. A student's return to the University is contingent upon the conditions outlined in "Return to the University" below.

**Leave of Absence:** A leave of absence is a type of withdrawal and is available for students wishing to take time away from the University with the intention of returning the following semester. The leave of absence status is especially helpful for recipients of federal financial aid because they are not considered to be withdrawn provided they do return and complete the following semester. Students may apply for a leave of absence only during the last 60 days of the semester. A student's return to the University is contingent upon the conditions outlined in "Return to the University" below.

**Return to the University:** Normally, a student may withdraw or take a leave of absence from the University only once during matriculation as an undergraduate. Students who find it necessary to leave the University are required to petition the Faculty Review Board in order to return. Students who have earned a minimum 2.0 cumulative GPA, with no previous withdrawal or leave of absence, are exempt from this requirement. Students who withdraw or take a leave of absence while on academic probation, or those returning from dismissal, are always required to petition the Faculty Review Board. Students are also required to complete a Reinstatement Advising Meeting with their academic college advising office before the petition will be considered by the Faculty Review Board.

### Additional Withdrawal/Leave of Absence Information:

- The effective date of withdrawal or leave of absence for the purposes of refunds is the date that the notice is received by the Office of the Registrar. Notation of withdrawal/leave of absence and the effective date will be posted to the student's academic record. Instructors and college offices will be notified of all withdrawn students. The deadline date for submitting the withdrawal for each semester is the last day of classes. Students should contact the Office of Undergraduate Admissions for reenrollment information.

- The repeat policy will not apply to courses taken during the academic semester from which the student is officially withdrawn.

**Military Call-ups:** It is the intent of the University of Maryland, College Park, to facilitate the withdrawal or change in registration and the reenrollment of students who are called to active military duty during the semester. The student (or a representative) should take a copy of the military orders to the Office of the Registrar and process "withdrawal" or "change in registration" papers. Detailed information about this process may be obtained from the Office of the Registrar. Withdrawal for active military service will have no effect on any subsequent request to withdraw from the University.

### General Education Requirements

See chapter 5.

### Enrollment in Majors

A student who is eligible to remain at the University of Maryland, College Park, may transfer among curricula, colleges, or other academic units except where limitations on enrollments have been approved. By the time they complete 60 credits, students are expected to declare a degree-granting major. Students must be enrolled in the major program from which they plan to graduate, when registering for the final 15 hours of the baccalaureate program. This requirement also applies to the third year of the combined, pre-professional degree programs. See pg. 43 for information on double majors and double degrees.

### Credit Hours and Maximum Credits Each Semester

No baccalaureate curriculum requires fewer than 120 semester hours. The semester hour, which is the unit of credit, is the equivalent of a subject pursued one period a week for one semester. Two or three hours of laboratory or field work are equivalent to one lecture or recitation period.

In order for undergraduate students to complete most curricula in four academic years, their semester load must range from 12 to 19 hours (30 to 36 hours each year) toward the degree. By policy, undergraduates may not exceed the following maximum credit loads without the prior approval of their Dean: 20 credits in a 15 week semester; 8 credits in a 6 week summer term, or 4 credits in an accelerated 3 week term.

### Concurrent Undergraduate–Graduate Registration

An undergraduate degree seeking student at the University of Maryland may, with the approval of his or her Dean, of the department and the instructor offering the course, and of the Graduate School, register for graduate courses (600 level and above) that will be recorded as "for graduate credit only" and that may be applied towards an advanced degree at this university or elsewhere. Students eligible for this option normally will have achieved Junior standing, will have a GPA of at least 3.0, and will have successfully completed the prerequisite courses with a grade of "B" or better. The student must submit a plan of study that shows that taking graduate courses will not unduly delay completion of requirements for the bachelor's degree. The total of graduate and undergraduate credits attempted in any semester may not be more than eighteen. The graduate credits so earned will not count towards any of the requirements for the Baccalaureate degree. A maximum of twelve credits may be taken for graduate credit by a student while enrolled as an undergraduate.

### Undergraduate Credit for Graduate Level Courses

Subject to requirements determined by the graduate faculty of the department or program offering the course, undergraduate degree-seeking students may register for graduate-level courses, i.e., those numbered from 600 to 898, with the exception of 799, for undergraduate credit. The student must obtain the prior approval of the department and instructor offering the course.

Students eligible for this option normally will have achieved Junior standing, will have a GPA of at least 3.0, and will have successfully completed the prerequisite courses with a grade of "B" or better.

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Enrollment in a graduate-level course does not in any way imply subsequent departmental or graduate school approval for admission into a graduate program, nor may the course be used as credit for a graduate degree at the University of Maryland.

### Combined Bachelor's/Master's Programs

In a combined bachelor's/master's program, some graduate level courses initially taken for undergraduate credit may also be applied towards the graduate credit requirements for a master's degree program at the University of Maryland. A bachelor's/master's program may be developed for an individual student, or it may be a structured program.

- A. **Individual Student Bachelor's/Master's Program:** A program may be developed by an individual student in consultation with his/her academic advisor. Such a program is available only to students whose academic performance is exceptional. It is to be developed according to the individual career interests and goals of the student and should be an integrated learning experience rather than merely the completion of a certain number of graduate and undergraduate credits. The program requires the approval of the directors of both the undergraduate and the graduate programs involved and of the Dean for Office of Undergraduate Studies and the Dean of the Graduate School. Normally no more than nine credits of graduate courses applied to the bachelor's degree may be counted also for graduate credit in an individual student program. Courses to be double-counted must be at the 600 level or above and must be passed with at least a "B" grade. Individual study courses, internships, or courses given credit by examination are not eligible. The credits to be double-counted will be designated as applicable to the graduate program after the student receives the bachelor's degree and matriculates in the Graduate School. This designation will be canceled if the student withdraws from the graduate program before completing the master's degree.
- B. **Structured Bachelor's/Master's Program:** A structured bachelor's/master's program is an articulated curriculum combining an existing undergraduate program and an existing master's program at the University of Maryland, offered by the same or by different departments. Such a program is to be designed for students whose academic performance is exceptional and should be an integrated learning experience rather than merely the completion of a certain number of graduate and undergraduate credits. A proposal for such a program should be submitted by the college(s) housing the academic programs concerned and requires the approval of the Graduate Council, the Graduate Dean, the Senate PCC Committee, and the Provost.

Necessary features of a structured bachelor's/master's program include the following:

- There must be specific requirements for admission to the combined program that speak to the exceptional performance of the students to be admitted. At a minimum, students accepted for the program must be clearly admissible to the graduate program portion.
- The program should be designed so as not to unduly delay the students' receipt of their bachelor's degrees. Taking graduate credits should not unduly limit the breadth of the student's experience through premature specialization.
- All requirements of the bachelor's program and of the master's program must be completed to receive the two degrees. Where appropriate, graduate courses taken while an undergraduate may substitute for courses required in the undergraduate major program.
- The students may be offered deferred admission to the graduate school at the end of the Junior year program, subject to completion of the senior year program in a timely fashion and with a specified level of achievement. Formal admission to the graduate school will require completion of all requirements for the bachelor's degree.
- The credits to be double-counted will be designated as applicable to the graduate program after the student receives the bachelor's degree and matriculates in the Graduate School. This designation will be canceled if the student withdraws from the graduate program before completing the master's degree.

A structured bachelor's/master's program may normally include up to nine credits of graduate level courses (600 level and above) that are counted both for the bachelor's program and the master's program. More than nine double-counted credits may be allowed if both of the following conditions are satisfied.

- The additional graduate credits applied to the undergraduate program do not unduly limit the breadth of the student's experience through premature specialization. This condition may be satisfied, for example, if the graduate credits substitute for courses required in the undergraduate program that would have been taken in any case, but at a less advanced level.
- The master's program requires substantially more than thirty credits. This condition will be deemed to be satisfied if the combined program, with double-counting, still requires 150 or more credit hours to complete.

### Courses Taken at Other Institutions

Courses taken at another institution may not be credited toward a degree program without prior approval of the dean of the college from which the student expects to earn a degree. Eligible students may enroll in courses at other Universities via the University System of Maryland's Inter Institutional Registration Program or the Consortium of Universities of the Washington Metropolitan Area.

#### Consortium of Universities of the Washington Metropolitan Area:

The Consortium of Universities of the Washington Metropolitan Area consists of American University, The Catholic University of America, Gallaudet University, George Mason University, The George Washington University, Howard University, Joint Military Intelligence College, Marymount University, National Defense University, Southeastern University, Trinity University, University of the District of Columbia and the University of Maryland. Students enrolled in these institutions are able to attend certain classes at the other campuses and have the credit considered as resident credit at their home institutions. Comparable courses offered at University of Maryland may not be taken through the Consortium. The intention is to allow students to take an occasional course to augment a program rather than to develop an individual program. Payment of tuition for courses will be made to the student's home campus however special fees may be assessed by the host institution.

