

UNIVERSITY POLICIES

University of Maryland, College Park and University System of Maryland policies and procedures that may impinge on an undergraduate student's studies can be found on the following sites:

- **Consolidated USM and UMD Policies and Procedures:** <https://policies.umd.edu/>
- **University System of Maryland Academic Affairs:** <https://www.usmd.edu/regents/bylaws/SectionIII/>
- **Statewide Educational Policies:** <https://dsd.maryland.gov/Pages/COMARHome.aspx/>

Appendix A: University of Maryland Non-Discrimination Policy and Procedures VI-1.00(B)

<https://policies.umd.edu/general-administration/university-of-maryland-non-discrimination-policy-and-procedures/>

Appendix B: University of Maryland Policy and Procedures on Sexual Harassment and Other Sexual Misconduct VI-1.60(A)

<https://policies.umd.edu/general-administration/university-of-maryland-policy-and-procedures-on-sexual-harassment-and-other-sexual-misconduct/>

Appendix C: University of Maryland Code of Student Conduct V-1.00(B)

<https://policies.umd.edu/student-affairs/university-of-maryland-code-of-student-conduct/>

Appendix D: University of Maryland Policy and Procedures on the Disclosure of Student Education Records III-6.30(A)

The policy below is current as of this publication. For more information and possible updates go to: <https://policies.umd.edu/academic-affairs/university-of-maryland-policy-and-procedures-on-the-disclosure-of-student-education-records/>.

(Approved by the President August 1, 1991; technical amendments April 15, 1996; June 2, 1997; October 1, 2002; amended December 11, 2018)

I. POLICY

A. It is the policy of UMD to comply with the requirements of the Federal Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, concerning the disclosure of student records. FERPA affords eligible students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records.
3. The right to provide written consent before UMD discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by UMD to comply with the requirements of FERPA.

B. Following is an outline of the policy, and an explanation of the procedures by which students may obtain access to education records. Accordingly, UMD shall provide students with annual notification of their rights pursuant to FERPA.

II. DEFINITIONS

A. **"Attendance"** includes but is not limited to attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.

B. **"Directory Information"** means information which would generally not be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, a student's name, address, telephone listing, e-mail address, date and place of birth, major field of study, full-time/part-time status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

C. **"Disclosure"** means to permit access to or the release, transfer, or other communication of, PII contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

D. **"Education Records"** means those records directly related to a student and maintained by UMD or by a party acting on UMD's behalf. Education records do not include:

1. Sole possession records: records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records maintained by the UMD Police Department solely for law enforcement purposes and kept separately from the education records described above.
3. Records of employment which relate exclusively to the individual in that individual's capacity as an employee, and are not available for use for any other purpose. (**NOTE:** If a currently enrolled student is employed as a result of their status as a student, records relating to that employment are education records.)
4. Medical records on a student who is eighteen years of age or older made by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional made or used only for treatment purposes and available only to persons providing treatment. (**NOTE:** Treatment for the purposes of this definition does not include remedial educational activities.)
5. Post-attendance records: also called alumni records, are records which contain only information relating to a person's activities after

that person is no longer a student at UMD and do not relate to that person as a student.

6. Grades on peer-graded papers before they are collected and recorded by a teacher.

E. "**Eligible Student**" means a student who has reached the age of 18 or is attending UMD.

F. "**Parent**" means a parent of a student, and includes a natural or adoptive parent, a guardian, or, in the absence of natural or adoptive parents, an individual acting as a parent.

G. "**Party**" means an individual, agency, institution, or organization.

H. "**Personally identifiable information**" or "**PII**" means data or information which includes, but is not limited to, a student's name; a name of a student's parent or family member; an address of a student or a student's family; a personal identifier, such as a social security number, University Identification Number (UID), or biometric record; other indirect identifiers, such as mother's maiden name; other information that alone, or in combination, is linked or linkable to a specific student and that would allow a reasonable person in the UMD community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty; or information requested by a person who UMD reasonably believes knows the identity of the student to whom the education record relates.

I. "**Record**" means any information or data recorded in any medium (e.g., handwriting, print, tape, film, microfilm, microfiche, database, or any form of electronic data storage including emails).

J. "**School Official**" is a person employed by any institution within the University System of Maryland in an administrative, supervisory, academic, research, or support staff role; a member of the Board of Regents; or a person engaged, employed by, or under contract with UMD to perform a special task, such as an attorney, auditor, or student serving on a UMD committee (e.g., University Student Judiciary, Honor Council, Standing Review Committee, scholarship & awards committees, etc.).

K. "**Student Recruiting Information**" is information identified in the Solomon Amendment that UMD is required to provide to military recruiters upon request. Those items are: student name, addresses, telephone listings, age (or year of birth), class level, academic major, degrees received, and the most recent educational institution in which the student was enrolled.

III. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Each student in attendance at UMD has a right to inspect and review their education records within 45 days after the day UMD receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

B. Procedure

1. Form of Request

Requests for access to education records must be made in writing and signed by the student.

2. Place of Request

Requests are made to:
Office of the Registrar
1130 Clarence M. Mitchell, Jr. Building
College Park, Maryland 20742-5231

1. Response by UMD

UMD will comply with a request for access within a reasonable period of time, not to exceed 45 days after UMD receives a request for access. Whenever possible, arrangements shall be made for the student to read the records in the presence of a staff member.

2. Reproduction of Records

A student may ordinarily obtain copies of education records by paying the cost of reproduction. The fee for photocopies is \$0.25 per page. There is no charge for staff time to search for or collect education records. Only copies of a student's current UMD transcript will be provided. However, an official UMD transcript can be provided upon specific request of the student and subsequent payment of costs for the document.

C. Types and Locations of Education Records Maintained at UMD

(NOTE: All requests must be routed through the Office of the Registrar.)

1. Admissions (e.g., applications and transcripts from institutions previously attended)

- a. **Undergraduate:**

Director of Undergraduate Admissions
1130 Clarence M. Mitchell, Jr. Building

- b. **Graduate:**

Director of Graduate Records
Lee Building

2. Records & Registration Services (e.g., all ongoing academic and biographical records, undergraduate and graduate)

Office of the Registrar
1130 Clarence M. Mitchell, Jr. Building

3. Departments

Departmental Offices
Chair or Head of the Department

4. Deans

Dean's Office of each School/College

5. Resident Life (e.g., student's housing records)

Director of Resident Life

6. Advisors (e.g., with student permission: letters of evaluation, personal information sheet, transcript, test scores)

7. Office of Student Conduct (e.g., student's judicial and disciplinary records)

Director of the Office of Student Conduct
1130 Clarence M. Mitchell, Jr. Building

8. Counseling Center (e.g., biographical data, summaries of conversations with students, test results)

Director of the Counseling Center
Shoemaker Building

(NOTE: Where records are used only for treatment purposes, they are not education records and are not subject to this policy.)

