GRADUATE
REGISTRATION GUIDELINES | SPRING 2018

Spring Classes Begin –
15 week session – January 29
7 week session – January 29 & March 28

See Registration Deadlines and Payment Dates Inside

For more information, contact the Office of Graduate Services
Email: gradservices@frostburg.edu
www.frostburg.edu/grad | 301.687.7053
Family Rights and Privacy Information

Annually, Frostburg State University informs students of the Family Educational Rights and Privacy Act of 1974, (Buckley Amendment). This act, with which the University intends to comply fully, was enacted to protect the privacy of education records, to establish the right of students to inspect their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Office (FERPA) concerning alleged failures by the University to comply with the Act.

The University’s Policy on the Disclosure of Student Records explains in detail the procedures used for compliance with the provisions of the Act and lists the educational records maintained by the University. A summary of the University’s Policy on the Disclosure of Student Records is published online at www.frostburg.edu/Pathfinder. In addition, copies of the complete policy are available in the Office of the Registrar, Pullen 144.

Your request to withhold the release of directory information for the Spring 2018 semester must be submitted, in writing, to the Registrar by January 2, 2018.

TDD or Voice Relay Assistance

The following options are available if you wish to register for classes:

During regular business hours, you may register for classes with the assistance of the Registrar’s Office staff by using a Voice Relay Operator (1-800.735.2258). Also, you may contact the ADA Compliance Office, Hitchins 302, 301.687.4102 or use TDD (1.301.687.7955).

After regular office hours, you may register for classes by leaving your course selections on the TDD 24-hour-message system (1-301.687.7955).

Please be aware that confirmation of your schedule will not be sent to you with your electronic bill for the Spring Semester 2018.
Requests For Accommodation

Frostburg State University is committed to making all of its programs, services, and activities accessible to persons with disabilities. You may request accommodation through the ADA Compliance Office, Hitchins 302, 301.687.4102, TTD 301.687.7955.

Affirmative Action/Equal Opportunity Policies

Frostburg State University is an Affirmative Action/Equal Opportunity Institution. Admission shall be determined without regard to race, color, religion, sex, national origin, age, status as a veteran, or handicap. FSU is committed to making all of its programs, services and activities accessible to persons with disabilities. You may request accommodation through the Americans with Disabilities Act Compliance Office, 301.687.4102 or use a Voice Relay Operator at 1.800.735.2258.

FSU is a smoke-free campus.

The University maintains the following nondiscrimination policies: Affirmative Action/Equal Employment Opportunity Policy; Sexual Harassment Policy; Nondiscrimination/Equal Opportunity Policy. These policies are located in the online Policy Statements booklet.

University students and employees should direct any inquiries regarding Affirmative Action or an allegation of discrimination/harassment to the Office of AA/EEO, to the Diversity Center, or to the Office of Human Resources.
People and Numbers

Graduate Program Coordinators | Deans | Administrative Offices

**Graduate Program Coordinators**

**Doctor of Education - Educational Leadership**
Dr. Glenn Thompson ................................................................. 301.687.4366

**Master of Business Administration**
Dr. Yan Bao........................................................................ 301.687.4272

**Master of Education**
Educational Leadership, Dr. John Stoothoff ........................................... 240.527.2736
Curriculum & Instruction, Dr. Jennifer Rankin ........................................ 301.687.7010
Interdisciplinary, Dr. William AuMiller ................................................ 301.687.4374
Literacy Education, Dr. Kristine McGee ............................................... 240.527.2730
School Counseling, Dr. Joyce Henderson .............................................. 301.687.4422
Special Education, Dr. Jamelyn Tobery-Nystrom .................................... 240.527.2735

**Master of Science**
Applied Computer Science, Dr. David Zheng........................................ 301.687.3197
Counseling Psychology, Dr. Michael Murtaugh ........................................ 301.687.4446
Park and Recreation Resource Management, Dr. Natalia Buta ............... 301.687.4458
Applied Ecology & Conservation Biology, Dr. Sunshine Brosi ............... 301.687.4213
Wildlife/Fisheries Biology, Dr. Sunshine Brosi ......................................... 301.687.4213

**Master of Arts in Teaching (Elementary/Hagerstown), Dr. Kristine McGee** ......................................................... 240.527.2730

**Master of Arts in Teaching, (Secondary/Frostburg Campus) Dr. Jennifer Bishoff** ......................................................... 301.687.3169

**College Deans**
College of Liberal Arts and Sciences, Dr. Joseph Hoffman, Compton Center 241C ......................................................... 301.687.4120
College of Business, Interim, Dr. Sudhir Singh, Guild Center 127 ........ 301.687.4093
College of Education, Interim, Dr. Boyce Williams, Frampton 203-5........ 301.687.4357

**Administrative Offices**
Academic Affairs................................................................. 301.687.4212
Academic Computing ........................................................ 301.687.7090
ADA Compliance Office.......................................................... 301.687.4102
Administrative Services ............................................................... 301.687.4335
Bookstore................................................................. 301.687.4341
Career Services................................................................. 301.687.4403
Center for International Education .................................................. 301.687.4714
Counseling Services ............................................................... 301.687.4234
FSU PAWS Help Desk ............................................................... 301.687.7777
Financial Aid ................................................................. 301.687.4301
Graduate Services ................................................................. 301.687.7053
Health Services ................................................................. 301.687.4309
Lane Center and Student Activities .................................................. 301.687.4411
Library ................................................................. 301.687.4395
Office of Graduate Services....................................................... 301.687.7053
Office of the Registrar ............................................................... 301.687.4346
Office of University Billing .......................................................... 301.687.4321
Residence Life ................................................................. 301.687.4121
Student and Educational Services .................................................. 301.687.4311
Student Diversity Center .......................................................... 301.687.4050
University System of Maryland - Hagerstown Center ........................................ 240.527.2060
University Police
  -emergencies ................................................................. 301.687.4222
  -all other calls ............................................................... 301.687.4223
Veterans Affairs ................................................................. 301.687.4409
### Spring 2018 Regular 15-Week Session Academic Calendar

