ACADEMIC AFFAIRS

Undergraduate Admissions

Transfer Center

Financial Aid

Veteran Services

Academic Policies

Requirements for Graduation

Cooperative and/or Pre-Professional Programs

University Honors Program

Center for Academic Success and Achievement

Office of Student Retention

Student Accessibility Support Services

Student Publications

Continuing Studies Programs

Office of Undergraduate Admission & Recruitment

Office of Undergraduate Admission & Recruitment
Montebello Complex D-109
1700 E. Cold Spring Lane
Baltimore, MD 21251
(443) 885-8500 (Telephone)
1-800-332-6674
(443) 885-8260 (Fax)

Morgan State University (MSU) is a historically black university with the unique designation as Maryland's public urban university. As such, Morgan serves an ethnically diverse student body and is committed to the academic success and achievement of all its students. The University welcomes applicants with the determination to use their college years for self-improvement, with a desire for a sound education, and with interest in improving their community.

APPLICATION FORMS
Undergraduate application forms may be requested and submitted in one of the following ways:
Via the web at www.morgan.edu
By visiting your high school or community college counselor
By calling the telephone number listed above
By writing to the office address listed above

APPLICATION FEE
A **$35 online** or **$45 paper application** is required with each application and is **non-refundable**. Application fee waivers may be accepted when submitted with appropriate documentation. *Fees are subject to revision.*

WHEN TO APPLY
The application deadlines below are for all degree-seeking students. Application deadlines and policies for Second Bachelor's, non-degree students, and returning students are listed under Non-Traditional Applicants in this section.

Admission Deadlines
Fall Priority Consideration Deadline
If your completed application packet is received or postmarked by **November 15**, then decision notifications will be released no later than **February 15**. Students should apply by this date for best consideration for merit-based scholarships and invitations to special programs.
This is not an early decision program; all admitted students have until May 1 to confirm their enrollment.

Fall Regular Application Deadline
If your completed application packet is received or postmarked by **February 15**, then decision notifications will be released no later than **April 15**.
Applications received after February 15 will be reviewed on a rolling and space-available basis. Decision notifications will be released in the order as received.

International Students (SEVIS* visa group: F1, F2, J1, J2, BE, BP, B1, B2, WB, WP)
Applications are due by **December 1.** If your completed application packet is received by **December 1** decision notifications will be released no later than **March 15**.

There is no need to contact the office for the status of your application as these dates will be adhered to accordingly.

Confirmation Deadline
May 1 is the national confirmation deadline for fall enrollment. Students receiving a decision after April 15 should confirm their enrollment within 30 days of receiving the decision notification. A **$150 non-refundable** confirmation fee is required. *Fees are subject to revision.*

Spring Admission Deadline
Applications are due by **January 10**. Decisions will be released on a rolling basis for spring (January) enrollment.

International Students (SEVIS* visa group: F1, F2, J1, J2, BE, BP, B1, B2, WB, WP)
Applications are due by **August 1.** Decisions will be released on a rolling basis for spring (January) enrollment.

*SEVIS: Student Exchange Visitor Information System
International Students can only receive an F-1 visa from Morgan State University.

ADMISSION REQUIREMENTS
First Time Freshmen
Application Requirements
Online or Paper Application
Application fee or acceptable fee waiver
Official high school transcript
SAT or ACT scores
One 500 word essay

One teacher or counselor letter of recommendation

Academic Requirements
All applicants are expected by graduation to have met the following minimum high school course requirements:
English – 4 years or state-approved equivalent
Science – 3 years or state-approved equivalent: two must be in different areas, with at least one lab experience

History or Social Sciences – 3 years or state-approved equivalent
Mathematics – 3 years or state-approved equivalent: including algebra I or applied math I, formal logic or geometry, and algebra II or applied math II. A fourth year of mathematics is strongly recommended.
Foreign Language or Advanced Technology Education – 2 years or state-approved equivalent
We assess each category through a combination of quantitative and qualitative criteria. Criteria are flexibly applied, so the listing below does not reflect order of importance:

Criteria Considered in the Application Review Process:
The student's academic performance in high school
The rigor of the high school's academic program
Strength of curriculum
Honors , AP, and IB courses
Progression of Performance
SAT I (combined critical reading and math) and/or ACT scores
Class rank (if utilized by the high school)
The student essay
Quality of content and grammar
Extracurricular activities
School counselor and teacher recommendations
Leadership in school/community activities
Unique talents and/or abilities may be taken into consideration
Personal experiences and background may be taken into consideration
Maryland residency may be taken into consideration
Alumni affiliation may be taken into consideration

Transfer Students
0-11 *transferable credits with a G.P.A. of 2.0 or higher and meet the regular freshmen requirements.
12-23 *transferable credits with a G.P.A. of 2.0 or higher as well as a G.P.A. of 2.0 or higher from high school.
24 or more *transferable credits with a G.P.A. of 2.0 or higher.

*Please note: developmental and/or remedial classes are not transferable. Official high school transcripts are required only for students who are transferring with less than twenty four (24) credits. Students are expected to have a cumulative average of 2.0 from all colleges attended and to be "in good standing" at the last institution attended.

G.E.D. Applicants
G.E.D. Tests starting January 2014:
G.E.D. recipients must earn a total score of 150 (State of Maryland's Requirement)

G.E.D. Tests prior to January 2014:
G.E.D. recipients must earn a score of 410 on each section of the high school equivalency examination and at least a total score of 2250

G.E.D. Tests prior to January 2002:
G.E.D. recipients must earn a score of 41 on each section of the high school equivalency examination and at least a total score of 225

Standardized test scores and recommendations are not required for G.E.D. applicants.

International Students
Applicants educated under the British system must submit official evidence of at least five (5) passes at the 'O' level, General Certificate of Education (GCE) or equivalent regional exams (W.A.E.C., E.S.L.C., E.A.E.C. etc.) These passes must be with grades of A, B, or C.

Applicants from the Caribbean who write the C.X.C. exams must have passing grades of 1, 2, or 3. Please note that only the classical academic subjects (Math, English Language and Literature, Chemistry, Biology, History, Geography, Physics, Spanish, French, etc.) will be accepted.

Applicants from countries where English is not the medium of instruction, must demonstrate their ability to use the English language by taking the Test of English as a Foreign Language (TOFEL) or the International English Language Testing System (IELTS).
For the TOFEL a minimum score of 550 (paper-based), 213 (computer-based), or 79 (internet-based) is required.
For the IELTS a minimum overall band score of 6.

ADMISSION PROCEDURE
1. The applicant should complete the application and return it to the Office of Undergraduate Admission & Recruitment with the application fee. The application fee is non-refundable. Application fee waivers may be accepted when submitted with appropriate documentation. Each applicant is responsible for the office's receipt of his or her official high school transcript, including final grades with verification of graduation (as it becomes available, and a guidance counselor or teacher recommendation. The transfer applicant must forward official transcripts of all college work attempted or completed, whether or not credit was earned, from all institutions attended.
2. The standardized test required for admission is the SAT Reasoning Test/SAT (R) of the College Entrance Examination Board. All freshman applicants and transfer students, with fewer than 12 transferable college-level credit hours, must have the official results of this test sent to the Office of Undergraduate Admission & Recruitment. To be considered official, scores must be attached to an official high school transcript, delivered by the testing agency or printed from the testing agency's website (for domestic students only). Students should take the test in the junior and/or senior year of high school. Morgan State University's

College Board identification code number is 5416. ACT results may be substituted for SAT (R).

3. Applications which remain incomplete will be canceled. Applications which remain incomplete for lack of final high school or college transcripts will also be canceled. The applications of admitted students who do not enroll for the given term will be canceled.

4. All entering degree-seeking students will be required to demonstrate physician-documented proof of immunity to the following diseases: Diphtheria-Pertussis-Tetanus, Polio, Measles, Mumps, and Rubella.

A Health Entrance Certificate and Meningococcal Immunization Form are available to every admitted student via the web at www.morgan.edu/Campus_Life/Health_Services/New_Students.html. The completed forms, signed by a physician, must be returned to the Woolford Infirmary Health Center by the time of orientation and registration. Students who fail to return the form or to correct any inadequacies in immunity status in a timely fashion will be blocked from spring term registration. (For those students entering in the spring term, noncompliance will result in blocked registration for the following fall term.) The block will be lifted by Woolford Infirmary Health Center as soon as the requirements are filled.

The specific vaccine requirements are listed on the Health Entrance Certificate. Students are responsible for obtaining any immunizations needed to satisfy University requirements from their regular source of medical care prior to arriving on campus.

5. All admission decisions prior to high school graduation are conditional. Students are expected to complete the high school year in a manner that would continue to qualify them for admission and are required to send a final high school transcript, including proof of graduation, or a final college transcript, with all completed course work, to the University prior to their enrollment. If final transcripts are not received by August 1 admission decisions may be rescinded.

EARLY ADMISSION FOR HIGH SCHOOL STUDENTS

Early admission enables a limited number of students to be admitted and to matriculate immediately following the completion of their junior year in high school. Students interested in early admission should apply through the normal application process. Their applications, however, must be accompanied by a letter of recommendation from the high school counselor and principal. Additionally, a letter of recommendation from the student's parent(s) should be included. An official high school transcript should be submitted along with the results of the SAT or ACT. **The high school must agree in writing to award a diploma to students admitted through this program when they complete a minimum of 24 college credits with a "C" average.**

U.S. PERMANENT RESIDENT APPLICANTS

Applicants who hold permanent resident or parole visa status must submit a regular application and list their alien registration number in the space indicated. They are processed for fee purposes as state residents if they have established legal domicile in Maryland for one year. Presentation of an applicant's alien registration card for verification may be requested. Foreign academic records must be translated by an official recognized evaluation service and submitted to the Office of Undergraduate Admission & Recruitment as part of the academic record. Evaluations are accepted from companies that are current members of the National Association of Credential Evaluation Services. An application and all documentation must be submitted by the required deadlines. If a permanent resident is a nonnative English speaker and has resided in the United States for less than five years, a TOEFL or IELTS result is required.

INTERNATIONAL APPLICANTS

Requests for information or admission materials should be made by the required deadline to allow processing by the release dates set by Morgan State University.

International applicants who are accepted for admission usually begin studies in the fall term (late August) or the spring term (late January). The deadline for submitting an application and all documentation is December 1 for the fall term and August 1 for the spring term. Early application submission is strongly encouraged.

Applicants who are accepted for admission will receive the Certificate of Eligibility (Form I-20). This document is used to apply for a student (F-1) visa at a U.S. Embassy or consulate overseas. F-1 students are required to enroll each term as full-time degree candidates and take a minimum of 12 U.S. semester-hour units.

The following procedure should be completed by students applying to the University:

1. Obtain an application and supplemental international student packet via the web or by contacting the Office of Undergraduate Admission & Recruitment.
2. To be considered for admission, applicants are required to complete the official undergraduate and international supplemental applications. A **$35 online** or **$45 paper application** is required and is **non-refundable** (personal check drawn at a U.S. bank or money order drafted in U.S. dollars) must accompany the applications.
3. All international applicants must complete an

admissions file, including:

a. Official or notarized secondary school academic records, showing grades received, annual mark sheets, examination certificates and leaving certificates, as they apply to the educational system in the student's home country. Records must be received for the last three years of secondary school;

b. Official or notarized records (transcripts) of all colleges, universities, post-secondary, or professional schools attended;

c. A notarized English translation of all documents. Translations must be as literal as possible with no attempt to translate information into the United States system of education. To evaluate post-secondary course work, it is necessary for the applicant to use a professional evaluation service at the applicant's expense (approximately $150 USD).

d. Proof of English language proficiency by non-native English speakers by submitting either:

i. An official TOEFL result. All international students who do not speak English as their native language are required to take the TOEFL. A minimum score of 550 (paper-based), 213 (computer-based), or 79 (internet-based) is required. The TOEFL Web site is www.toefl.org. The results will be reported to Morgan if the University is indicated on the TOEFL or IELTS application. The MSU code number is 5416.

ii. An official International English Language Testing System (IELTS) result. minimum overall band score of 6.

iii. An SAT verbal score of at least 470 (this test is optional).

e. Applicants are required to provide official financial statements verifying that a minimum of $27,000 USD is available annually to cover their tuition, fees and living expenses. Acceptable methods of financial verification are described in the supplemental international student application.

4. International students are required to pay out-of-state tuition.

5. International freshman and transfer students with less than 24 transferable credits are required to take the placement test.

VETERAN APPLICANTS

For admission purposes, a veteran may be defined as a current or former member of any branch of the U.S. Armed Services with 12 months (one year) or more of active duty served. In addition to the application form and academic credentials, veterans must also provide the Office of Undergraduate Admission & Recruitment and the Office of Records and Registration with a copy of the DD form 214 verifying military service.

New students are urged to apply early to the University for acceptance as it takes 90 days or more to clear a VA application for educational benefits. Once students have received their acceptance letters, they should contact the Office of Records and Registration to apply for veterans' educational benefits. *For more information regarding Veteran's benefits and services please see the Office of Records and Registration section of this catalog.*

G.E.D. APPLICANTS

For admission purposes, the high school equivalence (General Education Development) examination standards established by the Maryland State Department of Education (or other similar state agencies) will be used as an alternative to high school graduation.

GUIDELINES FOR FRESHMAN ADMISSION

Consideration for admission to Morgan State University is based on high school performance (in grades 9-11) as demonstrated by the grades earned. In some cases, senior mid-year grades are requested and considered in the review of an application. Performance on the SAT Reasoning
Test or ACT is also evaluated.

Freshman candidates will be expected to have completed the following:
English – 4 years or state-approved equivalent
Science – 3 years or state-approved equivalent: two must be in different areas, with at least one lab experience
History or Social Sciences – 3 years or state-approved equivalent
Mathematics – 3 years or state-approved equivalent: including algebra I or applied math I, formal logic or geometry, and algebra II or applied math II. A fourth year of mathematics is strongly recommended.
Foreign Language or Advanced Technology Education – 2 years or state-approved equivalent

GUIDELINES FOR TRANSFER ADMISSION

To be considered for transfer, students must have completed a minimum of 24 credits of transferable college-level work and be in good academic standing; this cannot include remedial or preparatory courses or nontraditional course work, such as Credit for Prior Experience/Learning, Military Science, the College Level Examination Program (CLEP), etc. Students with fewer than 24 transferable credits must comply with the requirements for incoming freshmen and possess the minimum transfer GPA.

General requirements for transfer admission vary, depending on the total number of transferable credit hours completed and the cumulative GPA from all institutions attended. Maryland community college students who have completed the associate degree or students who have completed 56 semester hours of credit with a cumulative GPA of 2.0 or higher on a scale of 4.0 shall be granted direct transfer to Morgan State University as long as the applicant has meet all admission deadlines. Students who have earned fewer than 56 transferable credits or who are transferring from an institution other than a Maryland community college, will be admitted based upon combined cumulative GPA of transferable credits.

Upon official acceptance to the University, students must maintain the established cumulative GPA required for admission (inclusive of current course work) and remain in good academic standing; otherwise, the University's offer of admission will be withdrawn.

Any transfer applicant who has attended Morgan as a non-degree student must possess at least a 2.00 GPA for all course work attempted through the University, even if the applicant is admissible based on course work subsequently completed at other institutions. Students who apply for transfer admission based on their non-degree status must meet the admissions requirements listed above. *For more information on the University's transfer policy and evaluation of transfer credits please see the Transfer Center section of this catalog.*

ADVANCED PLACEMENT (AP)

Students who have had the opportunity for advanced-level work and would like academic credit as well as advanced placement are encouraged to take the Advanced Placement Tests of the College Entrance Examination Board by May of their senior year of secondary school. Arrangements to take the tests are made through the high school counselor or the College Entrance Examination Board, P.O. Box 592, Princeton, NJ 08540. Morgan's CEEB number is 5416.

If a student has already received AP credit at another institution, this credit will be reevaluated. The score received must be equivalent to the minimum score the University accepted at the time the test was taken; otherwise, the credit will not be eligible for transfer. AP credits that are accepted are recorded as transfer credit on University records and figure in the total number of credits earned toward graduation.

Additionally, advanced placement may be awarded for credits earned by high school students in selected University courses upon enrolling as a matriculating student at Morgan State University. Under certain circumstances, high school students classified as juniors or seniors, with a grade point average of 3.0 or better and a letter of recommendation from their high school principal, may be granted permission to take University course work. These students will receive certifications of completion for each course taken. Upon matriculation and approval by the Transfer Center at Morgan State University, the student will be granted advanced placement. *For more information regarding the acceptance and evaluation of AP credits please see the Transfer Center section of this catalog.*

INTERNATIONAL BACCALAUREATE (IB)

Morgan State University recognizes that the International Baccalaureate program represents achievement beyond the standard American high school program and regularly awards advanced standing to students who successfully complete IB course work. *For more information regarding the acceptance and evaluation of IB credits please see the Transfer Center section of this catalog.*

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

The College-Level Examination Program® (CLEP) provides an opportunity for students of any age to demonstrate college-level achievement through a program of examinations in undergraduate-level college courses. Morgan State University participates fully in the CLEP program. For evaluation and posting of CLEP test results, students are responsible for arranging with The College Board to have a sealed official copy of examination results sent to the MSU Transfer Center. CLEP credit may not be earned for any course in which a student is currently enrolled, has been previously enrolled and/or earned a grade, or has previously failed. *For more information and a list of accepted courses see the Transfer Center section of this catalog.*

NEW STUDENT ORIENTATION

The orientation program is designed to help new students with their transition into Morgan as well as answer questions about the University. *Please see the Office of Student Success and Retention section of this catalog for more information on freshman orientation and the Transfer Center section of this catalog for more information on transfer orientation.*

PLACEMENT TESTING FOR ENTERING STUDENTS

The Office of Student Success and Retention administers the placement test for entering students. All entering students are required to demonstrate competence in the basic skills of reading, writing and mathematics. All matriculating freshmen and all transfer students with fewer than 24 credits will be administered diagnostic placement tests. *Please see the Office of Student Retention section of this catalog for more information regarding placement testing and exemptions.*

NON-TRADITIONAL APPLICANTS

Mature Students

A mature student is defined as any student out of school continuously for three or more years. A mature student is admitted regardless of the previous college or high school record. Transfer students with less than 12 credits must provide proof of high school graduation.

Second Bachelor's Degree
The Second Bachelor's Degree Program is designed to meet the needs of college graduates who wish to attain proficiency in a different major field. To be eligible for admission, applicants must hold a baccalaureate degree from a regionally accredited institution and must have a 2.00 cumulative GPA from the degree granting institution and **all** institutions attended after the degree was earned. Applicants must meet regular admission deadlines.

A maximum of 90 transferable credits of undergraduate course work will be applied toward the second bachelor's degree. In addition, students must complete a minimum of 30 units in residence at MSU and meet all the requirements of the "new" major. Each student must complete writing and speech proficiencies, which are University requirements. *Please refer to the Policy for Students Pursuing a Second Bachelor's Degree in the Academic Affairs section of this catalog for additional information.*

Non-Degree Seeking Students
Applicants who qualify for admission but do not desire to work toward a baccalaureate degree may be admitted as non-degree-seeking students. Applicants must submit transcripts and meet regular admission requirements. Applicants must also meet regular admission deadlines.

Non-degree-seeking students who are taking classes to transfer immediately back to another institution may apply without submitting academic transcripts. These applicants must, in lieu of transcripts, submit official documentation from their home institution granting permission to take course work at Morgan State University for that particular semester.

RETURNING STUDENTS
Students returning to the University after a separation of one semester or more should contact the Office of Records and Registration for a readmission application and all corresponding information.

ADMISSION TO DEGREE PROGRAMS
Admission to the University does not constitute admission to particular degree programs. Students should contact individual departments or Deans in appropriate schools for policies and procedures for admission to degree programs.