9. Financial Aid (e.g., financial Aid applications, needs analysis statements, awards made)

Director of Financial Aid
Lee Building

(NOTE: There is no student access to parents' confidential statements.)

10. University Career Center (e.g., recommendations and unofficial copies of academic records)
Director of the Career Center
Hornbake Library
11. Office of Student Financial Services (e.g., student accounts receivable, records of students' financial charges and credits with UMD)
Office of Student Financial Services
Lee Building

D. Waiver of Access to Confidential Recommendations

1. A student may waive any or all of their rights to review confidential letters of recommendation, subject to the following conditions:
 - a. The waiver must be in writing, signed by the student, regardless of age.
 - b. UMD shall not require such waivers as a condition to admission, or the receipt of any service or benefit.
 - c. If right of access is waived, a student will be notified, upon written request, of the names of all persons making confidential recommendations. Such recommendations shall be used only for the purpose for which they were specifically intended.
2. A waiver may be revoked in writing at any time; however, by revoking it, the student does not have the right to inspect and review documents collected while the waiver was in force.

IV. RIGHT TO REQUEST THE AMENDMENT OF EDUCATION RECORDS

It is the policy of UMD to provide students the opportunity to request that amendments be made to their education records which are believed to be inaccurate, misleading, or which violate the right to privacy or other rights.

A. Request to Amend an Education Record

1. A request must be in writing to the Office of the Registrar.
2. A request must contain:
 - a. the specific document(s) being challenged; and
 - b. the basis for the challenge.
3. UMD shall decide within a reasonable period of time whether to amend the document(s). The student shall be notified of the decision in writing, and if the decision is to refuse to amend, the student shall be notified of the right to a hearing.

B. Right to a Hearing

1. Upon request, a student shall be provided an opportunity for a hearing to challenge the content of education records.
2. A request for a hearing must be made in writing to the Office of the Registrar.
3. Within a reasonable period of time, the student shall be given reasonable advance notice in writing of the date, place, and time.

C. Conduct of Hearing

1. The hearing shall be conducted by a UMD official with no direct interest in the outcome.
2. The student shall have a full and fair opportunity to present evidence, and may be represented by individuals of their choice, including an

attorney. The cost for such representation shall be the responsibility of the student.

D. Decision

1. The student shall be notified in writing within a reasonable period of time.
2. The decision is to be based solely upon evidence presented at the hearing, and must include a summary of the basis of the decision.
3. In cases where the challenged information is found to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the education records shall be amended accordingly within a reasonable time.
4. In cases where the challenged information is not found to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of a student, the student shall be informed in writing of the right to place in the challenged record a statement commenting on the information and explaining any reasons for disagreeing with the decision.
5. The statements described above shall be kept as part of the student's record and disclosed whenever that portion of the record is disclosed.

V. DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION

It is the policy of UMD to limit disclosure of PII without a student's prior written consent, subject to the following limitations and exceptions:

A. Directory Information

1. This information may be disclosed and may appear in public documents unless a student files a written notice not to disclose any or all of the information (i.e., opts out). Such notice must be filed with the Office of the Registrar.
2. Students will be given annual notice of the categories of information designated as directory information.

B. Prior Consent Not Required

Prior consent is not required for disclosure of education records in several circumstances. These circumstances include disclosure:

1. To the student.
2. To anyone, if UMD has obtained the prior written consent of the student.
3. To anyone, in response to request for directory information, unless the student has opted out.
4. To UMD school officials determined to have a legitimate educational interest. They may access student education records within the scope of performing their job duties.
A school official has a legitimate educational interest if the official is:
 - a. Performing a task that has been assigned as part of their duties or a position description or contract.
 - b. Performing a task related to a student's education.
 - c. Performing a task related to the discipline of a student.
 - d. Providing a service or benefit relating to the student's family, such as health care, counseling, job placement, or financial aid.
5. To officials of another institution of post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer. A student will be provided with a copy of the

records which have been transferred upon request and payment of copying fees as described above.

6. To authorized representatives of the following government entities, if the disclosure is in connection with the audit or evaluation of federal- or statesupported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs: U.S. Comptroller General, U.S. Secretary of Education, U.S. Attorney General or state and local educational authorities, such as the Maryland Higher Education Commission (MHEC), the authority that is responsible for supervising UMD's education programs. Subject to controlling federal law, these officials will protect information received so as not to permit personal identification of students to outsiders.
7. To authorized persons and organizations, such as the Department of Veterans Affairs or an employer, in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
8. To state and local officials to which such information is required to be reported by effective state law adopted prior to November 19, 1974.
9. To organizations conducting education studies for, or on behalf of, UMD for the purpose of developing, validating, or administering predictive tests; administering student programs; and improving instruction. The studies shall be conducted so as not to permit personal identification of students to outsiders, and the information is to be destroyed when no longer needed for these purposes.
10. To accrediting organizations to carry out their accrediting functions.
11. To either parent of a student who is claimed as a dependent for income tax purposes by at least one parent.
12. To parents when their student (under age 21) is found to have violated UMD's alcohol or drug policies.
13. To appropriate parties when UMD determines that disclosure is necessary to protect the health or safety of the student or other individuals and the information will assist in resolving the emergency.
14. In response to a court order or subpoena, including ex parte orders under the USA Patriot Act. Unless the issuing entity orders UMD against prior notification, UMD will make reasonable efforts to notify the student before complying with the court order or subpoena.
15. To an alleged victim of a crime of violence when the disclosure is the result of a disciplinary hearing regarding the alleged perpetrator of that crime with respect to that crime.
16. To anyone requesting the final results of a disciplinary hearing against an alleged perpetrator who has been found in violation of the UMD Code of Student Conduct or UMD Sexual Misconduct Policy and Procedures relating to a crime of violence or non-forcible sex offense.
17. To the Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE) for the purpose of complying with a request from ICE relative to UMD's participation in the Student and Exchange Visitor Program (SEVIS).
18. To military recruiters who request "Student Recruiting Information" for recruiting purposes only (e.g., Solomon Amendment).
19. To the Internal Revenue Service (IRS) for purposes of complying with the Taxpayer Relief Act of 1997.
20. When the disclosure concerns sex offenders and other individuals required to register under state or federal law, and the information was provided to the University under 42 U.S. C. 14071 and applicable federal guidelines.

