

# 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 or ACT, completion of a college preparatory program, optional letters of recommendation, and an optional admissions essay. The University's admissions policies are governed by the Policy on Undergraduate Admissions (III-4.00) of the Board of Regents of the University System of Maryland.

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## First-Year Admissions Procedures

Applications for admission are available online at [www.GoBobcats.frostburg.edu](http://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.

If you attended a post-secondary institution after graduating from high school, you are considered a transfer student. You should review the transfer student application procedures and admission requirements listed in a separate section on the next page.

A non-refundable application fee 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. 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

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

### 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); 4 units of mathematics, including Algebra I, Algebra II and Geometry; and 2 units of a foreign language or, in Maryland, 2 units of advanced technology. Students who complete Algebra II prior to their final year must complete the four-year mathematics requirement by taking a course or courses that utilize non-trivial algebra.

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.

### Diagnostic Placement Tests

All entering first-time students and any transfer students 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 predetermined standards on these examinations, you will be required to enroll in specified courses your first semester to develop your skills to a level necessary to be successful at the University.

### 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 Provost 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.

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## Admission for GED Recipients

For admission purposes, the General Education Development examination scores can be used as an alternative to high school graduation. Please forward an official copy of your GED scores. In addition, please forward your official SAT or ACT scores.

## 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. More detailed information about F-1 and J-1 visa category requirements may be found on the University's website.

Students who are already studying in the U.S. on an F-1 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](http://www.GoBobcats.frostburg.edu). The non-refundable application fee can be paid online (U.S. currency only).
- 2) If your native language is not English, you are required to demonstrate English language proficiency. The University requires a minimum TOEFL score of 61 or a minimum IELTS score of 5.5 for undergraduate students. Additional options for English language proficiency can be found on the FSU website.
- 3) Provide official or EducationUSA notarized secondary school academic records which show grades earned, annual mark sheets, examination sheets and leaving certificates as they apply in your home country (provide both original language and English translated academic records).
- 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 Center for International Education. 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 student's 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 15 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 and the Center for International Education. 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 website.

## Admission for Transfer Students

If you attended a post-secondary institution after graduating from high school, you are considered a transfer student. Applications for admission are available online at [www.GoBobcats.frostburg.edu](http://www.GoBobcats.frostburg.edu). In addition to completing an application for admission and paying the non-refundable application fee, you must also provide the Office of Admissions with official transcripts from each institution of higher education you have attended. Official transcripts are those that are sent directly from the sending institution to Frostburg State University.

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.
  - If you have fewer than 30 transferable credits, you must provide an official high school transcript and SAT scores to the Admissions Office prior to admission.
- 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.

If you are an undergraduate student applying for readmission after an absence of at least five calendar years, and you have earned credit for general education courses at a Maryland public higher education institution during your absence, you might receive general education credit at FSU. The evaluation of transfer credits occurs at the time of readmission; therefore, you must provide official transcripts before the start of the semester in which you're being readmitted.

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 60 semester hours of credit at a Maryland public institution with a cumulative grade point average of 2.0 or higher on a scale of 4.0, you may not be denied direct transfer.

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 articulation 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.

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## 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.

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## 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 website: [www.ums.edu/regents/bylaws/SectionVIII/](http://www.ums.edu/regents/bylaws/SectionVIII/). Scroll to "Policy on Student Classification for Admission and Tuition Purposes VIII-2.70 (R)."

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.

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## Academic Common Market

Frostburg State University participates in the Academic Common Market (ACM) of the Southern Regional Education Board (SREB). For more than 35 years, ACM has enabled students to pursue out-of-state degrees in specialized fields at discounted tuition rates, through agreements among the states, colleges and universities. Students may participate if their chosen degree program is approved for inclusion by SREB and eligible for residents of their home state.

To qualify, students must be a resident of one of the 15 SREB states, select a program eligible for residents of their home state, complete the admission process at the institution offering the eligible ACM program and be certified as a resident of their home state by contacting the coordinator for their state of residence.

As of May 2019, the following FSU programs have been approved for inclusion:

- BA/BS in Recreation and Parks Management with Adventure Sports Concentration (DE, SC, VA, WV)
- BA/BS in Recreation and Parks Management with Sport Promotion and Communication Concentration (eligible states to be determined)
- BA/BS in Theatre with Acting, Design & Technology, and Theatrical Studies Concentration (DE)
- BS in Ethnobotany (WV)
- BS in Interpretive Biology and Natural History (eligible states to be determined)
- MS in Recreation, Parks and Sport Management with Recreation and Parks Management, and Sport Management Concentrations (DE)
- BS in Wildlife and Fisheries (DE)
- MS in Wildlife/Fisheries Biology (DE)

Programs may be added to or deleted from the inventory at any time. Check the SREB website for the most current list of programs available at FSU: [www.sreb/academic-common-market](http://www.sreb/academic-common-market). Currently enrolled students continue to study at resident rates if a program is deleted during their academic careers.

For further information, visit the FSU Academic Common Market Website at [www.frostburg.edu/academic-common-market](http://www.frostburg.edu/academic-common-market). You may also 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).

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## Maryland Senior Citizen Tuition Waiver

Senior citizens may qualify for special privileges, which allow 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.