Currently registered, degree seeking University of Maryland students with at least junior standing may participate in the Consortium program according to the stipulations listed in the current edition of the Schedule of Classes. Enrollment in courses is available only on a space-available basis. Visiting students are expected to meet prerequisites or other criteria set by the host institution and comply with the host institution's registration procedures and deadlines.

Golden ID students are not eligible to enroll in courses through the Consortium with waiver of fees. University of Maryland students may only enroll in courses offered on the campus of the host institution. Students interested in additional information about the Consortium program should review the current edition of the Schedule of Classes or contact the Consortium Coordinator on the first floor of the Mitchell Building.

#### University System of Maryland Inter-Institutional Registration Program:

Undergraduate students have the opportunity to take courses at other University System of Maryland Institutions to augment their degree program at University of Maryland College Park under the Inter-Institutional Registration Program. Currently registered, degree seeking University of Maryland students with at least sophomore standing may enroll in courses and have that credit considered as resident credit at their home institution. Enrollment in courses is available only on a space available basis and visiting students are expected to meet prerequisites or other criteria set by the host institution. University of Maryland College Park students may not enroll in courses at the University of Maryland University College through this program. Payment of tuition for courses will be made to the student's home campus however special fees may be assessed by the host institution. Students interested in additional information about the Inter-Institutional Registration program should review the current edition of the schedule of classes or contact the Consortium Coordinator on the first floor of the Mitchell Building.

#### Veterans Benefits

Students attending the university under the Veterans Education Assistance Act (Title 38, U.S. Code) may receive assistance and enrollment certification at the Veterans Certification Office, in the Office of the Registrar, first floor, Mitchell Building. Consult the Schedule of Classes for further information.

### Student ID Numbers

The University of Maryland assigns all students a unique nine-digit identification number called the U ID Number. This number is used as a student identifier for most university transactions. Students are also required to provide their Social Security Number, which is used for a limited number of purposes that are required by law or business necessity. A list of currently approved uses is provided in Chapter 10, Appendix M.

### Identification Card

The photo ID card is issued at the time the student first registers for classes. This card is to be used for the entire duration of enrollment. Additionally, students who have food service contracts will use this photo identification card. Contact Dining Services (information in chapter 3) directly for further information.

The photo identification card can be used by students to withdraw books from the libraries, for admission to most athletic, social, and cultural events, and as a general form of identification on campus.

There is a replacement charge of \$20 for lost photo identification cards. Questions concerning the identification card system should be addressed to the Office of the Registrar.

### Use of Email for Official Communication

The University has adopted email as the primary means for sending official communications to students. Academic advisors, faculty, and campus administrative offices use email to convey important information and time-sensitive notices. All enrolled students are provided a University email address. Students are responsible for keeping their email address up to date or for forwarding email to another address. Failure to check email, errors in forwarding email, and returned email due to "mailbox full" or "user unknown" will not excuse a student from missing announcements or deadlines.

### Change of Address

Students are expected to notify the Office of the Registrar of any change in their local, permanent or e-mail address. Use the internet to keep address information current and accurate. Change of address forms are available at the following places:

- Testudo web site: [www.testudo.umd.edu](http://www.testudo.umd.edu), select Records and Registration
- Office of the Bursar, Room 1115 or 1135, Lee Building
- Student Services Counter, first floor, Mitchell Building

## ATTENDANCE AND ASSESSMENT/ EXAMINATIONS

### Attendance

1. The university expects each student to take full responsibility for his or her academic work and academic progress. The student, to progress satisfactorily, must meet all of the requirements of each course for which he or she is registered. Students 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. Except as provided below, absences will not be used in the computation of grades, and the recording of student absences will not be required of the faculty.
2. It is the policy of the university to excuse the absences of students that result from the following causes: illness of the student, or illness of a dependent as defined by Board of Regents policy on family and medical leave; 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 circumstance beyond the student's control. Students claiming excused absence must apply in writing and furnish documentary support for their assertion that absence resulted from one of these causes.
3. In some courses, attendance and in-class participation are ongoing requirements and an integral part of the work of the course. In other courses, occasional in-class assessments may occur, sometimes

without advance notice. It is the responsibility of the instructor to inform each class at the beginning of the semester of the nature of in-class participation expected and the effect of absences on the evaluation of the student's work in the course.

4. Absences in courses where in-class participation is a significant part of the work of the course shall be handled by the instructor in the course in accordance with the general policy of his or her academic unit.
5. Permanent changes in the scheduling or location of classes must be approved by the chair, the director or the dean of the department, non-departmentalized school or college, as appropriate.

### Assessment

1. The university provides students with excused absences the opportunity to reschedule significant assessments, except in cases where the nature of the assessment precluded the possibility of rescheduling, OR to perform a substitute assignment without penalty. An instructor is not under obligation to offer a substitute assignment or to give a student a make-up assessment unless the failure to perform was due to an excused absence, that is, due to illness (of the student or a dependent), 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, or compelling circumstances beyond the student's control. Students claiming excused absence must apply in writing and furnish documentary support for their assertion that absence resulted from one of these causes.

The make-up assessment or substitute assignment must be at a time and place mutually agreeable to the instructor and student, cover only the material for which the student was originally responsible, and be at a comparable level of difficulty with the original assessment. In the event that a group of students requires the same make-up assessment or substitute assignment, one time and place may be scheduled. The make-up assessment or substitute assignment must not interfere with the student's regularly scheduled classes or in-class final examination.

Students who have a concern regarding religious observances should see their instructors at the start of the semester. Although the university attempts to accommodate the religious beliefs of all of its members, it functions within a secular environment and is limited in the extent to which it can interrupt its normal operations. The president shall determine when it is appropriate for the campus community to restrict rescheduling examinations or other significant assessments on the dates of religious observance.

At this time, examinations or other significant assessments may not be scheduled on Rosh Hoshanah, Yom Kippur, Good Friday, or the first two days of Passover.

In cases of dispute, the student may appeal to the chair, the director or the dean of the department, non-departmentalized school or college offering the course within one week from the date of the refusal to schedule a make-up assessment. In those instances where the instructor is the chair, director or dean, the appeal shall be made to the next higher administrative officer, whose decision shall be final.

2. The student must notify his or her instructor of the reason for absence as soon as possible. Where the reason for absence from a scheduled assessment is known well in advance (for example, in cases of religious observance or participation in university activities at the request of university authorities), the student must inform the instructor by the end of the schedule adjustment period. Prior notification is especially important in connection with final examinations, since failure to reschedule a final examination before conclusion of the final examination period may result in loss of credits during the semester. Where the reason is not known well in advance (for example, in cases of illness or compelling circumstances beyond the student's control), the student must inform the instructor as soon as the reason develops, or as soon as possible after its development.
3. Ordinarily, assessments are given during class hours in accordance with the regularly scheduled (or officially "arranged") time and place of each course listed in the Schedule of Classes. No less than seven calendar days' notice shall be given for assessments scheduled at other times and places. It shall be the

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instructor's responsibility to ensure that the change in schedule does not interfere with any student's regularly scheduled classes or in-class final examinations. It is the responsibility of the student to be informed concerning the dates of announced quizzes, tests, and examinations. Performance assessments may take a variety of forms and need not be classroom-based written examinations.

4. A final examination shall be given in every undergraduate course. Exceptions may be made with the written approval of the chair, the director or the dean of the department, non-departmentalized school or college, as appropriate. However, a student's final course grade shall be based on a combination of assessments that is at least the equivalent of a comprehensive final examination. No final examination or equivalent may be given or due during the last week of classes. All in-class final examinations must be held on the date and at the time listed in the official final examination schedule. Out-of-class final examination or equivalent assessments shall be due on the date and at a time listed in the official final examination schedule.
5. The chair, the director or the dean of the department, non-departmentalized school or college, as appropriate, is responsible for the adequate administration of assessments in courses under his or her jurisdiction.
6. No in-class assessment shall exceed the allotted time for a regularly scheduled class period. In the case of in-class final examinations, the time allotted shall not exceed the scheduled final examination period.
7. Each student shall be given the instructions and performance requirements for all assessments intended to require more than one-half class period in a form translatable to hard copy, unless the chair, the director or the dean of the department, non-departmentalized school or college, as appropriate, has authorized another procedure. The instructions and requirements of the assessment shall be archived in an appropriate medium in a suitable place.
8. The following rules shall govern all in-class examinations, unless the instructor for a specific course stipulates alternate rules for that course. A breach of any of the rules shall constitute "disruption of class," a disciplinary offense (Code of Student Conduct, section 9.m.), or may serve as the basis of an allegation of academic dishonesty.
  - a. Students arriving late for an examination may not unreasonably disrupt the examination room.
  - b. Students must leave all unauthorized materials (e.g., books, notes, calculators) with the proctor before being seated.
  - c. Where seating arrangements are established by proctors, student must conform to these arrangements.
  - d. Students may not return to an examination room after leaving, unless permission to do so has been granted by the proctor prior to the student's departure.
  - e. Students must cease conversation prior to the passing out of examination papers and maintain silence during the entire examination period.
  - f. Students must place examination papers face down on the writing desk until the examination is officially begun by the proctor.
  - g. Students must keep examination papers flat on the writing desk at all times.
  - h. Students at an examination must be prepared to show current University identification.
9. Each faculty member is to retain, for one full semester after a course is ended, the students' final assessments in the appropriate medium. If a faculty member goes on leave for a semester or longer, or leaves the university, the final assessments and grade records for the course must be left with the chair, the director or the dean of the department, non-departmentalized school or college, as appropriate.

