

# UMBC

AN HONORS UNIVERSITY IN MARYLAND

Please use this form only if you have previously been enrolled as an undergraduate at UMBC.

## **Reinstatement**

If you were not in good academic standing or were academically suspended or dismissed at the end of your last semester at UMBC, you are applying for **reinstatement**. All applications for reinstatement are subject to Petition Board review.

The Petition Board requires the following information to reach a final decision:

- A written statement explaining the circumstances leading to your poor academic standing.
- Official transcripts from all schools attended since your last enrollment at UMBC.
- An Academic Plan of Action form completed with your academic advisor.
- Additional pertinent information may be submitted at your discretion, such as medical documents, letters of reference or recommendations.
- Any university debts must be settled by the appropriate deadline date as noted below.

The Petition Board views suspension as a beneficial time in a student's academic career, allowing an opportunity for reflection and reassessment.

If you have been academically suspended from UMBC, you should plan to attend another institution during your period of suspension. If you do so, and complete 12 transferable academic credits with a grade point average of 2.50 or better, you will be considered for reinstatement to UMBC for a minimum of one or two semesters. Your selection of courses taken at

another institution should be done in consultation with your UMBC advisor. If you decide instead to "sit out" the semester and do not enroll at another institution during your period of suspension from UMBC, reinstatement is not guaranteed.

Evaluation and processing of reinstatement applications requires four to six weeks, once all necessary materials are received. You will be informed of the board's decision by letter. Decisions are not discussed over the telephone. This protects your privacy under the provisions of the University Policy on Disclosure of Student Records.

## **Deadlines**

The deadlines for submitting a **reinstatement application** and all related material (other than current term transcripts) are as follows:

Fall Semester	August 1
Spring Semester	December 15

## **Academic Clemency**

Students who are readmitted or reinstated after a lapse of five calendar years or more may petition to have up to 16 credits of failing grades excluded from the calculation of their cumulative records. Upon approval of the petition, the specified courses will be designated as non-applicable (NA) on the transcript. These credits will not be counted toward graduation requirements. You must file the petition through the Advisement Center during the first semester of return to UMBC. Courses approved for exclusion from GPA calculations may not be changed thereafter, even if you change your major. Approval of academic clemency is neither automatic nor guaranteed.

The intent of the academic clemency policy is to permit students who had a poor record in their previous enrollment to exclude courses in which failing grades were earned. The decision to grant clemency will be made to ensure that the prior record does not put the student in academic jeopardy upon return. Clemency will not be granted simply as a way to increase the grade point average.

## **Academic Standing Policy**

1. All undergraduates with a cumulative grade point average of 2.00 or better are eligible to re-enroll for subsequent semesters.
2. All first-semester freshmen who earn less than a 2.0 cumulative GPA are considered to be in academic jeopardy. Students in academic jeopardy may re-enroll for the subsequent semester, but may be required to participate in intensive advising, counseling and tutoring activities. No notation of academic jeopardy appears on the permanent record.
3. All undergraduates who are not first-semester freshmen and who do not meet the minimum standards outlined in the chart below at the end of any regular semester will be placed on academic probation. The first occurrence of academic probation does not prevent the student from re-enrolling for a subsequent semester, but any reoccurrence will result in an academic suspension.

4. Students on academic suspension who attend another institution and complete 12 academic credits with a 2.50 GPA or better are eligible for reinstatement to UMBC upon completion of an application for reinstatement.
5. Students on academic suspension who do not meet the conditions outlined in 4 above may file an application for reinstatement. However, reinstatement is not guaranteed.
6. Once reinstated, students who do not meet the appropriate retention standards below will be academically dismissed and in general will not be considered for future reinstatement.

## **Changing Your Major**

If you are planning to change your major, you should indicate the new major on this application.

## **Bill Payment**

Do not pay any fees associated with the semester for which you are seeking to re-enroll until your readmission/reinstatement has been approved. All prior debts with the university must be cleared before you will be eligible to register for courses.

