

# Academic Life

## The Academic Program

The University offers courses of study in the Liberal Arts and Sciences, Business, and Education leading to the following degrees: (1) Bachelor of Science, (2) Bachelor of Arts, (3) Bachelor of Fine Arts, (4) Bachelor of Science in Urban and Regional Planning and (5) Bachelor of Technical and Professional Studies.

We also offer the degrees of Master of Business Administration, Master of Education, Master of Arts, Master of Arts in Teaching, and Master of Science in a variety of fields. See the Graduate Catalog for full information.

## Undergraduate Degree Requirements

### Bachelor of Science Degree

Candidates for the Bachelor of Science degree must meet all of the following requirements:

1. Completion of at least 120 semester hours of college credit.
2. Completion of the General Education Program.
3. Completion of a major with a cumulative grade point average of at least 2.0 in all courses taken in the major department (unless specifically excluded). Interdisciplinary majors count all courses specifically listed as meeting the requirements of the major to determine the major GPA.
4. Completion at Frostburg State University, through course work or special departmental exams, of at least one-half the credit hours required in the student's major department (unless specifically excluded or specified differently in the catalog description of the major). Interdisciplinary majors count all hours earned in courses specifically listed as meeting the requirements of the major.
5. Completion of a minimum of 30 semester hours of credit, of which at least 15 semester hours are upper division credit, towards the degree at Frostburg State University.
6. Completion of all course work taken at FSU with a cumulative grade point average of at least 2.0.
7. Completion of all approved student outcomes assessment activities required by the University and the academic programs.
8. Completion of one of the following:
  - a. 15 elective credits outside of General Education requirements and course work in the major department.
  - b. An "interdisciplinary" major (one for which there is no "major department").
  - c. A minor.
  - d. A second major.
  - e. Secondary or K-12 teacher education certification.
9. Completion of at least 39 credits at the upper division (300-400) level.
10. Completion of all required professional education courses and requirements for students in teacher education programs.
11. Completion of all semester credit hours beyond 90 credits at Frostburg State University, except for up to seven credit hours following the stipulations in the policies concerning attendance at another institution.
12. Completion of an application for diploma and graduation when student completes 70 credit hours (forms available in the Registrar's Office).
13. Fulfillment of all financial obligations to the University.

### Bachelor of Arts Degree

Candidates for the Bachelor of Arts degree must complete all requirements listed above for the Bachelor of Science degree and, in addition, complete or test out of the 250-level course in one foreign language offered at the University or transferred from another college or university.

### Bachelor of Fine Arts Degree

The Bachelor of Fine Arts degree is a professional degree currently awarded only to students who major in Art and Design. Candidates for the Bachelor of Fine Arts degree must complete all requirements listed above for the Bachelor of Science degree.

In the event that a student completes more than one major as an undergraduate student, and one of the majors would culminate in a BFA degree, an additional diploma will be issued by the Registrar's Office. You must declare your request for an additional diploma at the time of application for graduation and comply with the procedures established by the Registrar's Office to administer this policy.

### Bachelor of Science in Urban and Regional Planning

The Bachelor of Science in Urban and Regional Planning is a professional degree awarded only to students who major in Urban and Regional Planning. Candidates for this degree must complete all requirements listed for the Bachelor of Science degree.

### Bachelor of Technical and Professional Studies Degree

The Bachelor of Technical and Professional Studies (B.T.P.S.) degree is designed to meet the needs of students who have completed an Associate of Applied Science (A.A.S.) degree at a community college in a technical, specialized field and want to broaden their educational background and prepare for career advancement.

Currently, collaborative programs with Allegany College of Maryland are offered in the following areas of concentration: health science administration (for students with an A.A.S. in a health professions discipline), information technology management (for students with an A.A.S. in computer science and technology), and criminal justice (for students with an A.A.S. in criminal justice). Students with equivalent degrees from other institutions also may apply.

In addition to the requirements specified in the description of each major, candidates for the Bachelor of Technical and Professional Studies degree must meet all the requirements listed for the Bachelor of Science degree.

# General Education Program (GEP)

## GEP Grading Policy

- The P/F grading option is not permitted in the General Education Program.

- The grading policy for all **Basic Requirements** is as follows:

A-F grades will be assigned, with a CS possible for students who have met the CS criteria stipulated in the course syllabus.

