



COLLEGE OF  
EDUCATION

# Student Handbook

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# THE COLLEGE OF EDUCATION

## About the College

The College of Education at the University of Maryland provides research– and practice–oriented programs across a wide spectrum of education issues. Through its departments of Counseling, Higher Education and Special Education; Human Development and Quantitative Methodology; and Teaching and Learning, Policy and Leadership, the College's highly–regarded faculty, staff, students and alumni are committed to equity and social justice.

College programs prepare students to be educators, counselors, psychologists, administrators, researchers and educational specialists. Graduates work with individuals from infancy through adulthood in schools, community agencies, colleges and universities.

The overall mission of the undergraduate Teacher Education Program is to prepare teachers who are reflective practitioners. Such teachers are able to engage in disciplined inquiry and critical interpretation in order to meet the varied classroom demands that result from our pluralistic society. Our programs provide a solid foundation in the liberal arts followed by supporting academic and pre-professional coursework. In the Junior and Senior years, students enroll in the teacher education courses which provide intensive field-based experiences designed to increase the integration of knowledge and engagement in reflective practice.

The College of Education is organized into three departments, all of which offer undergraduate majors in teacher education:

- (1) The **Department of Teaching and Learning, Policy and Leadership**, located in Room 2311 Benjamin, offers programs in Elementary, Middle School Math and Science, and Secondary Education. The secondary education programs include Art (Pre-K – 12), English, World Language (Pre-K – 12), Mathematics, Science and Social Studies.
- (2) The **Department of Human Development and Quantitative Measurement**, located in Room 3304 Benjamin, offers a program in Early Childhood-Early Childhood Special Education, as well as the Human Development major (not a teacher certification program).
- (3) The **Department of Counseling, Higher Education and Special Education**, located in 3115 Benjamin, offers a program in Special Education.

### NOTE:

- Programs in [Physical Education \(MCERT only\)](#) are housed in the School of Public Health. For information call Physical Education at 301-405-2438; or email Dr. Cara Grant (cgrant75@umd.edu).
- Programs in [Music Education](#) are housed in the College of Arts and Humanities. For program information connect with Stephanie Prichard (301-405-5508; sfp@umd.edu).

## About this Handbook

The College of Education Undergraduate Handbook has been created by the Office of Student Services as the main guide for all undergraduate students in the College. Students are responsible for knowing the information in this handbook, as well as the information that is contained in the Schedule of Classes, Undergraduate Catalog, and College handouts. If you have any questions or are in need of any clarification on the information contained in this handbook, please see your academic advisor in the Office of Student Services.

## ACCREDITATION

### State Accreditation

The College of Education's Teacher Education programs are accredited by the Office of Certification and Accreditation of the Maryland State Department of Education. Upon successful completion of a teacher education degree, students are eligible for teacher certification, but must still apply through the Maryland State Department of Education. A typical application process will require students to submit:

Official transcripts with degree posted

Application

Scores for a Test of Basic Skills (Praxis Core, ACT, SAT, GRE)

## Experiential Criteria

For more detailed information on the teacher certification process, you may visit the Maryland State Department of Education at <https://marylandpublicschools.org/about/Pages/DEE/index.aspx>

## National Accreditation

The Teacher Education programs at the College of Education are nationally accredited by the Association for Advancing Quality in Educator Preparation (AAQEP).

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## **VISION AND MISSION**

**Vision:** “As a visible leader and go-to source for research and evidence-based innovations in education and human development, the University of Maryland, College of Education will fearlessly lead efforts to transform educational contexts and learning experiences. Our work will expand access to high quality educational opportunities that empower individuals to reach their goals and contribute to the broader civic, democratic and economic goals of society” (COE Strategic Plan, p. 4).

**Mission:** “The Mission of the College of Education is to enhance the lives of individuals, families, schools, and communities through our research, teaching, and engagement. We create knowledge about critical facets of education and human development and share that knowledge to improve lives in Maryland and throughout the broader national and international community. We prepare students to be the next generation of scholars, educators, and transformative leaders” (COE Strategic Plan, p. 4).

### **Foundational Competencies (FC)/Model Code of Ethics for Educators (MCEE)**

The College of Education has an agreed-upon set of Foundational Competencies/Model Code of Ethics for Educators (FC/MCEE) that we expect of all candidates in educator preparation programs. Most of these are expected to be well-developed by individuals as they apply to our programs, although it is also expected that some of these abilities will continue to develop and be refined as a consequence of program-based courses and experiences.