(January 29 - May 23, 2018)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 30, 2017</td>
<td>Spring 2018 Graduate/Doctoral Student Registration Begins</td>
</tr>
<tr>
<td>January 2, 2018</td>
<td><strong>Last Day to Register without Late Fees</strong> - Graduate/Doctoral Continuing Students</td>
</tr>
<tr>
<td>January 2, 2018</td>
<td>Spring Tuition Payment must be received in Billing (Continuing Students)</td>
</tr>
<tr>
<td>January 2, 2018</td>
<td>De-Registration May Occur, Late Payment Fee Assessed - All Continuing Students</td>
</tr>
<tr>
<td>January 2, 2018</td>
<td>Spring Tuition Payment must be received in Billing (Continuing Students)</td>
</tr>
<tr>
<td>January 2, 2018</td>
<td>De-Registration May Occur, Late Payment Fee Assessed - All Continuing Students</td>
</tr>
<tr>
<td>January 3 - February 2</td>
<td><strong>Late Registration and Late Payment for Continuing Students.</strong> Acceptable financial</td>
</tr>
<tr>
<td></td>
<td>arrangements must include late fees, payment must accompany registration.</td>
</tr>
<tr>
<td>January 15</td>
<td>M.L. King Holiday – Offices Closed, No Classes</td>
</tr>
<tr>
<td>January 28</td>
<td><strong>Bill Payment Deadline for all New Graduate Students.</strong> New Graduate Students registering</td>
</tr>
<tr>
<td></td>
<td>after January 28 will be charged a late registration and late payment fee and payment must be</td>
</tr>
<tr>
<td></td>
<td>made at the time of registration or acceptable financial arrangements must be made.</td>
</tr>
<tr>
<td>January 28</td>
<td>Residence Hall open at 9 a.m.</td>
</tr>
<tr>
<td>January 29</td>
<td><strong>Classes Begin</strong></td>
</tr>
<tr>
<td>January 29- February 2</td>
<td><strong>Drop/Add Period and Late Registration (PAWS and Academic Departments)</strong></td>
</tr>
<tr>
<td></td>
<td>All unpaid accounts are charged $60 in late fees</td>
</tr>
<tr>
<td>January 30</td>
<td>May 2018 Graduates “Application for Graduation” due. Apply online using PAWS.</td>
</tr>
<tr>
<td>February 19</td>
<td>Unpaid Accounts assessed $100 Payment Plan Fee</td>
</tr>
<tr>
<td>March 9</td>
<td><strong>Last Day for Graduate/Doctoral Students to Withdraw from Courses with a “W”</strong></td>
</tr>
<tr>
<td>March 12</td>
<td>Mid-Semester Warnings Available in PAWS</td>
</tr>
<tr>
<td>March 17-25</td>
<td><strong>Spring Break No Classes</strong></td>
</tr>
<tr>
<td>March 25</td>
<td>Residence Halls Open at 12 noon</td>
</tr>
<tr>
<td>March 26</td>
<td><strong>Classes Resume</strong></td>
</tr>
<tr>
<td>March 26</td>
<td>Summer and Fall 2018 Registration Guidelines Booklet Available</td>
</tr>
<tr>
<td>April 2</td>
<td>Summer and Fall 2018 Graduate/Doctoral Registration Begins</td>
</tr>
<tr>
<td>May 15</td>
<td>Last Day to Withdraw from Courses with a “WF”</td>
</tr>
<tr>
<td>May 15</td>
<td>**Last Day for Graduate/Doctoral students to remove “I” grades for Fall 2017 &amp; Intersession 2018</td>
</tr>
<tr>
<td>May 15</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>May 16</td>
<td>Reading Day</td>
</tr>
<tr>
<td>May 17 - 18</td>
<td>Final Exams</td>
</tr>
<tr>
<td>May 19</td>
<td>Common Exams</td>
</tr>
<tr>
<td>May 21-23</td>
<td>Final Exams</td>
</tr>
<tr>
<td>May 23</td>
<td>Residence Halls Close at 7:00 p.m.</td>
</tr>
<tr>
<td>May 24</td>
<td>Commencement</td>
</tr>
</tbody>
</table>
Spring 2018 Graduate 7-Week Online Academic Calendar

7-Week Graduate Online Session 1 (January 29-March 16)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 30</td>
<td>Registration Begins</td>
</tr>
<tr>
<td>January 2, 2018</td>
<td>Last Day to Register without Late Fees for Continuing Students</td>
</tr>
<tr>
<td>January 2</td>
<td>Tuition Payment must be received in Billing Office Continuing Students</td>
</tr>
<tr>
<td>January 28</td>
<td>Last Day to Register without Late Fees for New Students</td>
</tr>
<tr>
<td>January 29</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>January 29-31</td>
<td>Drop/Add Period (PAWS and Academic Department)</td>
</tr>
<tr>
<td>January 31</td>
<td>Last Day to Add Courses</td>
</tr>
<tr>
<td>February 16</td>
<td>Last Day to Withdraw from Courses with a &quot;W&quot;</td>
</tr>
<tr>
<td>March 16</td>
<td>Last Day to Withdraw from Courses with a &quot;WF&quot;</td>
</tr>
<tr>
<td>March 26</td>
<td>Summer and Fall 2018 Registration Guidelines Booklet Available</td>
</tr>
<tr>
<td>April 2</td>
<td>Summer and Fall 2018 Registration Begins</td>
</tr>
<tr>
<td>May 15</td>
<td>Last Day to remove &quot;I&quot; grades for Fall 2017 and Intersession 2018</td>
</tr>
<tr>
<td>May 24</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

7-Week Graduate Online Session 2 (March 28- May 15)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 30</td>
<td>Registration Begins</td>
</tr>
<tr>
<td>January 8</td>
<td>Recommended Continuing Student Registration Deadline – courses with low enrollment in Session 2 may be cancelled after this date</td>
</tr>
<tr>
<td>February 28, 2018</td>
<td>Last Day to Register without Late Fees for Continuing Students</td>
</tr>
<tr>
<td>March 6</td>
<td>Tuition Payment must be received in Billing Office Continuing Students</td>
</tr>
<tr>
<td>March 17-25</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 26</td>
<td>Summer and Fall 2018 Registration Guidelines Booklet Available</td>
</tr>
<tr>
<td>March 27</td>
<td>Last Day to Register without Late Fees for New Students</td>
</tr>
<tr>
<td>March 28</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>March 28-30</td>
<td>Drop/Add Period (PAWS and Academic Department)</td>
</tr>
<tr>
<td>March 30</td>
<td>Last Day to Add Courses</td>
</tr>
<tr>
<td>April 2</td>
<td>Summer and Fall 2018 Registration Begins</td>
</tr>
<tr>
<td>April 17</td>
<td>Last Day to Withdraw from Courses with a &quot;W&quot;</td>
</tr>
<tr>
<td>May 15</td>
<td>Last Day to Withdraw from Courses with a &quot;WF&quot;</td>
</tr>
<tr>
<td>May 15</td>
<td>Last Day for Graduate/Doctoral students to remove &quot;I&quot; grades for Fall ’17 and Intersession 18</td>
</tr>
<tr>
<td>May 15</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>May 24</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

For all deadlines: action must be completed by 4:30 p.m. on the date specified. Calendar subject to change without notice.

Please note: The 7-Week online schedule currently applies only to courses offered by the MBA and Recreation and Parks Management Program. For all deadlines: action must be completed by 4:30 p.m. on the date specified. Calendar subject to change without notice.
PAWS Internet Registration System

Registration will be conducted using the PAWS Internet based registration system. You will view your academic record, service holds, the schedule of classes, registration time period and register for classes using this system. Go to http://paws.frostburg.edu/student to log in beginning October 30 2017.