C. Prior Consent Required In All Other Cases

1. UMD will not release PII in education records, or allow access to those records without prior consent from the student.
2. The consent must be in writing, signed by the student, and dated. The consent will remain in effect until rescinded by the student, or its purpose is achieved.
3. The student must specify the records to be disclosed, the identity of the recipient, and the purpose of the disclosure.
4. A copy of the record disclosed will be provided to the student upon request and payment of copying fees described above.

D. Record of Disclosures

1. **Maintenance of List:** UMD shall maintain a list of each request and each disclosure of PII with each student's education records. The list shall include:
 - a. the parties who have requested and/or received the information; and
 - b. the legitimate interest the parties had in requesting and/or receiving the information.
2. **Inspection of List:** The list of disclosures may be inspected by:
 - a. the student;
 - b. the official custodian of the record; and
 - c. other UMD and governmental officials.
3. **Exceptions:** Disclosures in the following circumstances do not need to be recorded:
 - a. disclosures to the student;
 - b. disclosures pursuant to written consent;
 - c. disclosures to school officials including instructional or administrative officials of UMD;
 - d. disclosures of directory information; and
 - e. disclosures related to judicial orders or lawfully issued subpoenas.

VI. RIGHT TO FILE A COMPLAINT

A. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by UMD to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Independence Avenue, S.W.
Washington, D.C. 20202

Appendix E: University of Maryland Policy on Smoking VI-8.10(A)

<https://policies.umd.edu/general-administration/university-of-maryland-policy-on-smoking/>

Appendix F: University of Maryland Code of Academic Integrity III-1.00(A)

<https://policies.umd.edu/academic-affairs/university-of-maryland-code-of-academic-integrity/>

Appendix G: Statute of Limitations for the Termination of Degree Programs

*Committee on Academic Procedures and Standards
Approved December 7, 1989*

The following policies apply to all undergraduate degree programs terminated at the University of Maryland at College Park at the beginning of the Spring, 1990 Semester and thereafter.

1. All students enrolled at the University of Maryland, College Park or at a Maryland community college program articulated with the terminated degree program during the semester in which the program is terminated must complete the major requirements of the terminated degree program within five calendar years of the date upon which the program is terminated. If only a few students are enrolled in a terminated program, a shorter time limit may be imposed based on a study of the academic records of all students enrolled in the program. If a shorter time period is imposed, all students enrolled in the program will be notified of its length.
2. Students who, prior to the termination date had been enrolled in the terminated program or a Maryland community college articulated with the terminated program, but who subsequently interrupt their studies at the University of Maryland, College Park or the community college for one or more semesters will be allowed to enter or re-enter the program only if a careful analysis of their records by the appropriate dean indicates they will be able to complete the major requirements of the terminated program within the remaining time period specified.
3. When a program is terminated the University of Maryland, College Park will make a good faith effort to notify those students who had interrupted their studies in that program. As part of that good faith effort, the University of Maryland at College Park will publish in its re-enrollment forms, catalogues, and schedules of classes a statement advising returning students that programs may have been terminated and that the student needs to check the current status of the program.
4. At the end of the time period specified for completion of major requirements after the termination date of the program, the relevant department or college will evaluate the records of each student enrolled in the program for fulfillment of departmental major requirements and will notify students whether they have completed these requirements. Such notice shall be in writing and sent to the student's last known addresses.
5. When a degree program is terminated, the university will send notification of the time limit for completion of the major requirements to all students enrolled in the program at that time. It will also attempt to send notification to students who interrupted their studies while enrolled in the program in the preceding three years, insofar as such students can reasonably be identified. This notification will be sent to the students' last known addresses on file with the university. Such notifications also will be sent to the Maryland community colleges having programs articulated with the terminated program.

Appendix H: Policy on Student Classification for Admission and Tuition Purposes VIII-2.70

The policy below is current as of this publication. For more information and possible updates go to: <https://www.usmd.edu/regents/bylaws/SectionVIII/VIII-2.70.pdf>

(Approved by the Board of Regents August 28, 1990; Amended July 10, 1998; Amended November 27, 2000; Amended April 11, 2003; Amended June 23, 2006; Amended February 15, 2008; Amended October 24, 2014; Amended April 10, 2015; Amended February 17, 2017; Amended June 16, 2017; Amended April 19, 2019; Amended June 17, 2021; Amended June 17, 2022; Amended June 16, 2023; Amended June 14, 2024).

I. POLICY

A. Purpose

To extend the benefits of its system of higher education while encouraging the economical use of the State's resources,¹ it is the policy of the Board of Regents of the University System of Maryland (USM) to recognize the categories of in#state and out#of#state residency for the purpose of admission and assessing tuition at USM institutions.

B. Qualification for In-State Status

Generally, to qualify for in#state status, prospective, returning, or current students must demonstrate that they are permanent Maryland residents. Under certain circumstances, as set forth in this Policy, students who are not permanent Maryland residents may qualify temporarily for in#state status. Students who do not qualify for in#state status under this Policy shall be assigned out#of#state status for admission and tuition purposes.

C. Standard of Proof

Students seeking in#state status shall have the burden of proving by clear and convincing evidence that they satisfy the requirements and standards set forth in this Policy. Assignment of in#state or out#of#state status will be made by each USM institution upon a review of the totality of facts known by the institution or presented to it by the student.

¹ Annotated Code of Maryland, Education Article, §12-101.

II. DETERMINATION OF RESIDENCY STATUS

A. Criteria for Determination of Residency Status

An initial determination of residency status will be made at the time of admission and readmission based upon information provided by the student with the signed application certifying that the information provided is complete and correct. Additional information may be requested by the institution to clarify facts presented. To qualify for in#state status, the student must demonstrate that for at least 12 consecutive months immediately prior to and including the last date available to register for courses for the semester/term for which the student seeks in#state status, the student had the continuous intent to reside in Maryland indefinitely and for a primary purpose other than that of attending an educational institution in Maryland. The student will demonstrate the requisite intent by satisfying all the following requirements for the 12#month period (or shorter period indicated):

1. Has continuously maintained primary living quarters in Maryland.
2. Has substantially all personal property, such as household effects, furniture, and pets in Maryland.