### Statement on Classroom Climate

The University of Maryland values the diversity of its student body and is committed to providing a classroom atmosphere that encourages the equitable participation of all students. Patterns of interaction in the classroom between the faculty member and students and among the students themselves may inadvertently communicate preconceptions about student abilities based on age, disability, ethnicity, gender, national origin, race, religion, or sexual orientation. These patterns are due in part to the differences the students themselves bring to the classroom. Classroom instructors should be particularly sensitive to being equitable in the opportunities they provide students to answer questions in class, to contribute their own ideas, and to participate fully in projects in and outside of the classroom.

Of equal importance to equity in the classroom is the need to attend to potential devaluation of students that can occur by reference to demeaning stereotypes of any group and/or overlooking the contributions of a particular group to the topic under discussion. Joking at the expense of any group creates an inhospitable environment and is inappropriate. Moreover, in providing evaluations of students, it is essential that instructors avoid distorting these evaluations with preconceived expectations about the intellectual capacities of any group.

It is the responsibility of individual faculty members to review their classroom behaviors, and those of any teaching assistants they supervise, to ensure that students are treated equitably and not discouraged or devalued based on their differences. Resources for self-evaluation and training for faculty members on classroom climate and interaction patterns are available from the Office of Human Relations.

## RECORDS

### Marking System

The Office of the Registrar, located on the first floor of the Mitchell Building, is responsible for maintaining student records and issuing official transcripts.

The following symbols are used on the student's permanent record for all courses in which he or she is enrolled after the initial registration and schedule adjustment period: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, XF, I, P, S, and W. These marks remain as part of the student's permanent record and may be changed only by the original instructor on certification, approved by the department chair and the dean, that an actual mistake was made in determining or recording the grade.

**A+, A, A—**denotes excellent mastery of the subject and outstanding scholarship. In computations of cumulative or semester averages, a mark of A+, A, A- will be assigned a value of 4 quality points per credit hour.

**B+, B, B—**denotes good mastery of the subject and good scholarship. A mark of B+, B, B- is assigned a value of 3 quality points per credit hour.

**C+, C, C—**denotes acceptable mastery of the subject. A mark of C+, C, C- is assigned a value of 2 quality points per credit hour.

**D+, D, D—**denotes borderline understanding of the subject. It denotes marginal performance, and it does not represent satisfactory progress toward a degree. A mark of D+, D, D- is assigned a value of 1 quality point per credit hour.

**F—**denotes failure to understand the subject and unsatisfactory performance. A mark of F is assigned a value of 0 quality points per credit hour.

**XF—**denotes failure due to academic dishonesty.

**S—**is a department option mark that may be used to denote satisfactory performance by a student in progressing thesis projects, orientation courses, practice teaching, and the like. In computation of cumulative averages a mark of S will not be included.

**W—**is used to indicate withdrawal from a course in which the student was enrolled at the end of the schedule adjustment period. For information and completeness, the mark of W is placed on the student's permanent record by the Office of the Registrar. The instructor will be notified that the student has withdrawn from the course. This mark is not used in any computation of quality points or cumulative average totals at the end of the semester.

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**Audit**—A student may register to audit a course or courses which have been designated as available under the audit option and in which space is available. The notation AUD will be placed on the transcript for each course audited. A notation to the effect that this symbol does not imply attendance or any other effort in the course will be included on the transcript in the explanation of the grading system.

**Pass-Fail**—The mark of P is a student option mark, equivalent to A+, A, A-, B+, B, B-, C+, C, C-, D+, D or D-. The student must inform the Office of the Registrar of the selection of this option by the end of the schedule adjustment period.

The following **Pass-Fail** policy was approved by the Board of Regents for implementation beginning with the Spring 1989 semester:

1. To register for a course under the pass-fail option, an undergraduate must have completed 30 or more credit hours of college credit with a GPA of at least 2.0. At least 15 of these credit hours must have been completed at University of Maryland, College Park with a University of Maryland GPA of at least 2.0.
2. Courses for which this option applies must be electives in the student's program. The courses may not be college, major, field of concentration, or general education program requirements.
3. Only one course per semester may be registered for under the pass-fail option.
4. No more than 12 semester hours of credit may be taken under the pass-fail option during a student's college career.
5. Students may not choose this option when re-registering for a course.
6. When registering under the pass-fail option, a course that is **passed** will count as **hours** in the student's record but will not be computed in the grade point average. A course that is **failed** will appear on the student's record and will be computed both in the overall average and the semester average.
7. Students registering for a course under the pass-fail option are required to complete all regular course requirements. Their work will be evaluated by the instructor by the normal procedure for letter grades. The instructor will submit the normal grade. The grades A+, A, A-, B+, B, B-, C+, C, C-, D+, D or D- will automatically be converted by the Office of the Registrar to the grade P on the student's permanent record. The grade F will remain as given. The choice of grading option may be changed only during the schedule adjustment period for courses in which the student is currently registered.

**Incompletes.** The mark of "I" is an exceptional mark that is an instructor option. It is given only to a student whose work in a course has been qualitatively satisfactory, when, because of illness or other circumstances beyond the student's control, he or she has been unable to complete some small portion of the work of the course. **In no case will the mark "I" be recorded for a student who has not completed the major portion of the work of the course.**

1. This Incomplete Contract form must be submitted to the dean of the college offering the course within six weeks after the grade submission deadline (if a grade hasn't already been submitted.) If any Incomplete Contract isn't completed within the six week period, the instructor will convert the "I" to the appropriate grade.
2. The student will remove the "I" by completing work assigned by the instructor; it is the student's responsibility to request arrangements for the completion of the work. The work must be completed by the time stipulated in the contract, usually by the end of the next semester, but in any event, no later than one year. If the remaining work for the course as defined by the contract is not completed on schedule, the instructor will convert the "I" to the grade indicated by the contract.
3. Exceptions to the stated deadline may be granted by the student's dean (in negotiation with the faculty member or the faculty member's dean) upon the written request of the student if circumstances warrant further delay.
4. If the instructor is unavailable, the department chair, upon request of the student will make appropriate arrangements for the student to complete the course requirements.
5. It is the responsibility of the instructor or department chair concerned to submit the grade promptly upon completion of the conditions of the Incomplete Contract.

6. The "I" cannot be removed through re-registration for the course or through "credit by examination." An "I" mark is not used in the computation of quality points or cumulative grade point averages.

### Record Notations

In addition to the above marks, there are provisions for other record or transcript notations that may be used based on university policy and individual circumstances.

**Duplicate course:** Used to indicate two courses with the same course content. The second course is counted in the cumulative totals earned; both courses are counted in the cumulative attempted credit and in the calculation of grade point average.

**Non-applicable (Non-Appl):** In all cases of transfer from one college to another at the University of Maryland, College Park, the dean of the receiving college, with the approval of the student, shall indicate which courses, if any, in the student's previous academic program are not applicable to his or her new program, and shall notify the Office of the Registrar of the adjustments that are to be made in determining the student's progress toward a degree. Deletions may occur both in credits attempted and correspondingly in credits earned. This evaluation shall be made upon the student's initial entry into a new program, not thereafter. If a student transfers from one program to another, his or her record evaluation shall be made by the dean in the same way as if he or she were transferring colleges. If the student subsequently transfers to a third college, the dean of the third college shall make a similar initial adjustment; courses marked "nonapplicable" by the second dean may become applicable in the third program.

**Excluded Credit (Excl Crd):** Excluded credit is noted when Academic Clemency has been granted.

### Campus Repeat Policy

The following policies apply to ALL courses that may not be repeated for additional credit.