These competencies are grouped into five principles:

1. Responsibility to the Profession
2. Responsibility for Professional Competence
3. Responsibility to Students
4. Responsibility to the School Community
5. Responsible and Ethical Use of Technology and Social Media

For more information please visit: <https://education.umd.edu/student-resources/student-services/undergraduate-studies-student-services/undergraduate-forms-and>

## **COLLEGE OF EDUCATION MAJORS**

### **Early Childhood Education and Early Childhood Special Education Dual Certification Program:**

*Degree: B.S. – Coordinator: Dr. Christy Tirrell-Corbin –Email: [earlychildhood@umd.edu](mailto:earlychildhood@umd.edu) – Phone: 301-405-7793 –Location: 3304 Benjamin*

The Early Childhood Education & Early Childhood Special Education program offers a Bachelor of Science degree for students seeking certification to teach Birth - Grade 3. This program is designed for students interested in teaching young children with and without disabilities. The mission of the Early Childhood & Early Childhood Special Education program is to prepare knowledgeable and skilled teachers who utilize theory, research, and pedagogy to respectfully and responsively teach and affect the lives of children.

### **Elementary Education:**

*Degree: B.S. – Co- Coordinators: Tracy Dunheimer – Email: [tdunheim@umd.edu](mailto:tdunheim@umd.edu) – Phone: 301-405-3117- Location: 2311 Benjamin and Karen Rehder – 301-405-3583- – Location: 2107 Benjamin Building*

The Elementary Education program offers a Bachelor of Science degree for students seeking certification to teach Grades 1- 6. Since elementary teachers are considered generalists, content courses consist of science, math, music and arts. Students must also complete a 15-credit area of emphasis.

## Human Development

*Degree: B.S. – Coordinator: Dr. Jennie Lee-Kim – Email: jleekim@umd.edu – Phone: 301-405-7714 - Location: Benjamin 3304L*

The Human Development major is a non-teacher education preparation degree designed to support student learning about the mechanisms of growth and change across the lifespan. Students pursuing this degree will explore the biological, social, emotional and cognitive process of learning and development across the lifespan through areas of focus in developmental science, educational psychology and statistical methodology.

## Middle School Math and Science Dual Certification Program:

*Degree: B.S. – Coordinator: Dr. Angela Stoltz – Phone: 301-405-3324 – Location: 2311 Benjamin*

The Middle School Math and Science program offers a Bachelor of Science degree for students seeking certification to teach math and science in grades 4-9. This dual certification program prepares reflective practitioners, skilled in inquiry, with the knowledge of content, pedagogy and student learning necessary for teaching middle school mathematics and science.

## Special Education:

*Degree: B.S. – Co-Coordinators: Dr. Dawn Martin – Phone: 301-405-0027 – Location: 1240A Benjamin and Stacey Williams – Phone: 301-405-6946 – Location: 1242 Benjamin*

The Special Education program offers a Bachelor of Science degree in and includes three phases of preparation: (1) liberal arts foundation; (2) professional foundation; and (3) professional concentration. This program leads to certification in Elementary/Middle Special Education and Severe Disability. The Special Education program offers a two-track degree option leading to two different certification areas:

- Track I: Severe Disabilities
  - Certification Area:
    - Elementary/Middle General Special Education; Grades 1-8
    - Severe Disabilities Certification; Birth-21 Years
- Track II: Inclusive Education
  - Certification Area (Dual Certification Option)
    - Elementary/Middle General Special Education; Grades 1-8
    - General Elementary Education; Grades 1-6
    - No Severe Disabilities Endorsement

## Terrapin Teachers Program\*:

*Coordinator: Dr. Anisha Campbell - Phone: 301-405-0094 - Location: 1104 Toll Physics Building*

This program is a collaboration between the College of Education and the College of Computer, Mathematical, and Natural Sciences (CMNS). It is designed for students to earn degrees in their content areas (e.g. mathematics, physics, geology, chemistry, biology) along with teacher certification in four years. Students have early field placements along with education courses in pedagogy and research-based teaching strategies. *This program leads to certification in Grades 7-12.*

[www.tt.umd.edu](http://www.tt.umd.edu)

## Mathematics Education\*:

*Degree: B.S. – Coordinator: Dr. Anisha Campbell – Email: amcamp10@umd.edu – Phone: 301-405-0094 - Location: 1104 Toll Physics Building*

The Math Education program offers a Bachelor of Science degree for students seeking certification to teach Grades 7-12. Content area courses include a sequential progression of math courses and a sequence of science courses.