Please note the following related to the registration process:

- Most registrations will take place through PAWS (24/7) beginning on October 30, 2017. Some transactions such as independent study registration (EDUC 599, 699, 700, 710, 911 and 912) and class load limit over-rides will still be conducted in person at the Registrar’s Office.
- The up-to-date class schedule is available through PAWS, go to: http://paws.frostburg.edu.
- You will receive a PAWS User ID and Login that you will use for the duration of your graduate enrollment at FSU. Make sure to check for prerequisites in your graduate catalog. If you have not received a letter by mail providing you with your PAWS ID and password please contact the Office of Graduate Services at 301.687.7053.
- Academic Departments will conduct overrides to permission-only courses, class limits and/or course prerequisites where applicable.

Registration Procedures
1. Login to PAWS (see next page for instructions)
2. Check for Service Holds that may prevent you from registering.
   Self Service > Holds
3. Check with your advisor or Graduate Program Coordinator to plan your schedule.
4. Register for Classes.
   Self Service > Student Center > Enroll
   -Select Enrollment Term - 2018 Spring (2182)
   -Click Continue
   - Search classes to add. Make sure to choose a campus - Frostburg, Hagerstown, or Online
   -Select course when identified
   -Classes will be placed in your Shopping Cart
   -When finished selecting classes click Proceed to Step 2 of 3
   -Click Finish Enrolling
   -Check the status of your request(s). Status must read success to be registered.
   -When finished, click My Class Schedule to verify enrollment.

TDD or Voice Relay Assistance

The following options are available if you wish to register for classes:
During regular business hours, you may register for classes with the assistance of the Registrar’s Office staff by using a Voice Relay Operator (1-800-735-2258). Also, you may contact the ADA Compliance Office, Hitchins 303, (1-301.687.4102) or use TDD (1-301.687.7955).
After regular office hours, you may register for classes by leaving your course selections on the TDD 24-hour message system (1-301.687.7955).

Confirmation of your schedule will not be sent to you on your e-bill for Spring 2018.
Frostburg State University Graduate Registration Form

FSU ID

Degree Program: ______________________________________________

Last Name, First Name, Middle Initial

Address

Registration Procedures

Login to PAWS http://paws.frostburg.edu/students
  - Enter your FSU ID and Password.

Register for Classes.
  - Self Service > Student Center > Enroll
  - Select Enrollment Term - Spring 2018 (2182)
  - Click Search
  - Select classes to add. Make sure to choose a campus - Frostburg, Hagerstown or Online
  - Classes will be placed in your Shopping Cart
  - When finished selecting classes click Proceed to Step 2 of 3
  - Click Finish Enrolling
  - Check the status of your request(s). Status must read success to be registered.
  - When finished, click My Class Schedule to verify enrollment

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Subject</th>
<th>Catlg Nbr</th>
<th>Sect</th>
<th>Units</th>
<th>Course Title</th>
<th>Days</th>
<th>Times</th>
<th>Dept. Appr.</th>
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</tbody>
</table>

Total Units

For Quick Reference Guide to Use the PAWS system please see the back of this form.

__________________________
Student Signature/Date
Important PAWS Information For Students

About PAWS

PAWS is Frostburg State University’s Internet Records system. You can view your academic record, service holds, the schedule of classes, academic advising report, registration time period and register for classes using this system. Upon matriculation you will be emailed a username and instructions to access this system.

Accessing PAWS


Login Details

Username

A username and password are required to log into PAWS. Your PAWS username matches your FSU e-mail username, including the numerals.

Example: jasmith0 for Joe Allen Smith with FSU email address jasmith0@frostburg.edu

Don’t know your username?

Please contact the FSU Help Desk on-campus at x-7777 or off-campus at 301.687.7777.

Password

Please visit password.frostburg.edu to setup your password and security questions. To do so you will need your FSU Username and FSU ID Number.

Forgot your password?

Reset password through the password and account management portal
or
Contact the FSU Help Desk on-campus at x-7777 or off-campus at 301.687.7777.

To eliminate the risk of identity theft, the Help Desk staff will only reset your password over the phone with three identifying components. You will be asked to show photo id in person to have your password reset. Passwords will be reset at the help desk located in CCIT building first floor weekdays from 8:30 A.M. to 4:00 P.M.

FSU ID and SSN

You are assigned a FSU ID Number (also known as EmplID), which is used as your primary identification code. This ID replaces the use of your social security number. You will keep your FSU ID Number throughout your educational career at FSU. Please memorize or make note of this ID.
Registration

Registration, Drop/Add, Advising, Hints, Military Withdrawal

ONLINE or MAIL-IN REGISTRATION

1. Use PAWS Internet Registration System. (See pages 5-7 for instructions to register via the internet). You may also register by mail using the Graduate Registration Form found on page 8. If using the form, please answer all questions and remember to sign and date the form.

2. For the regular 15-week session and the 7-week online session, Continuing students are not required to send or make payment arrangements with your graduate registration prior to January 2, 2018. However, after January 2, 2018 acceptable payment arrangements must be made with all registrations. Continuing students registering after the payment deadline (January 2, 2018) will be assessed late fees. New students will be assessed late registration fees beginning January 29, 2018. Submit forms to the Office of the Registrar, Pullen 144.

3. For 7-Week online Session 2, Continuing students are encouraged to register no later than January 2, 2018. After this date, courses could be cancelled for low enrollment. Registration is required for all continuing students by February 28, 2018 to avoid late registration fees. All new students must register by March 27, 2018 to avoid late registration fees.

IN-PERSON REGISTRATION

Registration can also be done in person by completing the Graduate Registration Form on page 8, and submitting it to the Office of the Registrar, Pullen 144, during the hours of operation Monday - Friday 8:00am to 4:30p.m. Registration will be accepted beginning October 30, 2018.

REQUIRED IN-PERSON TRANSACTIONS

1. When you have a a signed override to enroll in a closed course.
2. When you desire to enroll in graduate courses as an undergraduate student.
3. To withdraw from a class after the drop/add period.

Please note, that students who cannot come to campus in person can contact the Office of Graduate Services to make all transactions via special arrangement.

DROP/ADD SCHEDULE

You may drop a class without a “W” through February 2, 2018 and with a “W” through March 9, 2018 (regular 15 week semester courses). Seven week online courses follow a different drop with “W” schedule. Please refer to the 7 week online academic calendar on page 5. You are responsible for your own drop/add/withdrawal. Informing the instructor is not sufficient, and no instructor or staff member can “take care of it” for you.

ADVISING

Upon admission to a graduate or post graduate program, the Graduate Office assigns you an advisor. You can obtain assistance from the Graduate Program Coordinator or the Office of Graduate Services.

MBA Students

You should contact Dr. Yan Bao the MBA Graduate Program Coordinator at 301-687-4272, or by e-mail at ybao@frostburg.edu, if you need advice before applying for admission or with scheduling matters. You may also contact the Office of Graduate Services in advance of registering for registration information, 301-687.7053.

Course Overload

In order to register for more than 12 credit hours, you must get your advisor’s written permission and you will be required to register in person at the Registrar’s Office.