1. The following students are required to follow the new repeat policy:
  - a. All new freshmen who began at University of Maryland, College Park Fall 1990 and after.
  - b. Transfer students from schools other than Maryland community colleges who began at University of Maryland, College Park, Fall 1990 and after. This includes transfer students from another University of Maryland institution.
2. There is a limit to the number of times a student may repeat a course. Students may have one repeat of any course in which they earned an A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, P, S, W, NGR or Audit; they cannot be registered (after the schedule adjustment period) for any given course more than twice. A student's dean's office may grant an exception allowing an additional course repeat. In this case, students must present a plan for successfully completing the course. All attempts will be counted toward the total limit for repeatable credits.  
**Note: Students may not choose the Pass-Fail option when re-registering for a course or re-register for a course in which a grade of "I" has been noted.**
3. Students may repeat no more than 18 credits. Additionally, if a student withdraws from all courses during a semester, those courses are not included in this limit.
4. The grade point average will include all attempts at a given course that result in a grade of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F. However, to help **freshmen and transfer students** adjust to the University of Maryland, College Park, the following two exceptions allow for the cumulative GPA to be calculated so that only the higher grade is included:
  - a. When the repeated course was taken within the student's first semester at University of Maryland, College Park, or
  - b. When the repeated course was taken within the student's first 24 credit hours attempted (including transfer credits) or *within the semester* during which the student reached the 24th credit hour attempted.
5. Any grade earned in prior attempts of a repeated course will appear on the student's transcript, regardless of whether the grade is dropped from, or included in, the cumulative grade point average.

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6. Repeat by transfer—If a student repeats by transfer a course that was taken before or during the semester in which the student reached 24 credits attempted (including transfer credits) and the transfer grade is higher, then the original grade in the course will be excluded from the GPA calculation.
  - a. If the course was taken after the semester in which the student reached 24 credits attempted, the original grade remains in the GPA calculation.

### Repeat Policy Prior to Fall 1990:

The following students follow the previous repeat policy:

- Students who began at University of Maryland, College Park, before the Fall 1990 semester (including students who enter University of Maryland, College Park for summer 1990).
- Transfer students who began at a Maryland community college before Fall 1990.
- UMBC College of Engineering students who began before 1990.

The highest grade received in the repeated course is used to calculate the GPA. A student may repeat any course; however no student may be registered for a course more than three times.

If a student repeats a course in which he or she has already earned a mark of A, B, C, D, P, or S, the subsequent attempt shall not increase the total hours earned toward the degree. Only the highest mark will be used in computation of the student's cumulative average. Under unusual circumstances, the student's dean may grant an exception to this policy.

### Academic Clemency Policy

Undergraduate students returning to the University of Maryland, College Park in pursuit of their initial baccalaureate degree, after a separation of five calendar years may petition the appropriate dean to have a number of previously earned grades and credits removed from the calculation of their cumulative grade point average. Up to 16 credits and corresponding grades from courses previously completed at the University of Maryland, College Park, will be removed from calculation of the grade point average and will not be counted toward graduation requirements. The petition for clemency must be filed in the first semester of return to the institution. Approval is neither automatic or guaranteed.

### Proficiency Examination Programs

The University of Maryland, College Park offers new, continuing, and returning students several opportunities to earn college credit by demonstrating achievement in a subject field through examination. College Park recognizes three proficiency examination programs for credit: Advanced Placement (AP), Departmental Proficiency Examination Program (Credit-by-Examination), and College-Level Examination Program (CLEP). Undergraduate students may earn a total of up to one-half of the credits required for their degree through examination. Usually, this is no more than 60 credits. Students are responsible for consulting with the appropriate dean or advisor about the applicability of any credits earned by examination to a specific degree program. Students should also seek assistance in determining which University of Maryland, College Park courses duplicate credits earned for an examination. **Students will not receive credit for both passing an examination and completing an equivalent course.**

**Advanced Placement (AP) Credit.** For complete information about the applicability of AP exams and the assignment of credit, please see chapter 1.

#### Departmental Proficiency Examination (Credit-by-Examination)\*

College Park Departmental Proficiency Examinations, customarily referred to as "credit-by-examination," are comparable to comprehensive final examinations in a course. Although the mathematics and foreign-language departments receive the most applications for credit by examination, many departments will provide examinations for certain of their courses. Initial inquiry as to whether an examination in a specific course is available is best made at the academic department which offers the course in question.

If an examination for a course is available, the department will provide information regarding time and place, type of examination, and material which might be helpful in preparing for the examination. An undergraduate who passes a departmental proficiency examination is given credit and quality points toward graduation in the amount regularly allowed in the course, provided such credits do not duplicate credit obtained by some other means.

After making arrangements with the department, apply through the Division of Letters and Sciences, 1117 Hornbake Library, 301-405-2793.

#### Policies governing credit by examination:

1. The applicant must be formally admitted to the University of Maryland, College Park. Posting of credit earned, however, will be delayed until the student is registered.
2. Departmental Proficiency Examinations may not be taken for courses in which the student has remained registered at the University of Maryland, College Park, beyond the Schedule Adjustment Period even with a transcript notation of "W."
3. Departmental Proficiency Examinations may not be used to change grades, including Incompletes and Withdrawals.
4. Application for credit-by-examination is equivalent to registration for the course; however, the following conditions apply:
  - a. A student may cancel the application at any time prior to completion of the examination with no entry on his/her permanent record. (Equivalent to the schedule adjustment period.)
  - b. The instructor makes the results of the examination available to the student prior to formal submission of the grade. Before final submission of the grade, the student may elect not to have this grade recorded. In this case, a mark of W is recorded. (Equivalent to the drop period.)
  - c. No examination may be attempted more than twice.
  - d. The instructor must certify on the report of the examination submitted to the Office of the Registrar that copies of the examination questions (or identifying information in the case of standardized examinations), and the student's answers have been filed with the chair of the department offering the course.
5. If accepted by the student (see 4.b, above), letter grades earned through credit-by-examination are entered on the student's transcript, and are used in computing his/her cumulative grade point average. A student may elect to take a "credit-by-examination" "Pass-Fail" only if the credit fulfills an elective in the student's degree program. **No college, major, field of concentration, or general education program requirement may be taken under the pass-fail option.** Please refer to the Pass-Fail policy under the "Records" section in this chapter.

#### College-Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) recognizes college-level competence achieved outside the college classroom. Two types of CLEP tests are available: General Examinations, which cover the content of a broad field of study; and Subject Examinations, which cover the specific content of a college course. Credit can be earned and will be recognized by College Park for some CLEP General or Subject Examinations, provided satisfactory scores are attained. Credits earned under CLEP are not considered "residence" credit, but are treated as transfer credit.

CLEP exams are administered at CLEP testing centers throughout the country. The University of Maryland, College Park is a CLEP Test Center (Test Center Code: 5814). To obtain an application or additional information, contact the CLEP Administrator in the Counseling Center, Room 0106A Shoemaker Hall, (301-314-7688), or write to CLEP, CN 6600, Princeton, NJ, 08541-6600.

Students who want to earn credit through CLEP must request their official score reports to be sent to the Office of Undergraduate Admission, Mitchell Building, University of Maryland, College Park, MD 20742-5235. (The University of Maryland, College Park, Score Recipient Code is 5814.)

#### Policies governing CLEP are as follows:

1. A student must matriculate at the university before CLEP credits are officially posted. The posting will not be done until a student has established a record.
2. Each institution of the University System of Maryland establishes standards for acceptance of CLEP exemptions and credits. Students must check with the institution to which they will transfer to learn if they will lose, maintain, or gain credit.
3. College Park will award credit for a CLEP examination
  - (a) provided the examination was being accepted for credit here on the date the student took the examination, and
  - (b) provided that the examination was not taken during a student's final 30 credits. The final 30 hours of credit are to be taken in residence, unless prior approval has been granted by the student's dean.
4. **Credit will not be given for both completing a course and passing an examination covering substantially the same material.**
5. Furthermore, credit will not be awarded for CLEP examinations if the student has previously completed more advanced courses in the same field.

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6. CLEP examinations posted on transcripts from other institutions will be accepted if the examination has been approved by College Park and the scores reported are equal to or higher than those required by this institution. If the transcript from the prior institution does not carry the scores, it will be the responsibility of the student to request Educational Testing Service to forward a copy of the official report to the Office of Admissions.

The university awards credits for CLEP Examinations only as indicated on the chart provided in this chapter (if an examination is not listed, it is not accepted for credit at this institution).

If you have questions about the applicability of specific credit to your program, consult the list provided in this catalog or contact your Dean's Office.