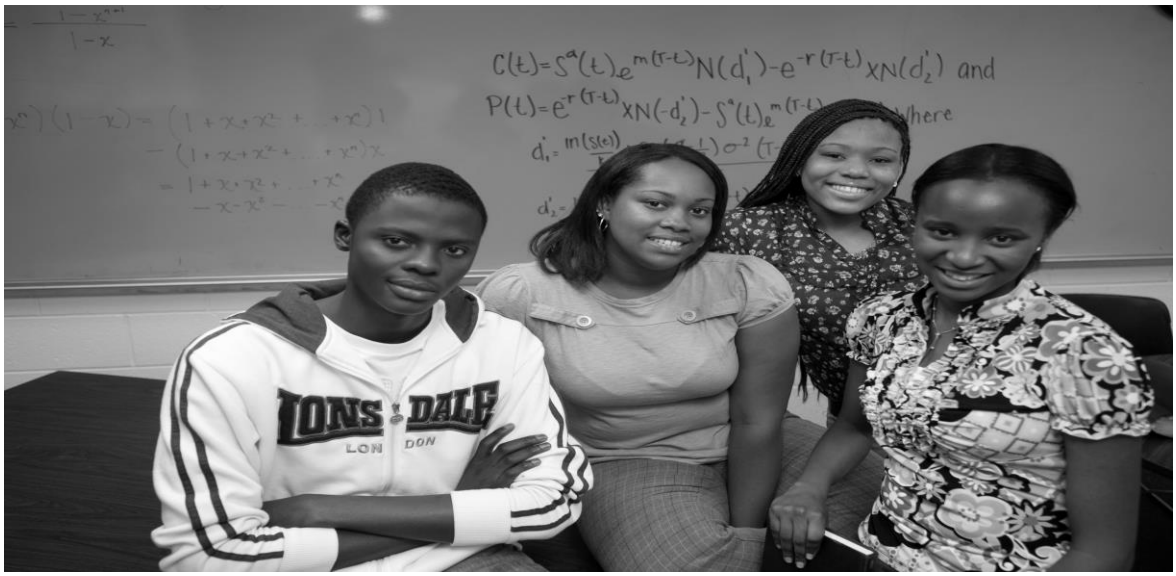
TRANSFER CENTER

The Transfer Center ensures the timely evaluation and input of transfer credits; evaluates and inputs specialized credits, including, but not limited to, CLEP, IB, foreign, AP, and military; creates, maintains and reviews articulation agreements; administers the Connect program; maintains data on transfer students, trends, and issues; maintains and updates ARTSYS; and ensures compliance with Maryland Higher Education Commission and Code of Maryland (COMAR) transfer policies.

Advanced Placement Exams (AP)

Students may earn college credit in some subject areas by receiving satisfactory scores on the College Entrance and Examination Board Advanced Placement (AP) Program examinations. Credits granted may be applied toward college degree requirements. Students must have official copies of their scores submitted to the Transfer Center by the College Board in order for credit to be awarded. To obtain copies of official grade reports, students may contact the College Board directly at **(*888*) *CALL-4-AP*** or (609) 771-7300.

While every effort is made to keep the following list up to date, courses may be added or deleted at any time.


C(t)=S^a(t)e^m(T-t)N(d'1)-e^-r(T-t)xN(d'2) and
P(t)=e^r(T-t)xN(-d'2)-S^a(t)e^m(T-t)
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AP Exam Title	Score	MSU Course	Credit Awarded	Awarded to Students Majoring in Field
Art History	3, 4, 5	ART 308	3	No
		ART 303	3	Yes
Art				
Art-Drawing	4, 5	ART 209	3	Yes
Art-Drawing	4, 5	ART 109	3	No
Art-General	4, 5	ART 308	3	No
Biology	4, 5	BIOL 101 and BIOL 102	8	No
	4, 5	BIOL 105 and BIOL 106	8	Yes
Chemistry	4, 5	CHEM 101 and CHEM 102	8	No
	4, 5	CHEM 105 and 106	8	Yes
Chinese Language and Culture	3	CHIN 101 and CHIN 102	6	No
Computer Science	4, 5	COSC 111	4	Yes No
Computer Science A	3	COSC 110 or GENL 201	3	Yes No
Computer Science AB	4, 5	COSC 112	4	
	3	COSC 110 or GENL 201	3	
Economics				
Macroeconomics	3	ECON 211	3	No Yes No
	4, 5	ECON 211	3	Yes
	3	ECON 212	3	
Microeconomics	4, 5	ECON 212	3	
English				
Language & Comp	3, 4, 5	ENGL 101	3	No
Literature & Comp	3, 4, 5	ENGL 102	3	No
Environmental Science	4, 5	EASC 403	3	No

AP Exam Title	Score	MSU Course	Credit Awarded	Awarded to Students Majoring in Field
French				
Language	3	FREN 203 or FREN 204	3	No No No
	4, 5	FREN 203 and FREN 204	6	No
Literature	3	FREN 315 or FREN 316	3	
	4, 5	FREN 315 and FREN 316	6	
Geography				
Human	4, 5	GEOG 106	3	Yes
	3	GEOG 101	3	No
German	3	GERM 101	3	No
Government and Politics				
Comparative Government and Politics	4, 5	POSC 314	3	Yes
United States Government and Politics	3	POSC 201	3	No
History United				
States	3	HIST 105 and HIST 106	6	No No Yes
European	3	HIST 101 and HIST 102	6	No
	4, 5	HIST 313 and HIST 314	6	
World	3	HIST 101 and HIST 102	6	
Italian Language and Culture	3	HUMA 201 and HUMA 202	6	No
Japanese Language and Culture	3	JPNS 203	3	No
	4, 5	JPNS 203 and JPNS 204	6	No
Latin				
Latin - Vergil	3, 4, 5	HUMA 201 and HUMA 202	6	No
Latin – Literature	3, 4, 5	HUMA 201 and HUMA 202	6	No
Catullus & Cicero				
Catullus & Horace				
Catullus & Ovid				

AP Exam Title	Score	MSU Course	Credit Awarded	Awarded to Students Majoring in Field
Mathematics				No
Calculus AB	3, 4, 5	MATH 241	4	
Calculus BC	3, 4, 5	MATH 242	4	No
Music				
Listening/Literature	3, 4, 5	MUSC 391	3	No
Theory	3, 4, 5	MUSC 171 and MUSC 172	6	Yes
Physics				
Physics B	3, 4, 5	PHYS 203 and PHYS 204	8	No
Physics C				
Mechanics	3, 4, 5	PHYS 301 and PHYS 302	8	No
Electricity and Magnetism	3, 4, 5	PHYS 205 and PHYS 206	8	No
Psychology	3, 4, 5	PSYC 101	3	No
Spanish				
Language	3	SPAN 203 or SPAN 204	3	No No No
	4, 5	SPAN 203 and SPAN 204	6	
Literature	3	SPAN 315 or SPAN 316	3	No
	4, 5	SPAN 315 and SPAN 316	6	
Statistics	3, 4, 5	MATH 331	3	No

International Baccalaureate (IB) Program

Morgan State University endorses and recognizes the academic challenge inherent in the International Baccalaureate (IB) Diploma Programme by awarding full university credit. For courses not listed contact the Transfer Center.

IB Subject Examination	Level of Examination	Minimum Examination Score	MSU Course Equivalent*	Semester Hours
Anthropology	Higher	5	ANTH 110	3
Art (Visual)	Higher	5	ART 308	3
Biology	Higher	5	BIOL101 and BIOL102	8
Business & Organization	Higher	5	BUAD 200	3
Chemistry	Higher	5	CHEM 105 and 106	8
Economics	Higher	5	ECON 211	3
English (A-1)	Higher	5	ENGL 101	3
English (A-2)	Higher	5	ENGL 102	3
Environmental Systems	Standard	45	EASC 403	3
Arabic, Chinese, French, German, Spanish, Japanese, Korean, Latin, Swahili (A-1)	Higher	5	ARAB, CHIN, FREN, GERM, SPAN, JPNS, KORE, LATN, SWAL 101 and 102	6

IB Subject Examination	Level of Examination	Minimum Examination Score	MSU Course Equivalent*	Semester Hours
Arabic, Chinese, French, German, Spanish, Japanese, Korean, Latin, Swahili (A-1)	Standard	5	ARAB, CHIN, FREN, GERM, SPAN, JPNS, KORE, LATN, SWAL 101	3
Arabic, Chinese, French, German, Spanish, Japanese, Korean, Latin, Swahili (A-2)	Higher	5	ARAB, CHIN, FREN, GERM, SPAN, JPNS, KORE, LATN, SWAL 203 and 204	6
Arabic, Chinese, French, German, Spanish, Japanese, Korean, Latin, Swahili AB Initio	Standard	5	ARAB, CHIN, FREN, GERM, SPAN, JPNS, KORE, LATN, SWAL 203	3
	Higher	5	ARAB, CHIN, FREN, GERM, SPAN, JPNS, KORE, LATN, SWAL 204	3
		5	ARAB, CHIN, FREN, GERM, SPAN, JPNS, KORE, LATN, SWAL 101	3

IB Subject Examination	Level of Examination	Minimum Examination Score	MSU Course Equivalent*	Semester Hours
Arabic, Chinese, French, German, Spanish, Japanese, Korean, Latin, Swahili (B)	Higher	5	ARAB, CHIN, FREN, GERM, SPAN, JPNS, KORE, LATN, SWAL 203 and 204	6
	Higher	5	ARAB, CHIN, FREN, GERM, SPAN, JPNS, KORE, LATN, SWAL 101 and 102	6
Geography	Standard	5	GEOG 101	3
Information Technology in a Global Society	Higher	5	GENL 201 or GENL 211	2
History of Europe	Higher	5	HIST 101 and 102	6
History of the Americas	Higher	5	HIST 105 and 106	6
Mathematics	Higher	5	MATH 109 and MATH 113	8
Music	Higher	5	MUSC 391	3
Philosophy	Higher	5	PHIL 109	3
Physics	Higher	5	PHYS 203 and 204	8

IB Subject Examination	Level of Examination	Minimum Examination Score	MSU Course Equivalent*	Semester Hours
Psychology	Higher	5	PSYC 101	3
Theatre	Higher	5	THEA 101 and THEA 210	6

*This chart was prepared based on current information and is subject to change. There is no guarantee that all IB credit will apply to a specific degree program. Completion of Certificate or Diploma programs does not fulfill General Education requirements at Morgan State University.

COLLEGE LEVEL EXAMINATION PROGRAM

Morgan State University welcomes students from a wide variety of backgrounds and experiences in many disciplines. We recognize and honor students' prior learning by accepting a full range of College-Level Examination Program (CLEP) tests, which measure mastery of college-level, introductory course content in a broad range of disciplines. CLEP credit shall not be substituted for any course taken at Morgan State University for which the student received a failing or unsatisfactory grade. CLEP scores for tests taken while matriculating at Morgan shall not be accepted for credit, unless prior approval was granted by the Dean.

Scores must be submitted to the Transfer Center upon entering the University. Upon receipt of test scores the appropriate number of credit hours will be entered on the student record. CLEP credit will be treated as transfer credit without a grade, will count toward graduation and may be used in fulfilling specific curriculum requirements.

• No more than twenty-four (24) hours of credit can be received through CLEP tests for both general and subject examinations combined.

• Credit will be granted to students achieving scores of 50% or more on the general exams.

• Morgan will accept for college credit the mean score (or above) achieved by students in the national norm groups who earned grades of "C" in comparable courses.

• No credit may be granted for CLEP tests which are repeated. If a student fails a CLEP test, then retakes the test, the student may not receive credit even if the subsequent score meets criterion.

• The amount of credit to be awarded is to be determined by the University Transfer Center.

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• No credit may be granted for CLEP tests which are repeated. If a student fails a CLEP test, then retakes the test, the student may not receive credit even if the subsequent score meets criterion.

• The amount of credit to be awarded is to be determined by the University Transfer Center.

• CLEP credit will be entered on the student's Morgan transcript as transfer credit.

• Credit will be granted only when an official CLEP score report is sent directly from the College Board to the Transfer Center. Duplicate reports, examinee's copies or score reports received in any other manner, with the exception of a CLEP examination administered at Morgan, are not acceptable.

Awards for credit are based on the scores indicated below.

EXAMINATION	MINIMUM SCORE	HOURS	COURSE GRANTED
COMPOSITION AND LITERATURE			
American Literature	50	6	ENGL 203, 204
Analyzing and Interpreting Literature	50	6	ELECTIVE
English Literature	50	6	ENGL 201, 202
Freshman College Composition	50	6	ENGL 101, 102
Humanities	50	6	HUMA 201, 202
FOREIGN LANGUAGES			
French, Level 1	50	6	FREN 101, 102
French, Level 2	50	12	FREN 101, 102, 203, 204
German, Level 1	50	6	GERM 101, 102
German, Level 2	50	12	GERM 101, 102, 203, 204
Spanish, Level 1	50	6	SPAN 101, 102

Spanish, Level 2	50	12	SPAN 101, 102, 203, 204
HISTORY AND SOCIAL SCIENCES			
American Government	50	3	POSC 201
Educational Psychology	50	3	ELECTIVE
History of the United States I	50	3	HIST 105
History of the United States II	50	3	HIST 106
Human Growth and Development	50	3	PSYC 102
Macro-economics, Principles of	50	3	ECON 211
Micro-economics, Principles of	50	3	ECON 212
Psychology, Introductory	50	3	PSYC 101
Social Sciences and History	50	6	SOSC101
Sociology, Introductory	50	3	SOCI 101
Western Civilization I	50	3	HIST 101
Western Civilization II	50	3	HIST 102

EXAMINATION	MINIMUM SCORE	HOURS	COURSE GRANTED
SCIENCE AND MATHEMATICS			
College Algebra	50	3	MATH 109 or 113
Biology	50	4	BIOL 101
Chemistry	50	8	CHEM 105, 106
Calculus	50	8	MATH 241, 242
College Mathematics	50	6	MATH 109
Natural Sciences	50	6	ELECTIVE
BUSINESS			
Business Law, Introductory	50	3	BUAD 382
Information Systems and Computer Applications	50	3	INSS 141 or COSC110 or GENL 201
Management, Principles of	50	3	MGMT 324
Marketing, Principles of	50	3	MKTG 331

The CONNECT Program

The Morgan State University CONNECT program is an excellent alternative for students who are not eligible for admission to the University as freshman. Students are referred to the CONNECT Program through the Office of Undergraduate Admission and Recruitment. If a student chooses to participate in the CONNECT Program, he/she must complete an application form. Forms may be obtained from the Trans- fer Center at Morgan State University or from the Connect liaison at the participating community college. Students must apply to a participating community college and submit a financial aid application to the Financial Aid Office at the community college. A nominal mandatory registration fee paid to Morgan State University secures a MSU Bear Necessity Identification Card for CONNECT students. This ID card allows students utilization of support services on campus such as the library and computer labs as well as the ability to purchase tickets to attend paid social and athletic events on campus. The CONNECT program is designed to provide

participants with the opportunity to demonstrate their academic aptitude and to maximize their potential.

Program Requirements

*Complete the Connect application form.
*Apply to any Maryland community college of choice. A community college Connect Liaison will be assigned.
*Complete the FAFSA and all required financial aid documents at the community college.
*Take required placement tests at the participating community college to determine skill level in Mathematics, English, and Reading. As a result of the test scores, students may be required to take some non-credit courses to strengthen skills. These courses must be completed in addition to the credits required of the CONNECT Program.

*Attend a mandatory Connect Program Orientation in August for information and preliminary advising.

*Submit class schedules to the Morgan State University Transfer Center each semester.
*Submit final grades at the end of each semester to the Morgan State University Transfer Center.
Earn 12 to 23 transferable credits (with a high school and community college GPA of 2.0 or higher)
OR
*Earn 24 or more transferable credits (with a community college GPA of 2.0 or higher)
*Apply to MSU admissions and submit an official transcript after earning the required number of transferable credits.
*Developmental and/or remedial classes are not considered transferable credits.

Maryland Community Colleges

Allegany College of Maryland
Anne Arundel Community College
Baltimore City Community College
Community College of Baltimore County - Catonsville
Community College of Baltimore County - Dundalk
Community College of Baltimore County - Essex
Carroll Community College
Cecil College
Chesapeake College
College of Southern Maryland
Frederick Community College
Garrett College
Hagerstown Community College
Harford Community College
Howard Community College
Montgomery College
Prince George's Community College
Wor-Wic Community College

After students have completed the required number of successful credit hours at the participating community college with a GPA of 2.0 or better, they may transfer to Morgan State University.

The NEXUS Program

The Network for Undergraduate Success (NEXUS) Program is an innovative alternative admissions program designed to provide students with access to a quality college education. Nexus program participants, while officially students at the Community College of Baltimore County (CCBC), begin their academic journey on Morgan State University (MSU) grounds, and once transferred will remain on MSU's campus. NEXUS means center, connection, core, link, network, tie, union, bond. Being a NEXUS student denotes that two schools have bonded to provide a network of services and opportunities from which each participant may benefit and succeed.

Grade point average and standardized test scores do not always provide a complete or accurate measurement of a student's potential for success. Morgan State University and the Community College of Baltimore County are aware that while standard assessment tools are strong indicators of academic potential, test scores are not always indicative of a student's ability to successfully earn a degree. NEXUS provides an

alternative for students with drive and potential by providing access to two outstanding schools. Resources, strong academics, and solid support systems from both institutions helps to ensure each student an opportunity to meet and exceed the University's admission requirements.

Students will reside on campus during the mandatory 4-day ACCESS Orientation. Living on campus during the academic semester is optional. NEXUS students have all of the privileges afforded to Morgan students including, but not limited to, all facilities, social and cultural events, and all support services available. The choice to live on campus will only enhance students full integration into MSU student life. Most importantly, living and learning on campus ensures students are constantly surrounded by all the amenities which support academic success.

Program Requirements

Students will be administered a placement examination for the Community College of Baltimore County on the campus of Morgan State University. Students who live 20 miles or more from the MSU campus must contact the CCBC NEXUS coordinator for information on taking the placement test closer to home. The results of the placement examination will determine CCBC course schedules in accordance with CCBC criteria. Upon completion of the NEXUS program, students transferring to Morgan State University may be required to take a placement examination.

Sign a FERPA-compliant waiver. The waiver allows CCBC and MSU to legally share student records and other personal data for the sole purpose of administering the NEXUS program.

Students shall comply with the policies and the code of student conduct for both institutions. In general, CCBC's policies and code of student conduct will apply with respect to academic and class-related issues, and MSU's policies and code of student conduct will apply for non-academic and non-class-related issues.

Progression through the program:

Students may participate in NEXUS for a maximum of two consecutive semesters.
Academic progress in NEXUS will be determined by CCBC standards.
Students are eligible to transfer to Morgan under the following conditions:

Completion of at least 12 credit hours, including developmental coursework, with a 2.5 or better cumulative Program grade point average (GPA) and a minimum of C in each Course. (Developmental coursework will be used only for the purposes of granting admission to MSU; developmental coursework shall not transfer to MSU nor shall it be included on MSU academic records nor apply toward any certificate or degree at MSU) **OR**
Completion of at least 24 credit hours, excluding developmental coursework, with a 2.0 or better GPA in NEXUS.
Students transitioning to MSU may be required to take a placement test and may continue in pre-college preparation courses.
Students who either do not complete two semesters in NEXUS or who complete the two semesters in NEXUS without meeting the transfer requirements set forth in a. or b. above, and who wish to be admitted to MSU, must reapply to MSU when they have met the requirements for regular admission according to MSU's current transfer admission criteria.
Students who leave NEXUS without either transferring to MSU or completing two semesters in NEXUS may reapply for admission to either institution in accordance with the institution's current admission procedures, but are not eligible for admission in accordance with the provisions of "a." above.

Program costs:

Students shall pay no more than any other first-time freshman. Tuition will be paid to CCBC. Fees, housing and meal plan, Access Orientation, health insurance, books, miscellaneous expenses, and program participation fee will be paid to MSU.

TRANSFER STUDENTS

Morgan State University welcomes applications from transfer students from community colleges and four year colleges and universities accredited by Maryland and/or a regional accrediting association. Students are expected to have a cumulative average of 2.0 from all colleges attended and be "in good standing" academically and financially at the last institution attended. In all cases, the transfer student must earn the last 30 credit hours toward the desired degree at the University as a full-time or part-time student. Applications from transfer students with A.A. and A.A.S. degrees earned at Maryland community colleges will be evaluated as determined by the Maryland Student Transfer Policy.

Transfer applicants should also refer to the Admissions section, and, if they have veteran status, the Veteran Services section of the catalog.

Morgan State University Transfer Student Policy

I.Students Transferring from Maryland Public Institutions of Higher Education.

This section does NOT apply to students who are transferring from Maryland private and from non-Maryland institutions of higher education (both public and private). Authority: Education Article SS1-201-11-206, Annotated Code of Maryland; COMAR 13B.06.

A. General Education Requirements for Public Institutions

1. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in COMAR 13B.06. According to the regulations, a public institution shall satisfy the general education requirement by: a. Requiring each program leading to the A.A. or A.S. degree to include not less than 30 and not more than 36 semester hours, and each baccalaureate degree program to include not less than 40 and not more than 46 semester hours of required core courses,with the core requiring, at a minimum, course work in each of the following five areas:

(1) Arts and Humanities,

(2) Social and Behavioral Sciences,

(3) Biological and Physical Sciences,

(4) Mathematics, and

(5) English Composition; or b. conforming with COMAR

13B.02.02.16D(2)(b)-(c).

2. General education programs of public institutions shall require at least:

a. One course in each of two disciplines in Arts and Humanities;

b. One course in each of two disciplines in

Social and Behavioral sciences;

c. Two science courses, at least one of which shall be a laboratory course;

d. One course in Mathematics at or above the level of college Algebra; and

e. One course in English Composition.

3. Interdisciplinary and Emerging Issues. a. In addition to the five required areas in SI.A.1.a. of the Transfer Student Policy ("Policy"), a public institution may include up to 8 semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students.

These courses may:

(1) Be integrated into other general education courses or may be presented as separate courses; and

(2) Include courses that:

(a) Provide an interdisciplinary examination of issues across the five areas.