3. Has paid Maryland income tax on all taxable income, including all taxable income earned outside Maryland, and has filed a Maryland Resident Tax Return. If the student is a dependent for tax purposes, then the person who claims the student as a dependent shall have paid Maryland income tax on all taxable income, including all taxable income earned outside Maryland, and have filed a Maryland Resident Tax Return.
4. Has registered all owned or leased motor vehicles in Maryland for at least 12 consecutive months, if previously registered in another state. Students who have lived in Maryland for at least 12 consecutive months but who have had their motor vehicle(s) registered in Maryland for less than 12 months will be deemed to have satisfied this requirement if they can show evidence that their owned or leased motor vehicle(s) was (were) registered in Maryland within 60 days after moving to the state in accordance with Maryland Motor Vehicle Administration requirements.
5. Has possessed a valid Maryland driver's license for at least 12 consecutive months, if previously licensed to drive in another state. Students who have lived in Maryland for at least 12 consecutive months but who have held a Maryland driver's license for less than 12 months will be deemed to have satisfied this requirement if they can show evidence that their driver's license was issued in Maryland within 60 days after moving to the state in accordance with Maryland Motor Vehicle Administration requirements..
6. Receives no public assistance from a state other than the State of Maryland or from a city, county, or municipal agency other than one in Maryland.
7. Has the ability under Federal and Maryland law to live permanently and without interruption in Maryland.

B. Presumption of Out-of-State Status

Either of the following circumstances raises a presumption that the student is residing in the State of Maryland primarily for the purpose of attending an educational institution and, therefore, does not qualify for in#state status under this Policy:

1. A student is attending school or living outside Maryland at the time of application for admission to a USM institution, or
2. A student is Financially Dependent on a person who is not a resident of Maryland. A student will be considered Financially Independent if the student provides 50 percent or more of the student's own living and educational expenses and has not been claimed as a dependent on another person's most recent tax returns.

III. CHANGE IN CLASSIFICATION FOR TUITION PURPOSES

A. Petition for Change in Classification for Tuition Purposes

After the initial determination is made, a student seeking a change to in#state tuition status must submit a Petition for Change in Classification for Tuition Purposes that includes all the information the student wishes the institution to consider. All information must be submitted by the institution's deadline for submitting a petition before or within the semester for which the student seeks reclassification. Only one Petition may be filed per semester.

B. Criteria for Change in Tuition Status

A student seeking reclassification from out#of#state to in#state tuition status must demonstrate, by clear and convincing evidence, that for at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses for the semester/term for

which the student seeks in#state tuition status, the student had the continuous intent to

- a) make Maryland the student's permanent home;
- b) abandon the student's former home state;
- c) reside in Maryland indefinitely; and
- d) reside in Maryland primarily for a purpose other than that of attending an educational institution in Maryland.

A student will demonstrate the requisite intent by satisfying all the following requirements for a period of at least twelve (12) consecutive months (or for the shorter period of time indicated) immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in#state tuition status. Evidence of intent must be clear and convincing and will be evaluated not only by how completely the criteria are addressed, but also based upon the reliability, authenticity, credibility, and relevance of the evidence and the totality of facts known to the institution. The student must demonstrate (providing appropriate documentation as necessary) that for the relevant period the student:

1. Continuously maintained his or her primary living quarters in Maryland.
2. Has substantially all of his or her personal property, such as household effects, furniture and pets, in Maryland.
3. Has paid Maryland income tax on all taxable income including all taxable income earned outside the state and has filed a Maryland Resident Tax Return. If the student is a dependent for tax purposes, then the person who claims the student as a dependent shall have paid Maryland income tax on all taxable income, including all taxable income earned outside Maryland, and have filed a Maryland Resident Tax Return.
4. Has registered all owned or leased motor vehicles in Maryland for at least 12 consecutive months, if previously registered in another state. Students who have lived in Maryland for at least 12 consecutive months but who have had their motor vehicle(s) registered in Maryland for less than 12 months will be deemed to have satisfied this requirement if they can show evidence that their owned or leased motor vehicle(s) was (were) registered in Maryland within 60 days after moving to the state in accordance with Maryland Motor Vehicle Administration requirements.
5.) Has possessed a valid Maryland driver's license for at least 12 consecutive months, if previously licensed to drive in another state. Students who have lived in Maryland for at least 12 consecutive months but who have held a Maryland driver's license for less than 12 months will be deemed to have satisfied this requirement if they can show evidence that their driver's license was issued in Maryland within 60 days after moving to the state in accordance with Maryland Motor Vehicle Administration requirements.
6. Receives no public assistance from a state other than the State of Maryland or from a city, county or municipal agency other than one in Maryland.
7. Has the ability under Federal and Maryland law to live permanently without interruption in Maryland.
8. Has either not raised the presumption set forth in Section II.B above; or alternatively, if the student's circumstances have raised the presumption set forth in Section II.B above, the student has rebutted that presumption.

C. Rebuttal Evidence to Support a Change in Tuition Status

If the information received by the institution about the student has raised the presumption set forth in Section II.B, the student bears the burden of rebutting the presumption set forth in Section II.B by presenting additional evidence of objectively verifiable conduct to rebut the presumption and show the requisite intent. Rebuttal evidence of intent must be clear and convincing and will be evaluated not only by how completely the criteria are addressed, but also based upon the reliability, authenticity, credibility and relevance of the evidence and the totality of facts known to the institution.

Evidence that does not document a period of at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in# state tuition status is generally considered an unfavorable factor under this Policy. The absence of objective, relevant evidence is generally considered an unfavorable factor. A student's statement of intent to remain in Maryland in the future is generally not considered to be objective evidence under this Policy.

For purposes of rebutting the presumption, additional evidence that will be considered includes, but is not limited to:

1. Source of financial support:
 - a. Maryland employment and earnings history through sources beyond those incident to enrollment as a student in an educational institution, e.g., beyond support provided by work study, scholarships, grants, stipends, aid, student loans, etc. (Tuition costs will be considered as a student expense only to the extent tuition exceeds the amount of any educational scholarships, grants, student loans, etc.), or
 - b. Evidence the student is Financially Dependent, for the previous 12 months, upon a person who is a resident of Maryland.
2. Substantial participation as a member of a professional, social, community, civic, political, athletic, or religious organization in Maryland, including professionally related school activities that demonstrate a commitment to the student's community or to the State of Maryland.
3. Registration as a Maryland resident with the Selective Service, if applicable.
4. Evidence that the student is married to a Maryland resident.
5. Evidence that the student attended schools in Maryland for grades K-12.
6. Evidence showing the student uses the student's Maryland address as the sole address of record for all purposes, including, for example, on health and auto insurance records, bank accounts, tax records, loan and scholarship records, school records, military records, leases, etc.
7. An affidavit from a person unrelated to the student that provides objective, relevant evidence of the student's conduct demonstrating the student's intent to reside in Maryland primarily for a purpose other than that of attending an educational institution in Maryland.
8. Evidence of life and employment changes that caused the student to relocate to Maryland for reasons other than primarily educational purposes (e.g., divorce, family relocation, taking care of a sick family member, etc.)
9. Voter registration in Maryland.

