

ADMISSIONS

Determination of Admissibility

Responsibility for admission to graduate study at the University of Maryland, Baltimore resides with the Office of the Dean, Graduate School. The Graduate School relies on recommendations from the degree-granting programs to determine the admissibility of applicants. The University of Maryland, Baltimore does not discriminate in its admissions, educational services, or supporting services, because of race, religion, age, national origin, sex, sexual orientation, or disability.

Minimum Standards and Requirements

The minimum academic standard for full admission to the Graduate School is a B average or 3.0 on a 4.0 scale in a program resulting in the award of a bachelor's degree from a regionally-accredited college or university, or an equivalent degree and standing from a comparable foreign institution. Standards for admission to a PhD program are generally higher than those for admission to a M.S. program. Applicants must also document successful completion of undergraduate prerequisites for graduate study in the chosen field. Applicants must meet the minimum requirements set by the Graduate School and must meet departmental requirements, which may exceed the minimum.

The Graduate School requires a completed application (online or paper), official transcripts of all prior undergraduate and graduate study (2 sets), three letters of recommendation, and a statement of academic goals and research interests.

The Graduate School normally requires Graduate Record Examinations (GRE) scores for admission to graduate programs and uses GRE scores as part of the data on which it bases its admission decisions. The scores, however, are never the sole criteria for admission. Some programs may recommend or require other standardized tests.

Applicants whose native language or language of the home is not English must take the Test of English as a Foreign Language (TOEFL) or the examination of the International English Language Testing System (IELTS).

Some programs require additional evidence of ability to succeed before granting admission. Such evidence may include an interview, documentation of prior work experience, GRE subject test, or other supplementary materials. Applicants should contact the office of the program to which they are applying about additional admission requirements. Failure to comply with all Graduate School and departmental or program requirements for admission may result in the application not being considered.

Admission to graduate programs is highly competitive; for best consideration applicants should submit accurate and complete credentials by the specified deadline.

Application Procedures

Candidates for admission must submit the application form and transcripts to the Graduate School along with the required nonrefundable application fee. The Graduate School will not process or review an application until the application fee is paid.

Transcripts of work in progress are required at the time of application; final transcripts certifying degree completion are required upon degree completion. Delays in the receipt of academic credentials could cause delays in the admission review process. It is the applicant's responsibility to ensure that the Graduate School receives all required application materials.

Applicants for all Graduate School programs except Nursing master's and Nursing non-degree applicants must mail their materials to:

University of Maryland, Baltimore
Graduate School
620 West Lexington Street, 5th Floor
Baltimore, MD 21201

Applicants to Nursing master's and Nursing non-degree graduate study must direct their applications to:

University of Maryland School of Nursing
Office of Admissions and Student Affairs
655 W. Lombard Street, Suite 102
Baltimore, MD 21201

Application Deadline Dates

The deadlines for the receipt of all application materials are as follows:

- U.S. citizens and U.S.-educated permanent residents: July 1 for fall semester and December 1 for spring semester.
- International students and permanent residents who are attending or have attended a foreign school: January 15 for fall semester and May 1 of the prior year for spring semester.
- Nondegree applicants: at least two weeks prior to the start of the respective semester.

Most programs have deadline dates other than those listed above. Applicants should consult the Graduate School Web site and program descriptions for special deadlines and requirements. Because admissions decisions for many programs are made several months before July 1, it is to the applicant's advantage to apply as early as possible.

Application Form

Candidates for admission must submit a completed application form (online or paper) following the procedures accompanying that form or process. The application must be signed (hand signature or electronic certification) by the candidate for admission to receive consideration.