REGISTRATION ELIGIBILITY AND READMISSION

Should 18 or more months elapse between registrations, you must contact the Office of Graduate Services 301.687.7053 to apply for readmission to your program under the current 2016-2018 FSU Graduate Catalog.

Registration Hints

1. You will not be permitted to register until Immunization and Financial “Holds” are removed. Call the Health Center at 301.687.4309 or the University & Student Billing Office at 301.687.4321 to check your status.
2. Registration establishes your financial responsibility for the courses selected.
3. Students must register for courses in the appropriate sequence (see Graduate Catalog).

Independent Study/Research Paper/Thesis

To register for Independent Study 599/699, or 700/710 Masters Research Paper/Project/Thesis or Dissertation 911/912 you must provide a form signed by your faculty supervisor of the project/dissertation and the Department Chair must sign the form. This form may be obtained from the academic department chair. You may not register through PAWS for these courses.

Call to Active Military Duty

A student called to active military duty during a national or international crisis or conflict should inform the University of the reason for his/her withdrawal prior to leaving, including presentation of copies of appropriate military orders, in order to benefit from special policies and procedures governing interruption of one’s academic career for such military service. Please contact any one of the following persons, who will assist in facilitating your withdrawal and will contact other offices to insure that special exemptions concerning refunds and W or I grades are applied.

Ms. Danielle Dabrowski
Coordinator of Veteran’s Affairs
Sand Springs Hall
Phone:301.687.4409
Fax:301.687.3065
E-mail: didabrowski@frostburg.edu

Ms. Wendy Wilson
Graduate Office
Pullen Hall 141
Phone: 301.687.7053
Fax:301.687.4597
E-mail: wwilson@frostburg.edu
Financial Aid
Loan | Assistantships

FINANCIAL AID
Application Process
All students applying for financial aid through the University must complete the Free Application for Federal Student Aid (FAFSA). The application is available on the Internet at www.fafsa.gov. By completing this form, graduate students will be considered for federal, state, and institutional aid.

Student Loans
Federal Loan Programs are the major form of self-help aid that is available to graduate students who are enrolled for at least six credits per semester. To be considered for any loan, a student must complete the FAFSA form before the Financial Aid Office can certify the loans.

A Federal Stafford Unsubsidized Direct Loan is one of two types of loans awarded to graduate students. An unsubsidized loan is charged interest from the time the loan is disbursed until it is paid in full. The borrower has the option to pay the interest monthly or capitalize the accumulating interest which adds it back to the principle of the loan.

A Federal GRAD PLUS Loan can be approved once all eligibility for the Federal Unsubsidized Stafford Direct Loan has been exhausted. However, the GRAD PLUS Loan requires students to pass a credit check.

Interest on the GRAD PLUS loan begins when the loan is disbursed and continues until the loan is paid in full. Interest rates are determined yearly by the US Department of Education. Please check with the Financial Aid Office for the interest rate annually.

Note: If your interest is capitalized, it will increase the amount you have to repay. If you choose to pay the interest as it accumulates, you will repay less in the long run.

Generally, a graduate student can borrow up to $20,500 each academic year in a Federal Unsubsidized loan. Keep in mind that a student may receive less in loan funding if he/she receive other financial aid or resources (such as the benefit of tuition waivers) that are used to cover a portion of your cost of attendance. The GRAD PLUS loan does not have an eligibility ceiling; however, a student can only borrow up to the submitted cost of attendance each year.

IMPORTANT NOTES ABOUT FINANCIAL AID INCLUDING STAFFORD LOANS
- Students must reapply for financial aid each year
- Students must be enrolled for at least 6 credits
- Students must be fully accepted in good standing to a degree program
- Changes in eligibility (such as receipt of additional resources, changes in enrollment, etc. may result in loan reduction)
- Graduate students must maintain satisfactory academic progress standards.

SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR GRADUATE and POSTGRADUATE STUDENTS
The United States Department of Education mandates that Frostburg State University have an established Satisfactory Academic Progress (SAP) policy for financial aid recipients. The policy must contain qualitative and quantitative components. Students will be evaluated to determine if they meet the SAP regulations at the end of every payment period.

Quantitative Requirements:
Minimum Passing Requirement
Students must complete 67% of all courses attempted including courses transferred to FSU in order to meet SAP regulations. To determine the completed percentage, a student will need to determine the number of attempted hours (including credits transferred to FSU) and the number of completed hours (including credits transferred to FSU). Students will divide the number of completed hours by the number of attempted hours to calculate the correct percentage. (See notes below for grades considered as completed).

Example 1: Student enrolls for 9 credits fall and only complete 6 of those credits satisfactorily, (taking an incomplete, “W” or “F” grade in three credits). Student does not meet academic progress.
6/9=66%

Example 2: Student enrolls for 12 credits in the Fall and successfully completes only 9 credits satisfactorily. Student completed 67% of attempted hours (including credits transferred to FSU) and the number of completed hours (including credits transferred to FSU). Students will divide the number of completed hours by the number of attempted hours to calculate the correct percentage. (See notes below for grades considered as completed).
9/12=75%

Keep in mind, the above calculation will be determined by the number of credit hours for which the student is enrolled on the last day of the drop/add period of
each semester.

**Maximum Timeframe to Completion**

FSU graduate students cannot attempt above 150% of the total number of credits needed to earn a degree. Due to graduate programs requiring different numbers of credits per program, students will need to calculate this rule based on their program of study.

**Qualitative Requirement**

In addition to the above requirements, students must maintain a minimum cumulative grade point average of 3.0.

**NOTES:**

1. The following grade symbols will be considered as credits passed: A, B, C, P
2. In addition to the grades listed as credits passed, the following grades will be calculated in credits attempted:
   - W, WF, CS, NC, F, FX, N, I
3. Courses that a student repeats will be included in hours attempted.
4. If a student has been ineligible for financial aid during the previous year and he/she now meets standards, it is the student’s responsibility to notify the Financial Aid Office of regained eligibility.
5. Each semester (including summer sessions) is counted as a semester/session attempted, regardless of whether or not the student was a financial aid recipient.
6. Reminder: GPAs do not transfer from one institution to another.
7. Satisfactory academic progress has no bearing on graduate assistantships.
8. All students will be evaluated at the end of each semester (summer, fall, intersession, and spring). Students will need to review the progress rules and their transcript when making enrollment decisions.

**Satisfactory Academic Status**

Frostburg State University is required to evaluate and measure students by standards established in the federal law. Each student will have one of four statuses:

1. Meets all components of the SAP standards (eligible to receive financial aid)
2. Academic warning (explanation below)
3. Probation (explanation below)
4. Does not meet standards (not eligible to receive financial aid)

**Academic warning:**

Students who do not meet standards for the first time in their academic career will be placed on academic warning.

**Probation**

Students who do not meet SAP standards after one payment period on academic warning will be denied financial aid. However, students will then have the right to appeal. If the appeal is granted, the student will be placed on probation and continue to receive Title IV aid for one additional payment period.