(b) Address other categories of knowledge, skills, and values that lie outside of the five areas.

b. Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in S1.A.1.a. of this Policy.

4. General education programs leading to the A.A.S. degree shall include at least 20 semester hours from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one 3-semester-hour course from each of the five areas listed in SI.A.1.a. of this Policy.

5. A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.

6. A public institution may allow a speech communication or foreign language course to be part of the Arts and Humanities category.

7. Composition and literature courses may be placed in the arts and humanities area if litera- ture is included as part of the content of the course.

8. Public institutions may not include physical education skills courses as a part of the general education requirements.

9. General education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines.

10. Courses that are theoretical may include ap- plications, but all application courses shall include theoretical components if they are to be included as meeting general education requirements.

11. Public institutions may incorporate knowl- edge and skills involving the use of quan- titative data, effective writing, information retrieval, and information literacy when possible in the general education program.

12. Notwithstanding SI.A.1.a. of this Policy, a public 4-year institution may require 48 semester hours of required core courses if courses upon which the institution's cur- riculum is based carry 4 semester hours.

13. Public institutions shall develop systems to ensure that courses approved for inclu- sion on the list of general education courses are designed and assessed to com- ply with the requirements of this Policy.

B. Transfer of General Education Credit

1. A student transferring to Morgan State Universi- ty ("Morgan") from another Maryland public institution of higher education

("Maryland public institution") shall re- ceive general education credit for work completed at the student's sending institu- tion as provided by this Policy.

2. A completed general education program shall transfer without further review or ap- proval by Morgan and without the need for a course-by-course match.

3. Courses that are defined as general educa- tion by the sending institution shall transfer as general education even if Morgan does not have that specific course or has not de- signed that course as general education.

4. Morgan shall give lower-division general education credits to a transferring student who has taken any part of the lower-divi- sion general education credits described in SI.A. of this Policy at a Maryland public in- stitution for any general education courses successfully completed at the sending insti- tution.

5. Except as provided in SI.A.12 of this Pol- icy, Morgan may not require a transfer stu- dent who has completed the requisite number of general education credits at any Maryland public institution to take, as a condition of graduation, more than 10-16 additional semester hours of general educa- tion and specific courses required of all stu- dents at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve stu- dents of the obligation to complete specific academic program requirements or course prerequisites required by Morgan.

6. A sending institution shall designate on or with the student transcript those courses that have met its general education require- ments, as well as indicate whether the stu- dent has completed the general education program.

7. A.A.S. Degrees.

a. While there may be variance in the number of hours of general education requirements for A.A., A.S. and A.A.S. degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.

b. An A.A.S. student who transfers into Morgan with fewer than the total number of general education credits designated by Morgan shall complete the difference in credits according to the distribution as designated by Morgan. Except as provided in SI.A.12. of this Policy, the total number of general education credits for Morgan may not exceed 46 semester hours.

8. Student Responsibilities. A student is held:

a. Accountable for the loss of credits that: (1) Result from changes in the stu- dent's selection of the major pro- gram of study,

(2) Were earned for remedial course work, or

(3) Exceed the total course credits accepted in transfer as allowed by this Policy; and

b. Responsible for meeting all require- ments of the academic program of Morgan.

C. Transfer of Non-General Education Program Credit

1. Credit earned at any public institution in the

State is transferable to Morgan if the:

a. Credit is from a college or university parallel course or program.

b. Grades in the block of courses transferred average 2.0 or higher; and

c. Acceptance of the credit is consistent with Morgan's policies governing students following the same program.

2. Credit earned in or transferred from a community college is limited to:

a. The baccalaureate degree program requirement, but may not be more than 70 semester hours; and

b. The first two years of the undergraduate education experience.

D. Nontraditional Credit

1. The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students at Morgan, and the assignment shall be consistent with the State minimum requirement.

2. Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02 and shall be evaluated by Morgan on a course-by-course basis:

a. Technical courses from career programs; b. Course credit awarded through articulation agreements with other segments or agencies;

c. Credit awarded for clinical practice or cooperative education experiences; and

d. Credit awarded for life and work experiences.

3. The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution (Morgan).

4. Morgan shall inform a transfer student of the procedures for validation of course work of which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge, examinations, and satisfactory completion of the next course in sequence in the academic area.

5. The receiving baccalaureate degree-grant- ing institution (Morgan) shall use validation procedures when a transferring student suc- cessfully completes a course at the lower di- vision level. The validated credits earned for the course shall be substituted for the upper division course.

E. Program Articulation

1. Recommended transfer programs shall be developed through consultation between the sending institution and Morgan. A recom- mended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman-sophomore level course work to be taken at the com- munity college in fulfillment of Morgan's lower division course work requirement.

2. Recommended transfer programs in effect on September 3, 1996, which conform to this Policy, may be retained.

F. Academic Success and General Well-Being of

Transfer Students

1. Sending Institutions.

a. Community colleges shall encourage their students to complete the Associate de- gree or to complete 56 hours in a recom- mended transfer program which includes both general education courses and courses applicable toward the program at the receiving institution.

c. The sending institution shall:

(1) Provide to community college stu- dents information about the spe- cific transferability of courses at 4-year colleges;

(2) Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and

(3) Promptly supply the receiving in stitution with all the required docu- ments if the student has met all financial and other obligations of the sending institution for transfer.

2. Receiving Institution (Morgan).

a. Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.

b. Morgan shall admit transfer stu- dents from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the basis as applicants from region- ally accredited colleges.

c. Morgan shall evaluate the transcript of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results not later than mid-semester of the stu- dent's first semester of enrollment at Morgan, if all official transcripts have been received at least 15 working days before mid-semester. Morgan shall inform a student of the courses which are acceptable for transfer credit and the courses which are applicable to the stu- dent's intended program of study.

d. Morgan shall give a transfer student the option of satisfying institutional graduation requirements that were in effect at Morgan at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student shall satisfy the major requirements in effect at the time when the student was identified as pursuing the recommended transfer program at the sending institution. These conditions are applicable to a student who has been continuously enrolled at the sending institution. For the purpose of this subsection (d) only, continuous enrollment is defined as a student who has officially registered for at least one course and has not dropped all of the student's course(s) or withdrawn from school during any given semester.

G. Programmatic Currency

1. Morgan shall provide to the community col- lege current and accurate information on recommended transfer programs and the transferability status of courses. Community college students shall have access to this information.

b. Community college students are encour- aged to choose as early as possible the insti- tution and program into which they expect to transfer.

2. Recommended transfer programs shall be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.

3. When considering curricular changes, insti- tutions shall notify each other of the pro- posed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both 2-year and 4- year public colleges provide input or com- ments to the institution proposing the change. Sufficient lead time shall be pro- vided to effect the change with minimum disruption. Transfer students are not re- quired to repeat equivalent course work suc- cessfully completed at a community college.

H. Transfer Mediation Committee

1. There is a Transfer Mediation Committee, appointed by the Secretary of the Maryland Higher Education Commission, which is representative of the public 4-year colleges and universities and the community col- leges.

2. Sending and receiving institutions that dis- agree on the transferability of general edu- cation courses as defined by COMAR 13B.06.01 shall submit their disagreement to the Transfer Mediation Committee. The Transfer Mediation Committee shall ad- dress general questions regarding existing or past courses only, not individual student cases, and shall also address questions raised by institutions about the acceptability of new general education courses. As appro- priate, the Committee shall consult with faculty on curricular issues.

3. The findings of the Transfer Mediation Committee are considered binding on both parties.

I. Appeal Process

1. Notice of Denial of Transfer Credit by

Morgan

a.Except as provided in SI.I. below of this Policy, Morgan shall inform

a transfer student in writing of the denial of transfer credit no later than mid-semester, if all official transcripts have been received at least 15 working days before mid- semester.

b. If transcripts are submitted after 15 working days before mid-semester of a student's first semester, Mor- gan shall inform the student of credit denied within 20 working days of receipt of the official tran- script.

c. Morgan shall include in the Notice of Denial of transfer credit:

(1) A statement of the student's right to appeal; and

(2) A notification that the appeal process is available in the institu- tion's catalog.

(3) The statement of the student's right to appeal the denial shall in- clude notice of the time limitations in 1.2 of this regulation.

2. A student believing that Morgan has denied the student transfer credits in violation of this Policy may initiate an appeal by con- tacting the Transfer Coordinator or the Dean for the school or college in which the stu- dent's major is located (or the Dean for the College of Liberal Arts where no major has been declared) within 20 working days of receiving notice of the denial of credit.

3. Response by Morgan. a. Morgan shall:

(1) Establish expeditious and sim- plified procedures governing the appeal of a denial of transfer of credit; and

(2) Respond to a student's appeal within 10 working days.

b. Morgan may either grant or deny an appeal. Morgan's reasons for denying the appeal shall be consis- tent with this Policy and conveyed to the student in written form.

c. Unless a student appeals to the sending institution, the written decision constitutes Morgan's final decision and is not subject to appeal.

4. Appeal to Sending Institution.

a. If a student has been denied trans- fer credit after an appeal to Mor- gan, the student may request the sending institution to intercede on the student's behalf by contacting the transfer coordinator of the send- ing institution.

b. A student shall make an appeal to the sending institution within 10 working days of having received the decision from Morgan.

5. Consultation between Sending and Receiv- ing Institutions.

a. Representatives of the two institu- tions shall have 15 working days to resolve the issues involved in an appeal.

b. As a result of a consultation in this section, Morgan may affirm, mod- ify, or reverse its earlier decision.

c. Morgan shall inform a student in writing of the result of the consulta- tion.

d. The decision arising out of a con- sultation constitutes the final deci- sion of Morgan and is not subject to appeal.

J. Periodic Review

1. Report by Receiving Institution.

a. A receiving institution shall report annually the progress of students who transfer from 2-year and 4-year institutions within the State to each community college and to the Secretary of the Maryland Higher Education Commission.

b. An annual report shall include on- going reports on the subsequent ac- ademic success of enrolled transfer students, including graduation rates, by major subject areas.

c. A receiving institution shall include in the reports comparable information on the progress of native students.

2. Transfer Coordinator. A public institution of higher education shall designate a Transfer Coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The Transfer Coordinator is responsible for overseeing the application of the policies and procedures outlined in COMAR 13B.06.01 and interpreting transfer policies to the individual student and to the institution.

3. The Maryland Higher Education Commis- sion shall establish a permanent Student

Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of COMAR 13B.06.01.

II. All Other Transfer Students

The following provisions apply to students who are transferring from Maryland private institu- tions of higher education and from non-Maryland institutions of higher education (both public and private).

A. General Requirements

1. Students transferring from private colleges and universities in Maryland and from non- Maryland colleges and universities will have their official college transcripts evalu- ated once they have received notice from the University's Director of Admissions that they have been admitted to the University.

2. The evaluation of general education courses is the responsibility of the Transfer Center. The evaluation of core (major) courses is the responsibility of the Transfer Coordinator in the School/College in which the transfer student's major is located.

3. The responsibility for the evaluation of the transcripts of transfer students who are un- decided about their major rests with the Transfer Coordinator for the College of Liberal Arts. General education coursework will be evaluated in the Transfer Center.

4. In general, the assignment of equi- valent course credit or free elective course credit involves a course-by-course evaluation and comparison of courses on the student's transcript from the sending institution with appropriate courses offered at Morgan.

5. Transfer Coordinators may consult with the chairperson or coordinator of a discipline or program regarding the final determination of course and/or credit transferability.

6. The University will typically accept for credit college level courses (i.e., non-remedial and/or non-developmental courses) in which the student has earned grades of "C" or better from a regionally accredited college or university.

7. Students from non-Maryland community colleges may transfer up to a maximum of 70 credits. Students from non-Maryland 4- year institutions of higher education may transfer up to a maximum of 90 credits.

8. Transfer students must earn their final 30 hours at the University. Two-thirds of the major requirements at the 300 or 400 level must be completed while the student is enrolled at the University.

9. All transfer students must satisfy the Writ- ing Proficiency and Speech Proficiency examinations as well as complete all School/College graduation requirements while enrolled at the University.

10. Students shall be governed by the academic requirements in effect at the time they transferred to the University. Students who change their major after transferring to Morgan must satisfy the academic requirements in effect at the time when they changed their major.

11. The Dean for each School or College within the University appoints the Transfer Co- ordinators for his or her School/College. Students who have questions about the transfer of courses and/or credits are encouraged to contact the Dean's office in which their major is located in order to meet with the Transfer Coordinator.

B. Appeal of Transcript Evaluations

1. After receiving an official copy of their transfer evaluation from the Transfer Co- ordinator, students shall have thirty (30) days from the date that the official eval- uation was forwarded to the student to appeal all or any portion of the evaluation.

2. All appeals must be in writing and addressed to the Dean of the School/ College in which their major is located (or the Dean for the College of Liberal Arts where no major has been declared).

3. The Dean shall review the issues raised in the appeal letter and determine whether an amendment to the original transfer evalu- ation is warranted. The Dean may require a student to provide additional in- formation including, but

not limited to, course descriptions, catalogs, and syllabi.

4. The Dean shall provide a written response to the transfer student within thirty (30) days of receipt of the student's written appeal.

5. Students who fail to appeal in writing within thirty (30) days of the date that the of- ficial evaluation was forwarded to them shall be deemed to have lost their right to appeal.

III. Definitions

A. Terms defined

1. "A.A. degree" means the Associate of Arts degree.

2. "A.A.S. degree" means the Associate of Applied Sciences degree.

3. "Arts" means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between the- ory and practice. Courses in this area may include fine arts, performing and studio arts, appreciation of the arts, and history of the arts.

4. "A.S. degree" means the Associate of Sciences degree.

5. "Biological and physical sciences" means courses that examine living systems and the physical universe. They introduce student to the variety of methods used to collect, interpret, and apply scientific data, and to an understanding of the relationship between scientific theory and application.

6. "English composition courses" means courses that provide students with commu- nication knowledge and skills appropriate to various writing situations, including in- tellectual inquiry and academic research.

7. "General education" means the foundation of the higher education curriculum providing a coherent in- tellectual experience for all students.

8. "General education program" means a program that is designed to:

a. Introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines;

b. Encourage the pursuit of life- long learning, and

c. Foster the development of educated members of the com- munity and the world.

9. "Humanities" means courses that examine the values and cultural heritage that establish the frame-work for inquiry into the mean- ing of life. Courses in the humanities may include language, history, literature, and philosophy of western and other cultures.

10. "Mathematics" means courses that provide students with numerical, analytical, statistical, and problem-solving skills.

11. "Native student" means a student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of high- er education since that initial enrollment.

12. "Parallel program" means the program of study or courses at one institution of higher education which has comparable objectives as those at another higher education institution, for example, a transfer program in psychology in a community college is definable as a parallel program to a bac- calaureate psychology program at a 4-year institution of higher education.

13. "Receiving institution" means the institu- tion of higher education at which a trans- fer student currently desires to enroll.

14. "Recommended transfer program" means a planned program of courses, both gen- eral education courses in the major, taken at a community college, which is applicable to a baccalaureate program at a receiving institution, and ordinarily the first 2 years of the baccalaureate degree.

15. "Sending institution" means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.

16. "Social and behavioral sciences" means courses that examine the psychology of individuals and the ways in which in- dividuals, groups, or segments of society behave, function, and influence one an- other. The courses include, but are not limited to, subjects which focus on:

a. History and cultural diversity;

b. Concepts of groups, work, and political systems; c. Applications of qualitative and quantitative data to social issues; and

d. Interdependence of individuals, society, and the physical environment.

17. “Transfer student” means a student entering

an institution for the first time with academic credit earned at another in- stitution which is applicable for credit at the institution the student is entering.

FINANCIAL AID

The Office of Financial Aid has full responsibility for administering all Federal, State, Institutional and Private student financial aid programs. Student aid can consist of federal Pell Grant, federal Supplemental Educational Opportunity Grant (SEOG), federal or private loans, federal work study, Teach Grant program and other related programs. Interested students may seek information at the Office of Financial Aid or log onto www.morgan.edu/financialaid and link to financial Aid for related websites and additional information. The goal of the Office of Financial Aid is to assist in the efforts of students to meet their responsibilities to bear the cost of a college education. Students are encouraged to seek out other sources of aid, especially state and private scholarships, and to submit early applications for funding.

PROCEDURES FOR APPLYING

A. **COMPLETE THE FREE APPLICA- TION FOR FEDERAL STUDENT AID (FAFSA) FOR NEW OR RETURNING STUDENTS** at: www.fafsa.ed.gov and submit it to the U.S. Department of Edu- cation for processing. Students seeking federal aid must use the FAFSA to apply for the Federal Pell Grant, loans, and most State aid and other programs discussed herein. Morgan's school code is 002083

B. The Department of Education encourages students and parents to use the FAFSA DATA RETRIEVAL TOOL for reporting prior calendar year tax information that will be downloaded from the Internal Revenue Service (IRS). Copies of the IRS Tax Return Transcripts are the required tax documents that the school will use to satisfy a process called verification. Only under certain circumstances can the school accept copies of 1040s, 1040 or 1040ez.

To request a free copy of an IRS Tax Return Transcript log onto www.irs.gov or make a telephone request at 1-800-908-9946.

PRIORITY DATES

First consideration for aid will be given to eligible students who have completed applications that have been received by the following dates:

January 2 Complete and submit FAFSA March 1 Maryland State Scholarship April 1 Summer Sessions Only*
April 15 Fall Semester
November 1 Spring Semester Only*
November 1 Winter Minimester

*Applications for the Spring semester and Summer Sessions will be accepted based on the availability of funds. Winter session aid will only consist of Pell Grant funding.

AVOID PROCESSING DELAYS

For priority, file the Free Application for Federal Student Aid (FAFSA) no later than February 1st for the Fall semester. Processing time may take 2-3 weeks;

Complete the FAFSA application form according to directions, making certain that all items are legible and completed accurately;

Contact the Office of Financial Aid if you have questions on how to complete the forms.
Use the Data Retrieval Tool (DRT) for faster FAFSA processing.
Submit all requested documents to the Office of Financial Aid as soon as possible.

AWARD NOTIFICATION PROCESS

The Office of Financial Aid will acknowledge receipt of all documents online by accessing the WEBSIS system. Students should retain copies of all documents.
Offers of awards will be made within 10 days after information has been received and grades and other necessary information become available.

Students must electronically confirm acceptance of award offers by accessing the WEBSIS system within 10 days after receipt of the award notification.The award offer is for one academic year. Students must apply separately for summer and winter financial aid. Applications are available online at: www.morgan.edu or from the Office of Financial Aid, Montebello, rm.A203

CALCULATION OF FINANCIAL AID

The award offers are based upon a review and determination of students' financial need as determined by an analysis of the Free Application for Federal Student Aid (FAFSA) and by the Department of Education Federal Student Aid Program.

Once the "Expected Family Contribution" (EFC) has been determined and the cost of attendance at the university (including tuition and fees, housing, books, transportation, and personal expenses) has been considered, most financial aid award offers will be made based on availability of funds. Due to limitations of funds and the large number of eligible aid applicants, the University is usually unable to meet up to 80% of the student's need. The student should expect to contribute to the cost of his/her educational expenses.

DISBURSEMENT OF FUNDS

Awards are usually disbursed in two equal installments: one half the yearly awards for the Fall semester, and the

other half for the Spring semester. Funds for direct expenses (tuition, fees, campus room and board) will be credited to the student's account prior to the beginning of each semester.

REFUNDS/Cash Disbursements

Refunds/Cash Disbursements are processed by the Office of Financial Aid after determining if students remained eligible for the refunds/cash disbursements and allowing for adjustments based on enrollment changes, changes in housing decisions, and other changes. Funds are delivered to students by the Office of the Bursar.

SATISFACTORY ACADEMIC PROGRESS

Policy: Effective July 1, 2011

In accordance with Federal Regulations Morgan State University (MSU) has developed a revised Satisfactory Academic Progress **(SAP)** policy. The university SAP policy measures **Qualitative** (grade point average), **Quantitative** (must have earned 67% attempted credits) and the **Maximum Time Frame** for completion of the program of study. This policy must apply consistently to all educational programs and to all students that apply for financial aid. The Financial Aid Satisfactory Academic Progress policy may slightly differ from the university's Satisfactory Academic Performance requirements that are located in the university's catalog.

Purpose: The intent of this policy is to ensure that all students that are recipients of federal student aid are evaluated to ensure that they are meeting the SAP requirements developed by the university in accordance with the regulations and guidelines put forth by the Department of Education.

Students applying for financial aid through programs under the Title IV of Higher Education Act must meet SAP requirements in order to receive financial aid assistance from programs, such as: Federal Pell Grant, Federal SEOG, Federal Work Study, Federal Direct Loans, Federal Plus Loans, State Scholarships Programs, Institutional Scholarships and others that may not be mentioned but still require SAP monitoring.

Satisfactory Academic Progress is determined after each spring semester which is generally one year in length, unless otherwise stated and documented.