Applicants must provide the cumulative grade point average (GPA) for each degree pursued or completed. Some programs may require a separate GPA calculation for the undergraduate major. To calculate a cumulative GPA, applicants must convert all grades to a four-point grading system. Pass or fail, satisfactory, incomplete credit, or similar grades are not included in these calculations. All numerical, alphabetical, or equivalent grades, except as already noted, must be calculated as follows:

1. Multiply quarter credit hours by (0.66) to convert to semester credit hours.
2. Multiply the number of semester credit hours for each course by the number of quality or honor points earned, as follows:
A=4, B=3, C=2, D=1, F=0.
3. Divide total number quality points by total semester credit hours.

Transcripts

Applicants must submit two official copies of academic transcripts that include all undergraduate and graduate work. Each transcript should bear the signature of the registrar and the seal of the granting institution and should include the years of attendance, courses taken, grades received, class standing, and the degree, diploma, or certificate conferred.

Letters of Recommendation

Applicants must provide three letters of recommendation, preferably from professors or others who can attest to the quality of the applicant's academic performance and scholastic potential. The applicant's full name, the semester or session for which admission is desired, and the program to which s/he is applying must be indicated on the letter or form provided for this purpose. These letters must be sent directly to the program to which s/he is applying.

Statement of Goals and Objectives

Applicants must write and submit a 300- to 500-word statement outlining her or his goals and objectives in pursuing graduate study.

Standardized Test Scores

The Graduate School normally requires the submission of scores earned on the Graduate Record Examinations (verbal, quantitative, and analytical writing scores). Many programs may also require scores earned on the GRE Advanced (subject-specific) test. Information on registering for the GREs and on having test score results sent to UMB is available from the testing agency:

Graduate Record Examinations

Educational Testing Service

Princeton, NJ 08540

609-771-7670

www.gre.org

(The Graduate School's GRE institution code number is 5848; department codes are published by GRE)

Applicants whose native language or language of the home is not English must take an English language proficiency exam as described in the International Applicants section below.

Official Score Reports

Applicants for admission must have the respective testing agency (ETS or IELTS) provide the Graduate School with official score reports in order to be considered for admission.

Time Limitations of Standardized Tests

General Aptitude (GRE) exams must have been taken within 5 years of start of the desired admission term, and English language proficiency exams (TOEFL or IELTS) must have been taken within 2 years of the start of the desired admission term, to be considered valid scores for admission consideration.

Program-Specific Requirements

Some programs have additional requirements such as a supplemental application or an interview. It is important that applicants contact the office of the program to which they are applying about additional admission requirements. Failure to do so may result in applications not being considered.

Transfer of Credit

No more than 6 credits of graduate course work taken from other regionally-accredited institutions may apply toward the master's degree at UMB. Students must take such courses from an accredited institution within the five-year limit for completing the master's degree; the program must agree that the specific credit is appropriate to, and acceptable in, students' programs. Students must have earned grades of B or better in such courses to be considered for transfer, and the course(s) may not have been used to complete a prior degree. Approved courses and related credits are transferred, grades are not.

The Graduate School does not require or accept transfer of credit for courses taken at other institutions for doctoral students. Courses approved by the graduate program are listed on the Graduate Record Form at the time of admission to candidacy. These courses do not appear on the University of Maryland, Baltimore transcript, but if approved by the program or department, may be used as partial fulfillment of the doctoral student's degree program completion requirements.

International Applicants

International applicants must adhere to application deadline dates and submit all required documents as early as possible. The Graduate School or an individual graduate program may request that you have a credential evaluation done by an outside agency.

In addition to meeting the requirements for all applicants cited above, international applicants must: (1) hold a degree that is equivalent or comparable to a four-year U.S. bachelor's degree and have a cumulative grade point average equivalent to a B or 3.0 grade point average, or the first- or high-second division or comparable class ranking, and (2) provide proof of financial sponsorship for immigration and visa status purposes.

Transcripts and Mark Sheets

International applicants must provide two official transcripts in English and two official native language transcripts or mark sheets from each college or university attended. Each set of documents must list subjects studied, grades or marks received, and rank in class or division.