D. Appeal

A student may appeal an adverse decision on a Petition for Change in Classification.

E. Change in Circumstances Altering In-State Status

The student shall notify the USM institution in writing within fifteen (15) days of any change in circumstances which may alter in-state status. Failure to do so could result in retroactive charges for each semester/term affected.

F. Incomplete, Untimely, False or Misleading Information

If necessary information is not provided by the institution's deadline, the USM institution may, at its discretion, deny or revoke in#state status. In the event incomplete, false, or misleading information is presented, the USM institution may, at its discretion, revoke in#state status and take disciplinary action provided for by the institution's policies. Such action may include suspension or expulsion. In such cases, the institution reserves the right to retroactively assess all out#of#state charges for each semester/term affected.

IV. CRITERIA FOR TEMPORARY QUALIFICATION OF NON-RESIDENTS FOR IN-STATE STATUS

Non-residents with the following status shall be accorded the benefits of in-state status for the period in which they hold such status, if they provide clear and convincing evidence through documentation, by the institution's deadline for the semester for which they seek in-state status, showing that they fall within one of the following categories:

- A. A full-time or part-time (at least 50 percent) regular employee of USM or a USM institution.
- B. The spouse or Financially Dependent child of a full-time or part-time (at least 50 percent) regular employee of USM or a USM institution.
- C. Active duty members of the Armed Forces of the United States as defined in 38 U.S.C. § 101(10) as the United States Army, Navy, Marine Corps, Air Force, Space Force, and Coast Guard, including the reserve components thereof, who are stationed in Maryland, reside in Maryland, or are domiciled in Maryland, or their spouse or financially dependent children, as provided in § 15-106.4 of the Education Article, Annotated Code of Maryland. Spouses and children who qualify for exemptions under this provision will retain in#state status for tuition purposes as long as they are continuously enrolled, regardless of whether the active duty member's station assignment, residence, or domicile remains in Maryland.
- D. Veterans of the Armed Forces of the United States who provide documentation that they were honorably discharged and currently reside or are domiciled in Maryland, as provided in § 15-106.4 of the Education Article, Annotated Code of Maryland.
- E. Veterans who live in Maryland and were discharged from a period of at least 90 days of service in the active military, naval, space, or air service and are pursuing a course of education with educational assistance under the Montgomery G.I. Bill ® (38 U.S.C. Ch. 30) or the Post#9/11 G.I. Bill® (38 U.S.C. Ch. 33), pursuant to 38 U.S.C. § 3679(c).² A veteran so described will continue to retain in#state status if the veteran is using educational benefits under either chapter 30 or chapter 33 of title 38, United States Code, and remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school.

F. Anyone who lives in Maryland, and:

1. Is using transferred Post-9/11 Bill ® benefits (38 U.S.C. §3319) and enrolls after the transferor's discharge or release from a period of at least 90 days of service in the active military, naval or air service; or
2. Is using transferred Post-9/11 Bill ® benefits (38 U.S.C. §3319) and the transferor is a member of the uniformed services who is serving on active duty;
3. Is using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. §3311(b)(9))⁵; or
4. Is using benefits through the Survivors' and Dependents' Educational Assistance Program (DEA), (38 U.S.C. chapter 35) or
5. Is entitled to rehabilitation under 38 U.S.C. §3102(a).

An individual as described in this Section IV.F will continue to retain in-state status if the individual is using educational benefits under chapter 30, 31, 33, or 35 of title 38, United States Code, and remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school.

G. A member of the Maryland National Guard, as defined in the Public Safety Article of the Annotated Code of Maryland, who joined or subsequently serves in the Maryland National Guard to: (i) provide a critical military occupational skill; or (ii) be a member of the Air Force Critical Specialty Code as determined by the National Guard. (Maryland National Guard members may also qualify if they meet the criteria in section IV.C. above.)

H. For UMGC, only, a full-time active member of the Armed Forces of the United States on active duty, or his/her spouse.

I. A graduate assistant appointed through a USM institution for the semester/term of the appointment. Except through prior arrangement, this benefit is available only for enrollment at the institution awarding the assistantship.

J. A full-time public school teacher in the first year of employment by a Maryland local education agency, who resides in Maryland and meets the criteria for a residency waiver in § 15-106.2 of the Education Article, Annotated Code of Maryland.

K. The child of a Maryland public safety employee who is eligible for the Edward T. Conroy and Joan B. Cryor Scholarship under § 18-601(d)(3)(ii) of the Education Article, Annotated Code of Maryland.

L. A person who has completed all service hours in an AmeriCorps Program in Maryland or who has completed a service program under the Maryland Corps Program, pursuant to Title 9, subtitle 28 of the State Government Article, Annotated Code of Maryland, as provided in § 15-106.9 of the Education Article, Annotated Code of Maryland.

M. A person who has been certified by the Director of the Peace Corps as having served satisfactorily as a Peace Corps volunteer and who is domiciled in Maryland, as provided in § 15-106.11 of the Education Article, Annotated Code of Maryland.

N. Individuals, including undocumented immigrants, who do not meet the definition of nonimmigrant alien within the meaning of 8 U.S.C. § 1101(a) (15) and who meet all the criteria in § 15-106.8 of the Education Article, Annotated Code of Maryland.

O. Members of the U.S. Foreign Service who are on active duty for a period of more than 30 days and whose domicile or permanent duty station is in Maryland, and their spouses and dependents. Members

and their spouses and dependents who qualify for in-state status will continue to hold in-state status while continuously enrolled at the institution, notwithstanding a subsequent change in the permanent duty station of the member to a location outside Maryland.

P. Citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or the Republic of Palau, as provided in the Consolidated Appropriations Act, 2024, Pub. L. No. 118-42, Div. G, Title II, § 209(b)(1)(E).