Procedure:

To be eligible for financial aid, students must be making satisfactory academic progress. The Office of Financial Aid will determine aid eligibility by using the following criteria.

Undergraduate Students

Satisfactory Academic Progress Calculations:

To meet Sap requirements at Morgan State University students must successfully pass a minimum 67% of all accumulated attempted credits and have a minimum 2.0 grade point average (GPA), and be within the maximum time frame for completion.

Qualitative standard Students must maintain a minimum cumulative 2.0 GPA by the end of each academic year, unless otherwise stated and documented.

Quantitative standard and maximum time frame to accurately measure a student's progress in a program, more than a qualitative standard is needed. A student who is maintaining a high GPA by withdrawing from every course they attempt after the first year would meet a qualitative standard but would not be progressing towards graduation. Hence, the university measures the cumulative completion rate.

Cumulative Completion Rate calculation: Example: If a student attempts 16 credit hours, and earns 11 credit hours. The completion rate calculation is the number of earned credits divided by the number of attempted credits = the cumulative completion rate. In this example, 11/16 = 68%, so the student's completion rate is 68%.

Additionally, MSU has a **maximum time frame** in which a student is expected to finish a program. For an undergraduate program the time frame cannot exceed 150% of the published length of the program measured in academic years or terms or credit hours attempted, as determined by MSU. For instance, if the published length of an academic program is 120 credit hours, the maximum credits attempted must not exceed 180 (120 × 1.5).

Change of major, dual major, 2nd degree, Consortium Agreements and Transfer Students

Generally, all periods of the student's enrollment count when determining SAP, including periods in which the student did not receive financial aid. However, for MSU students who **change majors**, credits attempted and credits earned that do not count toward the new major will not be included in the SAP determination. This due to changing major SAP "reset", maybe only done one time.

Students seeking **dual degrees** and **2nd degrees** will have to be evaluated via the Office of Financial Aid Audit Credit Evaluation Form because only credits that apply to the educational programs that they are currently seeking will be counted for SAP purposes. Generally, the total acceptable **transfer credits** are added to the student records, but not all accepted credits go towards the actual degree seeking program. Therefore, it must be determined that students that are in one of the above categories must request an Audit Credit Evaluation Form from Office of Financial Aid to submit to their perspective Academic Advisor. Students are required to submit to the financial aid office the completed form with an Academic Advisor's signature and phone extension, with no exceptions. In

addition, if the student's credits are close to reaching 150 %, a Credit Evaluation Form will assist the Office of Financial Aid with determining the exact number of credits that will be counted toward that program.

Consortium credits hours are treated the same as transfer credits.

Note: Consortium Agreement forms are online

Graduate Students
All graduate students must meet the Qualitative component of the SAP policy by maintaining a minimum 3.0 GPA. The maximum time frame is based on the statute of limitations and the required number of credits required for each educational program.

Repeating Courses,
July 2012, Federal Regulation 34 CFR 668.2(b) and 34 CFR 668.20(d),(f)
Per federal regulations the institution will count credits towards enrollment status and award federal aid funds to a student who is repeat a class for a previously passed course. **The school will not pay federal aid to students for retaking previously passed classes several times.** While a student may be repeatedly paid for repeatedly failing the same course, the SAP policy still applies to each case. If a student withdraws before completing the course that they were paid federal aid funds for retaking, that class will not be counted as their one allowed to retake. However, if a student passed a class once and then is repaid for retaking the class and fails the second time, that failure counts as their paid retake and the student may not be paid aid for retaking the class a third time.

Withdrawal
Students that **withdraw officially** from the university should do so by contacting their Deans or designated official within their Schools to begin the process of officially withdrawing from the university. Students are instructed to get signatures from all departments listed on the Withdrawal Routing form. The Financial Aid Administrator will perform the Federal Student Aid Return of Title IV Funds Calculation to determine the amount of aid that the school is allowed to remain on student's accounts or return to the Federal Title IV programs. Students that **unofficially withdraw** are treated the same. The Office of Financial Aid will determine the students last day of attendance per the activity date recorded by the Registrar. If federal aid has posted, the Office of Financial Aid will perform the Return of Title IV calculation.

Incompletes,
Students that received an incomplete in a course in the prior term and are **completing the coursework** in the subsequent term to erase the incomplete in the prior term, are not considered to be enrolled in the subsequent term. Therefore, the hours in the course do not count toward the student's enrollment status for the subsequent term, and the student may not receive federal aid for retaking the course. However, if a student who received an incomplete in a course in the prior term is retaking the entire course for credit in the subsequent term, the hours in the course count towards the student's enrollment status, and the student may receive federal student aid funds for retaking the course.

Remedial and non-credit courses
A one- year limitation on remedial and non-credit courses applies. A student repeating a remedial or non-credit course that exceeds the one- year limitation cannot have the class included in his enrollment status.

Failing Satisfactory Academic Progress Requirements, Revised July, 2011
SAP Appeals
Students who become ineligible for aid because of unsatisfactory academic progress may appeal by submitting a typed letter along with supportive documentation attached to the Financial Aid Appeal Form explaining why the student failed to meet Satisfactory Academic Progress (SAP). The appeal should be submitted to the Financial Aid Appeals Committee no later than the online designated dates made available prior to each term. It can take up to 3 or more weeks to receive a decision from the committee**. If a student's appeals are denied, the student will remain ineligible for federal aid but can apply for an Alternative non-federal loan (see Financial Aid website for online lender information). Students may appeal a denied by the committee by submitting a second typed appeal letter and additional supporting documentation to the Director of the Office of Financial Aid** seeking to regain eligibility for federal aid. If the second appeal is approved, students will be granted a **one term only financial aid probation for the semester.** The terms for a Director's one term probation period are as follows: student must sign a written statement agreeing to these requirements:

student must pass all credits.

student cannot receive any grade of a F,I or W.

student has to earn a semester GPA of a 2.0 or better.

The decision of the Director is final. There is no further way to appeal.

Financial Aid Probation
If it is determined that a student should be able to meet the SAP standards, they may be given financial aid probation, which requires students to meet the Financial Aid Satisfactory Progress requirements by earning 67% of attempted credits and having a minimum 2.0 GPA or at the end of the one term probation period. Students must pass all attempted classes without receiving any I, F or W grades. During the probation period, students may continue to receive Title IV aid until the end of the subsequent semester. However, at the end of the one -time only financial aid probation period, if the student did not meet the SAP standards, the student can regain aid eligibility by participating in the **Academic Plan.**

Re-establishing Academic Progress with the Academic Plan
A student who loses financial aid eligibility because they

are not meeting MSU's SAP standards can regain eligibility only by participating in the **Academic Plan Program**. Students will meet with their designated **faculty advisor, CASA advisor or Retention advisor** to develop an academic plan. Once the Plan is developed, students must make sure that they are academically progressing for 4 consecutive semesters and either the Plan's requirements or SAP standards. The Plan will allow students to take action that will bring them into compliance with the qualitative and quantitative components of SAP standards, and to help them stay on pace for completion of their program to graduate

TYPES OF AID

Student Financial Aid types consist Federal Student Aid Programs, Private and Institutional Student Aid Programs. More information may be found at www.morgan.edu/financial_aid/type_of_aid.html

a. Federal Pell Grant. Students must apply for the Federal Pell Grant to be considered for other types of financial aid. If eligible, the amount of their grant is based on the following but not limited to;

1. The number of credit hours
2. The cost of attendance, and
3. Student's level of need as determined by the processing of their FAFSA and the resultant Student Aid Report (SAR). The SAR will be sent electronically to the student by the federal processor. Students must read their SAR and carefully submit any needed corrections back to the Federal Student Aid Services.

The student's signature (electronic pin #) means that he/she understands the conditions of the award. If the student's Expected Family Income (EFC) is asterisked (*), he/she must complete a verification process through the Office of Financial Aid. In those instances where verification is required, a verification form and other forms can be obtained via the web at to financial aid at www.morgan.edu/financialaid. All forms are available at the Office of Financial Aid campus location; Montebello Complex A Wing, Room A203. Verification must be completed prior to the award of any type of federal student aid.

Students who use the Federal Pell Grant or other aid for only one regular semester in the academic school year may use the remaining portion for summer school attendance.
NOTE: Summer sessions financial aid applications are available online

Federal Work-Study (FWS) Program provides employment opportunities to stu- dents. If eligible funds are available, Work- Study allows a student to work on or off campus. The FASFA application results must be on file in the Office of Financial Aid before awards can be determined. All Student Work Programs must be cleared through the Student Employment Office (SEO). Students may work a maximum of 20 hours a week. Award amounts vary, and hourly wages are determined by the SEO and employment category. Federal Work-Study earnings are not credited to a student's bill. Students receive a bi-weekly check for hours worked. Applications and Employment Listings are available online at www.morgan.edu/financialaid, as well as in the Student Employment Office (SEO) located in the Montebello Complex, A Wing, Room 223, (443) 885-3141.

Federal Supplemental Educational Opportunity Grant (FSEOG)
FSEOG is a federal grant awarded to Pell eligible students in amounts not to exceed $2,000 annually. Further, this award is dependent on the availability of funds. FSEOG is for undergraduates with exceptional financial need.

Federal Perkins Loans
These loans are available to eligible undergraduate and graduate students. The Perkins Loan is a low interest loan to help students pay for their education. These loans are made through the Office of Financial Aid and students must accept the award on WEBSIS. The Office of the Bursar will contact the awardees via their MSU student email and will typically send students a package, including a promissory note, entrance interview, etc. The Perkins Loan is a Federal Student Aid Program; however Morgan State University is the lender. Repayment on this loan begins nine months after graduation. Enrolling for less than half-time or discontinuing study will also result in repayment of the loan. Payments are to be made payable to,

Campus Partners
P.O. Box 2902 Winston Salem, NC 27102-2902
Telephone: 1-800-458-4492
Web: www.mycampusloan.com

Eligible students may receive a Federal Perkins Loan to the extent to which funds are available. The Office of the Bursar-Perkins Office is in Montebello Complex, A Wing, Room 109, (443) 885-3108. An Entrance Interview and the Federal Perkins Loan Promissory note must be completed and submitted to the Office of the Bursar before disbursement of this loan.

Federal Direct Loans
Federal Direct Loans are low-interest loans given to students by the federal government and are disbursed

directly to the school. The institution determines your eligibility and annual loan amounts student's grade level and FAFSA information. The loans must be repaid with interest charges as indicated in the loan agreement/promissory note. The Federal Direct Loan Program offers subsidized and unsubsidized loans. With the subsidized loan, no interest is charged and no repayment is required until six months after you cease to be enrolled on at least a half-time basis. If you borrow the unsubsidized loan, interest will accrue while you are in school and during your grace periods. Like the subsidized loan, no repayment is due until six months after you cease to be enrolled on at least a half-time basis.

As an **undergraduate dependent** student you may borrow up to $5,500 for the freshman year, up to $6,500 for the sophomore year, and up to $7,500 for the junior and senior years combining subsidized and unsubsidized to an aggregate maximum of $31,000 (no more than $23, 000 of which can be subsidized) for your undergraduate studies.

Dependent undergraduate students are eligible for an **additional unsubsidized loan at each grade level whose parents are unable to borrow**. PLUS Loans will have to denied and documented by the loan officer and independent status will have to be verified by FAFSA data, in order to award additional funds.

As an **undergraduate independent student** you may borrow up to $9,500 as a freshman and up to $10,500 as a sophomore and up to $12,500 as a junior and senior combining subsidized and unsubsidized to an aggregate loan limit at $57,500 (no more than 23, 000 of which can be subsidized) for your undergraduate studies.

Graduate students may borrow up to $20,500 a year, and up to an aggregate loan limit total of $138,500, including loans made at the undergraduate level.

The amount students may borrow depends on the students' financial need as established by the FAFSA and other information. Limitations are established by the Federal Government.

Offers are made through the Office of Financial Aid and students must accept loans on WEBSIS. New borrowers must log on to www.studentloans.gov to complete an Entrance Counseling session and electronically sign the Master Promissory. Students must be making satisfactory academic progress to be approved for federal loans. Further, before the students can receive loans, the University must first determine their eligibility for the Federal Pell Grant. For more information please contact the Loan Office, Montebello Complex, C Wing Room 200. (443)-885-3637.

Federal Parent Loans Undergraduate Students (FPLUS). FPLUS Loans are for parents who want to borrow to help pay for their student's education. The annual loan limits are the cost of attendance minus all the other aid the student receives for that academic year.

The borrower must apply online for a Parent Plus Loan at; www.studentloans.gov. The borrower must be one of the dependent student's parents. Once the Plus is approved the money will disburse to the school if the Plus Loan is denied the student will be offered an additional unsubsidized loan and must accept or decline on WEBSIS. The interest rate is variable, but it will never exceed 9 percent. Interest begins to accrue on the day the loan is disbursed, and borrowers usually have ten years to repay (excluding periods of deferment and forbearance).

Alternative Loan Programs.
The Alternative (private) Loan Programs were developed to meet the special financing needs of students and are offered through private agencies. Lenders may require a cosigner, have interest rates that are usually higher than the Federal Direct Stafford Loans, and have interest accrual from the disbursement date.

Institutional Scholarships and Grants

Honors Scholarships.
These awards are available to entering freshman with high SAT scores and high school grade point averages. For details, students should contact their Director of the University Honors Program, Jenkins Building, Room 101, (443) 885- 3429 or visit www.morgan.edu/honorsprogram.

Institutional Grants
These awards are available on a limited bases to new and continuing Morgan students, primarily based on need. Award amounts very. Students may apply online at the Office of Financial Aid website, by clicking the link to the common Institutional Aid application.

Admissions Grants
The Office of Undergraduate Admissions and Recruitment awards several types of scholarships and grants for new students. For details, students should contact the Office of Undergraduate Admissions. For details, students should contact the Office of Undergraduate Admissions.

Athletic Grants
Grants are available to selected participants on intercollegiate athletic teams. Amounts vary and are determined by the University Athletic Department. For details, contact the **Athletic Compliance Officer, Hill Field House**, **(443) 885-3050**

ROTC Scholarships
Four-year Army ROTC scholarships are offered by the U.S. Army to selected high school seniors who desire to pursue a military career. These scholarships pay for all tuition, books and laboratory fees and provide monthly stipends. Three, two and one-year scholarships are awarded to college freshman, sophomores, and juniors, respectively, on a competitive bases. For details, students should contact the Chairperson of the Military Science Department, Turner's Armory, Room 115, (443) 885-3263.

Maryland State Scholarships.
To be eligible for many state programs, the student must be a Maryland resident and submit a Free Application for Federal Student Aid (FAFSA). The FAFSA must be postmarked by March 1st of the award year. Students may visit the Maryland Higher Education Commission (MHEC) homepage at www.mhec.state.md.us to view all of the Programs and Applications. Other states may have scholarship programs. Students are encouraged to contact their state scholarship administration.

Private Scholarships/Grants.
A limited number of private scholarships/grants are available each year through the institution.
These may be based on area of study or other requirements. They also may be limited by student classification. For details, students should contact the appropriate department or school/college. Also, students should do regular on line private scholarship searches throughout the academic year.
or other requirements. They also may be limited by student classification. For de- tails, students should contact the ap- propriate department or school/college. Also, students should do regular on line private scholarship searches throughout the academic year.

Veteran Services

The Office of Enrollment Outreach and Veteran Services facilitates the provision of services to contact the Veteran Coordinator and certifying officer.

Students who are eligible for benefits under the Veterans Educational Assistance Act must notify the University each semester that they are enrolled so they may be certified to receive the appropriate benefits. Students who have never applied for benefits must submit an application (VA Form 22-1990) along with a copy of their DD 214 and all documents necessary to support evidence of dependency. For the U.S. Department of Veterans Affairs forms and additional information on Veteran Education benefits visit www.gibill.va.gov.

CONTINUING STUDENTS who are receiving veteran benefits will be eligible for advance payment. Advance payment is offered when a veteran student first applies for benefits or when a veteran student returns after missing semesters. An enrollment certification should be completed in the Office of Records and Registration 60 days prior to the registration period. Continuous payment will be offered to the continuing student for the remainder of his/her enrollment. Veteran students must meet the same admission standards as all other students. Since it takes 60 days or more to clear a VA application for educational benefits, new students are urged to apply to the Office of Undergraduate Admission and Recruitment for acceptance as early as possible. A copy of the letter of acceptance MUST be presented to the Office of Records and Registration in order to apply for veteran's educational benefits.

TRANSFER APPLICANTS from other colleges or universities MUST advise their local V.A. office by filing "A Change of Program or Place of Training" (22-1995) form. In order to receive an advance payment check, the student must file at least 60 days prior to Morgan's registration.

VA "I" GRADE POLICY

The Veterans Administration's "I" grade policy affects payments to VA students. The Veterans Administration policy states that "I" grades must be made up within one (1) calendar year from the date the "I" grade was earned. Failure to do so within the allotted time will result in an overpayment which the student must repay to the VA because the VA does not pay for courses in which "I" grades are earned. Any questions about the VA "I" grade should be directed to the VA Certification Officer, Office of Records and Registration, (443) 885-3300. Please also refer to the "I" grade policy in this catalog.

CHANGE IN ENROLLMENT or ACADEMIC STATUS

IT IS THE VETERAN'S RESPONSIBILITY TO NOTIFY THE OFFICE OF RECORDS OF ANY CHANGES IN COURSE LOAD THAT MAY AFFECT HIS/HER MONTHLY ALLOTMENT. Timely reporting of such changes will prevent subsequent charges of over payment by the Veterans Administration. Should a veteran know in advance that he/she will be returning for any succeeding semester or summer session, it is his/her responsibility to notify the Office of Records and Registration that he/ she is desirous of being certified continuously.

Moreover, should a veteran be certified for any given semester or summer session and not attend or withdraw, it is his/her responsibility to notify the Office of Records and Registration.

Veterans who are placed on Academic Probation or officially dropped from the University for any reason will be reported to the Veterans Administration within (30) days of the University'saction.

TRANSFER STUDENTS

Students transferring from other colleges must present to the V.A. certifying official of Morgan State University a copy of their official tran- script from all other institutions for which educational benefits were paid.

STUDENT STATUS

All persons requesting certification for educational benefits must be matriculating students pursuing courses leading toward an academic degree.

ADVANCE PAYMENT PROCEDURES

The Advance payment consists of the allowance for the remaining portion of the initial enrollment month plus the whole allowance for the next month. Students are not guaranteed two full calendar months' pay; therefore, students must expect Advance Pay to cover completely the tuition and fees. The Advance Pay can be applied for only if the student will be enrolled at the University on at least a half-time basis and meets the established office deadline.

New freshmen are urged to apply early to the Admissions Office for acceptance since it takes

90 days or more to clear a VA application for educational benefits. Once students have re- ceived their acceptance letters, they should contact the Office of Records and Registration to apply for veterans' educational benefits.

APPROVED PROGRAM

The VA will pay the veteran only for the courses listed in the University catalog that are required for his/her degree. If students take courses in ad- dition to those listed for their curriculum, they will not be entitled to receive VA benefits for them.

of monthly benefits.

RECORD EVALUATION SUMMARY

At the end of each academic year, certified VA students will be required to meet with their academic advisors to prepare a record evaluation summary of all courses taken up to that time. This form may be obtained from the VA certifying official in the Office of Records and Registration. Upon completion this evaluation must be returned as soon as possible to the campus VA office.

Failure to adhere to these instructions will result in the cancellation of monthly benefits.

ACADEMIC POLICIES

THE ACADEMIC YEAR

The academic year at Morgan State University is divided into two semesters of approximately fifteen weeks each. In addition, the University offers a winter minimester and two summer sessions. Students may matriculate at the University at the beginning of the fall or spring semester.

BACCALAUREATE DEGREES OFFERED The Bachelor of Arts degree will be awarded to those who satisfactorily complete a minimum of 120 semester hours of work in the required distribution of courses. The number of quality points earned must be at least twice the number of credits pursued at the University. This degree is granted to those completing a major in the following:

Economics
English
Fine Art
History
Journalism
Music – Fine Arts
Multimedia Journalism
Multi-Platform Production
Philosophy
Political Science
Sociology
Speech Communications
Strategic Communication
Theatre Arts
Screenwriting and Animation

The Bachelor of Science degree will be awarded to those who satisfactorily complete a minimum of 120 semester hours of work in the required distribution of courses. The number of quality points earned must be at least twice the number of credits pursued at the University. This degree is granted to those completing a major in the following:

Accounting
Actuarial Science
Architecture & Environmental Design
Biology
Business Administration
Chemistry
Civil Engineering
Computer Science
Construction Management
Economics
Electrical Engineering
Elementary Education
Engineering Physics
Entrepreneurship
Family and Consumer Science
Finance
Health Education
Hospitality Management
Industrial Engineering
Information Systems
Journalism
Management Marketing
Mathematics
Medical Technology
Multimedia Journalism
Multi-Platform Production
Nursing
Nutritional Science
Physical Education
Physics
Psychology
Public Relations, Advert. & Media Sales & Ratings
Service & Supply Chain Management
Social Work
Strategic Communication
Transportation Syst

STATUTE OF LIMITATIONS (SEVEN-YEAR RULE)

Students matriculating as degree students at Morgan State University are allowed seven consecutive years to complete requirements for the degree in order to be graduated under the catalog in effect when they entered the University. If students have not met the requirements for graduation within that time frame, they will be denied eligibility for graduation under the catalog in use when they entered the University. In such cases, those students will be graduated under the current University catalog. Students exceeding the statute of limitations may appeal to the Dean of the school/college in which their majors are located for exceptions to this rule.