**APPEAL PROCESS:**

All students may appeal once notified that they are ineligible to receive financial aid due to unsatisfactory academic progress. The University makes every effort to notify ineligible students by first-class mail at his/her home address immediately following the end of each semester from which ineligibility is determined. However, it is the student’s responsibility to recognize his/her ineligibility and actively pursue appeal procedures where mitigating circumstances exist.

Appeals should be based on the following circumstances:

1. Students who demonstrate the following extenuating circumstances: death of a relative, injury or illness of the student, or other special circumstance;
2. The school has determined that the student will be able to meet SAP standards after subsequent payment period;
3. An academic plan has been established by the student and advisor to meet graduation requirements and the student continues to follow the academic plan.

Students will not be allowed to appeal each semester if they do not meet SAP standards. Once a student is on probation, he or she must meet SAP standards the next semester or meet the requirements of the previously developed academic plan to regain financial aid eligibility. The only exception to this rule is if a different extenuating circumstance occurs. Please contact the Financial Aid Office if you feel the exception applies to your situation.

The Financial Aid office will evaluate each student individually to see if meeting standard is ever a possibility. If a student will never be able to meet one of the standards listed above, the student will be denied financial aid indefinitely at FSU.

**Special Note:** Federal regulations require your written permission to deduct, from your financial aid on an annual basis any miscellaneous institutional charges such as library fines, etc. You must sign a Use of Title IV Funds permission form located on the FSU University Student Billing Office website at (http://www.frostburg.edu/admin/billing/pdf/FORM_useoftitleiv-funds.pdf). If at all possible, you should submit this permission form prior to billing. If you choose not to complete the permission form, you will be responsible for paying any miscellaneous obligation/s from personal funds by the bill payment deadline date. Please note: The University may not apply your loan funds to any charge/s assessed to you in a prior award year.

**Return of Title IV Funds for Financial Aid Recipients**

Frostburg State University performs the mandatory Return of Title IV Funds calculation. All Title IV financial aid recipients who officially and/or unofficially withdraw from the University are affected by this regulation. Title IV aid included in this refund policy is as follows: Federal Stafford Unsubsidized Direct Loans and Federal GRAD PLUS Loans.

When a student withdraws from the University before 60% of the semester has elapsed, his or her Title IV financial assistance will be adjusted based on the amount of aid the student has earned up to the date of withdrawal. After the calculation has been performed, the amount of unearned aid will be returned to the various Title IV programs. The funds will be returned to the various programs in the following order:

**Federal GRAD PLUS Loans, Federal Stafford Unsubsidized Direct Loan**

Each student will be responsible for the remainder of his/her bill after Title IV funds have been returned. Therefore, a student contemplating a withdrawal from the University should contact the Financial Aid Office about how financial aid will be adjusted as a result of withdrawal.

**Graduate Assistantships & International Fellowships**

**Application details and deadlines:**

The application for a Graduate Assistantship (GA) or International Fellowship (IF) can be found on the university website at www.frostburg.edu/grad/forms.htm. Deadline for complete applications are March 15 for Fall and October 15 for Spring.

Only complete applications will be considered.
BILLING INFORMATION
Tuition, fees, and all previous balances are to be paid in full or acceptable financial arrangements made in order to register. After January 2, 2018, payment is required at the time of registration and late registration and payment fees will be assessed after this date for all continuing students for the regular 15-week session and the 7-week Online Session 1. Late fees will be assessed to new students beginning January 29, 2019. For the 7-week online session 2, continuing students will be assessed a late registration and payment fee on February 28, 2018. All new students will be assessed a late registration and payment fee after March 28, 2018.

Payment of a bill is due by deadlines (see academic calendar). Failure to pay or to make acceptable financial arrangements by the appropriate deadline may result in de-registration - the cancellation of your class schedule and other services for the Spring Semester 2018. To view your Ebill notification login to PAWS and go to Self Service then Student Center. Scroll down and click on finances then Ebill to set it up. You may pay in full on-line with Visa, MasterCard, Discover, or American Express (a convenience fee applies). ACH (electronic check) is also available on-line at https://commerce.cashnet.com/FROSTBURGFSU.

Continuing Graduate Students:
The Office of University Billing must receive your acceptable financial arrangement by January 2, 2018, for the 15-week regular session and 7-week online session 1 in order to avoid the late payment fee. In order to avoid late payment fees for the 7-week online session 2, acceptable financial arrangements must be received by February 28, 2018.

New Graduate Students:
From January 3, 2018 to February 2, 2018 you must make acceptable financial arrangements with the Office of University Billing when you register. Late payment fees will be assessed beginning January 3, 2018 for the regular 15-week session and 7-week online session 1. Late payment fees will be assessed for the 7-week online session 2 beginning February 28, 2018.

Acceptable Financial Arrangements
Registering for classes creates a contract with the university that will generate your bill. You must remit payment or drop your courses. Otherwise, you will have a balance owed to the university. You can drop your courses through the PAWs system or by contacting the Office of Graduate Services via your FSU email. gradservices@frostburg.edu or call 301.687.7053.

1. Cash, Check, Money Order, or online via Credit Card: It is in your best interest to pay by certified check, treasurer’s check, cashier’s check, cash, or credit card. Please do not send cash by mail. Refunds are delayed by 15 business days when you pay by personal check.

2. Employee Authorization: You may provide a letter from your employer on letterhead stationery authorizing the University to send your bill directly to your employer. A letter authorizing FSU to bill directly to your employer is not the same as your employer reimbursing you after completion of the course(s). Government employees should submit a completed Standard Form 182, DA Form 2171, or DD Form 1556. If your employer is paying only part of your bill, you will receive a bill for the balance of the tuition and fees. If your employer is also paying for your books, please send a separate copy of the authorization to the bookstore with your book order.

3. Payment Plans:
Frostburg State University has partnered with Higher One to offer payment plans through TuitionPay. The plan is an interest-free, debt-free way to spread tuition payments over a number of months. To enroll in the payment plans, visit www.tuitionpaymentplan.com or call 1-800-635-0120.

4- Pay Plan payment
Enrollment in the 4-pay plan is for one semester. The total billed amount less anticipated financial aid is divided by four. Cost of the plan is $45/semester. Fall due dates: August 1, September 1, October 1, November 1. Spring due dates: January 1, February 1, March 1, and April 1.

All students with a balance due who are not enrolled in a payment plan, have 3rd party payment, or financial aid are assessed an additional late payment fee after February 16, 2018.
Tuition Remission
To take advantage of the employee tuition remission, you are to obtain the form from the Office of Human Resources. Return the completed form to the Office of University Billing with the required approvals of the immediate supervisor and verification of employment by the Office of Human Resources. Failure to submit an employee tuition remission form makes you ineligible to take advantage of the remission, and you are billed the normal amount for your course(s). You must complete and have approved a remission form every semester. Payment of fees is due by January 2, 2018 along with proof of tuition waiver. Registrations after January 2 will require payment and waiver at the time of registration or acceptable financial arrangements.

