University of Maryland College Park and University of Maryland System 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: http://www.president.umd.edu/administration/policies
- University System of Maryland Academic Affairs: http://www.usmd.edu/regents/bylaws/SectionII/
- Statewide Educational Policies: http://www.dsd.state.md.us/comar/subtitle_chapters/13B_Chapters.aspx

Appendix A: University of Maryland Non-Discrimination Policy and Procedures VI-1.00B
http://president.umd.edu/administration/policies/section-vi-general-administration/vi-100b.

Appendix B: University of Maryland Sexual Misconduct Policy and Procedures VI-1.60(A)
http://president.umd.edu/administration/policies/section-vi-general-administration/vi-160a-0

Appendix C: University of Maryland, College Park Code of Student Conduct V-1.00(B)
http://president.umd.edu/administration/policies/section-v-student-affairs/v-100b

Appendix D: University of Maryland, College Park 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:
http://president.umd.edu/administration/policies/section-iii-academic-affairs/iii-630a

III-6.30(A) University of Maryland Policy and Procedures on the Disclosure of Student Education Records
Approved by the President 1 August 1991; updated April 15, 1996, June 2, 1997, and October 1, 2002 by President’s Legal Office.

Policy
It is the policy of UMCP to comply with the requirements of the Federal Family Educational Rights and Privacy Act, known as the Buckley Amendment, concerning the disclosure of student records. Following is an outline of the policy, and an explanation of the procedures by which students may obtain access to education records. A copy of this policy shall be furnished annually to each student with registration materials.

Definitions
“Attendance” includes but is not limited to attendance in person or by correspondence, and the period during which a person is working under a work-study program.

“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 athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

“Disclosure” means to permit access to or the release, transfer, or other communication of education records to any party by any means, including oral, written, or electronic means.

“Education Records” means those records maintained by UMCP which contain information directly related to a student except:

1. Records made by instructors, professors, and administrators for their own use, and not shown to others.
2. Records maintained by UMCP Police 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 his or her status as a student, records relating to that employment are education records.)
4. 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. Alumni records which contain only information relating to a person’s activities after that person is no longer a student at UMCP and do not relate to that person as a student.

“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.

“Party” means an individual, agency, institution, or organization.

“Personally identifiable information” means a student’s name, a name of a student’s parent or family members, an address of a student or a student’s family, a personal identifier, such as a social security number or student number, a list of personal characteristics or any information that would make a student’s identity traceable.

“Record” means any information recorded in any way including but not limited to handwriting, print, tape, film, microfilm, and microfiche.

“Student” means any individual who is or has been in attendance at UMCP and on whom education records are maintained.
Right of Access
Each student in attendance at UMCP has a right to inspect and review his or her education records.

Procedure
Form of Request
Requests for access to education records must be made in writing, signed by the student, and must include the student's social security number.

Place of Request
Requests are made to:
Office of the Registrar
Clarence Mitchell Building
College Park, Maryland 20742-5231

Response by UMCP
UMCP will comply with a request for access within a reasonable time, not to exceed 45 days. Whenever possible, arrangements shall be made for the student to read his or her records in the presence of a staff member.

Reproduction of Records
A student may ordinarily obtain copies of education records by paying the cost of reproduction. The fee for photocopies is $.25 per page. There is no charge for staff time to search for or collect education records. Only copies of a student's current UMCP transcript will be provided. Official University of Maryland transcripts with the seal of the University will be provided at a higher cost.

Types and Locations of Education Records Maintained at UMCP
(39 Note: All requests must be routed through the Office of the Registrar.)

Admissions
Applications and transcripts from institutions previously attended.
1. Undergraduate:
   Director of Admissions
   Mitchell Building
2. Graduate:
   Director of Graduate Records
   Lee Building

Registrations
All ongoing academic and biographical records, undergraduate and graduate:
Director of Registrations
Mitchell Building

Departments
Departmental Offices
Chair of the Department

Deans
Miscellaneous records
Dean's office of each school

Resident Life
Student's housing records
Director of Resident Life

Advisors
Letters of evaluation, personal information sheet, transcript, test scores (with student permission).