SEMESTER CREDIT HOURS

A semester credit is defined as one 50-minute lecture class per week (or its equivalent) for one semester. A three-hour class may meet for three 50-minute periods per week; for two 75-minute periods per week; or for one 50-minute period and one 110-minute period per week, or for a combination of these formats for one semester. Laboratory and studio classes normally require two to four hours in class per week as the equivalent of one semester hour. Internship and practicum courses normally require three or more contact hours per week as the equivalent of one semester hour.

COURSE NUMBERING

All course numbers are represented by either six (6) or seven (7) alphanumeric characters (i.e. AAAA 111). The first three or four characters are the alphabetical code. The first digit of the three-digit numeric code represents the level of instruction: 100 = freshman, 200 = sophomore, 300 = junior and 400 = senior. **Students are not allowed to register for courses unless they have met the course prerequisites or by special permission of the respective Dean or his/her designee.**

CLASSIFICATION OF STUDENTS

All matriculating students, full- and part-time, will be classified as follows:

Freshman	**0-24 credits**
Sophomore	**25-55 credits**
Junior	**56-89 credits**
Senior	**90 credits and above**

FULL-TIME: Students who are pursuing a minimum of 12 semester hours.

PART-TIME: Students who are pursuing less than 12 semester hours.

MATRICULATING: Students who have been officially admitted to the University by the Office of Undergraduate Admission and Recruitment and who are working toward degrees.

NON-MATRICULATING: Students who are not candidates for degrees but who have been officially granted special permission to pursue specified courses or a limited specified curriculum. The students may be enrolled on a full-time or part-time basis.

GRADING

The following grades are issued in the undergraduate program at the University:

A	Superior
B	Above average
C	Average
D	Less than average
F	Failing work, must repeat course if credit is desired
I	Some phase of work incomplete at the time grades reported
PS	Pass
PT	Pass credit by examination
FL	Failed proficiency examination
S	Satisfactory completion of course
NG	No grade reported
W	Official withdrawal
TW	Term Withdrawal
NA	Never attended the class

GRADE CHANGE POLICY

It is University policy that *once a grade is recorded, changes are allowed only in the following instances*:

(1) Incompletes - All incompletes must be removed by the end of the next semester of enrollment following the granting of an incomplete ("I") grade.

(2) Recording error(s) and/or miscalculations of a grade must be changed no later than the end of the semester following the recording error or miscalculation. Grade changes must be approved by the area Chairperson and Dean.

NOTE: All changes under part (2) of this policy must be supported by documentation;

for example, grade books, papers, examinations and calculation records.

GRADING POLICIES

Freshman Grading Policy

Freshmen (students who enter Morgan State University with "0" college credits), will be graded in accordance with the regular grading system, i.e., A, B, C, D, F, for all courses. In the case of develop- mental courses, i.e., DVRD 101 and MATH 106, all students will be required to repeat any course in which a grade of less than "C" is earned. Developmental courses do not receive degree credit.

Repeating Courses For Credit

Students should repeat only courses in which a grade of "D" or "F" has been earned. When students repeat courses, each grade will be recorded on the transcript and the computed cumulative grade point average will be based on the grade earned most recently ***(even if it is lower than the previous grade earned)***. There may be significant financial aid implications of repeating courses that have been previously passed. Students should consult the Financial Aid section of the catalog for more information.

Pass/Fail Option

Any student classified as a Junior or Senior is allowed to pursue a maximum of six semester hour credits, not required in the general education or major field of study areas, under the provisions of the school Pass/Fail Option. The academic record will show either "PS" (Passed) or "F" (Failed). The Pass/Fail Option must be exercised at registration via an Application for Pass/Fail Option which must be filed in the Office of Records and Registration. The option is irrevocable after registration.

Auditing

The privilege of auditing is open to all students. The option to audit a course must be made at registration and is irrevocable thereafter. The auditing fee is equal to the charge for one credit. Students paying full-time tuition and fees are not charged additionally for auditing. Audited courses: (1) do not count as part of the semester's credit hour load; (2) do not count as credit toward graduation unless repeated later for credit; (3) will appear on the transcript as an "AU;" and (4) may not be used to repeat a course for which credit has already been earned. Students must meet course prerequisites in order to audit a course. Forms are available in the Office of the Dean.

"I" Grade Policy

"Incomplete" ("I") is given in exceptional cases to a student who has completed the majority of the work satisfactorily and due to documented illness or other documented emergencies beyond his/her control, he/she has been unable to complete the requirements for the course. The student must complete the work by the end of the next semester of enrollment. Otherwise, the "I" grade is changed to "F."

The form to petition for an "I" is available online; The recording of the "I" grade must be approved by the Dean.

QUALITY POINTS

Letter grades carry the following quality points: A-4; B-3; C-2; D-1; F-0. **Transfer credit hours are not computed in the cumulative grade point average.** The grade point average is computed in the following manner: Multiply the numerical values of the letter grades received by the credit hours assigned to the courses. The sum of the products of all courses pursued divided by the total number of quality hours attempted gives the grade point average.

CLASS LOAD LIMITS

The regular class load limit for students in good standing is 18 credits except for students majoring in Engineering where the regular class load limit is 19 credits. Authorization for loads in excess of 18 credits must be secured from the Dean of the school or college in which a student is enrolled. The class load limit for students on probation is 13 credits. Students requesting to carry excess credits must secure a "Request for Excess Credit" form from the office of their respective dean and submit it to the Office of Records and Registration during the registration period.

COURSE CREDIT FOR EXTERNAL COURSES

Students must receive permission from their advisor, chairperson and dean prior to taking courses at other colleges or universities. Failure to do so will result in non-acceptance of the course. Graduating seniors in their last semester will be prohibited from taking courses at other colleges or universities unless they have obtained authorization for a waiver of the 30- hour rule from their dean's office. ***To earn credit for a course in which***

a student has received a failing grade (D or F), the course must be repeated at Morgan. *In extraordinary circumstances, exceptions may be approved by the Dean.*

Of particular note for students who may wish to take a course off-campus, is the Baltimore Student Exchange Program involving fifteen local institutions. Visit www.baltimorecollegetown.org or contact the Registrar's Office for more details.

DOUBLE-COUNTING OF COURSES

Subject to the specific requirements for the various majors, minors and certificates, students may use a course to satisfy identical course requirements in up to two of the following areas: 1) general education requirements; 2) requirements for the major; 3) requirements for the second major; 4) requirements for the minor; 5) requirements for the certificate. The credits earned for the course count only once toward the total 120 credits (or more) needed for a degree or certificate program.

CLASS ATTENDANCE

The following class attendance policy (approved by the Board of Regents on May 15, 1991) applies at the University: With the intent of optimizing student performance and ensuring students the opportunity to achieve their ultimate academic success, students are expected to attend all classes. Excessive absences may result in a failing grade. It is the student's responsibility to confer with the course instructor concerning absences and the possibility of arranging to make up missed work, where that is a possible option. If students are absent from class to participate in University-sponsored or other University-endorsed activities, they may be permitted to make up any work that they missed, but they must make arrangements with their instructors in advance of the absence. Students must provide appropriate documentation for absences from classes resulting from illness or other emergencies. Instructors will make good faith efforts to ensure that students are not unduly penalized for excused absences. Instructors shall provide, as part of their course syllabi, a clear explanation of the policy on class attendance expectations, and the consequences of breaching said policy.

REGISTRATION

Registration dates are listed in the Academic Calendar available on the University website. Students register online using WebSIS. Students experiencing difficulty registering should contact the Office of Records and Registration or their advisor. All students are required to complete registration by the last day of the designated registration period. Those students failing to do so will be charged a late registration fee.

Students should meet with their assigned academic advisor prior to registration. Students are responsible for registering themselves through Websis, and for dropping and withdrawing from classes as needed by the deadlines noted in the Academic Calendar.

DROPPING AND WITHDRAWING FROM CLASSES

Students are responsible for dropping or withdrawing from classes according to the deadline published in the Academic Calendar available on the website. When a student removes him/herself from a course before or during the add/drop period, it is considered a drop. There are no academic consequences from this action, but there may be financial aid repercussions for this drop if the student no longer meets aid qualifications. The course will show on the student's registration history as dropped but will not post on any unofficial or official transcripts and does not count as attempted credit.

A withdrawal from a course occurs when a student removes him/herself from a course after the add/drop period has passed. There may be financial repercussions for this withdrawal based on the refund schedule. Please consult the Tuition and Fees section of this catalog for information on the refund schedule, and the billing and financial impact of drops and withdrawals. The academic consequences from this action include receiving the grade of "W" for the course, which will appear on any unofficial or official transcripts, and does count as attempted credit. A grade of "W" will not impact the student's GPA, but does not count as completed credit toward the degree. Students are advised that only individual courses may be dropped or withdrawn in Websis. Students intending to withdraw from the entire semester must utilize the official withdrawal procedure, which begins in the dean's office. Entire semester withdrawals will appear on the transcript with a grade of "TW".

Students are advised that discontinued attendance does not constitute dropping or withdrawing from a class. Failure to report for any class that appears on students' schedules may result in a grade of "NA" or "F". In either case, the financial charges apply. Only if a

student receives ALL NAs will the University administratively cancel the student's registration. In this instance, all federal and institutional financial aid received for that semester will be canceled. Discontinuation of attendance without officially dropping the class or withdrawing from the University will result in a grade of "F," which is computed in the semester and cumulative averages, and the financial charges apply.

In exceptional cases, a retroactive cancellation or withdrawal may be granted based on extenuating circumstances which significantly impaired the student's ability to cancel registration or withdraw by the established semester deadlines. Such circumstances require official supporting documentation, which should be presented to the dean's office.

SATISFACTORY ACADEMIC PERFORMANCE*

A student whose cumulative grade point average is at least 2.00 will be considered as making satisfactory academic progress and will be designated a *student in good standing* at Morgan State University.

Unsatisfactory Academic Performance Students with a cumulative grade point average of less than 2.00 fall into one of two categories: academic probation or academic dismissal. The cumulative grade point average that defines each of the categories of unsatisfactory academic performance varies according to the student's credit level as noted in the following table:

Total Attempted Credits	Academic Probation if GPA is	Academic Dismissal if GPA is
0-24	0.00-1.99	---------
25-47	1.90-1.99	0.00-1.89*
48-72	1.95-1.99	0.00-1.94*
73 or more	---------	0.00-1.99*

* Students matriculating as first time freshmen will not be dismissed regardless of cumulative grade point average or number of credits earned during their first two semesters. No student shall be academically dismissed at the end of any semester during which he/she was registered for at least twelve (12) credit hours and earned a minimum of twelve (12) credit hours with a grade point average of 2.00 or better. Academic dismissal must be preceded by at least one semester of academic probation. All credit hours transferred to Morgan are included in the Attempted Credits totals in the above table when determining the category of academic performance. However, transferred credits are not included in computing the GPA.

Academic Probation

At the end of any given semester, students whose cumulative grade point averages fall below the thresh- olds outlined above are automatically on academic probation and should seek academic counseling and guidance from the office of the Dean of the school in which he/she is enrolled. Students on academic probation are restricted to thirteen (13) credit hours per semester and are required to repeat all courses in which deficiencies have been received before they may take new courses, insofar as scheduling permits. Students remain on probation until their cumulative grade point averages increase to 2.00.

Academic Dismissal

Students whose cumulative grade point averages meet the conditions for academic dismissal outlined in the aforementioned Unsatisfactory Academic Performance table may be dismissed as degree students at the University. Thereafter, they may not enroll as degree students without formal readmission to the University. Students who are academically dismissed from Morgan State University are entitled to appeal their dismissal when there are extenuating circumstances which deserve consideration by the University. Such appeals are made to the Dean of the school/college in which the students are enrolled. Students who successfully appeal their dismissal through their Dean are on probation. Unless granted written permission by the Dean to do otherwise, they are governed by the requirements for students on probation.

Academic Recovery Program

Dismissed students are eligible to participate in the Academic Recovery Program (ARP). Students are not considered for readmission to the University until they have raised their cumulative grade point average to 2.00 through enrollment in ARP. Additional information about ARP may be found in the Office of Student Success and Retention section in the catalog.

POLICY ON ACADEMIC DISHONESTY Faculty at Morgan State University make a concerted effort to promote honest academic conduct among students to ensure that their evaluation of students' academic performance

accurately reflects each student's true merit. Academic dishonesty is, therefore, among the most egregious offenses a student can commit because it interferes with the University's primary mission of educating and evaluating students. Thus, academic dishonesty will not be tolerated at the University. Some of the more common forms of academic dishonesty are listed below. This list, however, is not intended to be an exhaustive representation of all the possible forms of academic dishonesty. Any student who is found to have engaged in academic dishonesty shall fail the assignment and may fail the course. The student may also be referred to the Dean of the college or school in which the student's major is located for additional disciplinary action by the University. All instances of academic dishonesty shall be subject to the full range of penalties at the University's disposal.

I. TYPES OF ACADEMIC DISHONESTY

1. Cheating is fraud. Cheating is the use of, the attempted use of, or acquisition of unauthorized information such as books, lecture notes, study aids, answers from other students, or other materials for the purpose of submitting a part or all of the unauthorized information as one's own individual effort in any class, clinic, assignment, or examination. Helping or attempting to help another person commit any act of academic dishonesty is also a form of cheating. **Examples:** Examples of cheating include, but are not limited to, the following actions:

a. Copying from another student's paper or test, or receiving assistance from another person during an exam or other assignment in a

manner not authorized by the instructor;

b. Buying, selling, removing, receiving, or possessing an unauthorized copy of a test, quiz, exam, or other form of academic evaluation in advance of its administration by the instructor of the course in which the student is properly registered;

c. Using material or equipment such as crib notes, a calculator, or a tape recorder during a test, quiz, exam, or other form of academic evaluation that has not been authorized by the instructor;

d. Working with other students or other individuals on any exam, take home assignments, computer or laboratory work, or any other assignment when the instructor has required independent and unaided effort;

e. Attempting to influence or change an academic evaluation, grade, or record by deceit or unfair means, such as (1) hiding or damaging the academic work of another student to gain an unfair advantage in an academic evaluation; or (2) marking or submitting an exam or other assignment in a manner designed to deceive the instructor;

f. Submitting, without prior permission, the same academic work which has been submitted in identical or similar form in another class or in fulfillment of any other academic requirement at the University;

g. Permitting another student or individual to take a test, quiz, exam, or other form of academic evaluation for one's self; or conversely, taking a test, quiz, exam, or other form of academic evaluation for another student; and,

h. Helping or attempting to help another student cheat by providing assistance to that student during an exam or other assignment in a manner not authorized by the instructor.

2. **Plagiarism** is theft. Plagiarism is submitting, either orally or in writing, the words, ideas, drawings, or other works of another person as one's own without appropriate citation in order to receive credit for having completed an academic assignment or exercise.

Examples: Examples of plagiarism include, but are not limited to, the following:

a. Submitting material or work for evaluation, in whole or in part, which has been prepared by another student, an author of a published article or textbook, or by persons producing papers for profit;

b. Using a direct quotation from another student's papers or from an author of a publication without including the appropriate citation;

c. Paraphrasing or summarizing another's work without including the appropriate citation; and,

d. Using information stored electronically, e.g., submission of papers and or information found on computer disks, the Internet, etc., without including appropriate citation and/or acknowledging the source.

3. Abuse of Academic Materials is destruction of property or making inaccessible academic resource materials owned by the University or stored in a University facility.

Examples: Examples of abuse of academic materials include, but are not limited to, the following actions:

a. Destroying, hiding, or otherwise making unavailable for common use any library materials, materials placed on reserve by faculty, electronically

stored information, or other academic reference materials; and,

b. Destroying, hiding, or otherwise making unavailable another student's notes, faculty lectures and/or tests, experiments, computer programs, or other academic work.

4. Stealing is the unauthorized taking, attempting to take, or withholding the property of another and thereby permanently or temporarily depriving

the owner of its use or possession.

Examples:

Examples of stealing include, but are not limited to, the following actions:

a. Unauthorized removal of library texts, magazines, electronic equipment or electronically stored information and other materials from the library;

b. Unauthorized removal of lecture notes, grade books, examinations, computer programs, or any other academic materials from the office of any faculty member;

c. Obtaining unauthorized advanced access to an examination or other academic assignment either acting alone or in collusion with other students or University employees; and,

d. Taking another's academic work, such as papers, computer programs, laboratory experiments, or research results.

5. **Lying** is making any oral or written statement which the individual knows, or should know, to be untrue.

Examples: Examples of lying include, but are not limited to, the following actions:

a. Making a false statement to any instructor or other University employee in an attempt to gain advantage or exception with regard to an academic requirement or assignment;

b. Falsifying evidence or testifying falsely, such as in a hearing involving academic dishonesty;

c. Inventing or counterfeiting data, research results, research procedures, internship or practicum experiences, or other information;

d. Citing a false source for referenced material/

Data;

e. Altering grade reports, class attendance records, course registrations, or other academic records;

f. Submitting false excuses for absences;

g. Altering a returned exam paper or other work and seeking regrading without indicating that the returned paper or work has been changed; and,

h. Submitting unauthorized University documents to gain an internship, exception to University policies, and/or other advantage or to avoid a disadvantage or penalty.

II. PENALTIES

Any student who is found to have engaged in academic dishonesty at Morgan State University shall fail the test or assignment for which the student cheated and may be subjected to one or more of the following penalties including failure of the course in which the academic dishonesty occurred; written reprimand from the Chairperson, the Dean, and/or the Vice President for Academic Affairs; suspension and/or expulsion from the University. The *Dean* of the school or college in which the student's major is located shall be notified of the academic dishonesty and of the proposed penalty by the Dean (or the Dean's designee) of the school or college in which the academic dishonesty occurred. Along with the penalties listed above, the Dean or the Vice President for Academic Affairs may impose special conditions on students who have engaged in academic dishonesty such as counseling, reduced credit loads, denial of admittance to certain majors or programs. Suspension and expulsion, the most severe penalties, may be imposed even though the accused student has never received a lesser penalty or penalties for previous academic misconduct.

1. Assignment of a Grade of "F." A grade of "F" shall be assigned to a student for the test, paper, and/ or the assignment in which the student committed an act of academic dishonesty. In addition to being assigned a grade of "F" for the assignment for which the student engaged in academic dishonesty, additional penalties, listed below, may be imposed upon the student.

2. Failure of a Course. A student may fail the course in which the academic dishonesty occurred.

3. Suspension from the University. Suspension can be imposed for a specified period, not to exceed two years.

4. Expulsion from the University. Expulsion is a permanent separation from the University.

5. Revocation. When an act or acts of academic dishonesty is/are found to invalidate a major piece of work required for a degree so that the validity of the degree or certification is jeopardized, then the sanction may include a recommendation to the University's Vice President for Academic Affairs to:

a. Reject a thesis, dissertation, or other work.

b. Revoke a certification or not grant a certification.

c. Revoke a degree.

6. Other Relevant Sanctions. In addition to the penalties described above, other sanctions may be imposed, such as, but not limited to, restitution, campus or community service, special projects, and special educational requirements.

ACADEMIC APPEAL PROCESS

The academic appeals process shall apply to any dispute concerning a student's academic standing at the University including, but not limited to, disputes over grades as well as allegations of academic dishonesty. The academic appeal process requires that (1) students be given adequate notice of any offense of academic dishonesty with which they are charged; and (2) that students be given an opportunity to be heard by the Dean (or the Dean's designee) of the college or school in which the offense is alleged to have occurred. The Deans have the authority to set dispute resolution and appeal procedures for their respective academic divisions provided that any penalty imposed by (or approved by) the Dean shall be based on evidence collected and recorded by the faculty, the Chairperson, and/or the Dean.

Students who feel that they have been treated unfairly in the award of a grade or in the imposition of a penalty for committing an act of academic dishonesty have a right to use the academic appeal process at the University. A student shall first address the matter of the academic dishonesty, the grade, and/or any other academic penalty or issue with the facultmember who accused the student and/or assigned the grade and/or imposed or initiated the penalty. Second, if the dispute is not resolved with the faculty member, the student shall next address the matter with the Chairperson of the department in which the course is taught. The Chairperson shall investigate the matter thoroughly; make a record of the relevant evidence; and make a determination about the appropriateness of the accusation, the grade, or the penalty imposed on the student. If the matter is still in dispute following the investigation and determination by the Chairperson, the student has a right to appeal to the Dean (or the Dean's designee) of the school or college in which the dispute arose.