### **Minimum Standards for Continued Enrollment**

Attempted Credits*	Minimum Cumulative GPA
0 - 14	1.25
15 - 44	1.50
45 - 74	1.75
75 - 89	1.95
90 - 120	2.00

*\*includes transfer credits awarded*

### **UMBC's Non-Discrimination Statement**

"The University of Maryland, Baltimore County does not discriminate on the basis of race, color, religion, national origin, ancestry, ethnic background, genetics, disability, age, sex, marital status, sexual orientation and/or veteran status in admission to and participation in education programs and activities, or employment practices in accordance with federal laws, including, but not limited to Titles VI and VII of the Civil Right Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act as amended, as well as state laws, and regulations."

### **Campus Security Notice**

In compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," information regarding crime statistics, policies pertaining to campus security, crime reporting, alcohol and drug violations, victims' assistance programs, student discipline, campus resources, community safety alerts, crime prevention, access to campus facilities and personal safety tips is contained within the UMBC Annual Campus Security Report available online at the Police Department's Web site, by in person or by calling UMBC Police at 410-455-5555.

### **Frequently Requested UMBC Information**

#### **Admissions**

410-455-2291  
FAX: 410-455-1094  
WEB: [www.umbc.edu/undergraduate](http://www.umbc.edu/undergraduate)

#### **Academic and Pre-professional Advising**

410-455-2729  
WEB: [www.umbc.edu/registrar/advising](http://www.umbc.edu/registrar/advising)

#### **Bookstore**

410-455-2665  
WEB: [www.umbc.edu/bookstore](http://www.umbc.edu/bookstore)

#### **Bursar/Student Billing**

[www.umbc.edu/sbs](http://www.umbc.edu/sbs)

#### **Career Services Center**

410-455-2216  
WEB: [www.careers.umbc.edu](http://www.careers.umbc.edu)

#### **Counseling Center**

410-455-2472  
WEB: [www.umbc.edu/counseling](http://www.umbc.edu/counseling)

#### **Financial Aid and Scholarships**

410-455-2387  
FAX: 410-455-1094  
WEB: [www.umbc.edu/financialaid](http://www.umbc.edu/financialaid)

#### **Information (Campus-wide)**

410-455-1000

#### **International Education Services**

410-455-2624  
WEB: [www.umbc.edu/ies](http://www.umbc.edu/ies)

#### **Learning Resources Center**

410-455-2444  
WEB: [www.umbc.edu/lrc](http://www.umbc.edu/lrc)

#### **Library**

410-455-2232  
WEB: [www.umbc.edu/library](http://www.umbc.edu/library)

#### **Parking Services**

410-455-2551  
WEB: [www.umbc.edu/parking](http://www.umbc.edu/parking)

#### **Police/Public Safety**

410-455-3136  
WEB: [www.umbc.edu/police](http://www.umbc.edu/police)

#### **Registrar**

410-455-3158  
FAX: 410-455-1141  
WEB: [www.umbc.edu/registrar](http://www.umbc.edu/registrar)

#### **Residential Life**

410-455-2591  
WEB: [www.umbc.edu/reslife](http://www.umbc.edu/reslife)

#### **Student Support Services**

410-455-3250  
WEB: [www.umbc.edu/sss](http://www.umbc.edu/sss)

#### **Summer and Winter Programs**

410-455-2335  
WEB: [www.cps.umbc.edu](http://www.cps.umbc.edu)

#### **TTY for Hearing Impaired**

410-455-3283

#### **Veterans Affairs**

410-455-2387  
WEB: [www.umbc.edu/financialaid/veterans](http://www.umbc.edu/financialaid/veterans)

#### **Please submit completed application to:**

#### **Office of Undergraduate Admissions and Orientation**

University of Maryland,  
Baltimore County  
1000 Hilltop Circle  
Baltimore, MD 21250



AN HONORS UNIVERSITY IN MARYLAND

Office of Undergraduate Admissions and Orientation,  
University of Maryland, Baltimore County, 1000 Hilltop Circle, Baltimore, MD 21250

Please attach a \$50 non-refundable check or money order made payable to UMBC. Refer to procedures and deadlines on attached page.