The grade of CS may be earned only once; any CS assigned thereafter will revert to an F. Exceptions to this policy will be made only with the recommendation of the instructor.

A grade of C or better is necessary to satisfy each Basic Requirement.

University Basic Requirements in which grades of CS, D, F, FX, or WF are awarded must be repeated at Frostburg State University.

## Basic Requirements (BR)

### Courses required of all students

- All Basic Requirements may be satisfied by examination.
- You are expected to take these courses during your first 30 hours, with the exception of the advanced composition course requirement.
- If you are placed in a required section of ENGL 101, ENGL 105 (Critical Reading), or DVMT 095 (Pre-Algebra Mathematics) based on your scores on University placement tests, you may not withdraw unless you are withdrawing from the University.
- Once you are enrolled in ENGL 101, Freshman Composition, you may drop the course only during the drop/add period of one week at the beginning of the semester (except for required developmental courses, which may not be dropped). Under unusual circumstances, the chair of the department teaching the course may approve exceptions. Poor performance would not normally constitute a basis for an exception.
- You must continue taking a course which satisfies the requirement each semester until you have passed it with a grade of C or better.

+minimum of 11 credit hours or waiver by exam

\* Honors course equivalent

## Goals of the General Education Program

- To encourage greater appreciation of significant achievements in the arts and sciences, of the development and workings of social institutions, of the ideas and events that have shaped the present world, and of the processes by which knowledge is acquired and transmitted.
- To introduce students to the subjects, methods, and values that characterize various academic fields of study.
- To promote a sense of the worth of and accomplishment in the various fields of human knowledge as they have developed and been transmitted over long periods of time and across various cultures.
- To stimulate the interest and desire in students to pursue knowledge in fields beyond that of their majors as a lifelong endeavor.
- To enable students to participate in a community of learning in which the skills and attitudes of objectivity, critical analysis, and respect for differing conclusions are paramount.
- To provide practice in the evaluation of personal and societal value systems including what is involved in the commitment to a given value system.

## Double-counting GEP Courses

Courses that count for both the General Education Program and major/minor requirements are noted in the major/minor descriptions. You can complete your degree in a shorter time by choosing GEP courses that match the requirements of the majors/minors that interest you.

For all students

Minimum Hours Required:

11+

### Objectives:

- To provide general skills in reading, listening, speaking, writing, problem solving, and clarifying values.
- To provide skills needed for investigating, developing, and communicating knowledge in any field of study.
- To provide knowledge and skills which will promote one's physical and mental well-being throughout life.

## Summary of Basic Requirements

### 1. English:

(6 hours)

ENGL 101/111\* Freshman Composition

and one of the following **advanced writing** courses:

ENGL 308/309/310/312\* Advanced Composition

ENGL 300 Critical Writing About Literature

ENGL 330 Business Writing

ENGL 338 Technical Writing

ENGL 339 Scientific Writing

### 2. Mathematics:

(3-4 hours)

One of the following courses in mathematical problem solving:

MATH 104 Mathematical Problem Solving

MATH 102 College Algebra

MATH 120 Precalculus

MATH 209/219\* Elements of Applied Probability & Statistics

MATH 236 Calculus I

### 3. Health Education:

(2 hours)

HEED 100 Personal Wellness

## Liberal Arts Component (LAC)

### Required of all students

#### Objectives:

- To provide knowledge of cultural heritages in the broad fields of arts and humanities, social sciences, and natural sciences.
- To provide a survey of representative fields of knowledge, including their characteristic methods of investigation, content, forms of communication, and intellectual values.
- To provide experience in using the methods of thought characteristic of the major areas of human knowledge.
- To provide knowledge, experience, and appreciation of human constructs and behavior, scientific methods and laboratory procedures, and critical judgment and artistic achievement.

#### Criteria:

- Courses in the Liberal Arts Component should ordinarily be completed in the first 90 hours.