• Pre-law advisor: Hornbake Library
• Pre-dental advisor: Hornbake Library
• Pre-medical advisor: Hornbake Library

Judicial Affairs
Student’s judicial and disciplinary records
Director of Judicial Programs
Mitchell Building

Counseling Center
Biographical data, summaries of conversations with students, test results
Director
Shoemaker Hall

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

Financial Aid
Financial Aid applications, needs analysis statements, awards made
• Undergraduate:
  Director of Financial Aid
  Lee Building
• Graduate:
  Deans' Offices

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

Career Development Center
Recommendations, unofficial copies of academic records
Director
Hornbake Library

Office of the Bursar
Student accounts receivable, records of students' financial charges and credits with UMCP
Bursar
Lee Building

Waiver of Access to Confidential Recommendations
A student may waive the right of access to confidential recommendations in the following areas:
1. admission to any educational institution;
2. job placement;
3. receipt of honors and awards.

The waiver must be in writing, and UMCP shall not require such waivers as a condition to admission, or the receipt of any service or benefit. 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. A waiver may be revoked in writing at any time, and will only apply to subsequent recommendations.

Disclosure of Personally Identifiable Information
It is the policy of UMCP to limit disclosure of personally identifiable information without a student’s prior written consent, subject to the following limitations and exceptions:
Directory Information (defined above)
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 within three weeks of the first day of the semester in which the student begins each year. This notice must be filed annually with the Office of the Registrar within the allotted time to avoid automatic disclosure of directory information.
2. Students will be given annual notice of the categories of information designated as directory information.

Prior Consent Not Required
Prior consent is not required for disclosure of education records to the following parties:

1. School officials of UMCP who are or may be in a position to use the information in furtherance of a legitimate educational objective.
   a. A school official is:
      i. A person employed by the University of Maryland System in an administrative, supervisory, academic, research or support staff position.
      ii. A member of the Board of Regents.
      iii. A person employed by or under contract to the University to perform a special task, such as an attorney or auditor.
   b. A school official has a legitimate educational interest if the official is:
      i. Performing a task that is specified in his or her position description or by a contract agreement.
      ii. Performing a task related to a student’s education.
      iii. Performing a task related to the discipline of a student.
      iv. Providing a service or benefit relating to the student’s family, such as health care, counseling, job placement, or financial aid.

2. Officials of other schools in which a student seeks or intends to enroll or is enrolled. 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.

3. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, the Commissioner of the Office of Education, the Director of the National Institute of Education, the Administrator of the Veterans’ Administration, the Assistant Secretary of Education, and State educational authorities, but only in connection with the audit or evaluation of federally supported education programs, or in connection with the enforcement of or compliance with federal legal requirements relating to these programs. Subject to controlling federal law, these officials will protect information received so as not to permit personal identification of students to outsiders.

4. Authorized persons and organizations who are given work in connection with a student’s application for or receipt of financial aid to the extent necessary.

5. State and local officials to which such information is required to be reported by effective state law adopted prior to November 19, 1974.

6. Organizations conducting education studies 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.

7. Accrediting organizations for purposes necessary to carry out their functions.

8. Parents of a student who is dependent for income tax purposes.

9. Appropriate parties in connection with an emergency, where knowledge of the information is necessary to protect the health or safety of the student or other individuals.

10. In response to a court order or subpoena. Unless the issuing entity orders the university against prior notification, the university will make reasonable efforts to notify the student before complying with the court order.

11. To an alleged victim of any crime of violence of the results of any institutional disciplinary proceedings against the alleged perpetrator of that crime with respect to that crime.

Prior Consent Required In All Other Cases
UMCP will not release personally identifiable information in education records, or allow access to those records without prior consent from the student. The consent must be in writing, signed by the student, and dated. The student must specify the records to be disclosed, the identity of the recipient, and the purpose of the disclosure. A copy of the record disclosed will be provided to the student upon request and payment of copy fees described above.

Record of Disclosures
1. Maintenance of List
   UMCP shall maintain a list of each request and each disclosure of personally identifiable information with each student’s education records. The list shall include:
   a. the parties who have requested or received the information;
   b. the legitimate interest the parties had in requesting 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 UMCP and governmental officials.

3. Exceptions
   The following disclosures are not listed:
   a. disclosures to the student;
   b. disclosures pursuant to written consent;
   c. disclosures to instructional or administrative officials of UMCP;
   d. disclosures of directory information.

Correction of Education Records
It is the policy of UMCP to provide students the opportunity to seek corrections to education records which are believed to be inaccurate, misleading, or which violate the right to privacy or other rights.

Request to Correct 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. UMCP shall decide within a reasonable 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.

Right to a Hearing
Upon request, a student shall be provided an opportunity for a hearing to challenge the content of education records. A request for a hearing must be made in writing to the Office of the Registrar. Within a reasonable time,
Conduct of Hearing

1. The hearing shall be conducted by a UMCP 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 his or her choice, including an attorney. The cost for such representation shall be the responsibility of the student.