First Undergraduate Enrollment at UMBC \_\_\_\_/\_\_\_\_ (month/year) Last Undergraduate Enrollment at UMBC \_\_\_\_/\_\_\_\_ (month/year)

I am applying to  Main Campus  Shady Grove\*

\* Upper division transfer students interested in History, Management of Aging Services, Political Science, Psychology, and Social Work

**Personal Information**

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1. First Name Middle Name/Initial Last Name/Family Name

Other name(s) that may appear on your records \_\_\_\_\_

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2. Date of Birth (Month/Day/Year)

3. Gender:  Male  Female

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4. Social Security Number

To be considered for federal, state and institutional aid, a social security number (SSN) is required. This is not applicable to international students. In addition, if you are due a refund for any reason during your attendance at UMBC, a SSN is required for tax reporting purposes.

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5. Number and Street of Current Mailing Address Apt. # City State

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ZIP Code County (Maryland Residents) Country (if not U. S.)

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6. Area Code/Home Telephone Number Cell 7. E-mail Address

8. Country of Citizenship Country of Birth

Native Language TOEFL taken?  Yes, date taken \_\_\_\_\_  No  Not Applicable

If not a U.S. citizen, please state current visa status: \_\_\_\_\_ If you need a student visa please check one:  F1  J1

If permanent resident of U.S., please provide: Alien Registration Number \_\_\_\_\_ Date Issued \_\_\_\_\_ Date of Expiration \_\_\_\_\_

9. Are you of Hispanic or Latino origin?  Yes  No What is your race? Select one or more of the following categories:  
 American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

**Academic Interest**

10. When do you plan to enroll?  Fall 20 \_\_\_\_  Spring 20 \_\_\_\_  Winter Session 20 \_\_\_\_  Summer Sessions 20 \_\_\_\_

11. Major During Last Enrollment \_\_\_\_\_ New Major (if changing) \_\_\_\_\_

**Academic History**

12. High School Attended \_\_\_\_\_ City/State \_\_\_\_\_ Graduation Year \_\_\_\_\_

13. List all colleges and universities attended since your last enrollment at UMBC. (Include any current enrollment and degrees earned.)

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0	0				
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COLLEGE/UNIVERSITY	LOCATION (CITY, STATE)	ATTENDANCE (MO/YR)		CREDITS ATTEMPTED	CREDITS EARNED	DEGREE EARNED
		FROM	THROUGH			

14. Have you ever been convicted or found guilty of any criminal or military offense, excluding minor traffic violations?  Yes\*  No

\*Consistent with the federal Campus Security Act, questions 15 and 16 are required. If you answer "yes" to either, please attach a letter of explanation. Include in that letter your name, social security number, and date(s) of incident(s).

15. Have you ever been academically dismissed from, declared ineligible to attend, or incurred disciplinary action at any previous institution?  Yes\*  No

16. I certify that the information on this application is complete and correct. If it is not, I understand that cancellation of admission and registration may result. I agree to abide by the rules, policies and regulations of UMBC, including those concerning drug and alcohol abuse, and I understand that the unlawful use of drugs or alcohol will subject me to the penalties contained in those policies and regulations.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Signature of parent if applicant is under 18

\_\_\_\_\_  
Date

**In-State Tuition Status** (applicants seeking in-state tuition status)

Failure to complete all of the required items may result in a non-Maryland resident classification and out-of-state charges being applied.

IF ANY OF THE CATEGORIES BELOW APPLY, PLEASE CHECK THE APPROPRIATE BOX, PROVIDE REQUESTED INFORMATION AND/OR DOCUMENTATION, AND GO TO ITEM 10.