In all matters of academic appeal, the student may request a final appeal by writing to the Provost and Vice President for Academic Affairs (VPAA) within seven (7) working days of the receipt of the final decision of the Dean of the school/college. Appeals not filed in proper form with the Provost/VPAA within this timeframe shall not be considered. An appeal which fails to specifically set forth alleged procedural error with regard to the application of academic policy shall not be considered.

The decision of the Provost/VPAA is final and binding on all parties. The student's initiation of the appeals procedure shall not dislodge or delay any other consequences of the decision or action under dispute, such as placement on academic probation or dismissal; loss of scholarship; awarding of financial aid; or participation in activities that are dependent on the grade point average of the student.

MIDTERM GRADE POLICY

Each instructor shall evaluate undergraduate students' progress and assign a midterm grade for each undergraduate student enrolled in the class, using the university's accepted grade reporting technology and according to the university's published Academic Calendar. The midterm grade is only an indicator to the student and his/her adviser of the student's performance in the course to that point; it will not be assumed that the final grade will be the same, and is not a permanent part of a student's academic record. A grade of "I" is not a valid midterm grade. Midterm grades are required only for the fall and spring semesters and only for full-semester courses.

UNIVERSITY EXAMINATIONS

Proficiency Examinations

At the discretion of the chair or dean of the college or school in which the course is offered, proficiency examinations may be available for undergraduate courses. Not all courses may be offered for proficiency credit. Successful completion of proficiency examinations gives the opportunity to receive credit for the courses in which examinations were taken, and this credit is indicated by the grade of "PT." Credit earned on the basis of a proficiency examination shall be awarded at the end of the semester (when final grades are due) in which the student took the examination.

Policies concerning credit by proficiency examination:

1. Students may not take proficiency examinations in courses they have failed (D or F) or in which they received an Incomplete (I). Exceptions may be approved by the Dean.

2. Application for credit by examination is equivalent to registration for the course; however, the credit hours are not recorded until after the examination is completed and do not influence the credit hour load limitation policy.

3. No examination may be attempted more than twice.

Applications for and further information about proficiency examinations should be requested from the Chairpersons in the department in which the course is offered.

Senior-Level Comprehensive Examinations This is a comprehensive examination in the major field of study which must be passed by all candidates for graduation. Arrangements to take this examination are made by the student with the departmental Chairperson.

Proficiency Examinations in Speech and Writing (Non-Credit)

These are examinations which must be passed by all candidates for graduation. The Speech Proficiency Examination should be taken during a student's sophomore year. Students may not take the Writing Proficiency Examination until they have successfully completed both ENGL 101 and ENGL 102 with a C or better. -. There are no exceptions to this policy. No semester credits are earned in passing these examinations. However, failing either of these examinations disqualifies students from receiving Latin Honors. Additional information about registering for these examinations should be requested from the departments in which the examinations are offered.

GRADUATE WORK BY MORGAN SENIORS

With the approval of the chairpersons of departments concerned, and the Dean of the School of Graduate Studies, seniors at Morgan State University who have completed 96 credit hours toward the baccalaureate degree with a cumulative grade point average (GPA) of 3.0 or better and who also possess a minimum GPA of 3.0 in their major may register for a maximum of six (6) credit hours of course work in the School of Graduate Studies.

Upon admission to the School of Graduate Studies, students may, when appropriate, have the credit earned for graduate courses taken as an undergraduate applied towards a graduate degree at Morgan. Or, with the prior written permission of the Department Chairperson in which their major is located, seniors may elect to have the credit earned for graduate courses applied towards a baccalaureate degree at Morgan. The credit earned, however, may be applied to satisfy degree requirements only once; either to complete requirements for the bachelor's degree, or to complete graduate degree requirements. In order to be officially registered in a graduate course, undergraduates must: complete an application to take graduate courses prior to enrolling in the graduate course; have the application form signed by the Chairperson (or the Chairperson's designee) of the department in which the graduate course is taught; have the application

signed by the Dean of the School of Graduate Studies; complete a Drop/Add form with the graduate course(s) in which the student seeks enrollment and file the form with the Dean of the School of Graduate Studies; and, be registered for the graduate course(s) by the School of Graduate Studies. This policy applies to qualified seniors interested in enrolling in graduate courses. Undergraduates who may be admitted to accelerated bachelor's to master's degree programs should consult their program requirements on registering for and the application of graduate courses to degree requirements.

THE GENERAL EDUCATION PROGRAM

Morgan's General Education program is a broad network of courses, tests and extra-curricular experiences aimed at ensuring a common core of liberal arts knowledge, skills and collegiate experiences for all Morgan students. The courses which are part of the General Education Requirements have four broad goals, which are based on the principle that General Education is one of the most significant components of undergraduate education.

Morgan State University's framework for General Education Program (GEP) is designed to enhance and integrate the general education program as the foundation of a liberal education. The general education program was conceived in response to current demands to develop, educate and graduate young scholars and potential professionals who can succeed in a diverse, technological, competitive, global and interdependent society. The GEP will contribute to the development of college-educated individuals, who are engaged and informed citizens, and who are sensitive to the cultural and economic contexts, in which they are surrounded.

The Morgan GEP connects and integrates the academic units of the University with the units committed to other aspects of student life. The program also seeks to engage industry professionals, alumni, community residents and officials in the development of a comprehensive and world-class general education program. The Morgan GEP is aligned with the 1) mission, vision, and strategic goals of Morgan State University (MSU); 2) standards of the Maryland Higher Education Commission (MHEC); 3) vision for college-level learning and intellectual framework of the Association of America Colleges and Universities (AAC&U); and supports Common Core State Standards (CCSS) designed to address P-24 initiatives on college and career readiness.

General Education
GOALS of the General Education Program (GEP)

The goals of the General Education Program are strengthened by the consistency with the University's Strategic Goals. Specifically, the goals of the general education are as follows:

Goal 1: Enhance Student Success to create an educational environment that enhances student success on liberal education outcomes by hiring and retaining well qualified, experienced, and dedicated faculty and staff, offering challenging, internationally relevant academic curricula, and welcoming and supporting a diverse and inclusive campus community.

Goal 2: Establish a culture of inquiry, evidence, and accountability that will examine and implement liberal education processes (inputs, process, and outputs); and document progress and achievements. The inquiry process is an integral component of the general education program. Faculty and staff encourage the inquiry process and use quantitative and qualitative data to guide reflections and to inform student, course and program improvement and adjustment decisions.

Goal 3: Grow resources and professional development that will expand the University's human capital as well as its financial resources by investing in the professional development of faculty, staff, and students, seeking greater financial support to develop and sustain a world-class liberal education program.

Goal 4: Engage and integrate the university community with that of the greater local and regional community in dialog about the quality of liberal education outcomes that are essential for all students; and on how liberal education can be used to improve and support community initiatives.
Students who successfully complete the program will have the following competencies:

Written and oral communications
Scientific and quantitative reasoning
Critical analysis and reasoning
Technology
Information literacy

GENERAL EDUCATION PROGRAM (GEP) REQUIREMENTS

	DISTRIBUTION AREAS		CREDITS REQUIRED	GUIDELINES
I.	**Information, Technological and Media Literacy — (IM)**		**3-Credits**	***Students must complete one of the options in the IM distribution area.***
	A. INSS 141: Introduction to Computer-Based Information Systems (IM)	3-Credits		
	B. COSC 110: Introduction to Computing (IM)	3-Credits		
	C. Computer literacy course required by the major/discipline (IM)	3-Credits		
II.	**English Composition — (EC)**		**6-Credits**	***Students must select two courses from the EC distribution area: one from Part A and the other from Part B.*** ***ENGL 101 is a pre-requisite for ENGL102; ENGL 111 is a pre-requisite for ENGL112.***
	PART A			
	A. ENGL 101: Freshman Composition I (EC)	3-Credits		
	B. ENGL 111: Freshman Composition I Honors (EC)	3-Credits		
	PART B			
	C. ENGL 102: Freshman Composition II (EC)	3-Credits		
	D. ENGL 112: Freshman Composition II Honors (EC)	3-Credits		
III.	**Critical Thinking — (CT) Three Credits**		**3-Credits**	***Students must complete one of the options in the CT distribution area.***
	A. PHIL 109: Introduction to Logic (CT)	3-Credits		
	B. PHIL 119: Introduction to Logic Honors (CT)	3-Credits		

IV.	**Mathematics and Quantitative Reasoning — (MQ)** ***Must be MATH 109 or Above***		**3-Credits**	***Students should select the appropriate course after receiving advisement based on their placement test scores and selected major.***
	MATH 109: Mathematics for Liberal Arts (MQ)	4-Credits		
	MATH 110: Algebra, Functions, and Analytic Geometry (MQ)	3-Credits		
	MATH 113: Introduction to Mathematics Analysis I (MQ)	4-Credits		
	MQ course required by the major/discipline (MQ)	3 or 4-Credits		
V.	**Arts and Humanities — (AH)**		**6-Credits**	***Students must select two courses from different disciplines in the AH distribution area.***
	A. HUMA 201: Introduction to Humanities I (AH)	3-Credits		
	B. HUMA 211: Introduction to Humanities I Honors (AH)	3-Credits		
	C. HUMA 202: Introduction to Humanities II (AH)	3-Credits		
	D. HUMA 212: Introduction to Humanities II Honors (AH)	3-Credits		
	E. HUMA 301: Contemporary Humanities (AH)	3-Credits		
	E. ART 308: The Visual Arts (AH)	3-Credits		
	F. MUSC 391: The World of Music (AH)	3-Credits		
	G. MISC 302: Introduction to Military Training (AH)	3-Credits		
	H. COMM 203: Media Literacy in a Diverse World (AH)	3-Credits		
	I. THEA 312: Black Drama (AH)	3-Credits		
	J. Foreign Language 102 or higher (AH)	3-Credits		
	K. PHEC 300: Selected Roots of Afro-American Dance (AH)	3-Credits		
	L. PHIL 220: Ethics and Values (AH)	3-Credits		
	M. RELG 305: Introduction to World Religions (AH)	3-Credits		

VI.	**Biological and Physical Sciences — (BP)**		**7-Credits**	***Students must select two courses from the BP distribution area. At least one course must be lab-based.***
	LAB-Based (Lecture and Lab)			
	BIOL 101: Introductory Biology I (BP)	4-Credits		
	BIOL 102: Introductory Biology II (BP)	4-Credits		
	BIOL 105: Introductory Biology for Majors I (BP)	4-Credits		
	BIOL 111: Introductory Biology I–Honors (BP)	4-Credits		
	BIOL 112: Introductory Biology II–Honors (BP)	4-Credits		
	CHEM 101 + CHEM101L: General Chemistry I + Lab (BP)	4-Credits		
	CHEM 105 + CHEM105L: Principles of General Chemistry I + Lab (BP)	4-Credits		
	CHEM 110 + CHEM 110L: General Chemistry for Engineering + Lab (BP)	4-Credits		
	CHEM 111 + CHEM 111L: General Chemistry—Honors + Lab (BP)	4-Credits		
	CHEM 112 + CHEM 112L: General Chemistry & Qualitative Analysis—Honors + Lab (BP)	4-Credits		
	EASC 205: Introduction to Earth Science (BP)	4-Credits		
	PHYS 101: Introduction to Physics (BP)	4-Credits		
	PHYS 111: Introduction to Physics—Honors (BP)	4-Credits		
	PHYS 203 + PHYS 203L: GEN PHYS: Fund of Physics I + Lab (BP)	4-Credits		
	PHYS 205 + PHYS 205L: University Physics + Lab (BP)	5-Credits		
	PHYS 206 + PHYS 206L: University Physics II + Lab II (BP)	5-Credits		
	NON-LAB-BASED (Lecture only)			
	PHYS 105: Energy, Transportation, and Pollution I (BP)	3-Credits		
	PHYS 310: Astronomy and Space Science (BP)	3-Credits		
	PHYS 311: Acoustics and You (BP)	3-Credits		
	PHYS 408: Introduction to Quantum Physics (BP)	3-Credits		
	TRSS 301: Introduction to Transportation Systems (BP)	3-Credits		
	EASC 101: Stellar Astronomy (BP)	3-Credits		
	EASC 102: Meteorology (BP)	3-Credits		

EASC 201: Physical Geology (BP)	3-Credits		
EASC 202: Historical Geology (BP)	3-Credits		
EASC 203: Mineralogy (BP)	3-Credits		
EASC 301: Planetary Science (BP)	3-Credits		
GEOG 101: Introduction to Geography (BP)	3-Credits		
GEOG 104: Introduction to Physical Geography (BP)	3-Credits		
GEOG 105: Introduction to Weather and Climate (BP)	3-Credits		
Social and Behavioral Sciences – (SB)		**6-Credits**	***Students must select two courses from different disciplines in the SB distribution area.***
HIST 101: World History I (SB)	3-Credits		
HIST 102: World History II (SB)	3-Credits		
HIST 111: World History I – Honors (SB)	3-Credits		
HIST 112: World History II – Honors (SB)	3-Credits		
HIST 105: History of the United States I (SB)	3-Credits		
HIST 106: History of the United States II (SB)	3-Credits		
HIST 115: History of the United States I – Honors (SB)	3-Credits		
HIST 116: History of the United States II – Honors (SB)	3-Credits		
ECON 211: Principles of Economics (SB)	3-Credits		
ECON 212: Principles of Economics II (SB)	3-Credits		
MHTC 103: Introduction to Group Dynamics (SB)	3-Credits		
MISC 301: Introduction to Team and Small Unit Operations (SB)	3-Credits		
POSC 201: American Government (SB)	3-Credits		
POSC 206: Black Politics in America (SB)	3-Credits		
PSYC 101: General Psychology (SB)	3-Credits		
PSYC 111: General Psychology – Honors (SB)	3-Credits		
SOCI 101: Introduction to Sociology (SB)	3-Credits		

	SOCI 110: Introduction to Anthropology (SB)	3-Credits		
	SOSC 101: Introduction to the Social Sciences (SB)	3-Credits		
VIII.	**Health and Healthful Living — (HH)**		**3-Credits**	***Students must complete one of the options in the HH distribution area.***
	HEED 103: Health Science: Human and Social Determinants (HH)	3-Credits		
	HEED 203: Personal and Community Health (HH)	3-Credits		
	NUSC 160: Introduction to Nutrition (HH)	3-Credits		
IX.	**Contemporary and Global Issues, Ideas and Values — (CI)**		**3-Credits**	***Students must complete one of the options in the CI distribution area.***
	HIST 350: Introduction to the African Diaspora (CI)	3-Credits		
	HIST 360: Introduction to the African Diasporas–Honors (CI)	3-Credits		
	Total	**40-Credits**		

Note: In all instances, students should consult the academic catalog online or the detail class information in Websis for information on course pre-requisites.

GRADUATION REGUIRMENTS

I.COMPLETION OF 40 NEEDED GENERAL EDUCATION PROGRAM

II. UNIVERSITY REQUIREMENTS

A. One Physical Education (PHEC) activity course 1 Credit

(Students completing MISC 200 will have met the requirement with that course)

B. Freshman Orientation: Students select the orientation offered by the College or School in which their major is located: 1 credit

ORLA 101: Freshman Orientation for Liberal Arts Majors and Undeclared Majors (1 credit)

OR

ORBM 102: Freshman Orientation for Business and Management Majors (1 credit)

OR

ORED 103: Freshman Orientation for Education and Urban Studies Majors (1credit)

OR

OREN 104: Introduction to Engineering(1credit)

OR

ORNS 106: Freshman Orientation

For Computer, Mathematics and Natural Science Majors (1 credit)

OR

ORAP 107: Freshman Orientation for Architecture and Construction Management Majors (1 credit)

OR

ORCH 109: Freshman Orientation for Community Health and Policy Majors (1 credit)

OR

ORSW 101: Orientation for Social Work Majors (1 credits)

OR

ORSJ 101: Orientation for the School of Global Journalism and Communication Majors (1 credit)

HONR 101: Honors Freshman Colloquium for Liberal Arts Majors (1 credit)

OR

HONR 106: Freshman Honors Colloquium (2credits)

***Freshman orientation is not required for transfer students who transfer a minimum of 24 credits when admitted to the University.**

III. DEVELOPMENTAL COURSES (Not Applicable for Graduation) Two to five credits may be required by a freshman's placement test scores. Students who are required to take developmental courses must pass each one with a grade of "C" or better.

MATH 106 Fundamentals of Math 3 credits
DVRD 101 Developmental Reading 2 credits

IV.MAJOR REQUIREMENTS

A. In addition to the General Education Requirements, a candidate must complete a major field of study. The required courses for each major offered are determined by the department. The major field of study includes all courses pursued in that field, including all required supporting courses.

B. In the major area, including all supporting courses, the number of quality points earned must equal no less than twice the number of semester hours pursued. No grades under "C" are acceptable in the major, including grades received in supporting courses, unless otherwise specified by the college/school or department.

V. SCHOOL REQUIREMENTS

Students should consult individual colleges/schools for specific requirements.

VI.FREE ELECTIVES

Students should consult individual colleges/schools for specific requirements.

VII. WRITING PROFICIENCY EXAMINATION

Students must satisfy the writing proficiency examination requirements in order to qualify for graduation. They may satisfy the requirement by passing the Writing Proficiency Examination or by earning a grade of "C" or higher in intermediate or advanced English composition courses. Accordingly, they may meet this requirement in the following ways:

Writing Proficiency Examination (0 credits)

OR

ENGL 352: Intermediate Composition (3 credits)

OR

ENGL 354: Advanced Composition (3 credits)

Students who fail the Writing Proficiency Examination should register for the following course, the passing of which with a grade of "C" or higher also meets the Writing Proficiency Examination requirement:

ENGL 350: Writing Practicum (3 credits) Students should satisfy this requirement by the end of their junior year.

VIII. SPEECH PROFICIENCY EXAMINATION

Students must satisfy the Speech Proficiency Examination requirement in order to qualify for graduation. They may satisfy the requirement by passing the Speech Proficiency Examination or by earning a grade of "C" or higher in SPCH 101. Accordingly, they may meet this requirement in the following ways:

I. Speech Proficiency Examination

(0 credits)

OR

II. SPCH 101: Principles of Speech

Communication (3 credits)

Students should satisfy this requirement by the end of their sophomore year.

IX. ADDITIONAL REQUIREMENTS

30-HOURS RULE:

All recipients of the baccalaureate degree from the University must earn the final 30 credits at Morgan. The Dean must give prior written approval to students for a waiver of the 30-hour rule and permission to pursue course requirements for graduation at other institutions. Transcripts of such credits must be submitted to the Office of Records and Registration prior to degree clearance. In addition, two-thirds of the major requirements at the 300-level and 400-level must be completed at Morgan. Exceptions may be made by the department with the approval of the Dean.

B.GRADUATION/DIPLOMA POLICY:

In order to be eligible for graduation, students are expected to know and satisfy all relevant degree requirements published in the Morgan State University Catalog, including General Education requirements, college/school requirements, and requirements in their major. While they are expected to receive guidance in course selections and assistance in familiarizing themselves with the University's academic Policies from faculty advisors, chairpersons, and deans, students shall be held responsible for earning their degrees. Students' failure to satisfy all relevant degree requirements is not a basis for exceptions to the University's academic requirements and/or policies. Students who satisfy all degree requirements and who file a timely formal Application for Graduation (Application) with the Dean of the college/ school in which their major is located may receive diplo- mas at the close of either the Spring or Fall semester. Students who wish to participate in May commencement exercises must file an Application by October 1 of the year prior to graduation. Students who wish to receive their diploma in December must file an Application by May 30 of the year of graduation. Applications for Graduation are available in the office of the college/school in which their major is located. The deadlines to apply for graduation are published in the University Calendar.

C. SPEECH PROFICIENCY, WRITING PROFICIENCY, AND SENIOR-LEVEL COMPREHENSIVE EXAMINATIONS:

All students, including transfer students, are required

to pass the Speech Proficiency, Writing Proficiency, and Senior-Level Comprehensive Departmental Examinations to be eligible for graduation. The Speech Proficiency Examination should be completed by the end of the student's sophomore year. The Writing Proficiency Examination should be attempted during the semester immediately following the successful completion of ENGL 101--102. The Senior-Level Comprehensive Examination is a comprehensive examination in the major field of study pursued. The student must arrange with the departmental chairperson to take this examination during the academic year in which all other requirements for graduation are completed.

D.GRADUATION EXERCISES:

Candidates who are eligible and intend to participate in Commencement are required to attend all exercises for graduation, including, but not limited to, rehearsal, school meetings, and financial aid exit interviews Details may be found on the University's official Commencement web page.

E. COMMENCEMENT PARTICIPATION:

It is the policy of Morgan State University that only candidates who have applied for graduation by the published deadline and who have completed all academic requirements for graduation and who have satisfied all financial obligations to the University may participate in the Commencement Ceremonies.

Academic Requirements. Academic requirements include, but are not necessarily limited to, the successful completion of freshman orientation courses, general education requirements, core courses and required electives in the major, and, projects and designs for professional programs. Academic requirements also include, but are not necessarily limited to, passing scores on writing proficiency and speech proficiency requirements, senior exit exams, and Praxis exams I and II.