*Double Major: Math – Location: 1115 Mathematics Building – Phone: 301-405-5047*

## Science Education\*:

*Degree: B.S. Program – Coordinator: Dr. Anisha Campbell – Email: amcamp10@umd.edu – Phone: 301-405-0094 - Location: 1104 Toll Physics Building*

The Science Education program offers a Bachelor of Science degree for students seeking certification to teach Grades 7-12 in Biology, Chemistry, Physics, Geology, Agricultural Science, or Computer Science. All of the science education programs stress depth and breadth in science preparation by requiring a base of introductory science courses followed by work in one or more specialties.

*Double Major: Biology – Location: 1200B Biology-Psychology Building – Phone 301-405-6894*

*Double Major: Chemistry – Location: 1206B Chemistry Building – Phone: 301-405-1791*

*Double Major: Physics – Location: 1309 Physics Building – Phone: 301-405-5979*  
*Double Major: Geology – Location: 1119 Geology Building – Phone 301-405-4379*  
*Double Major: Agricultural Sciences – contact Dr. Melissa Leiden Welsh (drmwelsh@umd.edu)*  
*Double Major: Computer Science – contact Dr. Anisha Campbell (amcamp10@umd.edu)*

**\*Effective Fall 2014, undergraduate Math and Science Education majors are part of the Terrapin Teachers Program.**

### **Art Education:**

*Degree: B.A. – Coordinator: Dr. Margaret Walker – Email: mwalker8@umd.edu – Phone: 301-405-4477 – Location: 2219 Benjamin*  
The Art Education program offers a Bachelor of Arts degree for students seeking certification to teach in Grades PreK-12. The program includes pre-professional classes in art, which provide the students with the content that they will need in order to teach art.

*Double Major: Art Studio – Location: 1211 Parren J. Mitchell Art-Sociology Building – Phone: 301-405-2108*

### **English Education:**

*Degree: B.A. – Coordinator: Dr. Wayne Slater – Email: wslater@umd.edu – Phone: 301-405-3128 – Location: 2304G Benjamin and Dr. Peggy Wilson – Phone: 301-405-3324 – Location: 2105 Benjamin*

The English Education program offers a Bachelor of Arts degree for students seeking certification to teach Grades 7-12. The English Education program includes a variety of courses that are designed to provide students with the content they will need to teach English -- including speech, literature, linguistics, and grammar.

*Double major: English Language & Literature – Location: 2119 Tawes Hall – Phone: 301-405-3804*

### **World Language:**

*Degree: B.A. – Coordinator: Dr. Alejandro Pérez Belda – Email: anperes@umd.edu – Phone: 301-405-3324 – Location: 2311 Benjamin and Dr. Ying Zhang – Phone: 301-405-8475 – Location: 2304D Benjamin*

The World Language program offers a Bachelor of Arts degree for students seeking certification to teach Grades PreK-12 in Spanish, French, Russian, German, Italian, Chinese and Latin. Content courses include at least six hours of intermediate level coursework in the primary foreign language and advanced language courses including grammar and composition, literature, and advanced conversation.

*Double Major: Spanish – Location: 2211 Jimenez Hall – Phone: 301-405-6656*

*Double Major: French – Location: 3106 Jimenez Hall – Phone: 301-405-4032*

*Double Major: Italian – Location: 4106 Jimenez Hall – Phone: 301-405-4031*

*Double Major: Latin – Location: 1210 Marie Mount Hall – Phone: 301-405-2360*

*Double Major: Russian – Location: 4123 Jimenez Hall – Phone: 301-405-4025*

*Double Major: German – Location: 3224 Jimenez Hall – Phone: 301-405-4096*

*Double Major: Chinese – Location: 4223 Jimenez Hall-Phone: 301-405-0411*

### **Social Studies Education:**

*Degree: BS/BA – Coordinator: Alison Jovanovic – Email: ajovanov@umd.edu – Phone 301-806-7212 – Location: 2304A Benjamin*

The Social Studies program offers a Bachelor of Arts for students seeking certification to teach Grades 7-12. There are three options in social studies education: History, Geography, or Government. Content courses include an array of social science courses across the curriculum and upper-level electives in a specified area of study.

*Double Major: History – Location: 2131 Francis Scott Key – Phone: 301-405-0072*

*Double Major: Government & Politics – Location: 3140 Tydings Hall – Phone: 301-405-4156*

*Double Major: Geography – Location: 2181 LeFrak Hall – Phone: 301-405-6052*

**Articulated Double Majors:** The College of Education has established articulated double majors with the subject area departments for the following programs: English Education and English; World Language Education and Spanish; World Language Education and French; World Language Education and German; World Language Education and Latin; World Language Education and Russian; World Language Education and Italian; World Language Education and Chinese; Mathematics Education\* and Mathematics; Science Education\* and Biology; Science Education\* and Physics; Science Education\* and Geology; Science Education\* and Chemistry; Science Education\* and Agricultural Science and Technology; Science Education\* and Computer Science; Social Studies Education and History; Social Studies Education and Geography; and Social Studies Education and Government and Politics.