Language Requirements

Applicants whose native language or language of the home is not English must take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) exam. These are the only two testing agencies from which the Graduate School will accept score reports. The minimum acceptable TOEFL score for admission is 550 for paper-based tests, 213 for computer-based tests, 80 for the internet-based tests. IELTS test takers must score no less than Band 7 (total). Some graduate programs have higher minimum score requirements.

TOEFL information and applications are available from:

Test of English as a Foreign Language
Educational Testing Service
P.O. Box 899
Princeton, NJ 08540
www.toefl.org

The Graduate School's TOEFL institution code number is 5848; department codes are published by TOEFL.

IELTS test center, exam, and scoring information is available from:

IELTS International
100 E. Corson St., Suite 200
Pasadena, CA 91103
626-564-2954; 626-564-2981 (fax)
www.ielts.org

Graduate students whose work suggests English language deficiencies may need to take remedial English courses at their own expense. The Graduate School also has guidelines for use of the Test of Spoken English scores in evaluating applicants. Candidates for teaching assistantships are encouraged to consider submitting TSE scores in addition to their TOEFL or IELTS scores.

Non-Degree (Coursework Only) Student Status

Students who desire to take graduate level courses for personal or professional enrichment – but who do not necessarily want to enter a graduate degree program at UMB – may apply to enroll as a non-degree (coursework only) student.

Students must complete an Application for Non-Degree Admission accompanied by unofficial transcripts and/or a professional vitae/ resume. Official transcripts, letters of recommendation and GRE score reports are not required.

Applicants for admission to non-degree status must hold a bachelor's degree from a regionally-accredited institution with a B or 3.0 grade point average or hold equivalent education and training from a foreign college or university. International applicants in the United States whose immigration status permits them to enroll on a non-degree basis must meet the language proficiency requirements of the Graduate School, i.e., the TOEFL or the IELTS.

Students applying for non-degree status must also obtain approval to enroll from the graduate program offering the applicant's desired course(s).

Students admitted under this status may enroll for and complete a maximum of two (2) graduate-level courses. Exceptions to this 2-course limit may be considered only by the Graduate School and the program/department in which the student desires to study.

Enrollment in the non-degree status does not guarantee future admission into a degree program. In the event that a student is admitted to a Graduate School degree program at a later date, courses completed in the non-degree status may be applied to the degree program contingent upon program approval.

Non-degree students must maintain a 3.0 grade point average and abide by UMB rules, regulations and policies related to academic and student conduct. Students in this status are not eligible for financial aid, fellowships, or appointments as graduate teaching or research assistants. Other services, such as parking and library privileges, are the same as those accorded to other graduate students.

The non-degree status includes the sub-category of “visiting students.” Visiting students are degree-seeking graduate students at other universities. Besides the Application for Non-Degree Admission and the fee, visiting students must provide written certification from their home institution’s graduate dean that they are in good standing in a graduate-degree program. This certification must accompany the application form.

Offers of Admission

The Assistant Dean offers admission based on program recommendations. Each offer specifies the time (semester and year) and program of admittance. Each offer requires an immediate, written response. The applicant may accept or decline the offer, or s/he may request to change the effective date of the offer. Failure to respond to the Graduate School’s offer before the first day of class, or failure to register for the authorized semester or session, voids the offer of admission. The applicant must then submit a written request to be considered for a subsequent semester or session and may need to submit additional credentials.

Students are admitted only to a specified program, and within that program only for the specified objective, that is, Master of Science or Doctor of Philosophy degree. Students who are offered admission to more than one program must notify the Graduate School of their choice. Students may register in only one graduate program at a time unless admitted to an approved dual-degree program.

Students who accept the admission offer and enroll agree to abide by the rules and regulations of the University of Maryland, Baltimore.

An offer of admission made to students enrolled in their final semester of work toward a bachelor’s degree is contingent upon their completing that degree at or above their academic standing at the time the offer was made. Applicants engaged in graduate study at another institution are also subject to this policy.

Students admitted pending receipt of a bachelor’s degree must submit an official transcript reflecting all course work and award of the degree prior to their first semester of enrollment at UMB.