### Orientation Requirement

Frostburg State University offers *ORIE 101, Introduction to Higher Education*, to provide new students with a complete introduction to all dimensions of college life. This one-credit course is required of all first-year students with less than 13 semester hours of transfer credit, and may be elected by any first-year student. You may not withdraw from this course unless you are withdrawing from the University. You will find a complete description of *ORIE 101* in the course description section of this catalog. You may select an *ORIE 101* section that best fits with your schedule and have the opportunity to learn with and from a broad cross-section of first-time students. Alternatively, you may select from a wide array of special interest sections to meet other students who share your academic interests and needs. Sections are offered as part of learning communities that study a shared theme across a group of courses, by departments for potential majors, and by student support offices for students who are interested in using their services.

Minimum Hours for Liberal Arts Component:	For all students at least 29
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### Summary of Liberal Arts Component

#### A. Fine Arts:

(3 hours)

Select at least one of the following:

- Art: ART 100/111\* Art Appreciation  
**or** ART 110 Visual Imagery
- Music: MUSC 110 Intro. to World Music  
**or** MUSC 117 Music of Africa, Asia, and the Americas
- Theatre: THEA 106 Intro. to Theatre  
**or** THEA 107 Intro. to Theatrical Vision
- Dance: DANC 110 Dance Appreciation

#### B. Humanities:

(6 hours)

Choose Option 1 or 2:

**Option 1:** Select at least two of the following:

- History: HIST 100/111\* The Contemporary World in Historical Perspective
- Philosophy: PHIL 101/111\* Introduction to Philosophy  
**or** PHIL 102 Contemporary Ethical Problems
- Literature: ENGL 150/250\* **or** MDFL 150 Introduction to Literature  
**or** ENGL 221 Intro. to Literature/ Intermediate Composition

**Option 2:** A minor in a foreign language, or two majors, one of which is in a foreign language

#### C. Natural Sciences:

(8 hours)

Select at least two of the following:

- Biology: BIOL 109 Human Biology and the Environment  
**or** BIOL 149 General Biology I
- Chemistry: CHEM 100/113\* Chemistry and Society  
**or** CHEM 101 General Chemistry I
- Geography: GEOG 103/113\* Physical Geography
- Physical Science: PHYS 215 General Physics I  
**or** PHYS 261 Principles of Physics I  
**or** PHSC 203 Physical Science  
**or** PHSC 100 Cosmic Concepts **and** PHSC 101 Measurement

#### D. Social Sciences:

(6 hours)

Select at least two of the following:

- Economics: ECON 200 Basic Economics  
**or** ECON 201/211\* Princ. of Econ (Macro)
- Geography: GEOG 104/114\* Human Geography
- Political Science: POSC 110/112\* Introduction to American Politics  
**or** POSC 113/114\* Introduction to World Politics  
**or** POSC 131 Introduction to Comparative Politics
- Psychology: PSYC 150/151\* General Psychology
- Sociology: SOCI 100/111\* Introduction to Sociology

#### E. Liberal Arts Component Electives:

(6 hours)

Select a minimum of six additional credits chosen from the Liberal Arts Component courses listed above

**Students may not count more than one course or option where there are alternates listed (as designated by *or*) to meet Liberal Arts Component Requirements.**

\* Honors course equivalent

Majors offered at FSU	Career Cluster**
Accounting*	2
Actuarial Science*	2
Art and Design	6
Athletic Training	5
Biology*	3,4,5
Business Administration*	1,2
Business Education	2,8
Chemistry*	3,4,5
Communication Studies*	6
Computer Science*	10
Criminal Justice	8
Dance*	6
Earth Science	4
Economics*	2
Elementary/Early Childhood	8
Elementary Education	8
Engineering, Electrical (w/UMCP)	3
Engineering, Mechanical (w/UMCP)	3
English*	3,6
Environmental Analysis & Planning	4,9
Exercise and Sport Science	1,5,8
Foreign Languages & Literature*	1,6
Geography*	1,4,7,9
Health & Physical Education	5,8
Health Science Administration	2,5,8
History*	6
Information Technology Management	2,10
International Studies*	1,2,8
Interpretive Biology & Natural History	1,4
Law and Society	8
Liberal Studies	all
Mass Communication	6
Mathematics*	3
Music*	6
Philosophy*	6
Physics*	3,4,5
Political Science*	8
Psychology*	5,8
Recreation & Parks Mgmt.	1,4,5,8
Social Science	8
Social Work	5,8
Sociology*	8
Theatre*	6
Urban & Regional Planning	1,4,7,8,9
Wildlife & Fisheries	4

### Minors

\*Minors are offered in the fields starred above, as well as in African American Studies, Art History, Business for Science and Technology Majors, Coaching, Environmental Humanities, Environmental Policy, Fine Arts, Forestry, Graphic Design, Leadership Studies, Public Relations, Women's Studies and Writing.