Students in one of these programs must be advised every semester by both departments.

\*Terrapin Teachers

**Five Year Integrated Master's with Certification Program**: There are three pathways to certification in Secondary and pre-K-12 education at the University of Maryland- Undergraduate, IMCP, and MCERT. Students should talk with their academic advisor to gain a full understanding of the program options so they can establish which option is the best fit, academically, fiscally, and personally.

**For Program Sheets and Sample Academic Plans, please visit the following link:**

[http://www.education.umd.edu/studentinfo/undergraduate\\_info/ugprogramrequire.html](http://www.education.umd.edu/studentinfo/undergraduate_info/ugprogramrequire.html)



## WHO IS YOUR ADVISOR?

All Academic Advising occurs in the Office of Student Services or via a link provided by your advising.  
The Office of Student Services is located at:

*1204 Benjamin Building  
301 – 405 – 2364  
Ed-advising@umd.edu*

### **Early Childhood- Early Childhood Special Education Majors**

Advisor: Andrea Torres Negrón, atorresn@umd.edu

### **Elementary Education Majors**

Advisor: Christie De Leon, cdeleon2@umd.edu

### **Middle School Math and Science Majors**

Advisor: Brittani Berry, bberry12@umd.edu

### **Secondary Education Majors: Art, English, Social Studies, World Language**

Advisor: Brittani Berry, bberry12@umd.edu

*\*Secondary Education majors must also meet with an advisor in their content area major.*

### **Secondary Education Majors: Math and Science (Terrapin Teachers)**

Advisor: Brittani Berry, bberry12@umd.edu

*\*Secondary Education majors must also meet with an advisor in their content area major.*

### **Special Education Majors**

Advisor: Christie De Leon, cdeleon2@umd.edu

### **Five Year Integrated Master's Certification Program (IMCP)**

Advisors: Brittani Berry, bberry12@umd.edu

### **Minor in Secondary Education**

Advisor: Brittani Berry, bberry12@umd.edu / educminors@umd.edu

### **Minor in Teaching English to Speakers of Other Languages (TESOL)**

Advisor: Christie De Leon, cdeleon2@umd.edu / educminors@umd.edu

### **Human Development Major & Minor**

Advisor: Andrea Torres Negrón, atorresn@umd.edu / coehdmajor@umd.edu

Minor Advisor: Jessica Chew, jmoats@umd.edu / educminors@umd.edu

### **Students in Academic Difficulty**

Advisors: Christie De Leon, cdeleon2@umd.edu

### **Prospective Students**

Advisors: ed-advising@umd.edu

Christie De Leon, Brittani Berry, Andrea Torres Negrón

### **Initial Advising for A.A.T. Transfers (Associate of Arts in Teaching)**

Advisors: Andrea Torres Negrón, atorresn@umd.edu | ed-advising@umd.edu

*(Early Childhood/Early Childhood Special Education and Human Development)*

Christie De Leon, cdeleon2@umd.edu | ed-advising@umd.edu

*(Elementary Education and Special Education)*

## COLLEGE OF EDUCATION ADVISING GUIDELINES

Students in the College of Education are required to meet with an advisor every semester. This ensures that students are taking the correct courses and are on track to successfully complete their program. Students will be issued a registration appointment by the University, which indicates the date and time they can begin registering for courses for the following semester: the date and time for registration will vary depending on the total number of credit hours the student has earned (including transfer coursework).

**Advising for students in the College of Education is mandatory. Students in Human Development and Pre-Education majors will have an advising block on their registration each semester.** Students should schedule an appointment with their advisor about 1-2 weeks prior to their registration date (available on [Testudo](#)). After registration, if students make any major changes to their schedule, they should contact their advisor to inform them of this change.