On Campus Housing
Your room contract is for one full year.

Room Rates: (per semester)

<table>
<thead>
<tr>
<th>Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Occupancy</td>
<td></td>
</tr>
<tr>
<td>Frederick and Westminster</td>
<td>$2260</td>
</tr>
<tr>
<td>Other Halls</td>
<td>$2315</td>
</tr>
<tr>
<td>Single Occupancy</td>
<td></td>
</tr>
<tr>
<td>Small</td>
<td>$2990</td>
</tr>
<tr>
<td>Regular</td>
<td>$3245</td>
</tr>
</tbody>
</table>

Vehicle Registration
At the Frostburg campus you must register motor vehicles. The annual fee is $40. Vehicle registration hangtags will be available in Pullen Hall. The Vehicle Regulations and Registration Form is available at the Office of University Billing or the University Police Office. The vehicle registration fee is non-refundable.

Tuition and Fees

<table>
<thead>
<tr>
<th>Graduate Tuition</th>
<th>Master</th>
<th>Doctorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>In–State (per credit)</td>
<td>$413</td>
<td>$569</td>
</tr>
<tr>
<td>Out–of–State (per credit)</td>
<td>$531</td>
<td>$712</td>
</tr>
</tbody>
</table>

Non-Refundable after September 4

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Fee (optional)–part-time</td>
<td>$26</td>
</tr>
<tr>
<td>Athletic Fee (per credit)</td>
<td>50</td>
</tr>
<tr>
<td>Student Union Operating (per credit)</td>
<td>21</td>
</tr>
<tr>
<td>Auxiliary Facilities Fee (per credit)</td>
<td>24</td>
</tr>
<tr>
<td>Sustainability Fee</td>
<td>2</td>
</tr>
<tr>
<td>Transportation Fee (per credit)</td>
<td>2</td>
</tr>
<tr>
<td>Technology Fee (per credit)</td>
<td>16</td>
</tr>
</tbody>
</table>

Other Fees, Non-Refundable

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$45</td>
</tr>
<tr>
<td>Parking Fee</td>
<td>40</td>
</tr>
<tr>
<td>Returned Payment Fee</td>
<td>30</td>
</tr>
<tr>
<td>Student Teaching/MAT Practicum Fee</td>
<td>350</td>
</tr>
<tr>
<td>After published deadlines, you pay:</td>
<td></td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>30</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>30</td>
</tr>
<tr>
<td>Nursing Course Fee</td>
<td>8/credit</td>
</tr>
<tr>
<td>Check reissue fee</td>
<td>30</td>
</tr>
</tbody>
</table>

Board

1. If you live in a residence hall, you are required to purchase one of the following meal plans:

<table>
<thead>
<tr>
<th>Plan Type</th>
<th># of Meals</th>
<th>Bonus** Bucks</th>
<th>price per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Super 15</td>
<td>any 15</td>
<td>$300</td>
<td>$2446</td>
</tr>
<tr>
<td>Gold Plan</td>
<td>unlimited</td>
<td>$200</td>
<td>$2345</td>
</tr>
<tr>
<td>In Chesapeake</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Silver 19</td>
<td>any 19</td>
<td>$100</td>
<td>$2185</td>
</tr>
<tr>
<td>14 meals</td>
<td>any 14</td>
<td>$100</td>
<td>$2095</td>
</tr>
<tr>
<td>12 meals</td>
<td>any 12</td>
<td>$250</td>
<td>$2175</td>
</tr>
<tr>
<td>10 meals</td>
<td>any 10</td>
<td>$75</td>
<td>$1830</td>
</tr>
</tbody>
</table>

* Default meal plan
**Bonus Bucks are applicable to any food service location.

1. There are no restrictions. Any bonus dollars left in a student’s account at the end of the fall semester will be rolled over into the spring semester meal account provided that the student is enrolled in a meal plan for spring. No dollars will be rolled into the following academic year.

2. Once you make a meal plan choice, you will continue to be on that plan until you notify the University in writing otherwise. Announcements are made each semester regarding the time period in which changes can be made for the following semester. You have the option to downgrade your Meal Plan Type prior to the first day of each semester that the residence halls are open. Deadline: August 27, 2017. Your Meal Plan Type may be upgraded during the first two weeks of class. Requests for meal plan changes must be made in writing.

3. You must have a validated meal card ID to gain admission to the dining hall. The replacement charge for lost meal card ID’s is $20. There is a $15 service charge to have it billed to your student account.

4. You are financially responsible for the meal cards until the time of your official withdrawal from school even though you did not eat at the food service. You are billed for meals until the food service is notified. Residential Meal plans are prorated based on the withdrawal date. Meal plans are non-transferrable.
Student Accounts

Insufficient Registration and Instructor Changes

The University will make every effort to offer scheduled courses. The University reserves the right, however, to cancel a course due to insufficient student registration. We also reserve the right to change instructors from those published in the course listings.

Payee Designation

You are to designate Frostburg State University as the payee on checks, money orders, certified checks, traveler's checks, and cashier's checks. Send your payment to the Office of University Billing and identify the account to be credited.

Previous Balance

You must pay previous balances and obligations in full before registering and attending in a subsequent semester.

Charges for Collection of Fees

A 17% collection fee is added by the State Central Collection Unit to your account when you do not pay promptly. Also, your account is referred to the Central Collection Unit. If further collection action is required and an outside collection agency is retained, those charges are also added onto your bill. Your Maryland State Tax Income Refund will be held for non-payment of state obligations. Additionally, debt is reported to the credit bureau as a delinquency.

Return Check Consequence

If your personal check (or electronic check) is returned for insufficient funds, the FSU Office of University Billing will not accept your personal checks in the future for payment of tuition and fees. For future payments, you must use a money order, cashier's check, or cash.

Third Party

In order to defer payment to a third party, a deferment form must be completed and documentation provided by the vendor ie. military, Department of Rehabilitation.

Tuition Refund

Payment must be received based upon enrollment, not completion, of course to qualify.

1. The date you personally submit the Withdrawal Form to the Office of the Registrar determines the amount of the credit and/or refund. The effective date of a mailed drop or withdrawal will be the date postmarked on the envelope.
2. The refund schedule on this page shows dates on which each proportionate refund applies. Please familiarize yourself with this policy before dropping a course or withdrawing from the University.
3. You must request a refund in writing.
4. The Board Plan Fee is pro-rated weekly.
5. Any unpaid charges on a student’s financial account with the University will be subtracted from the refund due prior to processing the refund request.
6. If you are dismissed by the University for disciplinary reasons, you are not entitled to a refund of tuition, fees and room.