### College Level Examination Program (CLEP)

Exam Title	Score	Related Course	Cr	Maj	Core	Notes
<b>General Exams</b>						
<b>Natural Science</b>	50	LL Elective	3	No	No	
<b>Humanities</b>	50	LL Elective	3	No	No	
<b>Social Science &amp; History</b>	50	LL Elective	3	No	No	
<b>Subject Exams</b>						
<b>Biology</b> Gen. Biology	49	LL Elective	3	No	No	Students who receive CLEP credit in Biology and wish to take additional BIOL credit should enroll in BIOL 105.
<b>Chemistry</b> Gen. Chemistry	50	LL Elective	3	No	No	Students who receive CLEP credit in Chemistry and wish to take additional CHEM credit should enroll in CHEM 131 AND 132.
<b>Economics</b> Prin. Macro. Prin. Micro.	57 54	ECON 201 ECON 200	3 3	Yes Yes	Yes Yes	ECON credits fulfill one of two CORE-Social/Behavioral Science requirements. Contact department for placement, 405-3266.
<b>Government</b> American Govt.	52	GVPT 170	3	Yes	Yes	GVPT 170 fulfills one of two CORE-Social/Behavioral Science requirements. Students should contact the department for gateway applicability, 405-4136.
<b>Mathematics</b> Calculus/ Elem. Functions	67 58 50	MATH 140 MATH 220 LL Elective	4 3 3	Yes No No	Yes Yes *	MATH 140 or 220 fulfills CORE-Math & Formal Reasoning non-lab requirement; also fulfills CORE-Fundamental Studies Math requirement. *Fulfills CORE-Fundamental Studies Math requirement.
<b>Sociology</b> Intro. Sociology	50	LL Elective	3	No	No	Sociology majors who receive credit for this exam will be exempt from SOCY 100. Other students who wish to fulfill a CORE requirement are encouraged to enroll in SOCY 105.

**Please Note:** LL refers to courses at the lower (100 and 200) level. Any test not listed will not be accepted for credit at UMCP. Students may not receive credit both for CLEP courses and for equivalent UMCP courses or transfer courses (including Advanced Placement or International Baccalaureate). CLEP credit will be deleted in such cases. Applicable scores for a particular exam are those in effect when a student takes the exam. Contact your College Dean if you have questions.

Certain CLEP tests may be revised during 2006-07. At the time this catalog was printed, information on the new versions of those tests was not available. Changes are possible in UMCP credit acceptance for revised CLEP exams. Contact the Testing Office for up-to-date information, 314-7688.

Computer-based CLEP testing was implemented during 2003 for selected tests at selected test venues. Scoring procedures are changing. The scores above apply to NON-computer based testing. Departments will evaluate the new tests and scoring procedures as they become available. Some exams will be considered for credit on a case-by-case basis until review is complete. Contact an advisor or the Transfer Credit Center (tccinfo@umd.edu) for further information. Students who have matriculated at UMCP are encouraged to speak to their advisor about departmental or Advanced Placement exams in addition to CLEP. All matriculated students must have permission of their college advisor to take CLEP tests. Students interested in taking MATH CLEP are encouraged to speak to the math advisor on campus, 405-4362.

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### TRANSFER CREDIT

(For current University of Maryland, College Park students)

The Office of the Registrar posts all transfer credit that would be acceptable to any of the degree programs at the University of Maryland, College Park. The dean of the college in which the student is enrolled determines which transfer credits are applicable to the student's degree program. In general, credit from academic courses taken at institutions of higher education accredited by a regional accrediting association will transfer, 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 College Park. The title of courses accepted for transfer credit will be noted on the student's record; however, the grade will not. Grades from transferred courses are not included in the University of Maryland, College Park, grade point average calculation. See chapter 1 for additional information.

#### Courses taken at other institutions while attending the University of Maryland, College Park

- 1. Courses taken at another institution** may not be credited toward a degree without approval in advance by the dean of the college from which the student expects a degree. The same rule applies to registration in the summer program of another institution. "Permission to Enroll in Another Institution" forms are available in the office of the student's dean. This form must be submitted and approved by the college for any course which will eventually be added to the university transcript.
- 2. Courses taken at other University of Maryland Institutions**  
For students who began their attendance at the University of Maryland, College Park in Fall 1989 or later, all course work taken at any University System of Maryland institution will be posted as transfer credit. For all students who attended Maryland prior to Fall 1989, courses taken at another University of Maryland Board of Regents institution (UMBC, UMAB, UMES, UMUC) prior to Fall 1989 will be included in the cumulative GPA. Courses taken at any other institution may not be credited toward a degree without advance approval. See #1 above for information.
- 3. USM Concurrent Inter-Institutional Registration Program**  
University undergraduate students participating in the Concurrent Inter-Institutional Registration Program should obtain permission from their dean. Course work counts as resident credit. Students participating in this program must be enrolled full time in a degree program at University of Maryland, College Park, for the semester in which these courses are taken.
- 4. Consortium of Universities of the Washington Metropolitan Area**  
Courses taken through the Consortium are considered to be resident credit. See above under "Consortium" and see the Schedule of Classes for information.

#### Transfer Credit Center

The Transfer Credit Center provides articulation information and assistance to students and transfer advisors. More information is available in the section on Transfer Admission in chapter 1 and on the internet at [www.tce.umd.edu](http://www.tce.umd.edu).

### COMPUTATION OF GRADE POINT AVERAGE (GPA)

GPA is computed by dividing the total number of quality points accumulated in courses for which a grade of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F has been assigned by the total number of credits attempted in those courses. Courses for which a mark of P, S, I, NGR or W has been assigned are not included in computing the GPA. Each letter grade has a numerical value: A+, A, A- = 4; B+, B, B- = 3; C+, C, C- = 2; D+, D, D- = 1; F = 0. Multiplying this value by the number of credits for a particular course gives the number of quality points earned for that course.

See **Repeat Policy** to determine the effect of repeated courses in the calculation of GPA.

### SEMESTER ACADEMIC HONORS

Semester Academic Honors (Dean's List) will be awarded to those students who complete, within any given semester (excluding winter and summer terms), 12 or more credits (excluding courses with grades of P and S) with a semester GPA of 3.5 or higher. This recognition will be noted on the student's academic record.

### UNDERGRADUATE POLICY ON ACADEMIC PROBATION AND DISMISSAL

Consistent with the University of Maryland Student Academic Success - Degree Completion Policy, it is the intent of the University that its students make satisfactory progress toward their degree objectives, and achieve academic success. If a student has special circumstances that make it impossible to complete a normal course load, the student must meet with an advisor to discuss the circumstances, the student's plans for continued progress toward a degree, and the implications for continued enrollment.

The following guidelines for retention of students refer separately to semester (Fall and Spring) and Winter or Summer terms:

- Academic retention is based solely on grade point average (GPA). A **minimum** of 120 successfully completed course credits is required for graduation in any degree curriculum. Individual colleges, schools, and departments may establish higher requirements for graduation. Students must consult the appropriate college, school, or department for specific information.
- Satisfactory Performance is defined as the achievement of a cumulative GPA of 2.0 or above. Students whose semester GPA falls below 2.0 are encouraged to meet with their advisors regarding the development of a plan that will appropriately respond to the student's academic difficulties and lead to academic improvement. Individual colleges, schools and departments may establish separate requirements for mandatory advising. Students must consult the appropriate college, school, or department for specific information.
- Unsatisfactory Performance is defined as the achievement of a cumulative GPA of less than 2.0. Students will be placed on Academic Probation following any semester in which a 2.0 cumulative GPA is not achieved. Normally, students will be Academically Dismissed if they are unable to raise their cumulative GPA to 2.0 or higher at the end of their probationary semester.

#### Academic Probation:

Students will be placed on academic probation if their cumulative GPA falls below 2.0. Normally, a student is expected to attain a 2.0 cumulative GPA at the end of any probationary semester. Students who fail to achieve a 2.0 cumulative GPA at the end of their probationary semester may be academically dismissed, depending on their credit level as detailed below.

- Students who have earned 60 credits or more will be dismissed from the University in the event their cumulative GPA remains below 2.0 at the end of their probationary semester. Students who are on probation and attain a cumulative GPA of 2.0 at the end of a winter or summer term will not be subject to dismissal in the subsequent semester.
- Students who are on academic probation and have earned fewer than 60 credits will be permitted to continue on academic probation if a minimum semester GPA of 2.0 is achieved in each semester of probation.
  - Full-time students must complete 9 or more credits in each semester of probation. A completed credit is defined as credit for any course in which a student receives a grade of A, B, C, D, F, P, or S.
  - Students who meet this requirement will be permitted to continue on probation until the close of the semester (excluding winter and summer terms) in which they attain a cumulative GPA of 2.0.
  - However, students who are on probation will be dismissed if they have not achieved a cumulative GPA of 2.0 at the end of the semester in which they complete 60 credits.
  - Students who are on probation and attain a cumulative GPA of 2.0 at the end of a winter or summer term will not be subject to dismissal in the subsequent semester.
- The Office of the Registrar will notify students when they are placed on academic probation. Such notices will include a requirement that the students consult an academic advisor in their colleges early in the probationary semester and in no event later than the beginning of the early registration period for the next semester. The Office of the Registrar will notify the colleges of students who are placed on academic probation and will note the academic probationary status on the students' academic record.
  - The academic advisors will assist students in developing appropriate plans for achieving satisfactory academic performance.