### Advising Tips

- “Double count” where you can – take courses that count for both General Education and your major.
  - Keep your schedule balanced:
    - Balance courses in which you have a strong interest with those of lesser interest.
    - Balance courses based on the type of work required (i.e. reading, writing, practical applications).
    - Balance your course schedule throughout the day and the week.
  - Preparation - make sure that you have the background knowledge (prerequisites) to do well in the course.
  - Consider the course level - typically, first- and second-year students take 100-200 level courses; third- and fourth-year students take 300-400 level courses.
  - Make note of “Fall-only” and “Spring-only” courses when constructing your 4-year plan.
  - Be prepared with alternatives - if the class or section you want is full, have a back-up plan.
  - Be flexible – you may not get certain courses or sections you want.
  - Secondary Education majors must meet with an advisor in their specific subject matter before registering for classes.
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## HUMAN DEVELOPMENT

Students in the Human Development major must complete at least 43 credits of approved course work. The curriculum consists of 43 credits organized into the following categories:

- PSYC 100 (Recommended; 3 credits)
  - 9 credits of introductory/gateway courses
  - 6 credits of statistics and methods courses
  - 9 credits of core Human Development courses at the 400 level
  - 12 credits of restricted [Human Development] electives
  - 7 credits of a pro-seminar and internship/field experience
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## PROFESSIONAL EDUCATION PROGRAM ADMISSIONS

Students in the pre-professional Education majors must apply to their respective professional teacher education program. The application process for the professional programs will vary depending on the Education major. Students must be fully admitted to their professional education program upon completion of 60 credits. Transfer students that matriculate at the University with advanced credit (e.g., 60 credits or more) will be given two semesters to meet these requirements.

### **Elementary, Middle School Math and Science, Early Childhood & Early Childhood Special Education & Elementary Special Education Programs**

#### Academic Requirements

- Completion of a minimum of 45 credits
- Cumulative UMD GPA of 2.75 or higher
- Completion of lower-level Fundamental English/Academic Writing requirement with a “C-” or higher.
- Completion of lower-level Fundamental Math requirement with a “C-” or higher.
- State of Maryland passing scores on an approved Test of Basic Skills (see Standardized Test Requirements section below for more details)

#### Gateway Courses

- Satisfactory completion of TLPL 251 (Elementary and Middle School) or EDHD 220 (Early Childhood) with a ‘B-’ or better.
- Satisfactory completion of the following courses with a 2.70 GPA:
  - MATH 212 – Elements of Mathematics
  - MATH 213 – Elements of Geometry (STAT100 for Elementary Special Education)
  - 4-Credit Physical Science with Lab course
  - 4-Credit Biological Science with Lab course

#### Experiential Requirements

- Prior experience in the education field with youth in the age range you intend to teach
- A written goal statement
- Two Letters of recommendation (*one must be from a faculty in your content area major, one from a previous/current employer or supervisor who has seen you work with students in the age range and content you plan to teach*)
- Satisfactory rating on the College of Education Foundational Competencies/Model Code of Ethics
- Submission of the College of Education Foundational Competencies/Model Code of Ethics and Criminal History Disclosure Form
- Interview

### **Secondary Education Programs (Pre-K - 12 and 7 - 12)**

#### Academic Requirements

- Completion of a minimum of 45 credits
- Cumulative UMD GPA of 2.75 or higher (If IMCP, Cumulative UMD GPA of 3.0 or higher)
- Completion of lower-level Fundamental English/Academic Writing requirement with a “C-” or better
- Completion of lower-level Fundamental Math requirement with a “C-” or better
- State of Maryland passing scores on an approved Test of Basic Skills (see Standardized Test Requirements section below for more details).

#### Gateway Courses

- Satisfactory completion of Methods I with a ‘B-’ or better
- 9 credits of content coursework with 2.70
- C- or higher in all content course work

### Experiential Requirements

- Prior experience in the education field with youth in the age range you intend to teach
- A written goal statement
- Two letters of recommendation (*one must be from a faculty in your content area major, one from a previous/current employer or supervisor who has seen you work with students in the age range and content you plan to teach*)
- Submission of the College of Education Foundational Competencies/Model Code of Ethics and Criminal History Disclosure Form
- Interview

**NOTE:** Students may apply for admission to the Teacher Education Program only once. Meeting the minimum requirements does not guarantee admission to the Professional Teacher Education program. Admission to the professional program is competitive. Students need to connect with their UMD COE Advisor if they have questions about this process (ed-advising@umd.edu).

### **WHAT IF I AM NOT ACCEPTED INTO THE COLLEGE OF EDUCATION?**

An appeals process has been established for those students who are denied admission that believe special personal circumstances should be considered.

1. The student must complete an “Exception to Policy” form outlining his/her request, specifically delineating the student’s reasons for appeal and any special circumstances which merit consideration.
2. Appeals are submitted to the Office of Student Services, which then forwards them to the academic department for review. A faculty committee within the department considers individual appeals and informs the student of the departmental decision in writing.
3. Students wishing to appeal the departmental decision may petition to the Executive Director for Teacher Education. Again, students complete an “Exception to Policy” form, which is turned in to Student Services. The appeal is then forwarded to the Associate Dean and the College of Education Admissions Committee for review. This committee informs the student of their decision in writing.

