



**Division of Academic Affairs**  
**Office of the Vice President**

**TOP TEN ADVISING POLICIES**

**1. English 101 and English 102**

- Must have "C" or above to pass class
- Student must have "C" in ENGL 101 before enrolling in ENGL 102
- Student cannot take ENGL 101 and ENGL 102 at the same time

**2. English Proficiency Examination (EPE)**

- In order to take the EPE, student must have passed ENGL 101 with a "C" or better and is successfully completing ENGL 102.
- EPE is given during final exam week every semester.
- Recommend/encourage completion at Freshmen level – should be taken before senior year
- Students must enroll in either ENGL 001 (freshman), ENGL 002 (transfer or retakes) or ENGL 003 (Honors) every time they take the EPE.
- Results are posted on the transcript
- Course registration – must enroll in EPE before enrolling in ENGL 102
- ENGL 102 grade is not linked to the EPE.
- Transfer students must also take EPE.

**3. Math 101**

- Math 101 is a refresher course; must have a "C" or above to pass
- Credit does not count toward graduation requirements

**4. General Education Audit –**

- An audit of students' general education coursework should be completed every semester
- GEN ED should be completed before the junior year.

**5. Credit Unit and Load**

- All students in good academic standing can take up to 18 credit hours per semester

- For students wanting to take more than 18 credit hours, the **Request for Additional Credit Unit Load form** must be completed and submitted to Academic Affairs
- No student is permitted to take more than 21 credit hours per semester

## 6. Credit by Exam

- The **Application to Establish Credit by Examination** must be approved and filed with the Office of the Registrar before an exam is administered.
- Students should not be enrolled in the course they are trying to establish credit by examination
- The original graded examination must accompany the supplementary grade report form in order for the grade to be recorded on the student's transcript.
- Student must earn a grade of 'C' in order to establish credit by examination.
- Instructor should review with the student the results prior to submitting documentation to be recorded
- If student elects to not have grade recorded, the instructor should submit the supplementary grade report with the grade of 'W'.

## 7. Supplementary Grade Report Form

- After one semester, "I" becomes "W." Very important that grade changes are submitted by the time all grades are due for that semester or term
- Any grade change must be received within 60 calendar days after the beginning of the next semester or term
- Supplementary grade report must be signed by instructor of record, chair, and dean

## 8. Enrollment at other Institutions

### ➤ **Non-UMES Study Form**

- Form must be completed, signed by department chair and dean before being submitted to Office of Registrar-student receive approval
- Student must provide a copy of the course description at the other institution so department chair and dean can readily check course to evaluate equivalency to UMES requirement
- Cannot transfer 300/400 courses from community college
- All institutions must be accredited.
- Courses taken at quarter-system institutions will not equate to semester credit courses (ex: 3 credits at a quarter system school will equal 2 credits at UMES).
- Last 30 hours must be taken at UMES; Dean and Vice President for Academic Affairs may approve up to 6 hours of the last 30 hours to be taken outside of UMES

➤ **Inter-Institutional Form**

- Inter-Institutional enrollment form must be completed by the student and include the advisor's initials and signature
- Students must complete form during the registration period
- Host institution does not have to honor request
- See inter-institutional enrollment handout for complete details

**9. Graduation**

- If a student completes the application for graduation and does not graduate, the student must resubmit the application during the next semester in which they wish to graduate.

**10. Latin Honors (Cum laude, Magna Cum laude)**

- Transfer students must have 60 institutional hours in order to be eligible.
- Cum Laude - cumulative grade point average of 3.300 – 3.499
  - Magna Cum Laude - cumulative grade point average of 3.500 – 3.699
  - Summa Cum Laude - cumulative grade point average of 3.700 – 4.000