Refund Schedule 15-Week Regular Session

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Fees</th>
<th>Room</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>Until February 2</td>
</tr>
<tr>
<td>80%</td>
<td>None</td>
<td>None</td>
<td>Until February 11</td>
</tr>
<tr>
<td>60%</td>
<td>None</td>
<td>None</td>
<td>Until February 18</td>
</tr>
<tr>
<td>40%</td>
<td>None</td>
<td>None</td>
<td>Until February 25</td>
</tr>
<tr>
<td>20%</td>
<td>None</td>
<td>None</td>
<td>Until March 4</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
<td>After March 4</td>
</tr>
</tbody>
</table>

Refund Schedule 7-Week Online Session 1

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Fees</th>
<th>Room</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>Until January 31</td>
</tr>
<tr>
<td>80%</td>
<td>None</td>
<td>None</td>
<td>Until February 4</td>
</tr>
<tr>
<td>60%</td>
<td>None</td>
<td>None</td>
<td>Until February 7</td>
</tr>
<tr>
<td>40%</td>
<td>None</td>
<td>None</td>
<td>Until February 10</td>
</tr>
<tr>
<td>20%</td>
<td>None</td>
<td>None</td>
<td>Until February 13</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
<td>After February 13</td>
</tr>
</tbody>
</table>

Refund Schedule 7-Week Online Session 2

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Fees</th>
<th>Room</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>Until March 30</td>
</tr>
<tr>
<td>80%</td>
<td>None</td>
<td>None</td>
<td>Until April 3</td>
</tr>
<tr>
<td>60%</td>
<td>None</td>
<td>None</td>
<td>Until April 6</td>
</tr>
<tr>
<td>40%</td>
<td>None</td>
<td>None</td>
<td>Until April 9</td>
</tr>
<tr>
<td>20%</td>
<td>None</td>
<td>None</td>
<td>Until April 12</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
<td>After April 12</td>
</tr>
</tbody>
</table>

Note: Notwithstanding any other provision of this or any other university publication, the university reserves the right to make changes in tuition, fees, and other charges at any time such changes are deemed necessary by the university and the University System of Maryland Board of Regents.
## 2017-18 Tuition and Fee Schedule

### Spring 2017

#### Master's Tuition and Fees by Credit, Residency and Campus

<table>
<thead>
<tr>
<th>Credits</th>
<th>Frostburg Campus In-State</th>
<th>Out-of-State</th>
<th>USM Hagerstown &amp; Online In-State</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$528</td>
<td>$646</td>
<td>$429</td>
<td>$547</td>
</tr>
<tr>
<td>2</td>
<td>$1,056</td>
<td>$1,292</td>
<td>$858</td>
<td>$1,094</td>
</tr>
<tr>
<td>3</td>
<td>$1,584</td>
<td>$1,938</td>
<td>$1,287</td>
<td>$1,641</td>
</tr>
<tr>
<td>4</td>
<td>$2,112</td>
<td>$2,584</td>
<td>$1,716</td>
<td>$2,188</td>
</tr>
<tr>
<td>5</td>
<td>$2,640</td>
<td>$3,230</td>
<td>$2,145</td>
<td>$2,735</td>
</tr>
<tr>
<td>6</td>
<td>$3,168</td>
<td>$3,876</td>
<td>$2,574</td>
<td>$3,282</td>
</tr>
<tr>
<td>7</td>
<td>$3,696</td>
<td>$4,522</td>
<td>$3,003</td>
<td>$3,829</td>
</tr>
<tr>
<td>8</td>
<td>$4,224</td>
<td>$5,168</td>
<td>$3,432</td>
<td>$4,376</td>
</tr>
<tr>
<td>9</td>
<td>$4,752</td>
<td>$5,814</td>
<td>$3,861</td>
<td>$4,923</td>
</tr>
<tr>
<td>10</td>
<td>$5,280</td>
<td>$6,460</td>
<td>$4,290</td>
<td>$5,470</td>
</tr>
<tr>
<td>11</td>
<td>$5,808</td>
<td>$7,106</td>
<td>$4,719</td>
<td>$6,017</td>
</tr>
<tr>
<td>12</td>
<td>$6,336</td>
<td>$7,752</td>
<td>$5,148</td>
<td>$6,564</td>
</tr>
</tbody>
</table>

#### Doctoral Tuition and Fees by Credit, Residency and Campus

<table>
<thead>
<tr>
<th>Credits</th>
<th>Frostburg Campus In-State</th>
<th>Out-of-State</th>
<th>USM Hagerstown &amp; Online In-State</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$684</td>
<td>$827</td>
<td>$585</td>
<td>$728</td>
</tr>
<tr>
<td>2</td>
<td>$1,368</td>
<td>$1,654</td>
<td>$1,170</td>
<td>$1,456</td>
</tr>
<tr>
<td>3</td>
<td>$2,052</td>
<td>$2,481</td>
<td>$1,755</td>
<td>$2,184</td>
</tr>
<tr>
<td>4</td>
<td>$2,736</td>
<td>$3,308</td>
<td>$2,340</td>
<td>$2,912</td>
</tr>
<tr>
<td>5</td>
<td>$3,420</td>
<td>$4,135</td>
<td>$2,925</td>
<td>$3,640</td>
</tr>
<tr>
<td>6</td>
<td>$4,104</td>
<td>$4,962</td>
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</tr>
<tr>
<td>7</td>
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<td>$4,095</td>
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<td>9</td>
<td>$6,156</td>
<td>$7,443</td>
<td>$5,265</td>
<td>$6,552</td>
</tr>
<tr>
<td>10</td>
<td>$6,840</td>
<td>$8,270</td>
<td>$5,850</td>
<td>$7,280</td>
</tr>
<tr>
<td>11</td>
<td>$7,524</td>
<td>$9,097</td>
<td>$6,435</td>
<td>$8,008</td>
</tr>
<tr>
<td>12</td>
<td>$8,208</td>
<td>$9,924</td>
<td>$7,020</td>
<td>$8,736</td>
</tr>
</tbody>
</table>

**E-bill notification:**

You must be registered for courses and sign up to receive your EBill notification by January 10, 2018. Students registering after January 2 will not be able to access ebills until after January 10.

Please check your account summary for billing details. Login to PAWS and click on Self Service then Student Center. Scroll down to finances then click View EBill to set up your ebill account. You may pay in full on-line with MasterCard, Discover, Visa or American Express (a convenience fee applies). ACH (electronic check) is also available on-line. Log in to PAWS or www.frostburg.edu/admin/billing or http://PAWS.frostburg.edu/WEBAPP/Pay.html
Admission
You must file an Application for Graduate Study regardless of the purpose for which you are taking a course. You can apply online at www.frostburg.edu/grad or request an applications from the Office of Graduate Services (301) 687–7053. You must file your Application for Graduate Study in advance of your initial Graduate Course Registration Form.

FSU -Undergraduates in Graduate Courses
If you are an undergraduate student intending to register for graduate courses, you must have achieved senior status and a minimum cumulative grade-point-average of 2.5. You will be limited to a maximum of seven graduate credits prior to completion of your undergraduate degree requirements. If you are an undergraduate paying a full-time undergraduate bill, you will not be billed for graduate courses. If you are an undergraduate paying a part-time undergraduate bill, you will be charged for graduate tuition if the two course load totals less than 12 credit hours. The Office of the Registrar clears students for such enrollment.