**NOTE:** The following materials should be included with admission appeals:

1. Copy of unofficial transcript
2. Copy of Test of Basic Skills scores
3. Statements of faculty support, particularly faculty in the College of Education (if available)
4. Evidence of work and/or achievement at the Learning Assistance Service (if available)

Consider that the way students present their case may significantly affect the reviewer’s decision, so it is in your best interest to ensure your appeal is well-written.

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## **STANDARDIZED TEST REQUIREMENTS**

As part of successful completion of all College of Education teacher preparation programs and in order to be eligible for teacher certification in the State of Maryland, students must pass a set of required standardized tests: (1) [Test of Basic Skills](#) and (2) [Praxis II](#): Subject Assessments.

### **Test of Basic Skills (TBS): Praxis Core Academic Skills for Educators/SAT/ACT/GRE**

All students must demonstrate mastery of basic skills. The following tests are approved for use for admission to the College of Education: Praxis Core Academic Skills for Educators, SAT, ACT or GRE.

In addition to meeting the Basic Skills requirement by passing the tests listed above, students have the option of earning and maintaining a minimum 3.0 cumulative GPA throughout the undergraduate degree. Please contact

an advisor to discuss the Basic Skills requirement.

For more information about the Praxis CORE exams or to register for these tests, students should contact ETS at [ets.org/praxis](http://ets.org/praxis). Students can also use this website for information and resources on how to prepare for the exam.

### **Praxis II: Content Area Assessments**

The Content Area assessments vary for each area of certification, based upon your major and the age/grade level of certification you are seeking. Successful completion of Praxis II is required for continuation into Phase II of the student teaching internship and in having your degree conferred (for undergraduate students).

For more information on the Praxis II testing requirements for your content area for the State of Maryland, please visit [http://marylandpublicschools.org/about/Pages/DEE/Certification/testing\\_info/praxis2.aspx](http://marylandpublicschools.org/about/Pages/DEE/Certification/testing_info/praxis2.aspx)

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## **EDUCATION ABROAD INFORMATION**

### **Education Abroad Office**

301-314-7746 – [educationabroad@umd.edu](mailto:educationabroad@umd.edu) – 1116 H.J. Patterson Hall

The University of Maryland and the College of Education encourage students to study abroad. **Given the scheduling and sequencing requirements associated with the professional education coursework, students are advised to explore education abroad opportunities early in their college career (i.e., Freshman or Sophomore years) or consider studying abroad during a summer or winter term.**

If you are thinking about studying abroad, please consult with your COE Academic Advisor and your Education Abroad Advisor, Joy Gursky – [ggursky@umd.edu](mailto:ggursky@umd.edu), so that they can help you plan accordingly.

\*Adapted from Education Abroad advising materials, Education Abroad Office, University of Maryland, College Park  
[globalmaryland.umd.edu/offices/education-abroad/getting-started](http://globalmaryland.umd.edu/offices/education-abroad/getting-started)

# IMPORTANT POLICIES AND PROCEDURES

Complete catalog available at: <https://academiccatalog.umd.edu/undergraduate/>

## ACADEMIC PERFORMANCE

Undergraduate academic performance is based on a student's grade point average (GPA). Students are required to achieve a 2.0 GPA to maintain satisfactory academic progress. A GPA under 2.0 is considered unsatisfactory performance. Students with a GPA under 2.0 will be placed on Academic Probation. We encourage students to use the UMD GPA Calculator (<https://www.testudo.umd.edu/gpa/index.html>) and connect with their Academic Advisor to understand their academic progress.

A minimum of 120 successfully completed course credits is required for graduation in any degree curriculum; however, individual colleges, schools, and departments may establish higher requirements for graduation. Check with your advisor for specific information. If you feel there are special circumstances that make it impossible for you to complete a normal course load, you must meet with an advisor to discuss the circumstances, plans for continued progress toward a degree, and the implications for continued enrollment.

### Semester Academic Honors

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

### Satisfactory Academic Performance

Satisfactory Academic Performance is the achievement of a cumulative GPA of 2.0 or above.

### Academic Probation & Dismissal

**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.

1. 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.
2. 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.
  - a. Full-time students must complete 9 or more credits in each semester. A completed credit is defined as credit for any course in which a student receives a grade of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, P, or S.
  - b. 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.
  - c. 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.

- d. 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.

**Academic Probation Conditions:** 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.

- a. 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.

If this is your first semester on probation, you need to reflect on your academic performance, study skills, personal priorities, etc., so that you can be more successful in your next semester. You may wish to consider enrolling in a University of Maryland winter term course if you think you may be able to successfully complete additional credits with solid grades.