- I am eligible for consideration for in-state status under the Waiver of Certain Residency Requirements for Relocating Defense Contractor Employees or the Waiver of Certain Residency Requirements for Relocating Civilian Employees of the U.S. Armed Forces under BRAC 2005. I understand that I must provide documentation of BRAC-related transfer and if not indicated on the application, a Maryland domicile.
- I am a part-time (50%) or full-time regular employee of the University System of Maryland, or I am the spouse of, or am financially dependent upon a parent or legal guardian who is a regular employee of the University System of Maryland.  
Please indicate relationship: \_\_\_\_\_  
Please attach a letter of verification from the Human Resources Office of the campus at which you or your spouse or parent or legal guardian is employed.
- I am a full-time active member of the U.S. Armed Forces whose home of residency is Maryland, or one who resides or is stationed in Maryland, or the spouse or a financially dependent child of such a person.  
Please attach a copy of your deed or lease (if applicable), or verification from the service that you have declared Maryland as your "home of residency" (if applicable), and the most recent assignment orders. Also, please indicate date of expected separation from the military \_\_\_\_\_
- I am a veteran of the United States Armed Forces who received an honorable discharge within the past 12 months and received my high school education in Maryland.  
Please attach a copy of form DD-214 and documentation of enrollment in a Maryland high school for a minimum of three years, and, graduation from Maryland high school or receipt of a GED diploma in Maryland.
- I am eligible for in-state status consideration under the Maryland National Guard Nonresident Tuition Exemption. I am eligible because (1) joined or subsequently served to provide a critical military occupational skill or (2) am a member of the Air Force critical specialty code. I understand that I must provide documentation of my eligibility from my Company Commander for consideration.

IF NONE OF THE ABOVE ARE CHECKED, APPLICANTS SEEKING IN-STATE STATUS MUST COMPLETE THE FOLLOWING QUESTIONS. Residency classification information is evaluated in accordance with the University System of Maryland policy on residency. The applicant may be contacted for clarification of an item or for additional information as necessary.

**PLEASE CHECK ONE:**

- I am financially independent. I have earned taxable income and I have not been claimed as a dependent on another person's most recent income tax returns.
- I am financially dependent on another person who has claimed me as a dependent on his/her most recent income tax returns, or I am a ward of the State of Maryland. If a ward of the State, please submit documentation and go to item 10.  
Name of person upon whom dependent and relationship to applicant: \_\_\_\_\_  
a. How long have you been dependent upon this person? \_\_\_\_\_  
b. Is this person a resident of Maryland?  Yes  No  
c. Address of this person: \_\_\_\_\_  
d. Length of time at this address: \_\_\_\_\_ years \_\_\_\_\_ months  
e. Is this person a citizen of the United States?  Yes  No i. If no, type of visa: \_\_\_\_\_ ii. Expiration date of visa: \_\_\_\_\_  
iii. Alien Registration No.: \_\_\_\_\_ iv. Date of Issuance: \_\_\_\_\_  
f. Has this person filed a Maryland state income tax return for the most recent year on all earned income including income earned outside of Maryland?  
 Yes  No If yes, list actual years Maryland income tax returns have been filed within the past three years. i. Years filed: \_\_\_\_\_  
ii. If a Maryland tax return has not been filed within the last 12 months, state reason(s): \_\_\_\_\_  
g. Signature of this person: \_\_\_\_\_