Decision

1. The student shall be notified in writing within a reasonable amount 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.

Right to File a Complaint

Student alleging noncompliance with the Family Educational Rights and Privacy Act may file a complaint with the

Department of Education  
600 Independence Avenue, S.W.,  
Washington, D.C. 20202-4605.

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

http://president.umd.edu/administration/policies/section-vi-general-administration/vi-810a

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

http://president.umd.edu/administration/policies/section-iii-academic-affairs/iii-100a

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 interruption 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 will also 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: www.usmd.edu/regents/bylaws/SectionVIII/viii270r.pdf (http://www.usmd.edu/regents/bylaws/SectionVIII/viii270r.pdf)

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

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

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

Burden of Proof
The person seeking in-state status shall have the burden of proving by clear and convincing evidence that he or she satisfies the requirements and standards set forth in this Policy. Assignment of in-state or out-of-state status will be made by the applicable USM institution upon a review of the totality of facts known or presented to it.

In-state Status
To qualify for in-state tuition, a student must demonstrate that, for 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, the student had the continuous intent to:

1. Make Maryland his or her permanent home; and
2. Abandon his or her former home state; and
3. Reside in Maryland indefinitely; and
4. Reside in Maryland primarily for a purpose other than that of attending an educational institution in Maryland.

Satisfying all of the requirements in Section II (and Section III, when applicable) of this policy demonstrates continuous intent and qualifies a student for in-state tuition. Students not entitled to in-state status under this policy shall be assigned out-of-state status for admission and tuition purposes.

Presumption
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.

This presumption may be rebutted. The student bears the burden of rebutting the presumption. See "III. Rebuttal Evidence" below.

Requirements
Before a request for classification to in-state status will be considered, a student must comply with all of the following requirements for 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. The student must demonstrate he or she:

1. Owns or possesses, and has continuously occupied, including during weekends, breaks and vacations, living quarters in Maryland. The student must provide evidence of a genuine deed or lease and documentation of rent payments made. In lieu of a deed or lease, a notarized affidavit from a landlord showing the address, name of the student as occupant, term of residence, and history of rent payments made will be considered. As an alternative, a student may demonstrate that he or she shares living quarters in Maryland which are owned or rented and occupied by a parent, legal guardian or spouse.
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 tax return.
4. Has registered all owned or leased motor vehicles in Maryland.
5. Possesses a valid Maryland driver’s license, if licensed.
6. Is registered to vote in Maryland, if registered to vote.
7. 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.
8. Has a legal ability under Federal and Maryland law to live permanently without interruption in Maryland.
9. Has rebutted the presumption that he or she is in Maryland primarily to attend an educational institution, if the student’s circumstances have raised the presumption.

Rebuttal Evidence
Satisfying the requirements listed in paragraphs 1-8 of Section II, does not rebut the presumption that a student is in Maryland primarily to attend an educational institution. To overcome the presumption, a student must present additional evidence.

To determine a student’s intent, the University will evaluate evidence of a student’s objectively verifiable conduct. 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. Evidence of intent must be clear and convincing and will be evaluated not only by the amount presented but also based upon the reliability, authenticity, credibility and relevance of the evidence.

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.

Additional evidence that will be considered includes, but is not limited to, the following:

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 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 male.

4. Evidence showing the student uses his or her Maryland address as his or her sole address of record for all purposes including on health and auto insurance records, bank accounts, tax records, loan and scholarship records, school records, military records, leases, etc.

5. An affidavit from a person unrelated to the student that provides objective, relevant evidence of a student's conduct demonstrating the student's intent to live permanently in Maryland.

Non-Residents Who May Temporarily Qualify For In-State Status

In addition, persons with the following status shall be accorded the benefits of in-state status for the period in which they hold such status:

1. A full-time or part-time (at least 50 percent time) regular employee of USM or a USM institution.

2. The spouse or Financially Dependent child of a full-time or part-time (at least 50 percent time) regular employee of USM or a USM institution.

3. An active duty member of the Armed Forces of the United States who is stationed in Maryland, resides in Maryland, or is domiciled in Maryland, or the spouse or a Financially Dependent child of such an active duty member. 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.

4. A veteran of the Armed Forces of the United States who provides documentation that he or she was honorably discharged and currently resides or is domiciled in Maryland.

