

# UMBC

AN HONORS UNIVERSITY IN MARYLAND

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

No application fee is required.

## Readmission

Students previously enrolled at UMBC as undergraduates who have interrupted continuous registration for more than two regular semesters must apply for readmission. Students must have been in good academic standing at the end of the last semester attended.

While the deadline for submitting an application for readmission is the last day of late registration, students are encouraged to apply early. Official transcripts from all institutions attended since last enrolled at UMBC must be submitted with the application.

## International Students

International students who have interrupted enrollment for even one regular semester must file the application for readmission and submit a new letter of financial support and current bank statement from their financial sponsor. UMBC may need to issue a new I-20 form so that you can maintain or be reinstated to your F-1 visa. Please contact the Office of Undergraduate Admissions and Orientation at 410-455-2292 for more information.

## 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

While there are no deadlines for **readmission**, students are encouraged to apply as early as possible to ensure course availability. The deadlines for submitting a **reinstatement application** and all related material (other than current term transcripts) are as follows:

Fall Semester	June 15
Spring Semester	December 1

Reinstatement applications are reviewed by the Reinstatement Petition Board. Incomplete applications will not be reviewed. The board will review applications on the following dates for each respective semester:

Fall Semester	July 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*

### **Frequently Requested UMBC Information**

Admissions.....	410-455-2291
FAX.....	410-455-1094
WEB.....	www.umbc.edu/undergraduate
Academic and Pre-professional Advising.....	410-455-2729
WEB.....	www.umbc.edu/registrar/advising
Bookstore.....	410-455-2665
WEB.....	www.umbc.edu/bookstore
Bursar/Student Billing.....	www.umbc.edu/bursar
Career Services Center.....	410-455-2216
WEB.....	www.careers.umbc.edu
Counseling Center.....	410-455-2472
WEB.....	www.umbc.edu/counseling
Financial Aid and Scholarships.....	410-455-2387
FAX.....	410-455-1094
WEB.....	www.umbc.edu/financialaid
Information (Campus-wide).....	410-455-1000
International Education Services .....	410-455-2624
WEB.....	www.umbc.edu/ies
Learning Resources Center.....	410-455-2444
WEB.....	www.umbc.edu/lrc
Library.....	410-455-2232
WEB.....	www.umbc.edu/library
Parking Services.....	410-455-2551
WEB.....	www.umbc.edu/parking
Police/Public Safety.....	410-455-3136
WEB.....	www.umbc.edu/police
Registrar.....	410-455-3158
FAX.....	410-455-1141
WEB.....	www.umbc.edu/registrar
Residential Life.....	410-455-2591
WEB.....	www.umbc.edu/reslife
Student Support Services.....	410-455-3250
WEB.....	www.umbc.edu/sss
Summer and Winter Programs.....	410-455-2335
WEB.....	www.cps.umbc.edu
TTY for Hearing Impaired.....	410-455-3283
Veterans Affairs.....	410-455-2387
WEB.....	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

# Academic Plan of Action — Reinstatement Applicants Only

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: \_\_\_\_\_

Last four digits of Social Security Number: \_\_\_\_\_ Overall UMBC GPA: \_\_\_\_\_

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):

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

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

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. Are you residing in Maryland primarily to attend an educational institution?  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 \_\_\_\_\_

**OFFICE USE ONLY**

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

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



**Office of Undergraduate Admissions and Orientation**

University of Maryland, Baltimore County

1000 Hilltop Circle

Baltimore, MD 21250

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