**THE STUDENT APPLICANT IS RESPONSIBLE FOR COMPLETING ITEMS 1 – 10.**

1. Permanent address: \_\_\_\_\_  
Length of time at permanent address \_\_\_\_\_ years \_\_\_\_\_ months  
If less than 12 months, provide previous address: \_\_\_\_\_  
Length of time at previous address \_\_\_\_\_ years \_\_\_\_\_ months
2. Is your primary reason for living in the state of Maryland to attend the university?  Yes  No
3. Are all or substantially all of your possessions in Maryland?  Yes  No
4. Do you possess a valid driver's license?  Yes  No  
a. If yes, initial date of issue \_\_\_\_\_ b. In what state? \_\_\_\_\_  
c. Most recent date of issue \_\_\_\_\_ d. In what state? \_\_\_\_\_
5. Do you own any motor vehicles?  Yes  No  
a. If yes, initial date of registration \_\_\_\_\_ b. In what state? \_\_\_\_\_  
c. Most recent date of registration \_\_\_\_\_ d. In what state? \_\_\_\_\_
6. Are you registered to vote?  Yes  No  
a. If yes, in what state? \_\_\_\_\_ b. Date of registration: \_\_\_\_\_  
c. Were you previously registered to vote in another state? \_\_\_\_\_
7. Have you filed a Maryland state income tax return for the most recent year? If yes, list years you have filed Maryland income tax returns within the past three years.  Yes  No  
a. Years filed: \_\_\_\_\_ b. If you did not file a tax return in Maryland within the last 12 months, state reason(s): \_\_\_\_\_
8. Is Maryland state income tax currently being withheld from your pay?  Yes  No If no, provide explanation: \_\_\_\_\_
9. Do you receive any public assistance from a state or local agency other than one in Maryland?  Yes  No a. If yes, please explain \_\_\_\_\_
10. I certify that the information provided is complete and correct. I understand that the university reserves the right to request additional information if necessary. In the event the university discovers that false or misleading information has been provided, the student applicant may be billed by the university retroactively to recover the difference between in-state and out-of-state tuition for the current and subsequent semesters.

Signature of applicant \_\_\_\_\_

Signature of parent if applicant is under 18 \_\_\_\_\_

Date \_\_\_\_\_

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**COMMENTS** \_\_\_\_\_

DATE	JAO	RES	TERM	ADM TYPE	PLAN	ACTION	GPA	RANK	LG	TRANS CRED	DCF	EVAL

# Academic Plan of Action

This form is to be completed by the applicant and UMBC advisor and submitted to the Office of Undergraduate Admissions and Orientation, University of Maryland, Baltimore County, 1000 Hilltop Circle, Baltimore, MD 21250

**Academic Assessment:**

Student name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Campus ID\*: \_\_\_\_\_ Overall UMBC GPA: \_\_\_\_\_

\*You may obtain your campus id within the application acknowledgement e-mail you received 48 hours after the submission of your application. Your campus id will be included in your application acknowledgement e-mail.

A. Please rate the following:	ALWAYS	USUALLY	SOMETIMES	SELDOM	NEVER
1. Did you buy assigned text books?					
2. Did you read the assigned materials <b>before</b> lecture?					
3. Did you read the assigned materials <b>after</b> lecture?					
4. Did you take notes in class?					
5. Did you review notes after taking them?					
6. Did you refer to the course syllabi?					
7. Did you attend classes?					
8. Did you participate in class discussion?					
9. Did you make contact with faculty member(s) during their office hours or before and after class?					
10. Did you meet with your academic advisor to discuss your academic progress?					
11. Did you use the Learning Resources Center?					

**B.** What was the cause of your academic difficulties? (Attach an additional sheet if necessary.)

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**C.** If reinstated, what is your plan of action to return to good academic standing? Students are reminded that repeating failed courses is the fastest way to raise their UMBC GPA. (Attach an additional sheet if necessary.)

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Student Signature \_\_\_\_\_

Student Major \_\_\_\_\_

**D. Advisor's Comments (To be completed by advisor prior to submission of application):**

Do you endorse this student's return to UMBC? Yes/No

Do you endorse the student's previous major if reinstated? Yes/No

What conditions, if any, surround this student's return to UMBC? \_\_\_\_\_

Do you recommend any course of action/classes for this student to take? \_\_\_\_\_

Do you recommend that this student enroll in LRC 101A during their first semester back? \_\_\_\_\_

Comments/Suggestions: \_\_\_\_\_

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Printed Advisor Name: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Office of Undergraduate Admissions and Orientation**

University of Maryland, Baltimore County

1000 Hilltop Circle

Baltimore, MD 21250

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