V. ADDITIONAL PROCEDURES

Each USM institution shall develop and publish additional procedures to implement this Policy. Procedures shall provide that upon request, the institution's President or designee has the authority to waive any of the requirements in Sections II or III if it is determined that its application creates an unjust result. These procedures shall be filed with the Office of the Chancellor. The institution may require that a student file a petition under Section III.A and complete the petition process before requesting a waiver under this section.

¹ Annotated Code of Maryland, Educ. § 12#101.

² GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

VI. DEFINITIONS

A. Financially Dependent: For the purposes of this Policy, a financially dependent student is one who has been claimed as a dependent on another person's prior year tax returns or is a ward of the State of Maryland.

B. Financially Independent: For the purposes of this Policy, a financially independent student is one who provides 50 percent or more of the student's own living and educational expenses and has not been claimed as a dependent on another person's most recent tax returns.

C. Parent: A parent may be a natural parent, or, if established by a court order recognized under the law of the State of Maryland, an adoptive parent.

D. Guardian: A guardian is a person so appointed by a court order recognized under the laws of the State of Maryland.

E. Spouse: A spouse is a partner in a legally contracted marriage.

F. Child: A child is a natural child or a child legally adopted pursuant to a court order recognized under the law of Maryland.

G. Regular Employee: A regular employee is a person employed by USM or a USM institution who is assigned to a State budget line or who is otherwise eligible to enroll in a State retirement system. Examples of categories NOT considered regular employees are graduate students, contingent employees, and independent contractors.

H. Continuous Enrollment for undergraduate, graduate, and professional students is defined by the institution in accordance with institutional and program requirements.

I. Armed Forces of the United States: As defined in 38 U.S.C.A. § 101(10) as the United States Army, Navy, Marine Corps, Air Force, and Coast Guard, including the reserve components thereof.

J. Uniformed Services of the United States: As defined in 38 U.S.C. § 3319, Armed Forces and the Commissioned Corps of the National Oceanic and Atmospheric Administration and of the Public Health Service.

K. Foreign Service of the United States: as defined in 22 U.S.C. § 3903.

Appendix I: University of Maryland Policy on the Conduct of Undergraduate Courses and Student Grievance Procedure V-1.00(A)

<https://policies.umd.edu/student-affairs/university-of-maryland-policy-on-the-conduct-of-undergraduate-courses-and-student-grievance-procedure/>

Appendix J: University of Maryland Procedures for Review of Alleged Arbitrary and Capricious Grading - Undergraduate Students III-1.20(B)

<https://policies.umd.edu/academic-affairs/university-of-maryland-procedures-for-review-of-alleged-arbitrary-and-capricious-grading-undergraduate-students/>

Appendix K: Policy on Participation by Students in Class Exercises that Involve Animals

Students who are concerned about the use of animals in teaching have the responsibility to contact the instructor, prior to course enrollment, to determine whether animals are to be used in the course, whether class exercises involving animals are optional or required and what alternatives, if any, are available. If no alternatives are available, the refusal to participate in required activities involving animals may result in a failing grade in the course. Departments including courses where animals are used must actively inform students of such courses, including, but not limited to, notices in the Catalog.

The University of Maryland, College Park campus, affirms the right of the faculty to determine course content and curriculum requirements. The University, however, also encourages faculty to consider offering alternatives to the use of animals in their courses. In each course, the instructor determines whether the use of animals in the classroom exercises will be a course requirement or optional activity. The following departments currently have courses that may require animals to be used in class activities: Animal Sciences, Human Nutrition and Food Systems, Microbiology, Poultry Science, Psychology, Veterinary Medicine, and Zoology.

Committee on Academic Procedures and Standards
April 27, 1990

Appendix L: Completion of Interrupted Degree

Students whose registration at the University of Maryland, College Park, has lapsed for more than 10 years shall be required to complete a minimum of 15 credit hours at College Park after their return to campus in order to earn a baccalaureate degree.

Recommendations about courses needed to satisfy the remaining degree requirements will be made at the department level, with approval of the Dean's Office required. The reason for requiring these credits is that many fields change sufficiently in 10 years to require that students take current courses if they are to be awarded a current degree. Exceptions to the requirement for a minimum of 15 credits earned at College Park upon return to the campus can be recommended by the Deans for approval in the Office of the Vice President for Academic Affairs.

College Park Senate
October 1995

Appendix M: University of Maryland Policy on the Collection, Use and Protection of ID Numbers VI-26.00(A)

The policy below is current as of this publication. For more information and possible updates go to: <https://policies.umd.edu/general-administration/university-of-maryland-policy-on-the-collection-use-and-protection-of-id-numbers/>

(Approved by the President May 31, 2005; Technical Amendment November 7, 2013)

I. Purpose

The University of Maryland is dedicated to ensuring the privacy and proper handling of confidential information relating to students, faculty, staff and individuals associated with the University. Traditionally, the Social Security Number (SSN) has been used as a common "person" identifier and the key to University "person" databases. The purpose of this policy is to authorize the creation of new methods of unique identification that will replace reliance on the SSN and allow for easy identification of a person for University transactions.

II. Policy

Use of the SSN as an identifier will be discontinued, except where required for employment, IRS reporting, Office of Institutional Research, Planning & Assessment, federal student financial aid processing, state and federal reporting and a limited number of other business transactions. While the SSN will be collected and retained as authorized by law, it will not be used for routine identification or authentication purposes. Instead, a unique, nine digit university identification number called U ID Number will be assigned to each individual. For computer access, individuals will also have a unique Directory ID. For complete authentication, these identifiers (U ID Number and Directory ID) are accompanied by the use of a PIN or password.

III. Policy Implementation

1. The University of Maryland prohibits the use of a person's SSN as a publicly visible identification number for University-related transactions, unless specifically required by law or business

necessity. A listing of currently approved uses is provided in Appendix A. This list is subject to change.

2. The University of Maryland will use SSN as a data element but not as a key for access to databases.
3. Each member of the University community will be assigned a unique identification number that will not be the same as nor derived from the individual's SSN. This number is called the U ID Number.
4. Software systems purchased or developed by the University of Maryland will not display a SSN either in read-only format or on print or other system output, unless authorized by law or business necessity.
5. Name and directory systems, purchased or developed by the University of Maryland, will be keyed for access by an individual's unique U ID Number, not the SSN.
6. When databases need to utilize SSN, they will use secure conversion tables or other technical mechanisms that automatically cross-reference SSN and other information within systems. In exceptional circumstances, it may be necessary to use SSN as an alternate search field. All such cases shall be referred to the data custodian (Registrar's Office for students, UHR for employees) who shall seek approval from the University Data Policy Advisory Committee (DPAC). DPAC has a strict procedure for reviewing and approving requests for the use of SSN in any campus application or database. Justifications must be submitted to the appropriate divisional DPAC representative for committee review and consideration of approval. In addition, any transmission of data containing SSN over any communication network must be transmitted using a secure methodology.
7. Systems or technology developed or purchased by the University of Maryland after the effective date of this policy shall comply with these provisions.
8. For computer access or login purposes, members of the University community will also be assigned a Directory ID. The Directory ID will be used as a standard identifier for all computer resource authentication purposes but individuals may also be allowed to authenticate by using their U ID Number.
9. Campus validation of University of Maryland photo ID cards will be by reference to either the holder's U ID Number or bar code.