### Majors and Minors

A major consists of a minimum of 30 semester hours of credit in a particular field. A minor consists of a minimum of 18 semester hours of credit in a particular field.

For majors, at least one-half the credit hours required in the student's major department must be completed through course work or special departmental exams offered by Frostburg State University. For interdisciplinary majors and all minors, at least one-half of all the credit hours required for the completion of the major or minor must be earned at Frostburg State University.

To qualify for a specific major or minor, you must achieve, at a minimum, a 2.00 GPA in that field of study. (*See sections on calculating GPA in major/minor.*) Requirements for specific majors and minors appear under the Courses of Study section of this catalog.

You are responsible for planning your major in consultation with the chair of the major department and with your academic advisor. You should officially declare a major prior to the completion of 60 semester hours of credit. If you declare two majors and/or a minor, you must consult with your advisor and with the chairs of all departments involved. To be recorded on your transcript, a second major and/or a minor must be officially declared at least one semester prior to graduation. You are responsible for following departmental requirements, course sequences and prerequisites.

### Majors offered at the FSU Frederick and Hagerstown Centers

Upper division course work required for the majors in accounting, business administration, law and society, liberal studies and sociology is offered at the FSU Center at Hagerstown.

The Frederick Center offers business administration and law and society.

### Interdisciplinary Studies

Interdisciplinary courses and programs enable you to explore human knowledge and experience beyond the limits of a single discipline. Interdisciplinary majors currently offered include Criminal Justice, Environmental Analysis and Planning, Earth Science, Health Science Administration, Information Technology Management, International Studies, Law and Society, Liberal Studies, Social Science, and Urban and Regional Planning. You may also elect to complete an interdisciplinary minor such as African-American Studies, Environmental Humanities, En-

vironmental Policy, International Studies, Leadership Studies, Public Relations or Women's Studies.

The Honors Program encourages interaction among good students engaged in the study of diverse disciplines and offers the interdisciplinary Honors Seminar (see IDIS courses in the course description section).

The Freshman Learning Communities also foster the development of interdisciplinary insights by grouping students, faculty and courses to look at a common theme from different perspectives.

### \*\*Career Connections

Frostburg State University is an active partner in the Career Connections initiative (also known as School-to-Careers or School-to-Work). In the list on this page, the majors offered at FSU are keyed to ten career clusters chosen for emphasis by the State of Maryland. Students whose regions or states use a different cluster framework can overlay that rubric and find majors that match your interests and abilities.

As part of Career Connections, Frostburg State faculty have participated in workshops on how to blend disciplinary and career instruction, developed new curricula in partnership with local schools and community colleges, and updated curricula to insure what you learn matches current industry standards. In addition, teacher education students will learn how to blend career awareness into instruction at all levels.

The ten Maryland career clusters are:

1. Consumer Service, Hospitality & Tourism
2. Business Management & Finance
3. Manufacturing & Engineering Technology
4. Environmental, Agricultural & Natural Resources
5. Health & Biosciences
6. Arts, Media & Communication
7. Transportation Technologies
8. Human Resource Services
9. Construction & Development
10. Information Technology

### Internships

Every program at FSU offers you the opportunity to apply your knowledge to real-world situations through internships, field experiences, special problems courses, applied research, competitions, simulations or use of actual case studies.

As you advance in your major, you will

have increasing opportunities to apply your new knowledge and skills, culminating for some students in a full-time supervised internship for academic credit. See the 400 series in the course descriptions for application course offerings, though you will note that many other courses also include use of simulations and case studies.

## Catalog Governing Graduation Requirements

Please note that you are responsible for knowing and meeting graduation requirements as stated in the catalog you are following. **Graduation requirements include the basic requirements to earn a bachelor's degree, the General Education Program, and major and minor requirements.** The following provisions apply to part-time as well as full-time students.