Financial Obligations. Financial obligations that must be settled prior to the deadline established by the Bursar in the semester in which the student expects to graduate include, but are not necessarily limited to, the current graduation fee, tuition, fees, and outstanding fines such as parking fines, library fines, and fines assessed by the Office of Residence Life.

DOUBLE MAJOR AND DUAL DEGREE POLICY

Double Major

A double major is a program of study that meets the requirements of two distinct majors in a single School or College of the University. The program of study consists of the courses required to meet the degree requirements for each of the two majors, inclusive of general education, departmental, school, and university requirements. Subject to the specific requirements for the two majors, students may apply the same coursework towards the fulfillment of requirements for both majors. Students who complete the requirements for a double major receive a single diploma.

The student's program of study for the double major should be developed in consultation with the appropriate personnel of the two programs and approved by the chairpersons of both programs. In the approval process, careful planning is needed to ensure that the student can complete all the requirements for both majors in a timely fashion.

1.Students must complete the *Undergraduate Double Major Authorization Form*, which is available from the Registrar's Office, and submit the completed form to the Registrar's Office with the approval and signatures of both department chairpersons. One of the majors must be designated as the primary program of study on the form.

2.A detailed degree plan, which clearly shows how the coursework and credit hour requirements for each program will be met, must accompany the Authorization Form.

Dual Degree

A dual degree program is one in which the student satisfies the academic requirements for majors in two different Schools or Colleges of the University. The program of study consists of the courses required to meet the degree requirements for each of the two majors, inclusive of general education, departmental, school, and university requirements. Subject to the specific requirements for the two degrees, students may apply the same coursework towards the

fulfillment of the requirements for both degrees. Students who successfully complete a dual degree program receive two diplomas, one for each degree earned.

The student's program of study for the dual degree should be developed in consultation with the appropriate personnel of the programs and approved by the chairpersons of both programs. In the approval process, careful planning is needed to ensure that the student can complete all the requirements for both degrees in a timely fashion. Students should consult with their financial aid counselor before deciding to attempt a program leading to a dual degree, to carefully assess the impact of such a decision on one's eligibility for financial aid. Because dual degree programs invariably require substantial additional coursework beyond that for either degree, students may need to enroll in extra terms as an undergraduate to complete the additional coursework needed to earn both degrees.

1.Students must complete the *Undergraduate Dual Degree Authorization Form*, which is available from the Registrar's Office, and submit the completed form to the Registrar's Office with the approval and signatures of both department chairpersons.

2.A detailed degree plan, which clearly shows how the coursework and credit hour requirements for each program will be met, must accompany the Authorization Form.

3.At the appropriate time, in advance of degree certification and graduation, the student must submit a Graduation Application for each of the two degree programs. The student should indicate on each form that he/she is also a candidate for a different degree in another program, and list that degree explicitly.

GRADUATION WITH HONORS**

In order to be considered for honors, a candidate must have completed all requirements for the degree within a five-year period of residency or enrollment in post-secondary education, excluding college cred- its pursued while completing requirements for the high school diploma or its equivalence; must have earned a minimum of sixty (60) semester credits at Morgan; and must have earned no grade below "C."

Honor averages are:

Summa Cum Laude-(With Highest Honor) 3.80-4.00
Magna Cum Laude-(With High Honor) 3.60-3.79
Cum Laude-(With Honor) 3.40-3.59
Candidates for graduation who have successfully pursued the University Honors Program will have the designation "Honors Work" beside their names on the commencement program.

POLICY FOR STUDENTS PURSUING A SECOND BACHELOR'S DEGREE

1. Students pursuing a second bachelor's degree

at Morgan State University (the "University") must satisfy all current General Education course and credit (i.e., 40 credits) requirements. A General Education course is considered met if the other accredited institution's general education course is equivalent to (or greater than) the University's course in content and in credit hours.

2. All course requirements for the major including required support courses in other departments must be met while the student is enrolled and is matriculating at the University.

3. A student who has earned a bachelor's degree from another accredited college or University may apply a maximum of 90 credits towards a second bachelor's degree from the University.

4. Students pursuing a second bachelor's degree at the University will not be awarded credit towards the second major for courses they were required to complete for their first major. Credit for supporting courses completed in departments other than the first major may be transferred to the University as part of the maximum number (i.e., 90) of transferrable credits.

5. Students pursuing a second degree at the University must pass the University's Writing Proficiency and Speech Proficiency examinations. Candidates for the second degree must also pass the comprehensive Senior-Level Examination in the major field of study pursued.

6. In addition to satisfying the current General Education requirements and passing the Writing Proficiency, the Speech Proficiency, and the Senior-Level Comprehensive Examinations, students pursuing a second degree at the University must satisfy all internal graduation requirements of the college or school in which their major is located. Students are encouraged to meet with the Chairperson of the second degree area prior to admission to obtain a full and clear understanding of the second degree policy.

Departmental Chairpersons, Program Directors, and Faculty Advisors are encouraged to meet regularly with students pursuing a second bachelor's degree at the University in order to ensure that candidates for a second degree remain thoroughly familiar with all graduation requirements.

COOPERATIVE AND/OR PRE- PROFESSIONAL PROGRAMS

There are several cooperative and/or pre- professional programs presently operative on the Morgan State University campus. These programs encourage a variety of unique educational opportunities to meet the needs of the Morgan student beyond what the campus boundaries provide. Each of these programs has distinct characteristics which are designed to enrich collegiate experiences and promote intellectual growth. Of particular interest is the Baltimore Student Exchange Program involving fifteen local institutions. Visit www.baltimorecollegetown.org or contact the Office of Records and Registration for more details. The programs of study at Morgan State University are sufficiently flexible to provide preparation for the numerous occupations that require an undergraduate foundation: medicine, dentistry, pharmacy, engineering and law. Students interested in any of the above areas should major in the specific discipline in which these programs are offered or closely related in regard to health careers.

THE 3/4 PRE-DENTISTRY AND PRE-MEDICAL PROGRAMS

Morgan State University has a formal agreement with the Schools of Dentistry and Medicine at the University of m aryland and Boston University School of Medicine. The 3/4 option establishes a dual degree program for high school graduates (or equivalent) who will attend Morgan State University for ap- proximately three academic years and then attend the University of Maryland at Baltimore Dental School or Medical School for four academic years or Boston University School of Medicine. After successfully completing all academic requirements at Morgan State University and the first year at the said Dental or Medical Schools, the student will be awarded a bachelor's degree from Morgan State University. Pre-dental and Pre-medical students should select biology or chemistry as a major and consult the respective departmental advisor in selecting courses in preparation for dentistry and medicine. After completing all requirements for graduation at the University of Maryland or Boston University, the student will be awarded the Doctor of Dental Surgery (D.D.S.) degree or the Doctor of Medicine degree at Boston University

RE-PROFESSIONAL PHYSICAL THERAPY PROGRAM

Students planning to pursue a career in physical therapy should follow the pre-physical therapy curriculum. Students can major in any discipline and may prepare for a program in physical therapy by incorporating the required pre-requisites into their "major" curriculum requirements or major in physical education (Pre-Professional Physical Therapy track).

Most professional physical therapy programs now require a bachelor's degree prior to entry. Students should complete all prerequisite courses and major requirements before applying to a professional physical therapy program upon earning their Bachelor's Degree. Students may apply to masters or doctoral physical therapy programs. Most masters programs are 2-3 years; while doctoral programs are 3-4 years. Pre- requisites vary depending upon the institution. It is recommended that students contact professional programs directly for their most current requirements. The following Morgan State University courses constitute the minimum prerequisites required for University of Mary- land and by most schools. REQUIREMENTS: BIOL 101-BIOL 102 **OR** BIOL 105-BIOL 106; BIOL 201-BIOL 202; CHEM 101- CHEM 102 **OR** CHEM 105-CHEM 106; CHEM 203-CHEM 204; PHYS 203-PHYS 204; MATH 113-MATH 114 **OR** MATH141; MATH 205; PSYC 102; PSYC 210~~; PHIL221; SPCH 101; PHEC 411~~ **OR** PHEC 412; ENGL101-ENGL102; HUMA 201-HUMA 202

Morgan State University students are advised to meet with their faculty advisor prior to registering in order to fulfill general education and core requirements for their major.

PRE-LAW PROGRAMS

The Pre-Law Program is an interdisciplinary program that is offered in the College of Liberal Arts, through the collaboration of the Departments of English and Language Arts, History and Geography, Philosophy and Religious Studies, Political Science, and Sociology and Anthropology. Students interested in pursuing careers in law may major in English, History, Philosophy, Political Science, or Sociology. They pursue a core of courses that give them a solid foundation in the major and, then, an interdisciplinary core of courses in the Pre-Law Track that focus on sharpening their skills in:

effective oral and written communication; critical textual analysis; critical thinking; argumentation and rhetoric; and the social and governmental institutions, traditions and values that shape the legal system.

Students may also pursue a minor in Pre-Law in the Department of Political Science and the Department of Sociology and Anthropology. Other departments in the various Schools also provide an excellent preparation for law school. Thus, students may elect to apply for law school regardless of their undergraduate major or without a minor in pre-law.

THE UNIVERSITY HONORS PROGRAM

MISSION

The mission of the Morgan State University Honors Program is to promote excellence in academic, personal, cultural, and professional endeavors among students having a demonstrated record of scholarly accomplishments, high motivation, and a desire to achieve at the highest levels. By developing and facilitating activities that create and maintain a superlative learning environment, the University Honors Program seeks to significantly increase the number of highly-trained students pursuing post-graduate education. We accomplish our mission by:

offering academic scholarships to prospective candidates in high schools, community colleges, and within the University;
coordinating with the University deans to encourage the continual enhancement of the academic curricula in the major fields of study and the development and maintenance of a rigorous liberal arts curriculum consisting of accelerated and intensified math, science, and humanities courses that are especially suited for high-ability students; advising four University-wide honor societies that provide opportunities for student-scholars to participate in community service based extracurricular activities; collecting and distributing information regarding elite educational and employment opportunities.

The curriculum-based Program serves a diverse student population from Baltimore City, the many counties of Maryland, and the remaining United States and American protectorates. International students also participate in the Program.

Honors students complete rigorous and comprehensive curricula in both the liberal arts and their major fields of study to obtain theoretical and practical knowledge and skills applicable to post-baccalaureate pursuits in academia and industry. The Honors General Education curriculum consists of accelerated and intensified courses.

ACADEMIC AFFAIRS RESOURCES and OPPORTUNITIES

The University allocates significant financial resources to scholarships and grants that are awarded to students based on their achievements in academic, co-curricular and extracurricular activities, leadership potential, and service to the University and/or community. These scholarships are meant to help reduce the financial burden associated with funding a college education. Information regarding particular scholarships and grants, including specific requirements for their maintenance, can be found on the University Honors Program page on the Morgan State University website, in the *University Honors Program Student Handbook*, and in various printed materials available in the University Honors Program office.

The University Honors Program encourages students to pursue supplemental learning opportunities such as internships, work-study, service learning, and cooperative experiences sponsored by academic, business, industrial, and government agencies. In some cases, students may be granted academic credit for their work experiences. Students are also afforded other special opportunities for academic, cultural, and professional development.

PROGRAM PARTICIPANTS

Honors students are integral members of the University community. They are often leaders in University, college/school, and/or departmental organizations and activities.

As a result of the emphasis on a liberal arts education, the rigor of the major academic curricula, and the special opportunities granted to students, Morgan State University has the distinction of being among the top four universities in the country producing African-American undergraduates who eventually earn doctorates and other terminal degrees.

ADMISSION TO THE UNIVERSITY HONORS PROGRAM

Incoming First-Time Freshmen

In the Spring Semester of each academic year, the Morgan State University Office of Admission and Recruitment apprises the University Honors Program of newly-admitted students with exceptionally high academic credentials. The Honors Program will then contact via letter students to whom it will offer a scholarship.

Transfer Students

The University Honors Program also awards an Honors scholarship to high-achieving students transferring from community colleges in the State of Maryland, and to students transferring from institutions with which Morgan State University has an approved articulation agreement. For specific information please refer to the University Honors Program page on the Morgan State University website, in the *University Honors Program Student Handbook*, and in various printed materials available in the University Honors Program office.

Current Students

In the Spring Semester of each academic year, currently-enrolled, full-time students who entered the University and did not receive an Honors scholarship at the time of their matriculation also have an opportunity to apply for admission into the University Honors Program. These students can qualify for an Honors scholarship by taking a minimum of thirty (30) non-developmental credit hours, earning Honors-level passing grades in these courses, and maintaining a minimum 3.00 grade point average. The application for admission to the University Honors Program will be made available online at www.morgan.edu/honorsprogram beginning on the first of January of each academic year the application deadlines March 31st of each academic year. There are a limited number of continuing students admitted into the program and the selection process is rigorous and highly competitive.

Please note that continuing students cannot apply for admission to the University Honors Program after having completed 56 credits.

HONORS SCHOLARSHIP CATEGORIES

First-time Freshman Scholarships

The Martin D. Jenkins Scholarship

Provides for full tuition and fees, room and board

$1000 a year for books

H.S. GPA of 3.50 or higher

SAT score 1300 or higher/ACT score of 27 or higher for Maryland residents (1400 SAT/29 ACT for non-residents)

The Frederick Douglass Scholarship

Provides for full tuition and fees

$500 a year for books

H.S. GPA of 3.30-3.49

SAT score 1200 or higher/ACT score of 24 or higher for Maryland residents (1300 SAT/27 ACT for non-residents)

The Harriet Tubman Honors Associate Award

Provides $2500 a semester for tuition and fees

H.S. GPA of 3.00-3.29

SAT score 1000 or higher/ACT score of 22 or higher for Maryland residents (1100 SAT/24 ACT for non-residents)

Associates who achieve a 3.30 cumulative GPA at the end of the first year can apply to become Douglas Scholars for the next academic year.

First-Time Freshman scholarships are automatically renewed for up to eight (8) semesters when recipient maintains the required

GPA. Qualifications listed for each category are the **minimum** required. Meeting these minimum qualifications does not guarantee admissions into the Honors Program.

Honors Program scholarships are a part of the student's total financial aid package. Therefore, the actual amount of funding received may vary from the initial amount awarded.

Institutional Transfer Scholarships

Student should have been admitted to Morgan State University by the May 1 "priority scholarship consideration date" in order to qualify for an academic scholarship.

Community College Transfer Scholarships

Student should have been admitted to Morgan State University by the April 1 "priority scholarship consideration date" in order to qualify for an academic scholarship. Student must apply directly from a Maryland community college and have at least 50% of her/his earned credits from a community college.

The Clayton Stansbury Scholarship
For students who have earned either an A.A. or A.S. degree
Entry GPA of 3.50
Provides $1500 per semester for tuition and fees, renewable for up to 2.5 years
Transfer of up to 60 credits
Must maintain cumulative GPA of 3.30

Transfer Scholarships are automatically renewed and available for up to five (5) semesters when recipient maintains the required GPA.

Honors Program scholarships are a part of the student's total financial aid package. Therefore, the actual amount of funding received may vary from the initial amount awarded.

THE HONORS CURRICULUM

General Education Requirements

Bachelor's degree programs at Morgan State University are structured for completion in four years (eight sequential semesters) and generally require 120 credit hours. All Morgan students receive a comprehensive liberal arts education. Students will undertake intensive study in the General Education and major requirements, attend special seminars, and qualify for admission into the

Honors Program.

HONOR SOCIETIES

Alpha Lambda Delta National Academic Honor Society for Freshmen

Founded in 1924, Alpha Lambda Delta (ALD) is a national academic honor society for freshmen. ALD's mission is to "encourage superior academic achievement, to promote intelligent living and a continued high standard of learning, and to assist students in recognizing

and developing meaningful goals for their unique roles in society."

In order to be eligible for membership in ALD, students must have earned a GPA of 3.50 grade point average **or** be in the top 20% of their class during their first semester at Morgan and have been enrolled on a full-time basis while pursuing a Bachelor's degree.

Freshman transfer students from an institution without an ALD chapter must have earned the required ALD grade point average in courses taken during their first semester at Morgan. In addition, the average of the grades from the student's transfer credits, combined with the grades earned from courses taken at Morgan, must equal the ALD academic GPA requirement.

Phi Eta Sigma Freshman Scholastic Honor Society

Phi Eta Sigma (PES) was established on March 22, 1923 and is the oldest and largest freshman honor society in the nation. PES's goal is to encourage and reward academic excellence among freshmen in institutions of higher learning. At Morgan, the PES mission is to "promote academic excellence, enhance student life, and support the community at large."

Dedicated to service and leadership, Morgan's PES chapter activities include an annual New Member's Luncheon, annual participation in the Homecoming Decorate-a-Building Contest, and the Give-a-Gift Drive for the Agape House in Baltimore.

Students invited for induction into PES must be full-time students with a minimum cumulative grade point average of 3.5 and rank in the upper 20% of their class.

Grant-Brett Promethean Kappa Tau

The Promethean Kappa Tau Freshman Honor Society was founded at Morgan State University (then Morgan State College) in 1957 by the late Dr. George C. Grant, who served as Dean of the College. The Society was named by Dr. Sandye J. McIntyre, late Distinguished Professor of Foreign Languages. Dr. Ruth Brett Quarles, late Director of the Counseling Center, served as the advisor to the Society during its first twenty-three years of existence.

In recognition of the outstanding service and contributions of Dean Grant and Dr. Brett, Dr. Clayton Stansbury, emeritus Director of the University Honors Program, renamed the Society to include the names of Dean Grant and Dr. Brett: the Grant-Brett Promethean Kappa Tau Freshman Honor Society. However, it is better known to its members as PKT.

The purpose of PKT is to motivate new freshmen of above average ability to become scholars and to develop personal habits and qualities that will enable them to promote a campus climate that nourishes academic life at Morgan.

In order to be eligible for membership in PKT, students must have 1) earned at least 15 computable semester hours with a semester GPA of at least 3.40 or 2) earned between 12 and 14 computable semester hours with a semester GPA of at least 3.50.

Golden Key International Honour Society

The Golden Key International Honour Society (GK) is an internationally recognized, non-profit organization with over 375 chapters throughout the United States and across the globe. As the world's leading and most active collegiate honor society, Golden Key distinguishes and rewards students by providing a lifetime of benefits through membership.

Each year nearly $600,000 is awarded in scholarships to GK members. In addition, GK offers career assistance through its Corporate Partners, leadership development and community service opportunities, and a chance to network with nearly 2 million members from over 190 countries.

Students qualify for membership if they are ranked in the top 15% of the combined junior and senior classes at Morgan, have earned at least 25 credits at Morgan, and have a cumulative GPA of at least 3.40 while having NEVER earned more than two (2) grades less than "C".

National Society of Collegiate Scholars

The National Society of Collegiate Scholars (NSCS) is a national nonprofit academic honor society founded in 1994 by Steve Loflin. It recognizes high student achievement and has chapters at over 300 institutions across the US, Puerto Rico, and the District of Columbia with nearly one million lifetime members who are deeply committed to scholarship, leadership, and community service. NSCS provides career and graduate school connections, leadership and service opportunities and offers nearly half a million dollars in scholarships annually. Morgan State University founded its Chapter in Spring 2012. Interested students can find information about this society at www.nscs.org.

CENTER FOR ACADEMIC SUCCESS AND ACHIEVEMENT (CASA)

MISSION In its commitment to meeting the needs of a diverse student population, the **Center for Aca- demic Success and Achievement (CASA)** exists primarily to promote and to enhance the academic and personal development of all Morgan State University students through professional academic advisement, peer tutoring, and supplemental instruction programs. The Center also provides specialized academic support programs and resources for first-year students through the **First-Year Experience program,** and to transitioning high school students and their parents, through the **CASA Academy** and the **Parent Advisory Council.**

VISION

The Center for Academic Success and Achievement (CASA) strives to provide a welcoming, engaging, inclusive, and intellectual learning community where students gain knowledge of fundamental study, social, and technological skills necessary for academic success and personal growth at Morgan State University.

CASA SPONSORED PROGRAMS AND SERVICES

Academic Advisement

Academic advising is a strategy for improved student persistence and retention. The Center for Academic Success and Achievement houses a team of professional, academic advisors who serve as a critical link in the retention of students at the university. Professional academic advisors assist students in defining and reaching educational and developmental goals. Specifically, our advisors are assigned to and aid all degree-seeking, undergraduates in the following student populations:

CASA Academy Participants – first and second- year students who have successfully completed the CASA Academy or Pre-College Studies programs.

Exploratory Learners – students who have not yet decided on or declared an academic major

The student must meet with an academic advisor each semester prior to registering for classes. After this advising meeting, the advisor will remove the advisor hold and the student can register for courses on WebSIS. Students are responsible for planning their academic curriculum and education- al path, but academic advisors can offer useful input throughout the student's education to enhance the academic and personal development of the student.