Timeframe for Implementation: The University of Maryland recognizes that some of its major systems are currently keyed for access to SSN as an identifier and that the conversion of all systems will take time and resources. The expectation is that there will be a steady and purposeful movement away from dependency on SSN. Appropriate interim measures may be developed until such time as the conversion to U ID Numbers is complete.

"Legacy" Data: The University recognizes that the SSN must be retained and used as a person identifier in older "legacy" data pertaining to ex-students and ex-employees as it is impractical to assign U ID numbers to these individuals.

Protection of ID Data Held in Secondary or Derivative Data Files: Any University office that collects and maintains an individual's social security number in any media must: 1) Ensure that the number is stored in a secure and confidential environment; 2) eliminate using the number for any purpose except those specifically addressed in this policy; 3) begin a steady and purposeful movement away from its dependency on the SSN in performing its functions and processes; and 4) follow University guidelines for the retention and destruction of records containing the SSN.

Notification Requirement: Any University office that collects SSN from an individual must provide a disclosure statement approved by the Data Policy Advisory Committee. Notifications for students, employees, and affiliates/guests are provided in Appendix B.

Appendix A Uses for Social Security Numbers (SSN) (Subject to change)

Employment: The SSN is required for a variety of employment matters; such as tax withholding, FICA, Medicare, etc. SSN may also be used and maintained if it is supplied by an employee as documentation when completing the Federal I-9 Employment Authorization Form.

Application and Receipt of Financial Aid: Any student who applies for student aid by use of the federal Free Application For Student Assistance (FAFSA) is required to provide his SSN. Students are also required to provide SSNs when applying for student education loans. Tuition Remission: The SSN is required for state reporting of taxable tuition remission benefits received by employees, their spouses and dependents, and by graduate assistants. Veterans Administration Benefits: The SSN is required for enrollment verification and reporting on all Veterans Administration beneficiaries.

IRS Reporting: The SSN is used for producing federally required 1098-T forms, which report the amount of tuition paid to the University during the tax year. Copies of these forms are mailed to students each year, and the information reported to the IRS. In addition, the University reports the value of all taxable and non-taxable scholarships and grants awarded to non-resident aliens to the IRS.

Inter-Institutional Communication and Information Exchange: Many institutions, including postsecondary educational institutions, use the SSN as a student identifier. To ensure the accuracy of inter-institutional data exchanges (transcripts, transfer credit evaluations, USM ArtSys data base, MHEC, etc.) the SSN may be used for the exchange of information from student academic records between appropriate institutions including other colleges and universities.

Tracking Name Changes of Students and Alumni: The SSN is also used internally to track name changes of students and alumni of the University.

Appendix B Required Disclosure Statements Student Notification

"Use of Social Security Number (SSN) - Students

Section 15-110 of the Education Article of the Annotated Code of Maryland prohibits the use of SSN on University identification cards. Section 7(b) of the Privacy Act of 1974 (5 U.S.C. 522a) and section 10-624 of the State Government Article of the Annotated Code of Maryland, also require that when any Federal, State, or local government agency requests an individual to disclose his or her Social Security Number (SSN), that individual must also be advised whether the disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, what use will be made of it, the specific consequences for failure to provide the information, whether the information is generally available for public inspection and whether the information is made available or transferred to or shared with any entity other than the University.

Accordingly, each applicant for admission is advised that disclosure of his or her SSN is required as a condition for making application to the University of Maryland for purposes of administering federal financial

aid programs and complying with various State and Federal reporting requirements including reporting to the IRS. The University may use a student's SSN to accurately report federally required data, to generate various federal tax and financial aid reports, and to ensure the accuracy of student data that is exchanged within the University of Maryland, between post-secondary education institutions, with the University System of Maryland and other outside entities as necessary or required for the conduct of legitimate University business and consistent with applicable law. The SSN will be maintained in a secure and confidential manner and not be re-disclosed for any other purpose.

The authority for requesting disclosure of a student's SSN is grounded in various federal laws including but not limited to: 42 USC 405c, affecting wage reporting and withholdings; 34 CFR 668.14 and 34 CFR 668.16, relating to student aid programs; and 26 CFR 1.6050S-1, addressing Internal Revenue Code reporting requirements pertaining to tuition payments.

In addition, it should be noted that the SSN of a parent, guardian or spouse of an applicant is also requested if the student claims dependency on that person for financial aid or residency for tuition purposes. A parent, guardian or spouse is advised that disclosure of his or her SSN is necessary for the above student purpose and failure to provide it may affect the student's financial aid or tuition status. A parent's, guardian's or spouse's SSN will only be used for the purpose for which it was collected and will not be maintained in any other system of records. A unique U ID Number is assigned to students as part of their initial application to the University and is used for all University identification purposes."

Employee Notification

"Use of Social Security Number (SSN) – Employees

Section 7(b) of the Privacy Act of 1974 (5 U.S.C. 522a) and section 10-624 of the State Government Article of the Annotated Code of Maryland, requires that when any Federal, State, or local government agency requests an individual to disclose his or her social security number, that individual must also be advised whether the disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, what use will be made of it, the specific consequences for failure to provide the information, whether the information is generally available for public inspection and whether the information is made available or transferred to or shared with any entity other than the University .

Accordingly, each employee is advised that disclosure of his or her SSN is required as a condition of employment at the University of Maryland in complying with State and Federal employment matters including but not limited to, the withholding and reporting of State and Federal income tax, FICA, and Medicare insurance tax. Additionally, the SSN may be used and maintained, when supplied by an employee, as documentation for completing the Federal I-9 Employment Authorization Form. The employee's SSN will be used to accurately record state and federal required data as necessary or required for the conduct of legitimate University business and consistent with applicable law. This number will be maintained in a secure and confidential manner and not be re-disclosed for any other purpose.

