

Admission

Gaining Admission

The University encourages applications from students prepared to join in the life of an intellectual community. First-year college students are granted admission on the basis of high school grade point average, performance on the SAT, completion of a college preparatory program, optional letters of recommendation, and an optional admissions essay.

First Year Admissions Procedures

Applications for admission are available online at www.GoBobcats.frostburg.edu. Paper applications are available through your high school guidance office or by contacting the Admissions Office at FSUadmissions@frostburg.edu or 301.687.4201.

A non-refundable application fee of \$30 is also required and can be paid online or with a check or money order.

As part of your application, you must provide the Admissions Office with an official copy of your academic records. Applicants may use the records request form included in the application. The University does not assume responsibility for requesting this information from your high school or any college you have attended.

Either the SAT or the ACT is required for admission. You should take the SAT or ACT in your junior or senior year of high school. All first-year applicants or transfer students with fewer than 24 transferable hours must have the results of the SAT/ACT sent to the Admissions Office. Frostburg State University's SAT identification code is 5402. Frostburg's ACT identification code is 1714.

Application Dates

The University may have to close admissions when no further space for students is available. Consequently, applicants from high school should apply in the fall or early winter of the senior year. Beginning on September 15, the admissions office will start accepting applications for the fall semester of the following year.

The University accepts applications from first-year students who would like to begin in the spring semester, and admission is granted on a space-available basis. Applications will be considered if received no later than December 1 for the subsequent spring semester.

High School GPA

First-year college applicants are granted admission on a rolling basis. Many admission decisions are made, consequently, on grades

you have earned only through the end of the junior year. However, the first semester of your senior year can be pivotal in gaining admission and your remaining high school work must be successfully completed.

Performance on the SAT/ACT

Your performance on the SAT/ACT should be in the range that would normally predict success in college.

College Preparatory Program in High School

Entering first-year students must have 4 units of English; 3 units of social science/history; 3 units of biological and physical science in at least two different subject areas (with 2 of the units including a laboratory experience); 3 units of mathematics including Algebra I (or Applied Math I & II), Algebra II and Geometry (or Formal Logic); and 2 units of a foreign language or, in Maryland, 2 units of advanced technology. The foreign language requirement may be waived for a student who demonstrates proficiency in a foreign language if the high school will provide certification of equivalent course work completed before high school.

If you have not taken the required courses, you may be admitted to the University with the understanding that courses in the deficient area(s) must be completed during the first year if you want to continue your studies.

Through advanced placement, applicants may have completed advanced courses before high school and opted out of certain required courses in high school. If you have taken advanced courses, the University assumes minimum requirements have been met.

Admission for Mature Adults

If you graduated from high school a minimum of three years prior to applying to FSU, you are excused from the SAT/ACT requirement. You still need to submit a transcript of your academic work, including the receipt of a high school diploma or GED.

Office of Admissions

114 Pullen Hall

301.687.4201 • FAX 301.687.7074

e-mail: FSUadmissions@frostburg.edu

Diagnostic Placement Tests

All entering first-time students and any transfer student not transferring Freshman Composition and/or a college-level math course, will take diagnostic placement tests in reading, writing and mathematics to determine appropriate placement.

If you score below a predetermined standard on these examinations, you will be required to enroll in specified courses your first semester to develop your skills to a level which will enable you to function successfully at the University. You are expected to reach these levels within two semesters.

Transfer students

See separate section on the next page.

Special Standards

Admission to specific University degree programs may require higher standards or be limited by opportunities to complete the courses required for that program.

Right to Refuse Applications

The Associate Vice President for Enrollment Management reserves the right to deny or revoke applications for admission or readmission of any applicant whose former record(s) and/or observed conduct is incongruent with the established guidelines for student behavior and academic responsibility at Frostburg State University.



ADMISSION PROCEDURES

Campus Visits

The University does not require a campus visit for admission, but touring our facilities and speaking with students, faculty and administrators can give you a valuable perspective. Campus tours and personal interviews can be scheduled throughout the year. Contact the Office of Admissions between 8:30 a.m. and 4:30 p.m. to set up an appointment.

Admission for GED Recipients

Applicants who received a general equivalency diploma must show GED subtest scores of at least 50 in English composition, social studies, natural sciences and literature (reading) and a score of at least 60 in mathematics. They must earn the same minimum SAT scores as other applicants.

Admission of International Students

The University welcomes applications from undergraduate international students who demonstrate university-level language proficiency in English. Students with international credentials, those who have completed part or all of their secondary and/or tertiary level education outside the United States, must follow the guidelines below in preparing their application. Students who are already studying in the U.S. on an F1 visa must provide all admissions documents and complete a "Transfer Eligibility" form in order to receive a new I-20. Exchange students who plan to study at FSU for only one or two semesters should contact the Center for International Education directly for application materials (301.687.4714).