- b. Students who are placed on probation will not be allowed to add or drop courses, or register without the approval of an academic advisor in their college.

#### Academic Dismissal:

1. Students who have earned 60 or more credits will be dismissed if their cumulative GPA remains below 2.0 for two consecutive semesters (excluding winter and summer terms). Students who attain a cumulative GPA of 2.0 in the preceding winter or summer term will not be subject to dismissal.
2. Students who have earned fewer than 60 credits will be dismissed following any probationary semester in which they fail to attain a minimum 2.0 semester GPA and complete the requisite credits detailed under 'Academic Probation.' Students who attain a cumulative GPA of 2.0 in the preceding winter or summer term will not be subject to dismissal.
3. Students who have been academically dismissed and who are reinstated will be academically dismissed again if a cumulative GPA of at least 2.0 is not achieved by the end of the first semester after reinstatement. Reinstated students will not be allowed to add or drop courses, or to register during any semester without the approval of an academic advisor in their college, unless a cumulative GPA of at least 2.0 is achieved.
4. The Office of the Registrar will notify the appropriate University offices when students are academically dismissed and will note the dismissal on the students' academic record.
5. The Office of Undergraduate Admissions will notify students in writing when they are dismissed. The notices will include a statement that registration for the next semester (excluding winter or summer terms) will be canceled.
6. Normally, a student dismissed for academic reasons must wait out one semester (fall or spring) before reinstatement. Exceptions will be determined by the Faculty Petition Board.

#### Application for Academic Reinstatement.

1. Students who have been dismissed may apply to the Faculty Petition Board for reinstatement on the grounds of mitigating circumstances, such as (i) demonstrated progress toward a degree by successful completion of 24 degree-applicable credits in the preceding year, (ii) continuing improvement in the cumulative grade point average, and (iii) progress in general education and major requirements.
2. The application for reinstatement must include a written statement explaining the circumstances leading to dismissal and a proposed plan to remedy those circumstances. Students are encouraged to consult with their academic advisors prior to submitting their applications to the Faculty Petition Board.
3. Applications for reinstatement can be obtained from the Reenrollment Office in the Office of Undergraduate Admissions, which is responsible for administering the reinstatement process in coordination with the Faculty Petition Board.

#### Faculty Petition Board.

1. The Reenrollment Office is responsible for submitting the reinstatement applications for review and decision by the Faculty Petition Board, which is comprised of tenured faculty appointed by the Senior Vice President for Academic Affairs and Provost. The Board is the sole arbiter of reinstatement applications.
2. The Faculty Petition Board has the discretion to establish the terms for reinstatement, including the requirements for achieving academic improvement and developing an academic plan for success.
3. The Reenrollment Office will forward the Board's decision to students at their permanent addresses.

#### Dismissal of Delinquent Students.

The university reserves the right to request at any time the withdrawal of a student who cannot or does not maintain the required standard of scholarship, or whose continuance in the university would be detrimental to his or her health, or the health of others, or whose conduct is not satisfactory to the authorities of the university. Additional information about the dismissal of delinquent students may be found in the Code of Student Conduct, Appendix C, in Chapter 10.

## GRADUATION AND DEGREE REQUIREMENTS

The University of Maryland, College Park, awards the following degrees: Bachelor of Arts, Bachelor of Landscape Architecture, Bachelor of Music, Bachelor of Science, Master of Applied Anthropology, Master of Architecture, Master of Arts, Master of Business Administration, Master of Community Planning, Master of Education, Master of Engineering, Master of Fine Arts, Master of Historic Preservation, Master of Information Management, Master of Journalism, Master of Library Science, Master of Chemical and Life Sciences, Master of Music, Master of Public Health, Master of Public Management, Master of Public Policy, Master of Science, Doctor of Audiology, Doctor of Education, Doctor of Musical Arts, Doctor of Philosophy, and Doctor of Veterinary Medicine. Students in specified two-year curricula may be awarded certificates.

### Graduation Applications

Each candidate for a degree or certificate must file a formal application with the Office of the Registrar. The deadline for application is the end of the schedule adjustment period for the semester in which the student plans to graduate, or at the end of the first week of the second summer session for August degrees.

In all cases, graduation applications must be filed at the beginning of the student's final semester before receiving a degree. The graduation applications are available on the internet at [www.testudo.umd.edu](http://www.testudo.umd.edu) or at the Registrar's Office, 1st floor Mitchell Building.

### Degree Requirements

The requirements for graduation vary according to the character of work in the different colleges, schools, departments and academic units. It is the responsibility of the colleges, schools, departments and other academic units to establish and publish clearly defined degree requirements. Responsibility for knowing and meeting all degree requirements for graduation in any curriculum rests with the student. Specific degree requirements are listed in this catalog under the college and/or department as appropriate.

Each student should check with the proper academic authorities no later than the close of the junior year to ascertain his or her standing with respect to advancement toward a degree. For this purpose, each student should be sure to review their semester grades and unofficial transcript on the Testudo Interactive Student Website ([www.testudo.umd.edu](http://www.testudo.umd.edu)) at the close of each semester or request a semester grade report.

#### 1) Residency requirement—Final 30-Hour Rule

- a. All candidates for University of Maryland, College Park, degrees should plan to take their final 30 credits in residence since the advanced work of their major study normally occurs in the last year of the undergraduate program. Included in these 30 semester hours will be a minimum of 15 semester hours in courses numbered 300 or above, including at least 12 semester hours required in the major field (in curricula requiring such concentrations).
- b. A student who at the time of graduation will have completed 30 credit hours in residence at the University of Maryland, College Park, may, under unusual circumstances, be permitted to take a maximum of 8 of the final 30 credits of record, comprising no more than two courses, at another institution. A student who has completed 75 credit hours in residence at the University, may, under unusual circumstances, be permitted to take a maximum of 16 of the final 30 credits of record, comprising no more than 4 courses, at another institution. In such cases, written permission must be obtained in advance from the dean and chair/director of the academic unit from which the student expects to graduate. Any course taken at another institution and intended to satisfy a specific major requirement at the University of Maryland must be approved as an equivalent course by the chair/director and the dean. Normally, no more than two courses required by the major, including major and supporting courses, will be approved. Exceptions beyond the articulated maximum credits and/or courses will be made only under highly unusual circumstances; requests for an exception must be made through the Dean's office to the Office of the Senior Vice President for Academic Affairs.
- c. For students in the combined three-year, preprofessional programs, the final 30 hours of the 90-hour program at the University of Maryland, College Park, must be taken in residence.

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**2) Enrollment in Majors.** A student must be enrolled in the major program from which he or she plans to graduate, when registering for the final 15 hours of the baccalaureate program. This requirement also applies to the third year of the combined, preprofessional degree programs.

**3) Credit Requirements.** While several undergraduate curricula require more than 120 credits, no baccalaureate curriculum requires fewer than 120. No baccalaureate will be awarded in instances in which fewer than 120 credit hours have been earned.

It is the responsibility of each student to familiarize himself or herself with the requirements of specific curricula. The student is urged to seek advice on these matters from the departments, colleges, or the Office of the Dean for Office of Undergraduate Studies.

To earn a baccalaureate from the University of Maryland, College Park, a minimum of 30 credits must be taken in residence.

**4) Grade Point Average.** A minimum cumulative 2.0 grade point average is required for graduation in all curricula.

### MINORS

Minors afford students the opportunity to pursue a limited but structured concentration in a coherent field of study outside their major. The minor may be a truncated version of a major or a distinctive intellectual subset of a discipline. Minors are not offered in every field of study. Students should inquire with departments for current availability of minors or visit: [www.provost.umd.edu](http://www.provost.umd.edu).

The structures of minors vary in detail, but, with rare exceptions, they all require no fewer than 15 and no more than 24 credits with at least 9 credits in upper division courses (300 level or above). No more than six credits (or two courses) may be applied to satisfy both the requirements of a minor and a major program. No course may be used to satisfy the requirements of more than one minor. All courses taken for a minor must be completed with a minimum grade of C.