1. If you begin your college course work at Frostburg State University, you must meet the graduation requirements of the catalog in effect when you first enroll.
2. If you transfer to Frostburg State University after having begun your college course work at another institution, you must meet the graduation requirements of the Frostburg State University catalog in effect when you first enrolled at the other institution. Or, you may choose to meet the requirements of a later Frostburg State University catalog, provided that you indicate your choice when you are admitted to this university and that you meet all the requirements of the later catalog chosen.
3. If you reenter Frostburg State University after an absence of one semester or more, regardless of whether you have attended another institution in the meantime, you must meet the graduation requirements of your previous Frostburg State University catalog. Or, you may choose to meet the requirements of a later Frostburg State University catalog, provided that you indicate your choice when you are readmitted to this university and that you meet all the requirements stated in the later catalog chosen.
4. The following qualifications apply to the provisions stated in 1-3 above:
  - a. If the University changes a program in a way that prevents your meeting any graduation requirement as stated in your catalog, the change may necessitate substitutions but will not result in any increase in your requirements.
  - b. Any substitution of a major or minor requirement must be approved by your department chair; all other exceptions to graduation requirements must be approved by the Academic Standards Subcommittee. Significant departures from stated major requirements (e.g., substitution of more than one course) must also be approved by the Academic Standards Subcommittee. Substitutions must be reported with written rationale to the Registrar's Office.
  - c. If a major/minor program undergoes revision after the year in which you enroll, you may choose to substitute the new requirements *in full* for those

which appear in the catalog of your entry year. In order to select a particular set of major/minor requirements, you must enroll in and complete course work at Frostburg State University during a term when the new requirements are in effect. The catalog under which you first enrolled at Frostburg State University shall continue to govern general education and graduation requirements other than those which apply to the major/minor program. At the time you apply for graduation you must declare in writing your intention to follow a revised program.

- d. If more than seven years have passed since you were last enrolled in college course work, you will have to meet the requirements of the catalog current when you re-enroll. Also, if you take longer than seven years to complete a degree, you may, after the seventh year, be subject to the catalog current at that time.

## Additional Academic Opportunities

### Special Academic Services

The Office of Special Academic Services provides a wide variety of support programs that complement the University's academic programs. Services include coordination of academic assessment program; management of Summer School and Intersession; coordination of Commencements at both the FSU campus and the Center at Hagerstown; coordination of the Learning Community initiative; development of services for transfer students; and administration of the University's academic eligibility compliance policy for all NCAA Division III sports.

You are welcome to visit the office at any time if you have questions or concerns about any of these areas. Special Academic Services is located in Suite 127 of the Performing Arts Center.

### Learning Communities

Learning communities at FSU introduce first-year students to the concept of critical thinking and offer the opportunity to engage in an in-depth exploration of a theme, a career, or a major. In addition, learning communities provide an environment which fosters the development of support networks

with faculty and other students, relationships that are important contributors to academic success. Each learning community consists of three or four classes linked by theme; all communities include "Introduction to Higher Education." Learning community students take their courses together as a group during the fall semester, with no more than 25 students enrolled in each class. Normally, learning community students have room in their class schedules to take one or two additional courses outside their community. Enrollment in learning communities is an optional first-year experience offered exclusively during the fall semester. Enrollment is limited to entering freshmen.

The faculty who teach learning communities work collaboratively to coordinate readings and assignments. They also arrange supplemental learning activities that highlight the themes of the community. Since the inception of the learning communities program in the fall of 1997, a wide variety of themes have been explored. A partial list of topics includes business communication, leadership, international issues, self-esteem and wellness, the world of public education, engineering, the medical professions, art and

design, and the environment. New communities are developed each year.

Learning communities also offer entering students easier class registration and the opportunity to more closely interact with faculty. A vast majority of learning community courses fulfill FSU's requirements in general education.

For further information contact Special Academic Services.

### Intersession

Each January, the University offers a compressed semester allowing students to pursue course work in the General Education program, in their majors (either through regular courses or via special-topics courses), or through participation in international studies courses. The semester is usually 18 to 20 days long, and requires intensive study due to its shortened format.

Enrollment in one three-credit course is recommended, although you can register for two courses and up to six credits. All courses offered carry the same level of credit as that applied during regular semesters (i.e., during fall and spring). To register for Intersession, you may not be on academic probation during the fall semester. In addition, athletes who are involved in competition during Intersession should seriously discuss with their coach the feasibility of taking courses. For full information, refer to the Intersession bulletin distributed each fall, or contact Special Academic Services.