- 1) An application for admission can be submitted online at www.gobobcats.frostburg.edu. The \$30 (U.S. currency only) non-refundable application fee can be paid online with a valid credit card at the time of the application submission.
- 2) If your native language is not English, you are required to demonstrate English language proficiency. The University requires a minimum TOEFL score of 79 (iBT) or a minimum IELTS score of 6. Comparable scores on the paper or computer-based test will be accepted as well.
- 3) Provide official or notarized secondary school academic records which show grades earned, annual mark sheets, examination sheets and leaving certificates as they apply in your home country.



- 4) Have transcripts for institutions other than American institutions translated and evaluated by an approved evaluation service. No final action will be taken on your application for admission until the evaluation has been received.
- 5) Complete the Certification of Financial Support form and submit it to the Office of Admissions. This form attests that either you or your sponsor is aware of the educational and living expenses and is prepared to provide the necessary funds. You must pay all educational costs for the semester in full at registration.
- 6) International students on F-1 and J-1 visas are required to purchase health insurance for the time they are in the United States. Cost of health insurance will be included on the students' bill each term. The Center for International Education enrolls students in the insurance program.
- 7) All required documents should be on file by June 1 for Fall admission, or October 1 for Spring admission. You cannot be granted admission or issued an I-20 until all required information has been received by the Office of Admissions. If you are an international student residing outside the United States, you should not attempt to come to Frostburg State University before receiving a formal letter of admission and an I-20 issued by Frostburg State University.

More detailed information about F-1 and J-1 visa category requirements may be found on the university's web site.

Admission for Transfer Students

If you want to transfer to Frostburg State University from a two-year or four-year institution, your academic records will be evaluated by the Admissions Office following the guidelines listed below. Review your transfer credit evaluation carefully and bring any questions or concerns to the attention of the Transfer Coordinator and your advisor within your first semester of enrollment at FSU. If you still have questions about the evaluation of transferable credits or the appeals process for this audit, please contact the Director of Admissions.

- 1) Ordinarily, you must have a 2.0 cumulative average on a 4.0 scale and must have earned a minimum of 24 transferable semester hours of credit.
 - If you have attended more than one institution, the cumulative GPA will be computed on grades received in courses from all institutions attended.
 - If you are a transfer student with fewer than 24 transferable credits, you must have a 2.5 minimum cumulative average and provide an official high school transcript and SAT scores to the Admissions Office prior to admission.
 - However, if you would have been admitted to the University as a high school senior and have achieved a 2.0 cumulative grade point average at a Maryland community college, you are eligible for transfer regardless of the number of credits you have earned.
- 2) You may not transfer more than 70 credits from a community or junior college. These

credits are normally limited to the first two years at the undergraduate level and half the baccalaureate degree program requirements.

- 3) You are limited to a maximum of 90 credits when transferring from other four-year colleges and universities.
- 4) You are required to complete at least half your academic major requirements at FSU. Additional requirements to complete a degree are listed in the Academic Program chapter.
- 5) When you transfer, grades earned at other institutions are not included in your FSU grade point average. The credits you earned transfer but the grades do not.
- 6) You must meet the graduation requirements of the Frostburg State University catalog in effect when you were enrolled as a first-year student at the sending institution.

If you had more than two sequential years of non-enrollment since enrolling in an institution of higher education, you must meet the graduation requirements of the FSU catalog in effect at the time you first enroll at Frostburg State University.

- 7) If you are admitted to degree candidacy while still enrolled at another institution, you must maintain the required cumulative grade point average and remain in good academic standing during your most recent semester at that institution. Failure to meet this requirement will result in cancellation of the University's original offer of admission.

Transfer Policies

The Maryland Higher Education Commission has set policies for students transferring within the public higher education system in our state. These policies allow students in other state colleges and universities to plan a total degree program and make uninterrupted progress toward finishing that program if they transfer.

The complete text of the Maryland Higher Education Commission General Education and Transfer Policy is reprinted in the Policies chapter at the end of this catalog. To summarize, when you first transfer to Frostburg State University, if you have earned credit for a course that meets the general education requirements at a Maryland public higher education institution, you will receive general education credit at Frostburg State University, up to a maximum of 36 credits (from a two-year institution). Once you are a degree-seeking student at FSU, you can only transfer equivalents of the specific courses in the FSU general education program for general education credit.

This general education transfer policy does not apply to students transferring from private institutions in Maryland or from non-Maryland institutions. Courses transferred from these institutions will be evaluated on a course equivalency basis.

If you have completed an associate's degree or have completed 56 semester hours of credit at a Maryland community college with a cumulative grade point average of 2.0 or higher on a scale of 4.0, and if the credit is from a college or university parallel course, you will be given direct transfer to FSU.