5. A veteran who lives in Maryland and was discharged from a period of at least 90 days of service in the active military, navv, or air service less than three years before the date of the veteran’s enrollment and is pursuing a course of education with educational assistance under 38 U.S.C. §3001 or 38 U.S.C. §3301.

6. The spouse or child of a veteran, provided that:
   a. the veteran was discharged or released from a period of at least 90 days of service in the active military, navy, or air service less than three years before the date of the spouse or child’s enrollment (or in the case of a spouse or child seeking benefits under the Post-9/11 G.I. Bill, the veteran died in the line of duty on or after September 11, 2001 but less than three years before the date of enrollment);
   b. the spouse or child is entitled to assistance under Post-9/11 G.I. Bill, 38 U.S.C. §3319 and, 38 U.S.C. §3311(B)(9);
   c. the spouse or child currently lives in Maryland; and
   d. the spouse or child is pursuing a course of education with educational assistance under 38 U.S.C. §3001 or 38 U.S.C. §3301.

7. A member of the Maryland National Guard, as defined in the Public Safety Article of the Maryland Annotated Code, who joined or subsequently serves in the Maryland National Guard to:
   a. provide a critical military occupational skill; or
   b. be a member of the Air Force Critical Specialty Code as determined by the National Guard.

8. For UMUC, a full-time active member of the Armed Forces of the United States on active duty, or the spouse of a member of the Armed Forces of the United States on active duty.

9. 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.

Definitions

1. Financially Dependent: For the purposes of this policy, a financially dependent student is one who is claimed as a dependent for tax purposes.

2. 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.

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

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

5. Child: A child is a natural child or a child legally adopted pursuant to a court order recognized under the law of Maryland.
6. 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.

7. Continuous Enrollment:
   a. Undergraduate Student - An undergraduate student who is enrolled at a USM institution for consecutive fall and spring semesters, until completion of the student's current degree program or unless on an approved leave of absence or participating in an approved program off-campus.
   b. Graduate and Professional - Continuous enrollment for a graduate or professional student is defined by the institution in accordance with program requirements.

Implementation
This policy as amended by the Board of Regents on April 10, 2015 shall be applied to all student tuition classification decisions effective July 1, 2015 and thereafter.

Appendix I: University of Maryland Policy on the Conduct of Undergraduate Courses and Student Grievance Procedure V-1.00(A)
http://president.umd.edu/administration/policies/section-v-student-affairs/v-100a-0

Appendix J: University of Maryland Procedures for Review of Alleged Arbitrary and Capricious Grading - Undergraduate Students III-1.20(B)
http://president.umd.edu/administration/policies/section-iii-academic-affairs/iii-120b

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 have courses that may require animals to be used in class activities: Animal and Avian Sciences, Cell Biology and Molecular Genetics, Psychology, Veterinary Medicine, Biology, and courses with the NFSC prefix.

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:

VI-26.00(A) 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)

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.

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.

**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 (Office of the Registrar 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 database, 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 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 students 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 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.

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

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

Appendix O: Policy on Promoting Responsible Action in Medical Emergencies V-1.00(J)
http://president.umd.edu/administration/policies/section-v-student-affairs/v-100j

Appendix P: University of Maryland Immunization Policy V-1.00(H)
The policy below is current as of this publication. For more information and possible updates go to: http://president.umd.edu/administration/policies/section-v-student-affairs/v-100h

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

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.

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.

Immunization Requirements
1. 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.

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

3. 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.

4. Exemptions:
   a. A student who objects to immunization upon the grounds that it conflicts with his or her bona fide 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.

   b. 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
www.usmh.usmd.edu/regents/bylaws/SectionV/V120.pdf

Appendix R: Policy on Academic Achievement in Intercollegiate Athletics V-2.20
http://president.umd.edu/administration/policies/section-v-student-affairs/v-220

Appendix S: University of Maryland Disability & Accessibility Policy and Procedures VI-1.00(D)
http://www.president.umd.edu/administration/policies/section-vi-general-administration/vi-100d
Appendix T: University of Maryland Policy on Excused Absence V-1.00(G)
http://www.president.umd.edu/administration/policies/section-v-student-affairs/v-100g

Appendix U: University of Maryland Grading Symbols and Notations Used on Academic Transcripts III.6.20(A)
http://www.president.umd.edu/administration/policies/section-iii-academic-affairs/iii-620a

Appendix V: University of Maryland Policy and Procedures on Academic Clemency III-1.30(A)
http://www.president.umd.edu/administration/policies/section-iii-academic-affairs/iii-130a