### Summer School

From May to August each year, the University offers a program of courses during two sessions of five to six weeks (for regular classes) and one session of twelve weeks (for internships). Within sessions, courses are offered during the day and evening, in compressed times, and at multiple sites at both the undergraduate and graduate levels. Refer to the summer school bulletin, distributed each spring, for further information, or contact Special Academic Services.

### Part-time Study

Regularly scheduled classes are available to part-time students wishing to earn college credit or to improve their professional or vocational competence. Information regarding part-time study may be obtained from the Office of Admissions.

Like full-time students, part-time students will be required to complete testing requirements upon entrance and will be required to complete remedial programs in the basic skills of composition, reading, and mathematics if they do not achieve scores at or above prescribed levels.

### USM Inter-institutional Registration

Full time, undergraduate degree-seeking students may enroll in course work that enriches and augments their programs of study at other institutions in the University System of Maryland. Participants must have at least

sophomore standing and a 2.0 cumulative GPA or above. Additional information is available in the Registrar's Office.

### Study Abroad

#### The Center for International Education

The Center for International Education (CIE) promotes, coordinates and supports FSU's study abroad programs and sponsors international co-curricular programs on campus. The Center's Director is advised by the International Education Council consisting of students, faculty and administrators. The CIE houses information on the many study abroad opportunities available to FSU students. CIE's library includes program materials, guides to study abroad programs and financial aid information. The Center also supplies the ISIC (International Student Identity Card) to students planning to study abroad, and hosts orientation sessions.

The Center also serves the FSU international student community by providing orientation programs for new students, advice concerning immigration and visa issues, guidance about immigration regulations, and extracurricular programming.

#### Study Abroad Programs at Frostburg State University

Currently, FSU students may choose from a wide range of study abroad programs which are designed to suit a variety of aca-

### Study Abroad Opportunities

Program	Country/University	Terms Offered	Language of Instruction	Subject Specialties
<b>Africa:</b>	University of Ghana	Summer	English	Humanities and Social Sciences or Art and Design
<b>Various Locations:</b>	American Institute of Foreign Study (AIFS)	Fall or Spring Semester, Summer	English	Arts, Humanities, and Sciences, Environmental Sciences, Computer Science, Education
<b>Australia/New Zealand:</b>	AustraLearn	Fall or Spring Semester, Summer Intersession	English	Arts, Humanities, and Sciences, Environmental Sciences, Computer Science, Education
<b>Canada:</b>	University of Quebec	Intersession, Summer	French	French Language and Culture
<b>Denmark:</b>	Copenhagen Day & Evening Teaching College	Spring Semester	English	Education
<b>Ecuador:</b>	Centro de Estudios Interamericanos	Intersession, Summer	Spanish English	Spanish, Latin American Studies, Biology, TEFL Certificate
<b>England:</b>	University of Northumbria at Newcastle	Semester or Academic Year	English	Art History, Design, Economics, Political Science, Psychology
<b>England:</b>	Oxford University	Summer	English	Art, Literature, Social Sciences
<b>Germany:</b>	Schwabisch Gmund	Summer	English	Arts, Humanities, and Sciences
<b>Various Locations:</b>	International Student Exchange Programs (ISEP)	Semester, Academic Year or Summer	Optional	Arts, Humanities, and Social Sciences Foreign Language
<b>Ireland:</b>	Mary Immaculate College Social Work Field Experience in Limerick	Semester or Academic Year Summer	English English	Arts, Humanities, and Sciences Social Work, Human Services
<b>Italy:</b>	American University of Rome (Towson)	Semester or Academic Year	English	Arts, Humanities, and Sciences
<b>Italy:</b>	Conservatorio Statale Di Musica 'A. Buzzola', Adria	Spring Semester	Italian/English	Music
<b>Madagascar:</b>	Human Biology Program	Intersession	English	Biology
<b>Spain:</b>	University of Navarra, Pamplona	Semester or Academic Year	Spanish	Spanish Language, Literature, History & Culture
<b>Various locations:</b>	School for International Training	Semester, academic year	Optional	Arts, Humanities, Social Sciences, Environmental Science, Political Science, Cultural Studies



*FSU students in London.*

demographic and financial needs. Most students study abroad during their junior year, although it is possible to arrange programs during the sophomore or senior year as well. Programs vary in length and academic focus. Some programs are designed specifically for graduate students. Interested students are advised to attend the annual study abroad fair in September, come by the CIE Office for individual guidance in choosing a program, or to attend one of the CIE study abroad information sessions which take place on a weekly basis every semester. For further information, either phone the CIE Office at 301-687-4714 or visit the CIE web page at [www.frostburg.edu/admin/cie/cie.htm](http://www.frostburg.edu/admin/cie/cie.htm).