If you have taken courses at a Maryland community college as part of a recommended transfer program leading to a baccalaureate degree, those courses will be applied to a related degree program at FSU.

Acceptance of Transfer Credit

Transfer credit may be awarded for successful completion of course work compatible with the Frostburg State University curriculum, as documented by official transcripts forwarded directly by the sending institution to the FSU Office of Admissions. Such credit normally will be transferred only from regionally accredited institutions or institutions that are candidates for regional accreditation and for course work completed during military service that has been evaluated in the American Council on Education's *Guide to the Evaluation of Educational Experiences in the Armed Services*.

Credit earned at degree-granting higher education institutions that are not regionally accredited but that hold national or specialized accreditation recognized by the U.S. Department of Education; and at non-degree-granting institutions that are approved by the Maryland State Department of Education, the Maryland Higher Education Commission, or a state or local government agency authorized to approve curricula, will be considered for transfer only if an articula-

tion agreement exists between Frostburg State University and the other institution or, at student request, on a case-by-case basis. If an individual review is requested, the student must provide the FSU Admissions Office a copy of the institutional catalog or program of study, and copies of course syllabi for those courses for which transfer credit is desired. The Admissions Office will evaluate this transfer credit in consultation with the FSU departments offering the courses.

Readmission

If you previously were admitted and attended the University but did not earn a degree and have been absent for one semester or more, you must submit an application for readmission. Contact the Admissions Office for a readmission application form. (See section on *Leave of Absence in the Academic Regulations chapter of this catalog*).

Restricted Grade Forgiveness Policy for Returning Students

If you are an undergraduate student applying for readmission after an absence of at least five calendar years, you may petition the Admissions Office to remove up to 16 credits and their corresponding course grades from the calculation of your cumulative grade point average. To earn this grade forgiveness, you must (1) consult with the chair of the department in which you are majoring and (2) file a petition specifying the course credits to be deleted. This petition must be filed at the time of readmission and before you register for classes.

To be eligible for this restricted grade forgiveness policy, you must re-enroll in course work at Frostburg State University. You may only use the restricted grade forgiveness policy for returning students once in your undergraduate career.



RESIDENCY

Residency

Students enrolling at Frostburg State will be classified as in-state or out-of-state based on guidelines set by the Board of Regents of the University System of Maryland. This residency classification influences admission, tuition and other charges. Resident status is granted to students who have established permanent residency in Maryland based upon factors like living quarters, Maryland income tax payments, voter registration and a valid driver's license. The complete Board of Regents' Policy on Student Residency Classification, which fully explains the policy and the procedures for establishing in-state residency, is reprinted in this catalog's chapter on policies and is available on the Board of Regents web site: www.usmd.edu/regents/bylaws/SectionVIII/VIII270.html

Residency status is determined for first-time entering students by the Office of Admissions. Students seeking a review of their residency status will be required to respond to a petition available through the Office of Admissions.

Once you are enrolled at the University, residency status is determined by the Registrar's Office. Students desiring a review of their residency status after enrollment can obtain the petition from the Registrar's Office.

Certificate Programs

Degree-seeking undergraduates and non-degree-seeking community members may earn a certificate in 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 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, and qualify for, admission as a degree-seeking student. Credits also are transferable.



Academic Common Market

Frostburg State University participates in the Academic Common Market of the Southern Regional Education Board (SREB). Through this program, students pay resident tuition rates to attend unusual, specialized programs in other participating states.

As of April 2009, the following Frostburg State University programs are accessible to legal residents of the state specified at Maryland resident rates:

- B.A./B.S. in Recreation and Parks Management/Adventure Sports Concentration (Delaware, South Carolina, Virginia, West Virginia)
- B.A./B.S. in Theatre/Acting and Directing Tracks (Delaware)
- M.S. in Recreation and Parks Management (Delaware)
- M.S. in Wildlife/Fisheries Biology (Delaware, Kentucky)

Programs may be added to, or deleted from, the inventory at any time. Currently enrolled students continue to study at resident rates if a program is deleted during their academic careers.

For further information, contact your state's higher education agency, the Southern Regional Education Board (404.875.9211), the Maryland Higher Education Commission (410.260.4585, toll free 800.974.0203) or the Associate Provost and FSU Academic Common Market Coordinator (301.687.4212).

Senior Citizen Golden Identification Card

Senior citizens may qualify for a Golden Identification Card which allows you to register each semester for up to three courses for credit without paying tuition. You may enroll only during late registration and on a space-available basis. Although the late registration fee is waived for senior citizens, you must pay all other fees.

To qualify, you must be

- A resident of Maryland
- A US citizen or able to show a Resident Alien card
- Sixty years of age by the beginning of the term for which you are applying
- Employed no more than 25 hours a week.

If you qualify, contact the Admissions Office for a Senior Citizen Application Form for Tuition Waiver.