**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 attained 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 attained 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. Applications and information about the reinstatement process can be obtained from the Office of Undergraduate Admissions, which is responsible for administering the reinstatement process in coordination with the Faculty Review Board.

**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 their 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.

**Attendance:** 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 they are registered. Students are expected to attend classes regularly, consistent attendance offers the most effective opportunity for students to gain command of the concepts and materials of their courses of study. Please consult the undergraduate catalog for additional policies on absences.

## **Registration Information**

### **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. Students should carefully consult the Schedule of Classes for refund deadlines.

**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.

**Criminal History Disclosure (CHD):** A criminal history disclosure is required for all students in the College who are entering a field placement (Ex: TLPL 251, EDHD 220, Methods I, and the Student Teaching internship), and at the time of Professional Program Application submission. Criminal History Disclosure Forms can be obtained through the student's department or in 1204 Benjamin. The disclosure form must be on file before the student begins any placement in the school. No student will be permitted to remain in a class with a required field component unless a Criminal History Disclosure Form is on file.

- The Criminal History Disclosure form is only valid for one calendar year.

**Benchmark Audits/Credit Reviews:** These credit reviews and audits represent the first step in the process of evaluating a student's progress toward meeting the requirements for program completion and graduation. COE students are reviewed at key periods throughout their undergraduate careers at the University of Maryland.

These key periods are:

- Upon completion of their first semester
- Upon completion of the first academic year
- Upon completion of 45 credits
- If pursuing a Teaching Certification Pathway
  - Before application to the professional program for their undergraduate major
  - Prior to the start of their Year-Long Internship
- Prior to Graduation.

**Double Degree:** 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. 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).

**Double Major:** 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. Additional details on double majors may be found in the university catalog.

**Fundamental Studies Requirement:** Fundamental Studies courses help you strengthen the mathematical and writing skills you will need to communicate effectively in your university courses and in the modern world. The



Academic Writing and Mathematics requirements must be attempted by the time the student has reached the 30-credit level and must be successfully completed by the time the student has reached the 60-credit level. The Professional Writing requirement may be taken only when the student has reached the 60-credit level or higher. Students must also complete the Oral Communication requirement and the Analytic Reasoning requirement. Students in the College of Education must satisfy the lower-level Fundamental Studies English and Math with the grade of a “C-” or higher. See the current Schedule of Classes for current information on the Fundamental Studies requirements.

**Holdfile/Waitlist:** When the enrollment in a course reaches the course maximum, students are not allowed to register for the course. Instead, they are placed on a waitlist. If registered students drop the course, waitlisted students are added to the course roster. During the Schedule Adjustment Period, waitlisted students must check-in daily (via TESTUDO or in person). Students who do not check-in may be removed from the waitlist. Students moved from the waitlist into the course must confirm their registration on the same day they receive the course. If they do not, they may be dropped from the course. Please be aware that being on a waitlist does not guarantee enrollment in the course. Students should consider registering for alternative courses. During the registration period, the Office of Records and Registration creates two types of waitlists, one for majors and one for non-majors. As non-majors register for courses they are placed on the holdfile. When enrollment reaches the course maximum, the majors are placed on the waitlist and non-majors are still placed in the course holdfile. As majors drop the class, waitlisted majors are enrolled in the course first. When the waitlist of majors is exhausted, non-majors from the holdfile are enrolled in the course.

<https://www.registrar.umd.edu/current/registration/waitlist.html>

**Incomplete Policy:** Students who have received a grade of “Incomplete” in a course must successfully complete the course by the conclusion of the next semester. Students may not remove a grade of “Incomplete” by re-registering for the course. Students may not re-register for a course in which they have earned a grade of “I”. Additional details on the Incomplete Policy are available in the university catalog.

**Pass/Fail Policy:** Students may be allowed to take general elective coursework on a Pass/Fail basis, provided they have completed 30 credits of coursework, with a GPA of at least 2.0. Fifteen of the credits must have been completed at UMD College Park. No more than 12 credits may be taken on a P/F basis, and only one course per semester may be taken under this grading method. In addition, students may not choose this grading option when reregistering for a course. Exceptions to this policy must be approved through the Office of Student Services. Students submit an “Exception to Policy” form which is reviewed by the Director of Student Services.

**Permission to Enroll:** Once enrolled at UMD, students must complete a Permission to Enroll form (found in 1204 Benjamin) to take a class at another institution. The Office of Student Services approves all coursework for transfer applicability. Keep in mind that students may not take a course they are repeating off campus and that certain restrictions may apply to students who are in their last 30 credits. Students must be in good academic standing (minimum GPA of 2.0) to take courses off-campus.