#### **Other Opportunities Abroad**

In addition to the programs mentioned above, FSU students may benefit from the hundreds of external programs available to all US university students. These programs allow students to study, work and travel abroad, and are offered through other universities, government institutions and international organizations. The Center for International Education library can provide students with resources for searching through these programs, and the CIE helps students to transfer credit back to FSU from all study abroad programs.

#### **Study Abroad Scholarships**

Most semester or year-long study abroad programs allow students to use their financial aid packages. In addition, the Center for International Education awards scholarships to students who meet specific eligibility requirements. Scholarships in the amount of \$500 and \$1,000 are awarded twice a year for

programs taking place during the fall and spring semesters, the academic year, the intercession and the summer session. The CIE also provides information on state, federal and other institutional scholarships, such as the Gilman Scholarship and scholarships through Rotary, NSEP, and Fulbright. Students may apply at the CIE Office.

#### **The International Program at Frostburg State University**

Each semester Frostburg State University hosts a number of international students from all over the world. Faculty and scholars from international universities also join the FSU teaching faculty. In addition to providing services in dealing with immigration and naturalization, visa administration, employment, academic counseling, and orientation programs, the CIE organizes social events, weekend excursions and fun days out for international students and faculty. The CIE also administers the Rowe Scholarship program which awards funding to a number of international students each semester. Awards are available both to incoming and returning international students in F or J status. For further information, call the Center for International Education at 301-687-4747 or visit the CIE web site at <http://www.frostburg.edu/admin/cie/cie.htm>.

#### **Enrollment of Undergraduates in Graduate Courses**

Frostburg State University undergraduates may take no more than 7 credits in graduate courses for graduate credit prior to completion of the bachelor's degree requirements. To enroll in a graduate course, you must be a senior with at least a 2.5 grade point average and must have the recommendation of your advisor.

Registration for graduate courses will be completed under the direction of the Registrar's Office as a separate registration and will not be included in your undergraduate registration. If you are a full-time undergraduate student taking a graduate course during the academic year, you will not be required to pay tuition for the graduate course since you will pay tuition and fees as a full-time undergraduate.

Credit earned in a graduate course may be considered only as graduate credit and may not be used as undergraduate credit for the baccalaureate degree. The credit, although technically graduate credit, may not be used for a graduate degree at Frostburg State University unless it later becomes part of your graduate requirements.

Exceptions to these policies are made only for students who are admitted to a combined baccalaureate-master's program at Frostburg State University or for programs that have received an exemption to these requirements. See the degree program listings for descriptions of current programs, selection criteria, and exceptions allowed.

#### **Graduate Studies**

You may pursue such degree programs as MA, MBA, M.Ed., MAT, and MS. More than 900 students are enrolled in these programs each semester. Most students study part-time in the evening. You may enroll in courses and complete programs at the main campus in Frostburg or at our centers in Hagerstown and Frederick.

See the Graduate Catalog for further information.

#### **Post-Baccalaureate Study at the Undergraduate Level**

In addition to its graduate programs, FSU also offers undergraduate opportunities for bachelor's degree holders who wish to extend their baccalaureate education. Please note the limitations on transfer credit described elsewhere in this catalog.

#### **Additional Bachelor's Degree Program:**

If you have already earned a bachelor's degree from an accredited institution, other than FSU, you may earn an additional bachelor's degree from FSU by meeting the following requirements:

1. Be admitted (contact the Admissions Office for information).
2. Complete an academic major at FSU under the provisions of the catalog in effect at the time of that admission (a period of seven years is allowed for completion).
3. Complete at FSU, through course work or special departmental exams, at least one-half the credit hours required in your major department. For interdisciplinary majors, at least one-half of all the credit hours required for completion of the major must be earned at FSU.
4. Complete a major with a cumulative grade point average of at least 2.0 in all courses taken in the major department (unless specifically excluded). Interdisciplinary majors count all courses specifically listed as meeting the requirements of the major to determine the major GPA.
5. Maintain a grade-point average of 2.0 overall.