To insure appropriate academic advising, students who wish to pursue a minor should inform both the college responsible for their major and the unit offering the minor as early as possible, but in no case later than one full academic year before the expected date of graduation. When a student has completed all requirements for the minor, the unit offering the minor shall notify the student's college, which verifies that the student has met all requirements and officially notifies the Registrar's Office. The completion of a minor is posted on the student's official transcript only when the student completes all requirements for the bachelor's degree.

*In February 2004, the University Senate voted to phase out academic citations and replace them with minors. Students pursuing an academic citation should contact the respective department or program for information on this conversion process.*

### SECOND MAJORS AND SECOND DEGREES

#### Second majors

A student who wishes to complete a second major concurrently with his or her primary major of record must obtain written permission in advance from the appropriate departments or programs and colleges. As early as possible, but in no case later than one full academic year before the expected date of graduation, the student must file with the department or programs involved and with the appropriate deans, formal programs showing the courses to be offered to meet requirements in each of the majors and supporting areas as well as those of the college and general education programs. A student who wishes to add a Limited Enrollment Program as a second major must do so at the earliest possible opportunity to assure that specific credit and GPA requirements can be met. In order to obtain approval, students must complete all of the requirements specified for both the primary and secondary major. Courses taken for one major may be counted as appropriate as part of the degree requirements for the general education programs. If two colleges are involved in the double major program, the student must designate which college will be responsible for the maintenance of records and certification of general education requirements. Final approval of a double major program must be obtained from each of the appropriate departments and college(s).

#### Second Degrees Taken Simultaneously

A student who wishes to receive two bachelor's degrees simultaneously must satisfactorily complete the regularly prescribed requirements of both degree programs and a minimum of 150 credits (180 credits if one of the degrees is in Special Education). At least 18 of the credits applied to one degree must be in course work not applied to the requirements of the other degree program. As early as possible, but in no case later than one full academic year before the expected date of graduation, the student must file with the department or programs involved, as well as with the appropriate deans, formal programs showing the courses to be offered to meet the major, supporting area, college, and general education programs. If two colleges are involved in the double degree program, the student must designate which college will be responsible for the maintenance of records and certification of general education requirements. Final approval of a double degree program must be obtained from each of the appropriate departments and college(s).

#### Second Degrees Taken Sequentially

A student who has completed the requirements for, and has received one baccalaureate and who wishes to earn a second degree from the university must satisfactorily complete all of the prescribed requirements for the second degree and enough additional credits so that the total, including all applicable credits earned at the university or elsewhere, is at least 150 credits (180 credits if one of the degrees is in Special Education). At least 18 of the credits applied to one degree must be in course work not applied to the requirements of the other degree program. In no case will a second baccalaureate be awarded to a student who has not completed a minimum of 30 credits in residence at the university.

#### Post-Baccalaureate Second Degree

A student who has completed a bachelor's degree at another accredited or recognized college or university and wishes to earn a second degree, must satisfy all current degree requirements, including General Education requirements. A course by course evaluation of the student's prior collegiate work will be undertaken to determine which requirements have been satisfied by prior coursework. In no case, will a second baccalaureate be awarded to a student who has not completed a minimum of 30 credits in residence at the university.

### COMMENCEMENT HONORS

Summa cum laude, magna cum laude and cum laude are the highest commencement honors that the University bestows for sustained excellence in scholarship. They are awarded to the top 10% of all students graduating in each college over the course of a year. Summa cum laude is awarded to students with a GPA equal to the highest two percent of all college graduates over the past three terms, magna cum laude to the next highest three percent, and cum laude to the following five percent. To be eligible for this recognition, at least 60 semester hours must be earned at the university or at a program in which credit earned is counted as University of Maryland, College Park, resident credit (contact the Office of the Registrar to determine program eligibility). No more than 6 credits taken pass/fail or satisfactory/fail shall count toward the 60-hour minimum. No student with a grade-point average of less than 3.3 will be considered for a commencement honor. Because grades for a term generally are officially recorded after the term's graduation day, computation of the student's GPA will not include grades for courses taken during the student's final semester at the university. However, the hours taken during that semester will apply toward the 60-hour requirement.

#### Election to Phi Beta Kappa

Organized in 1776, Phi Beta Kappa is the oldest and most widely respected academic honorary society in the United States. Invitation to membership is based on outstanding scholastic achievement in studies of the liberal arts and sciences. Student members are chosen entirely on the basis of academic excellence; neither extracurricular leadership nor service to the community is considered. Election is held twice a year, once in the fall and once in the spring semester.

The process for election to Phi Beta Kappa involves a review in November for those who graduated the previous August or those who will graduate in December, and a review in March for those graduating in May. A number of qualifying juniors are also considered during the same semester. The review is conducted by a select committee of faculty members representing the humanities, social sciences, and natural sciences. The committee reviews transcripts of all juniors and seniors with qualifying grade point averages. Whether a student qualifies for membership in Phi Beta Kappa depends on the quality, depth, and breadth of the student's record in liberal education courses. The final decision for election rests with the resident faculty members of Phi Beta Kappa. There is no application procedure for election to Phi Beta Kappa (see #4 below for possible exception).

Requirements for selection to membership in Phi Beta Kappa at the University of Maryland, College Park, campus chapter include:

1. **Grade Point Average:** For seniors a grade point average of at least 3.5 overall as well as in all liberal arts and sciences courses taken. For juniors the minimum grade point average is 3.75, and possibly higher depending on the number of candidates in a particular year.
2. **Residence:** At least 60 credit hours must be taken at the University of Maryland, College Park.
3. **Liberal Courses:** For seniors, at least 90 credit hours in courses in the liberal arts and sciences (where "liberal" courses are to be distinguished from professional or technical courses), at least 45 of which must be taken at the University of Maryland, College Park. For juniors, at least 75 total credit hours must be completed, at least 60 of which are in courses in the liberal arts and sciences; of these, at least 45 must be taken at the University of Maryland, College Park. Students would ordinarily be majors in one of the programs in the liberal arts and sciences. However, students with the requisite number of liberal credit hours can be admitted if they have completed at least 5 courses (15 credit hours or more) for seniors or three courses (9 credit hours or more) for juniors in a single liberal arts and sciences department/program at UMCP.
4. **Required courses:** One semester of mathematics, which must be fulfilled by college-level credit hours (including AP credit), and two college semesters of a foreign language at the elementary level, or above. The language requirement may also be satisfied by completion of four years of one language other than English at the high-school level or above, or the equivalent. Students with such a foreign language background who wish to be considered for admission to Phi Beta Kappa should notify the Phi Beta Kappa office in writing and provide the appropriate documentation (such as a high school transcript) prior to the month of consideration. Credit is not allowed based on SAT scores.
5. **Distribution:** The credit hours presented for Phi Beta Kappa must contain at least three liberal arts and sciences courses (9 credit hours or more) in each of the three following areas: a) arts and humanities, b) behavioral and social sciences, c) natural sciences and mathematics (including a laboratory science course; this requirement cannot be fulfilled by AP credit). All the courses in at least two of the three required areas must be completed at UMCP and in the remaining area no more than one AP course can be used to fulfill the requirement. In general Phi Beta Kappa will accept the CORE classification of courses but courses which CORE designates as having more than one classification may not satisfy any Phi Beta Kappa distribution requirement. Students with more challenging courses and moderately high grade point averages are preferred by the committee to those with higher grade point averages but a narrow range of courses. Minimal qualifications in more than one area may preclude election to Phi Beta Kappa.

### Recommended criteria include:

Meeting the above requirements does not guarantee election to Phi Beta Kappa. The judgment of the resident faculty members of Phi Beta Kappa on the quality, depth, and breadth of the student's record is the deciding factor in every case.

Any questions about criteria for election to Phi Beta Kappa (including equivalency examinations in foreign languages) should be directed to the Phi Beta Kappa Office, Dr. Denis Sullivan, 301-405-8986.

## ACADEMIC INTEGRITY AND STUDENT CONDUCT CODES

### Academic Integrity

The University of Maryland is an academic community. Its fundamental purpose is the pursuit of knowledge. Like all other communities, the University can function properly only if its members adhere to clearly established goals and values. Essential to the fundamental purpose of the University is the commitment to the principles of truth and academic honesty. Accordingly, the *Code of Academic Integrity* is designed to ensure that the principle of academic honesty is upheld. While all members of the University share this responsibility, the *Code of Academic Integrity* is designed so that special responsibility for upholding the principle of academic honesty lies with the students.