**Repeat Policy:** Students are permitted only two attempts of any course. In addition, students can repeat no more than 18 credits. Students who need permission to retake a class for which they have already exhausted the number of attempts permitted must fill out an “Exception to Policy” form and return it to Student Services. This appeal is then forwarded to the student’s advisor for review and returned for final processing to the Office of Student Services.

**Schedule Adjustment Period:** During the first ten class days of the spring and fall semesters, students are able to make adjustments to their schedules. For the summer and winter sessions, please visit the Office of Extended Studies’ website for specifics.

- **Winter Session Information:**
  - <https://oes.umd.edu/current-incoming-former-umd-students/winter-session>
- **Summer Session Information:**
  - <https://oes.umd.edu/current-incoming-former-umd-students/summer-session>

**Dropping a Course:** The Drop Period begins after the Schedule Adjustment period ends and closes after the tenth week of the semester. 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 after this period will be recorded on the student's permanent record with a notation of 'W' (withdrawal) 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. All students are encouraged to meet with an academic advisor prior to withdrawing from a course and student athletes MUST meet with a College of Education advisor before dropping a course. *For more information, please refer to the sections regarding Schedule Adjustment and Withdrawing from a course. Visit [registrar.umd.edu](http://registrar.umd.edu) for an academic schedule of critical dates for each semester.*

**Sixteen-credit Limit/Nineteen-credit limit:** To ensure sufficient seat availability for all undergraduates, there is a 16-credit limit for all students during early registration. The 16-credit rule is lifted during the first week of classes, and at that time, students may register for up to 19 credits without Dean's approval. Students hoping to pre-register for more than 16 credits should submit an "Exception to Policy" form, located in Student Services. Students should summarize their reasons for taking more than 16 credits and include any supporting documentation. Any student wishing to register for more than 19 credits must also have Dean's permission, even after the first day of classes.

**STAMP/Electronic Rubber Stamp (ERS):** Permission stamps are required for a number of situations. For example: Mandatory advising blocks, By Permission Only (BPO) restriction overrides, Oversubscriptions, permission to pre-register for more than 16 credits, and Fundamental Studies blocks.

**TESTUDO:** [testudo.umd.edu](http://testudo.umd.edu) is the website which enables students to view personal, financial, and academic information online. By using this system students can register for courses, verify the accuracy of personal information, retrieve unofficial transcripts, view schedules, check financial aid status, examine their billing history, and apply for graduation.

**Time Conflict:** All students trying to register for courses that overlap are required to have Dean's approval. Students are required to bring a letter from the instructor(s) indicating that the time conflict has been resolved. Upon verification of this information, the Dean's Stamp is issued.

**VENUS:** Students can use the Virtual Electronic Network University Scheduler (VENUS), to help with course planning. Access is available through the Internet and is widely used by university students as a tool to create their course schedule. VENUS assembles schedules by considering all the possible combinations that can be produced with the courses that a student specifies. The student simply enters the courses they are considering, and VENUS gives schedule options using all the specified course sections. The VENUS on-line tutorial will get you started. Check out VENUS at <https://venus.umd.edu/>

**"W"/Withdraw from a Class:** This notation indicates that the student was enrolled in the class at the end of the Schedule Adjustment Period, but dropped it during the first ten weeks of the semester. The "W" grade is not used in the computation of a student's GPA. Students are permitted to drop one course or up to four credits per semester. A "W" is counted as an attempt at a course. Please note that UMD students cannot repeat more than 18 credits.

## **CAMPUS DIRECTORY**

### **Address Changes**

Information Center in the Mitchell Building

Available on  
Testudo\*

### **Admissions Office**

Ground Floor, Mitchell Building

301-314-8385

### **Bursar's Office**

1135 Lee Building

301-405-9000

### **Campus Information**

301-405-1000

### **University Career Center**

3100 South Wing Hornbake Library

301-314-7225

### **Diploma Office**

1118 Mitchell Building

301-314-8270

### **Financial Aid**

0115 Mitchell Building

Testudo\*  
301-314-8377

### **College of Education**

#### **Office of Student Services**

1204 Benjamin Building

301-405-2364

### **Orientation Office**

2116 Susquehanna Hall

301-314-8217

### **Registrar's Office**

1117 Mitchell Building

Testudo\*  
301-314-8240

### **Resident Life**

301-314-2100

### **Student Accounts**

1135 Lee Building

Testudo\*  
301-314-9000

### **Transcripts - Official**

1101 Mitchell Building

Testudo\*  
301-314-8240

\*Testudo Address: [testudo.umd.edu](https://testudo.umd.edu)