Admitted students who supplied unofficial documents and credentials for review must provide official versions of all academic documents (i.e., transcripts, test score reports) prior to her/his first semester of enrollment. These items become part of the student’s permanent record at the university and the student’s continued matriculation is contingent upon having these items on file.

Full Graduate Status

Students admitted to full graduate status must have submitted official documents showing a completed bachelor’s degree from a regionally accredited institution and qualify in the judgment of admissions officials of the individual program and the Graduate School.

Provisional Graduate Status

Students admitted provisionally must meet specific academic stipulations defined by the program and/or the Graduate School – within a defined time period at UMB (typically the first semester of study) – in order to progress in degree studies. Failure to do so normally results in academic dismissal.

Provisional admission may be offered to a student who does not meet regular standards for admission or who does not possess the desired academic preparation, but shows promise for academic success in graduate studies.

The Graduate School grants full or regular status to students who are admitted on a provisional basis when the students satisfy the provisions stated in their admission letters.

Immigration Requirements for International Students

International students who receive an offer of admission must obtain the immigration form required for the appropriate visa. Accordingly, each international student must certify that he or she has sufficient funds (exclusive of travel expenses) for university tuition, fees, books, supplies, and living expenses. The total amount required for educational and living expenses (based on current tuition and fees) is available from the campus international services officer in the Office of the Registrar.

Acceptable sources of, and documents for certifying, financial support include: a notarized letter with full name, occupation, and address from parent or sponsor who will assume the financial responsibility for the applicant's education and living expenses; an original current statement from a bank confirming that sufficient funds are available to cover educational and living expenses; or official notification of grant, loan, or scholarship showing name and address of awarding institution, amount of funds, extent of expenses covered, and number of years the grant runs.

New international students at the University of Maryland must report to the Office of the Registrar upon arrival. This office helps international students with various immigration matters.

Other Enrollment Programs

Golden ID Program

The Golden ID program extends enrollment privileges to Maryland's senior citizens based on a space available basis. Those who qualify receive a waiver of graduate tuition for up to three courses per semester. Fees are not waived. Eligible candidates must be at least 60, retired, not employed full-time, and dependent upon retirement income benefits as their chief source of income. Beyond the waiver of tuition, benefits include use of library and other university facilities.

Interinstitutional Enrollment

The University System of Maryland (USM) encourages graduate students enrolled at one institution to avail themselves of course offerings, research facilities, and special faculty competencies at the other institutions.

The home institution retains responsibility for admission, academic advising, the collection of tuition and fees, grants of financial aid, the academic transcript, and the awarding of the graduate degree.

Additional Guidelines

Applicant Records

Credentials of applicants who do not register for courses for the term for which they have been admitted, whose application has been disapproved, who do not respond to requests for additional information, or whose application is not complete with respect to the receipt of all transcripts or test results are retained for only one academic year.

Application materials of admitted students become part of the student's official file and the property of the Graduate School upon the student's enrollment. Under no circumstances will the Graduate School provide photocopies of official transcripts or score reports received from other institutions. The Family Education Rights and Privacy Act (Buckley Amendment), published in the university's Student Answer Book outlines the terms by which students may review their records once enrolled.

Immunization and Health Policy

All students, both full- and part-time, who wish to qualify for enrollment at the University must satisfy the University's immunization requirements. Health care coverage is also required for all students. The University's complete immunization policy – including citations for waivers or exceptions – may be obtained from the office of Student Health and may be read at <http://www.umaryland.edu/health/>

Student Identification Numbers

The Graduate School assigns an identification number to all applicants. This number becomes the student number for those who are admitted and subsequently enroll. The student's Social Security number, if supplied on the application, is used only for federal aid, payroll, and other university-related purposes permitted by law. All students must hold a valid photo identification card during their studies. The Graduate School provides information on obtaining a photo ID to students upon their arrival on campus.