The authority for requesting disclosure of an employee's SSN is grounded in various federal laws including but not limited to, 42 U.S.C. 405c, affecting wage reporting and withholdings.

Efforts to limit the use of SSN include the issuance of a unique U ID Number that is assigned to all employees as part of their initial employment and will be used for all University identification purposes."

Affiliates Notification

"Use of Social Security Number (SSN) – Affiliates/Guests who receive University services and are not students, employees, or non-paid appointees.

Section 7(b) of the Privacy Act of 1974 (5 U.S.C. 522a) and section 10-624 of the State Government Article of the Annotated Code of Maryland, requires that when any Federal, State, or local government agency requests an individual to disclose his or her social security number, that individual must also be advised whether the disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, what use will be made of it, the specific consequences for failure to provide the information, whether the information is generally available for public inspection and whether the information is made available or transferred to or shared with any entity other than the University .

Accordingly, each affiliate/guest is advised that disclosure of his or her SSN is requested as a condition of applying for services from the University of Maryland for the purpose of administering those services. The University may use an affiliate or guest's SSN to accurately identify affiliates/guests, to coordinate services administered by different departments, and to ensure accuracy of data as necessary for the conduct of legitimate University Business and consistent with applicable law. The SSN will be maintained in a secure and confidential manner and not be re-disclosed for any other purpose.

A unique U ID Number is assigned to affiliates/guests as part of their initial request to receive University services and is used for all University identification purposes."

Appendix N: Transfer Credit Policy Maryland Higher Education Commission (Title 13B)

Administrative History

Effective date: December 4, 1995 (22:24 Md. R. 1901)

Regulations .02, .03, and .05 amended. Effective date: July 1, 1996 (23:13 Md. R. 946)

Authority: Education Article, 11-201 - 11-206, Annotated Code of Maryland

Updates and text listed by individual articles 1 -10 can be found at: <https://dsd.maryland.gov/regulations/Pages/13B.06.02.03.aspx>.

Appendix O: University of Maryland Policy on Promoting Responsible Action in Medical Emergencies V-1.00(J)

<https://policies.umd.edu/student-affairs/university-of-maryland-policy-on-promoting-responsible-action-in-medical-emergencies/>

Appendix P: University of Maryland, College Park Immunization Policy V-1.00(H)

The policy below is current as of this publication. For more information and possible updates go to: <https://policies.umd.edu/student-affairs/university-of-maryland-college-park-immunization-policy/>.

(Approved by the President August 1, 1991; revised June 1, 2000; amended February 4, 2014)

I. Policy

The University enforces a mandatory pre-matriculation immunization requirement to reduce the incidence and risk of vaccine-preventable disease in the university community. This policy meets the regulatory requirements of the State of Maryland Department of Health and Mental Hygiene. It is also consistent with the recommendations for pre-matriculation immunizations of the Advisory Committee on Immunization Practices (ACIP) of the U.S. Center for Disease Control and Prevention, and the American College Health Association.

II. Applicability

This policy applies to all undergraduate and graduate degree and non-degree seeking students, regardless of credit hours, taking courses on campus at the University's main campus or any of its satellite locations. Students taking courses online, overseas, or at their place of employment if employment is off-campus, are exempt from this policy.

III. Immunization Requirements

A. All students to whom this policy applies shall be required to provide proof of 2 MMR immunizations or 2 measles, 1 mumps, 1 rubella and tetanus/diphtheria/pertussis (Td/Tdap) within the past 10 years. These immunization requirements do not apply to students born before 1957. Students living in on-campus residence halls must also provide proof of meningococcal vaccine within 5 years of matriculation, or sign the waiver on the University's immunization form.

B. An immunization form must be completed and returned to the Health Center prior to the first day of classes.

C. Students in noncompliance with this requirement shall be unable to drop/add classes or register for their second semester. This restriction shall be lifted by the University Health Center upon receipt of the required information or the granting of an approved waiver as described in Section 4.

D. Exemptions:

1. A student who objects to immunization upon the grounds that it conflicts with his or her bonafide religious beliefs and practices may not be required to present a physician's certificate of immunization in order to register for classes. A religious exemption may be obtained by submitting the request to the Director of the Health Center. In case of an epidemic or disease outbreak, declared by the State of Maryland Secretary of Health and Mental Hygiene or his/her designee, the student must be immunized or not attend classes or functions on campus until the outbreak has resolved.
2. A student may be exempted from an individual vaccine-specific immunization requirement if he or she presents a written statement from a licensed physician or a local deputy state health officer indicating that immunization is medically contraindicated. The physician's statement shall state whether the contraindication is

permanent or temporary. If temporary, the physician must provide a date by which the student will receive the vaccine and provide documentation when the immunization has been completed. Should there be an epidemic or disease outbreak that is pertinent to the student's immunization status, the student cannot attend classes or functions on campus until the outbreak has resolved.

Appendix Q: Policy on Student Social Media Privacy V-1.20

<https://www.usmd.edu/regents/bylaws/SectionV/V120.pdf>

Appendix R: Policy on Academic Achievement in Intercollegiate Athletics V-2.20

<https://policies.umd.edu/student-affairs/policy-on-academic-achievement-in-intercollegiate-athletics/>

Appendix S: University of Maryland Disability & Accessibility Policy and Procedures VI-1.00(D)

<https://policies.umd.edu/general-administration/university-of-maryland-disability-accessibility-policy-and-procedures/>

Appendix T: University of Maryland Policy on Excused Absence V-1.00(G)

<https://policies.umd.edu/student-affairs/university-of-maryland-policy-on-excused-absence/>

Appendix U: University of Maryland Grading Symbols and Notations Used on Academic Transcripts III-6.20(A)

<https://policies.umd.edu/academic-affairs/university-of-maryland-grading-symbols-and-notations-used-on-academic-transcripts/>

Appendix V: University of Maryland, College Park Policy and Procedures on Academic Clemency III-1.30(A)

<https://policies.umd.edu/academic-affairs/university-of-maryland-college-park-policy-and-procedures-on-academic-clemency/>

Appendix W: University of Maryland Policy and Procedures Concerning Mid-Term Grades for Undergraduate Students III-6.00(B)

<https://policies.umd.edu/academic-affairs/university-of-maryland-policy-and-procedures-concerning-mid-term-grades-for-undergraduate-students/>

Appendix X: Policy on Students Who Are Called to Active Military Duty During a National or International Crisis or Conflict V-7.00

<https://www.usmd.edu/regents/bylaws/SectionV/V700.html>