6. Complete at least 30 credits of course work at FSU.
7. Submit to the Registrar's Office an application for graduation at least one semester prior to your intended graduation date.
8. Fulfill all financial obligations to the University.

#### **Additional Major Program:**

If you are a graduate of FSU, you may add another major to your record by meeting the following requirements:

1. Be admitted (contact the Admissions Office for information).
2. Complete an academic major at FSU under the provisions of the catalog in effect at the time of that admission (a period of seven years is allowed for completion.)
3. Complete at FSU, through course work or special departmental exams, at least one-half of the credit hours required in your major department. For interdisciplinary majors, at least one-half of all the credit hours required for completion of the major must be earned at FSU.
4. Complete a major with a cumulative grade point average of at least 2.0 in all courses taken in the major department (unless specifically excluded). Interdisciplinary majors count all courses specifically listed as meeting the requirements of the major to determine the major GPA.
5. Maintain a grade-point average of 2.0 overall.
6. Inform the Registrar's Office in writing at least one semester prior to the time you expect to finish the major and wish it to be recorded.
7. Fulfill all financial obligations to the University.
8. In the event that the additional major would culminate in a degree other than the first degree earned by the student, a second diploma will be issued by the Registrar's Office. For details, check with the Registrar's Office one semester before the anticipated completion of the additional major.

#### **Teaching Certification**

If you already have a bachelor's degree and wish to pursue teaching certification at Frostburg State University, your options are to:

1. Complete all the requirements of a Maryland state approved program in teacher education as a second major (FSU gradu-

- ates) or a second baccalaureate degree (graduates of other institutions).
2. Complete the Master of Arts in Teaching, including any undergraduate course work deficiencies. Information about the Master of Arts in Teaching is available from the Department of Educational Professions and in the FSU *Graduate Catalog*.
3. If you wish to teach in a state other than Maryland, it is your responsibility to ascertain if a Maryland state approved program will meet certification requirements.

#### **General Course Work:**

Bachelor's degree holders, like any other academically qualified students, may take general course work at FSU provided that they have the proper prerequisites, have been duly admitted to the university, and have paid the requisite fees. Interested students should apply through the Admissions Office.

#### **Certificate Programs**

Degree-seeking undergraduates and non-degree-seeking community members may earn a certificate in several specialized areas. Certificate programs are designed to provide specialized skills and knowledge that may enhance your undergraduate program and/or provide skills useful in employment. Undergraduate certificates include a minimum of 12 credit hours.

If you are a currently enrolled, degree-seeking undergraduate student you may declare your intent to complete a certificate on the declaration of major form and the application for graduation. You must meet all prerequisites stated by the offering department for the particular certificate.

If you are not currently an FSU student, you may be admitted as a non-degree-seeking student to complete a certificate program. You must file an admission application and present evidence that you have a high school diploma or GED, or that you have been approved to participate in the dual enrollment high school/college program. Particular certificate programs may have additional admission requirements. Credits earned towards a certificate may later be applied to a degree if you choose to request admission, and are accepted, as a degree-seeking student. Credits also are transferable.

In order to earn a formal certificate, you must:

1. Earn at least one-half of the credit hours required in the certificate

- through course work or special departmental exams offered by Frostburg State University, and
2. Earn a minimum of a 2.0 grade point average in courses required in the certificate and completed at Frostburg State University.
- (Exceptions to these standards may apply in the case of collaborative programs.)

Successful completion of a certificate program will be noted on your official Frostburg State University transcript. You also will receive a paper certificate to document your accomplishment.

The following certificate programs currently are offered. See the descriptions, and any special admission, prerequisite, and academic standards in the individual descriptions in the Courses of Study section of this catalog.

1. Addictions Counseling (Psychology)
2. Computer Print Graphics (Visual Arts)
3. Computing Technology (Computer Science)
4. Software Development (Computer Science)
5. Programming (Computer Science)
6. Networking (Computer Science)
7. International Area Studies (International Studies)
8. Child and Family (currently open only to degree-seeking Psychology majors)