The University's *Code of Academic integrity* is a nationally recognized honor code, administered by a Student Honor Council. Any of the following acts, when committed by a student, shall constitute academic dishonesty:

**Cheating:** *intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.*

**Fabrication:** *intentional and unauthorized falsification or invention of any information or citation in an academic exercise.*

**Facilitating academic dishonesty:** *intentionally or knowingly helping or attempting to help another to violate any provision of the Code of Academic Integrity.*

**Plagiarism:** *intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.*

If it is determined that an act of academic dishonesty has occurred, a grade of "XF" is considered the normal sanction for undergraduate students. The grade of "XF" is noted on the academic transcript as "failure due to academic dishonesty. Lesser or more severe sanctions may be imposed when there are circumstances to warrant such consideration. Suspension or expulsion from the University may be imposed even for a first offense. Students should consult the Code of Academic Integrity, Appendix O, for further information regarding procedures for reporting and resolving allegations of academic dishonesty.

### Honor Pledge

In 2002, the University adopted an honor pledge in which students are asked to write out and sign the pledge on major assignments and exams, as designated by the instructor. The Honor Pledge is designed to encourage instructors and students to reflect upon the University's core institutional value of academic integrity. Professors who invite students to sign the Honor Pledge signify that there is an ethical component to teaching and learning. Student who write by hand and sign the Pledge affirm a sense of pride in the integrity of their work. The Pledge states:

*"I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/ examination."*

**For more information regarding the Code of Academic Integrity, the Honor Pledge, or the Student Honor Council please refer to <http://www.shc.umd.edu> or contact the Office of Student Conduct.**

### Student Conduct

The primary purpose for the imposition of discipline in the university setting is to protect the campus community. Consistent with that purpose, reasonable efforts are also made to foster the personal and social development of those students who are held accountable for violations of university regulations. Compared to disciplinary systems at many universities, University of Maryland students are given unusual authority and responsibility for management of the campus process. Membership on the student judiciary is an extraordinary educational experience, and opportunity to be of service to the community, and a personal honor.

Cases that may result in suspension or expulsion are heard by judicial boards, comprised entirely of students. In such cases, students are accorded substantial procedural protections, including an opportunity for a hearing and an appeal. Less serious cases are resolved in disciplinary conferences conducted by University staff members. Acts of violence (including any sexual assault), intimidation, disruption, or rioting; substantial theft or vandalism; fraud or forgery; use or distribution of illegal drugs; and any *Code of Student Conduct* violation motivated by

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considerations of sex, race, ethnic origin, sexual orientation or religion are forms of misconduct that most frequently result in dismissal from the University. Students accused of violating University disciplinary regulations are encouraged to discuss the allegations with their parents or guardians, legal counsel, and with appropriate University staff members.

### Prohibited Conduct

A complete list of conduct considered prohibited as well procedures for resolving allegations of misconduct may be found in the *Code of Student Conduct*, available in Appendix C or through the Office of Student Conduct website at [www.studentconduct.umd.edu](http://www.studentconduct.umd.edu). The following is general notice of what constitutes prohibited conduct and is subject to disciplinary action:

- Use, possession or storage of any weapon
- Causing physical harm or apprehension of harm
- Initiating or causing to be initiated a false report, warning or threat of fire, explosion or other emergency
- A criminal offense committed off-campus
- Violating the terms of any disciplinary sanction
- Misusing or damaging fire safety equipment
- Distribution or possession for purposes of distribution of any illegal drug
- Furnishing false information to the University
- Making, possessing, or using any forged, altered, or falsified instrument of identification
- Interfering with the freedom of expression of others
- Theft of property or of services; possession of stolen property
- Destroying or damaging the property of others
- Engaging in disorderly or disruptive conduct
- Failure to comply with the directions of University officials
- Use or possession of any illegal drug
- Use or possession of fireworks on University premises
- Violation of published University regulations or policies including the residence hall contract, alcohol policy, parking regulations, rioting, and hazing policy.

**Note:** Effective April 2006, students who violate the following section will be dismissed from the University:

rioting, assault, theft, vandalism, fire-setting, or other serious misconduct related to a University-sponsored event, occurring on- or off-campus, that results in harm to persons or property or otherwise poses a threat to the stability of the campus or campus community may result in disciplinary action regardless of the existence, status, or outcome of any criminal charges in a court of law related to misconduct associated with a University-sponsored event.

For more information regarding student conduct issues, contact the Office of Student Conduct at 301-314-8204 or visit [www.studentconduct.umd.edu](http://www.studentconduct.umd.edu).

### Summary of Policies and Regulations Pertaining to Students General Summary

**Note:** Descriptions of these policies are for general information only. Please refer to specific texts for official language. Modifications may be made or other policies may be added throughout the year. Please contact the Office of Judicial Programs for additional information.

In addition to the policies reprinted or identified elsewhere (e.g., the Code of Student Conduct and Code of Academic Integrity), students enrolled at College Park are expected to be aware of, and to abide by, the policies summarized below. Information about where the complete texts may be consulted follows each summary. This information was compiled and provided by the Office of Judicial Programs.

**Alcoholic Beverage Policy and Procedures** forbid unauthorized possession, use, or distribution of alcoholic beverages on university property. Certain exceptions are specified. (Information subject to change pending legislation. Originally approved by the Board of Regents, September 26, 1969. Legal drinking age in the State of Maryland is 21 years. Reprinted in Student Handbook.)

**Policy on Amplifying Equipment** restricts the hours and locations of use of certain forms of sound amplifying equipment, provides a procedure for the authorization of otherwise restricted uses of sound amplifying equipment, and locates responsibility for complaints with those using the equipment. (Adopted by the university Senate, June 2, 1970. Reprinted in the Student Handbook.)

**Campus Activities Policies** regulate reservation of university facilities, advertising, co-sponsorship, cancellation and postponement, and various other matters relating to programs of student organizations. (Published in the Event Management Handbook. For more information, contact the Campus Reservations Office.)

**Computer Use Policy** defines standards for reasonable and acceptable use of University computer resources, including electronic mail.

**Policy on Demonstrations** establishes guidelines for demonstrations and picketing. Stipulates that the university will take steps necessary both to protect the right of individuals or groups to demonstrate and to protect the freedom of speech, assembly, and movement of any individual or group. (Adopted by the university Senate, June 2, 1970. Reprinted in the Student Handbook.)

**Examination Rules** set general standards for student conduct during examinations. They are applicable to all examinations given at the College Park campus unless contrary instructions are provided by the faculty member administering the examination. (Printed on most university examination books. See also chapter 4.)

**Policy on Hazing and Statement on Hazing** prohibits hazing, which is defined as "intentionally or recklessly subjecting any person to the risk of bodily harm, or severe emotional distress, or causing or encouraging any person to commit an act that would be a violation of law or university regulations, for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a student group or organization, as defined by the Code of Student Conduct. The express or implied consent of the victim will not be a defense." For more information, contact the Office of Judicial Programs.

**Campus Parking Regulations** cover registration, permits, fees, violations, enforcement, fines, towing and impounding, reviews, carpool programs, special events parking, emergency parking, and a number of other areas. Notably, the regulations provide that "[t]he responsibility of finding an authorized parking space rests with the driver." Students who have 55 or fewer credits and live in the "Graham Cracker Complex" cannot register for a parking permit. (Current regulations in effect since July, 1997. An informational guide is distributed to all who register for parking. For more information, contact the Department of Campus Parking.)

**Policy Pertaining to Public Displays** defines standards for permissible displays, objects or structures not designed to be continuously carried or held by a demonstrator or picketer so as simultaneously to protect freedom of expression and prevent unreasonable threats to the health, safety, security, or mission of the campus. (Approved by the President, March 29, 1989. For more information, contact the Office of the Vice President for Student Affairs.)

**Residence Hall Rules** define prohibited conduct in and around campus residence and dining halls, buildings, and at Department of Resident Life and/or Department of Dining Services-sponsored activities, in addition to that which falls under the Residence Halls/Dining Services Agreement, Code of Student Conduct, and federal, state and local laws. The rules also specify standard sanctions for rule violations, and provide for an adjudication process. (Reprinted in Community Living, the Residence Halls and Dining Services Handbook. For more information, contact the Department of Resident Life.)

**Sexual Assault Policy** offers advice and guidance for complainants, including assistance in filing criminal complaints. Defines and sets penalties for sexual assault. Specifies that "[s]exual assault is a serious offense and the standard sanction for any sexual assault, including acquaintance rape, is expulsion..."

**Student Organization Registration Guidelines** define student organizations, responsibilities of officers, and registration, and establish types of registration, a registration process, certain privileges of registered student organizations in good standing, sanctions which may result from registration review, and guidelines for constitutions. (For more information, or for a copy of the guidelines, contact the Office of Campus Programs.)

**Declaration of Student Rights** Defines certain rights, including expression and inquiry, assembly, thought, conscience, and religion, privacy, due process, and equal protection. Affirms "duties and responsibilities" arising from such rights.