CASA Academy (formerly the Pre-College Program)

CASA Academy is an alternative admissions pro-gram sponsored by the Center for Academic Success and Achievement at Morgan State University. Students who fail to meet the SAT/ ACT requirement for regular admission may be referred to the Center and invited to apply to the summer program. All participants who successfully complete the program are guaranteed admission to the University for the subsequent fall semester.

Students who do not meet the requirements for the CASA Academy Program and are State of Maryland residents will be recommended to enroll in the CONNECT Program and attend a community college (NEXUS). Out of state students are encouraged to enroll in a community college in their state or in the NEXUS Program. Please contact the Transfer Center for more information on this programs at 443-885-3711 or by email at transfercenter@morgan.edu.

The CASA Academy program is designed to ease the transition from high school to college for students whose academic profile and performance suggest the need for early intervention to improve their potential for success in college. Upon acceptance to the Academy, participants must enroll and successfully complete a sequence of three non-credit courses designed to strengthen the student's background in English, mathematics, and reading comprehension/ vocabulary development. The program also introduces students to the expectations and requirements of Morgan State University. This program is offered for a six-week period during the summer.

Students in the CASA Academy must agree to meet the following standards:

Attend all scheduled CASA Academy classes and sponsored activities

Complete all required assignments of CASA Academy courses

Earn a grade of "C" or better in all of the required courses

Participate in all scheduled seminars

Adhere to the University's Code of Student Conduct

Fees

There is currently no cost for students who are residents of the state of Maryland. Non-Maryland residents are charged for meals. For summer 2014, the fee for non-Maryland residents is $570. For both residents and non-residents, fees are determined on an annual basis and are subject to revision.

Chi Alpha Epsilon National Honor Society Epsilon Phi Chapter

Chi Alpha Epsilon (XAE) is a national honor society founded to recognize the academic achievements and accomplishments of students admitted to colleges and universities through alternative admissions criteria. Members must hold a 3.0 cumulative GPA for two consecutive full-time semesters, or 3–4 consecutive part-time semesters. Members participate in an array of academic education and outreach activities on campus and within the surrounding Baltimore community. If you are a former Pre-College or CASA Academy student who meets the criteria above and are interested in becoming an inductee, please contact our office.

CASA Resource Tutoring Center

The CASA Resource Center provides an intellectual learning environment and is open to all Morgan State University students. In the Resource Center, Morgan students can access a wide array of services including personalized study skills management, access to computer printing and academic-related internet research, study space, and one-on-one tutoring.

Tutoring Services

The Center offers a structured, comprehensive peer tutoring program and services for all students attending Morgan State University. The dedicated staff of peer tutors serve as an invaluable resource for students as a supplement to classroom and lab instruction, enabling them to achieve academic success and develop lifelong learning skills. Tutoring sessions are one hour. The Resource/Tutoring Center is located in the Communications Center, Room 120.

Hours

The Center is open from 9:00am – 6:00pm Monday through Thursday, and Friday, 9:00am – 5:00pm.

Appointments

Students should come to the Center to schedule an appointment with a tutor in the appropriate subject. One-on-one tutoring is provided to students. If tutors are available, walk-ins are welcome.

Parent Advisory Council (PAC)

The Parent Advisory Council serves as a venue for parents who want to be involved in their students' lives as they continue their education at Morgan and to network with other parents. The Center for Academic Success and Achievement embraces the energy and talent the se parents bring to our campus as we strive to foster an environment for positive exchange of dialogue and parental engagement in campus events. We encourage parental input to help us continue to provide the highest quality of services possible to our students.

Transitional Workshops

Successful students at Morgan State University are those who learn how to utilize resources, resolve problems, and prepare themselves to take full advantage of their time on campus. The Transitional Workshop Series helps to promote student success by offering brief sem- inars and workshops on common concerns and questions students have during their transition and tenure at Morgan. There are several events each semester.

Updates and Announcements

For announcements and upcoming events, please view our fan page on Facebook **(Morgan State University Center for Academic Success and Achievement CASA)** or contact us at (443) 885-3380.

OFFICE OF STUDENT SUCCESS and RETENTION

dents from matriculation to graduation. The goal of this comprehensive program is to increase student retention rates and persistence to graduation with a focus on academic success and achievement through early intervention and systematic tracking of undergraduate students. Further, the Office of Student Success and Retention works to improve retention and graduation rates by collabor- ating with the Office of Financial Aid to reduce attrition related to students' inability to pay for college and to maintain their funding for college. Listed below are the Campus-Wide Retention Initiatives:

Summer programs for freshmen – ACCESS -Orientation Program

Placement testing – Accuplacer

Student Accessibility Support Services (SASS) – disabilities support services

Collegiate Learning Assessment (CLA)

Academic advisement for first-time freshmen

FAFSA filing campaign

Monitoring and intervention for mid-term grades of "D" or "F"

Monitoring and intervention for final grades of "D" or "F"

Monitoring and intervention for students on academic probation

Reinstatement of students dropped for failure to make satisfactory financial arrangements

Tracking and follow-up with students who are no longer enrolled

Early Alert and Response System

Parents' 411 newsletter

Retention research & student surveys

Peer tutoring

ACCESS ORIENTATION PROGRAM

During the *ACCESS Orientation Program* students and their parents receive financial aid assistance, including FAFSA information, residence life information, placement testing results, academic advisement, and career counseling. Additionally, students participate in activities, workshops, and seminars to include topics such as college transition, conflict resolution, study skills, and test-taking strategies. It is expected that new students and their parents leave the *ACCESS Orientation Program week* with all of the necessary tools and resources required for their Fall or Spring enrollment at the University, as well as for their first year of academic success. The ACCESS Orientation Program pledges to increase access to college for a diverse student population, prepare students for their college matriculation, provide a head start for students on the path to academic success, and increase the retention and graduation rates of all undergraduate students by means of "frontloading" critical resources for first-time, full-time freshmen. Participation in the ACCESS Orientation Program is **mandatory** for all regularly admitted first-time, full-time freshman students. The ACCESS Orientation Program costs $225.00 that is not refundable. Students must have paid the $150 University confirmation fee to the Office of Admissions prior to registering for the Orientation. Maryland residents will be charged a nonrefundable $100 late fee in addition to the nonrefundable program cost of $225 ($325 total) to attend the August ACCESS Orientation Program. The late fee will be waived for international students and out-of-state students. *(ACCESS Orientation Program costs and confirmation fees are subject to change on an annual basis. Please check with the Office of Student Retention at 443-885-3651 for current program fees.)*

PLACEMENT TESTING

All first-time freshmen at Morgan State University are **required** to take a placement examination to determine their course placement. Students are tested in the areas of English, Reading, and Mathematics. Based upon their test results, students will take either Freshman Studies English 101 or Standard College level English 101, either Developmental Mathematics (MATH 106) or Standard College level Math 109 or Math 113 (or the Math required for their major), and students may be required to take Developmental Reading (DVRD 101). An advanced mathematics placement for courses up to Calculus (Math 241) is available for students majoring in the sciences, engineering, and mathematics. Students are required to take courses as indicated by the results of their placement examination. Students must earn grades of "C" or better in all develop-mental courses. Transfer students who have earned at least 24 credit hours or who have earned grades of "C" or better in the courses or course equivalents of Developmental Mathematics (MATH 106) and Freshman Composition I (ENGL 101) are exempt from taking the placement examination.

STUDENT ACCESSIBILITY SUPPORT SERVICES

The Student Accessibility Support Services (SASS) program provides, arranges, and coordinates services for students with learning, emotional, mental, and physical disabilities. The University is committed to providing equal opportunity and access for all students. When a qualified student provides documentation, SASS assists with specific needs by implementing accommodations which are a necessary part of enabling equal access to the institution's programs and facilities. Accommodations may include:

Testing adjustments (e.g., extended time for testing)
Special equipment
In class support (e.g. note takers)
Interpreters' services
Library assistance
Other accommodations as required to remove barriers to academic success

Initially, the SASS office will accept as documentation a summarized Individualized Education Plan (IEP) that is less than two years old. A 504 Plan or statement of disability issued by a licensed professional (physician, psychiatrist, counselor) substantiating disability is also accepted. Additionally, the University offers full assessment/evaluation at a nominal fee through the Counseling Center. Referrals to the Counseling Center will be made via the SASS office. The

SASS Coordinator may be reached by phone at 443-885-3946 or by email at bernice.alston@morgan.edu.

STUDENT PUBLICATIONS

Morgan State University has two major student publications, *The Spokesman* and *The Promethean*. Both publications provide required practicum experiences for students majoring in Journalism and for other non-majors working on the publications. Students working on these publications are required to meet minimum qualifications to serve in editori- al, news-gathering, reporting and management positions and must be enrolled concurrently in appropriate one-credit practicum courses in Journalism.

Offices for both *The Promethean* and *The Spokesman* are located in the Publications Suite of the New Communication Center, and both are administered through the Journalism Program in the Department of Communication Studies in the College of Liberal Arts. Students are directly responsible for the production of the newspaper and yearbook, and they are guided and assisted by Journalism advisers and managers to ensure quality publications.

The Spokesman is the student newspaper. It serves as a medium of student expression and gives students valuable newsroom experience in producing publication. Membership on the staff is open to all students who meet the qualifications, which include some prior or concurrent training in journalism and con- current enrollment in journalism practicum courses. The paper holds membership in the Intercollegiate Press Association and the Associated Collegiate Press.

The Promethean is the University's annual yearbook. It gives student staff members the opportunity to develop their skills in editing, graphics and journalism. Membership on the staff is open to all students who meet the qualifications, which include some prior of concurrent training in journalism and concurrent enrollment in journalism practicum courses; and graduating seniors are encouraged to work on the staff. The publication focuses on the senior class, and it also provides a historic record of the University's graduating class, outlining their so- cial and academic activities and achievements.

Students interested in working on these two publications should contact the Department of Communication Studies or visit the Publications Suite in the Communications Center; and they should enroll in the appropriate practicum course each semester. Student should also contact in- dividual academic departments for information on other publications specific to the disciplines.

CENTER FOR CONTINUING AND PROFESSIONAL STUDIES

MISSION STATEMENT

The Center for Continuing and Professional Studies is committed to serve the lifelong educational needs of traditional and non-traditional students pursuing under- graduate, graduate, professional, and personal growth as- pirations. The Center coordinates a broad variety of educational activities and community services for learners from the culturally diverse population of Baltimore City, the State of Maryland, nationally, and internationally.

In keeping with the mission of the Center for Continuing and Professional Studies and the mission of Morgan State University, the Center has as its primary focus the delivery of services to non-traditional stu- dents. This system of services includes programs that culminate with the acquisition of a baccalaureate degree as well as those programs that are designed to meet personal and career development needs of students. Matriculating students must follow the usual application procedures for admission to the University; successfully complete the general educa- tion requirements of the University, and all other requirements for their chosen major. Generally, the programs housed within the Center meet the specific needs of individuals at any point in their educational development. This affords the opportunity for stu- dents to explore learning experiences in a variety of formats, such as Weekend University, Minimester, Summer School, Independent Study, and Non-cred- it Courses, Workshops, Institutes and Conferences.

WEEKEND UNIVERSITY

The Weekend University is a unique approach to earning a college degree. This program is designed to meet the needs of students who work, have family responsibilities, or, for other reasons, cannot attend classes during the weekdays. Classes are offered Fri- day evenings and Saturdays. The Weekend courses are open to all students, whether full

time or part- time. Tuition waiver students who plan to pursue weekend classes may register on a space available basis. break in January.

WINTER MINIMESTER

The Minimester provides students the opportunity to pursue classes during the three-week winter dur- ing the Minimester. The credits received during the Minimester are equivalent to credits earned during the regular semesters. The Minimester is also open to non-Morgan students. Students may register for no more than *two (2) courses* during the Minimester. The credits received during the Minimester are equi- valent to credits earned during the regular semesters.

SUMMER SCHOOL

The Summer Sessions offer courses in selected fields of study. The credits received during the summer sessions are applied toward the appropriate degree, provided all other requirements are met. The maximum number of credits that may be pursued at Morgan per Summer Session is eight (8). Currently, Morgan offers two Summer Sessions with classes during day and evenings hours to accommodate a variety of schedules. Authorization for schedules in excess of eight credits must be secured from the Dean of the school or college in which a student is enrolled. Non-Mor- gan students must contact the Office of Admission and Recruitment prior to registration for the Sum- mer Sessions. They must present a letter of approval from their home institution for the classes they plan to take and an official transcript which must be submit- ted with the application. Non-Morgan students may pursue eight (8) credits per Summer Session and have their credits transferred to their home institutions.

INDEPENDENT STUDY

Students who petition independent study courses must be juniors with a minimum cumulative grade point average of 2.5 and are allowed to take no more than two (2) courses independently during a semester. If a failing grade is received in any course, that course may not be repeated as independent study. All students pur- suing independent study classes must receive approval from the chairperson and the dean of the requested course. The Independent Study Program process begins in the Center for Continuing and Professional Studies.

ACADEMIC RECOVERY PROGRAM

The Academic Recovery Program (ARP) is an in- novative approach to assist academically suspended students once they have exhausted the appeal process with the Academic Review Committee under the Dean of their major. The purpose of the program is to reinstate students to the university. Students enrolled in ARP are allowed to take a maximum of seven (7) credits through the Center for Continuing and Professional Studies as non-matric- ulating students. These seven credits must be in courses previously pursued in which a grade of "D" or "F" was earned. In addition, ARP students should attend counseling and skill development workshops. These workshops are in conjunction with the Counseling Center and include study skills such as time man- agement, test taking, note taking, motivation and concentration, career development, and decision- making. The courses successfully completed will count toward requirements for graduation as out- lined in the catalog. Due to the non-matriculating status, ARP students are not eligible for any form of federal financial aid, which includes student loans. However, ARP students may contact the Center for information about other resources for financial sup- port. Students who successfully restore the cumu- lative grade point average to 2.0 will be reinstated to the university to matriculating status under the original major chosen prior to academic suspension.

IMPROVED OPPORTUNITIES FOR PAR- ENTS (IOP) PROGRAM

The IOP Program assists Morgan students, es pecially parents, in obtaining the bachelor's degree. The goals of the program are to increase the num- ber of students who have access to a postsecondary education program and to offer a support system that provides non-traditional students with services and resources. Students are mentored throughout the academic year and attend special workshops and evening sessions to meet their individual needs. Workshops include orientation, personal develop- ment, and academic enrichment sessions. This pro- gram also provides career opportunities and facilitates self-sufficiency for the students and their families. To be eligible for the IOP Program, students must meet specific criteria such as being male, a foster care recipient, or unemployed due to downsizing, reorganization, company closure or illness.

DISTANCE EDUCATION

Distance Education is the ability to teach or com- municate with large or small groups of

students dis- persed across a wide geographical area through the use of single or multiple telecommunications services. This emphasis on practical coursework affords students expanded learning experiences beyond the tradition- al classroom setting. A quality educational program provides a unique, caring, and supportive environ- ment. The online program options are designed to meet the global demands in a technological society.

SUMMER PROGRAMS

Morgan State University hosts a variety of summer programs, to include participants from University departments, Baltimore City, and surrounding communities. The University partners with area schools and community based organizations to provide academic enrichment programs and recre- ational activities for adults and children. Program applications are submitted and processed through the Center for Continuing and Professional Studies.

NON-CREDIT PROGRAM

The Center offers the Non-credit Program as a unique approach to educational and career opportunities for personal enrichment, career enhancement, and professional development. The courses are a cre- ative alternative that provide activities to meet the lifelong educational demands of a diverse population.

OSHER SCHOLARSHIP

The Bernard Osher Foundation, based in San Francisco, California, was founded in 1977 by Mr. Bernard Osher, a well respected businessman and community leader. The mission of the Foundation is to "improve the quality of life through the support for higher education and the arts."

The Osher Reentry Scholarship Program provides scholarship support for non-traditional students, ages 25-50, who are returning to a four-year institution after a significant interruption in their education of five years or more to complete their bachelor's degree.

ALPHA SIGMA LAMBDA CONTINUING EDUCATION NATIONAL HONOR SOCIETY-

GAMMA PI CHAPTER Alpha Sigma Lambda is a national honor society, which partners with colleges and universities to celebrate the scholarship and leadership of adult students in higher education. It focuses on recognizing the special achievements of those adults who accomplish academic excellence while facing competing interests of home and work. This honor society is dedicated to the ad- vancement of scholarship and acknowledges high scholastic achievement in an adult student's career. By doing so, this society encourages many non- traditional students to continue toward and to earn the baccalaureate degree. It is not only the oldest, but also the largest chapter based honor society for full- and part-time students.

Earl S. Richardson Library

[http://library.morgan.edu/earls.richardsonlibrary]

The new Earl S. Richardson Library is located on the South Campus, in a highly prominent site, fronting Hillen Road. The facility was completed in 2007, at a cost of $56,327,000. It is a five-story structure of approximately 222,517 square feet. The award-winning Library, **International Interior Design Association (IIDA) New England Interior Design Awards 2009— Best Education Design-Morgan State University,** replaced the Soper Library. The state-of-the-art building includes a multistory lobby, lounges, private group study rooms, meeting rooms, a technology-enhanced instruction room, computer laboratory, individual computer access at each workstation throughout the building, access to electronic databases for research, reading and study space. The design anticipates planned space for future growth, projected at 5,000 volumes per year, for the next 20 years.

The new Library has several notable features:

Multi-media rooms and audio-visual capabilities in meeting and instruction rooms

Showcases for unique African-American manuscripts and memorabilia

Display cases for items from the collection of the James E. Lewis Museum of Art

Special Collections Room (located on the third floor) for rare and specialty books, manuscripts, photographs and art

The Benjamin A. Quarles Room for meetings (first floor, north side)

The Clarence W. Blount Room for meetings (first floor, north side)

Office space for visiting and emeriti faculty

Interior seating with distinctive skylights

Exterior vertical glass panels that minimize sun glare into the East Reading Rooms on the first, second, and third floors

The conference room and terrace, located on the fourth floor

Four-story, glass enclosed stairs which face Morgan Commons

Environmentally-friendly green roof

The Library's collection includes more than 400,000 volume-equivalents, consisting of instructional, research, cultural and recreational materials that support the University's academic, research, and public service programs. Included among the Library's holdings are books, periodicals, government documents (designated as a U.S. Depository Library in 1940), and electronic resources. Non-print materials such as recordings, slides, audiovisual resources, and art reproductions are also available. The microform col- lection has journals, newspapers, books, and a variety of other documents. To use the varied formats of materials, audiovisual equipment, micro- form readers/printers, computers, printers, scanners, and photocopiers are available. The Beulah M. Davis Special Collections Room houses books, documents and manuscripts that constitute one of the larger university collections of African- American materials in the country, thus provide unique opportunities for study and advanced research. The computer laboratory provides access to the campus computer network, many software packages, and the Internet. In addition, computers are located throughout the Library. An array of other materials and services are also provided for Library users. The Library's facilities are supplemented by those of other libraries in the vicinity, and around the state of Maryland. A direct borrowing agreement makes the library resources of the University System of Maryland and Affiliated Institutions (USMAI) available for use by library- registered Morgan State University students, faculty, and staff. The Morgan State University Library also participates in the Baltimore Academic Libraries Consortium (BALC) which makes students, faculty, and staff eligible for reciprocal borrowing privileges at BALC libraries. For information about the use of these resources, and other services, ask at the Information Desk. Current library hours are posted at the en- trance to the building, on the Library's website, and printed copies are available upon request.

LIBRARY POLICIES AND REGULATIONS

1.Service is the main function of the Library. Policies and regulations have been made to ensure equitable access for all.

2.Except for some specialized materials that may be restricted for use, all resources of the Library are available to any library use. A current activated Bear Necessity Card is referred by MSU students, faculty and staff in order to take appropriate materials from the Library to use materials that have been placed or reserved for access by faculty members. Guests are referred to present an acceptable form of identification in order to use certain Library resources.

3.A current Library-registered University identification card entitles students, faculty and staff to borrowing privileges at Morgan State University and at the libraries of the USMAI and BALC. The safekeeping and proper use of the ID card is the responsibility of the owner. Patrons are re-sponsible for all materials borrowed on their cards. The last day of the loan period is shown on a sticker attached to the back cover of each book borrowed. In addition, students may access their Library accounts online to see, for example, when their books are due and to renew books online.

4.Loan periods should be strictly observed. Fines incurred are to be paid promptly at the cashier's window of the Bursar's Office. A fine of 25 cents per day is charged for each overdue book. The maximum fine is $10.00 per book. Failure to receive overdue notices does not exempt the borrower from paying fines incurred.

5.Bills for lost books, including the default replacement cost and a processing fee, are sent to the Bursar's Office for collection. If an item is returned, fines will be deleted and a maximum late return fee will be assessed. Failure to pay Library charges will result in the curtailment or loss of Library privileges.

6.Library charges are posted to student accounts and are considered a part of students' obligations to the University. Therefore, any unpaid library charges would prevent clearance for graduation and/or release of transcripts.