Athletic Facilities/Activities
With payment of the mandatory Athletic Fee, you are eligible to use the athletic facilities and participate in various athletic activities. For information concerning the Physical Education Center and swimming pool hours, please call (301) 687–4461. In–person sign up at the Equipment Issue Room is required for use of the squash and racquetball courts. Questions may be directed to (301) 687–4436.

University Activities/Events
With the payment of the optional Activity Fee, you will be able to gain admission to all University sponsored activities and events that are provided.

Written request for activity fee billing should accompany the submission of the Course Request Form. You will then be billed for the appropriate fee along with the bill for tuition and other fees.

The amount of the activity fee is $25.00 per credit hour.

Awarding of Degrees
Completion of degree requirements occurs three times in a calendar year: May, August, and December. Participation in the commencement ceremonies which are held in May and December is voluntary. The "Application for Graduation" must be submitted according to the charts below. You will be mailed commencement information during your final semester if you apply for graduation.

To Apply for Graduation, you should apply using your PAWS access. Self Service>Student Center> Drop down box or you must obtain the Application for Graduation from http://www.frostburg.edu/grad/forms-center/. Upon completion of paper form, return it to the Office of Graduate Services.

Notify the Office of Graduate Services if you change your degree program or graduation date after you submit your application. You must also order a Cap and Gown from the FSU Bookstore if you plan to participate in commencement. There is no charge for the cap and gown. Order online at http://forstburg.collegestoreonline.com/

Application for Graduation Deadline Graduation Date
January 2, 2018 May 2018
May 1, 2018 August 2018
August 25, 2018 December 2018

If a thesis is required in your program, the Committee–approved thesis must be in the hands of the School Dean by:

Thesis Deadline Graduation Date
November 1 December
March 30 May
July 20 August

USM Hagerstown Center Driving Directions
The USMH Center is located at 32 West Washington Street telephone (240) 527-2708 or (240) 527-2060.
From points east: Take I-70 West to the Route 40 West Hagerstown exit. Continue east approximately three miles to Potomac St. Turn left onto N. Potomac St. The USMH Center is located after the first block, on the right. Parking lots are located on both sides of Potomac Street.
From points west: Take I-70 East to I-81 North. Travel north to the Route 40 East exit. Follow this road (which becomes W. Washington St.) to the business district. The USMH Center is located on the Washington Street. Limited meter parking is available on the street with a parking deck nearby on Potomac Street.

Distance Education (DE)
The principal mission of distance education at FSU is to enhance student access to the University’s academic programs. The University is committed to providing students the support and resources they need to succeed as participants in distance education.

On-line courses (denoted as sections with 701) at FSU allow students to pursue their degree requirements outside of the traditional classroom setting and can accelerate or enhance their time to degree. They also help students acquire the technical skills and learn strategies important to the pursuit of their academic and career goals. Courses taught on-line at FSU have most of their class materials (other than textbooks) available electronically and use the web as the primary means of communication. FSUs on-line courses are open to all eligible students who are prepared to learn in an on-line environment.

Blended courses (denoted with section of 601) involve a combination of on-line and face-to-face instruction where a significant proportion of student learning activities are on-line and the time spent in the classroom is reduced but not eliminated. The amount of instructional materials presented on-line and the time students spend in the classroom will vary according to the requirements of the course as set by the instructor.

Interactive video instruction at FSU is conducted through the University System of Maryland’s Interactive Video Network (IVN). This network allows students the opportunity for interaction with other institutions within the state of Maryland and beyond, particularly between the University of Maryland Hagerstown Center (USMH) and FSU’s Main Campus.

For more information or to submit a complaint about distance learning contact the SARA representative at Office of Graduate Services at 301.687.7053. The policies for submitting complaints can be found at http://www.frostburg.edu/fsu/assets/File/student-consumer-information/ComplaintResolutionProcess.pdf
Academic Regulations & Procedures for 2017-2018

Academic Responsibilities | Probation/Dismissal | Continuous Registration | Time Limitations | Course Repetition | Transfer Credit | Appeals | Residency

Student Academic Responsibility
Your student academic responsibility includes understanding and following all degree requirements, academic regulations, and procedures. According to the Graduate Catalog, you are to have an approved program of study that outlines your degree requirements. Any changes to the study plan must be approved.

You are responsible for keeping current with changes in regulations and procedures. All changes are published in the catalog and schedule booklets and on the FSU web page. Notices of changes will be provided.
Your academic advisor assists with preparing your program of study, interpreting degree requirements, and explaining academic regulations. Ultimately, you seek and use this advice wisely in meeting degree requirements outlined in your program of study.

Standards Governing Academic Probation
When your cumulative grade point average (GPA) falls below 3.0, you are placed on academic probation. You will be notified that your academic progress is unsatisfactory. You have a maximum of two semesters of graduate study to achieve a cumulative GPA of 3.0. If after two semesters (including summer and intersessions) of graduate study you have not achieved a GPA of 3.00, you will be dismissed.

Dismissal
You will be dismissed from your program of study if: 1. you earn two grades below the level of “B” within your first 6-9 credit hours or first two semesters of study; 2. if your academic progress is such that you cannot reach the 3.0 GPA to earn the degree at any time during the program; 3. you receive an “F”, “WF” or “FX” grade in a required course; 4. if you do not complete the program within the six year time limit. Appeals will be considered by the appropriate Dean’s office if extraordinary circumstances exist. In such appeals, faculty recommendations will be considered as well as mitigating circumstances.
If you are dismissed from the university for any reason you may not reapply to the program of study from which you have been dismissed.

Note: Individual degree programs may have additional academic probation and dismissal standards. See the appropriate degree program section of the catalog.

Continuous Registration Grading Policy
For thesis or dissertation culminating courses (all 710 courses and EDLP 912/913) the grade of CS (continuing study) may be given to students who are required to register for additional credits in order to complete their program requirements. Upon completion of all program requirements, including the culminating experience, the faculty member will submit a grade change form with the appropriate grade (as designated in the course description) for the minimum number of credits required for the culminating experience. The continuous registration credits in excess of the minimum required will have the CS grade replaced with the grade of NC (No Credit) or P (Pass). If you do not continuously enroll in continuous study courses you will be dismissed.

Time Limitations
You will be dismissed from the university if you do not complete all your degree requirements within any of the following time limitations:
-- Within six years from the time of completion of the first graduate course.
-- Within six years after having been admitted as a degree-seeking student.

The only exception will be if you receive an approved extension on the time limit from your Graduate Program Coordinator and the Director of the Office of Graduate Services.
You should also be aware that if you have not enrolled for a period of 18 months, you must reapply for acceptance into the program, and if accepted, enter under the catalog in place at the time of reapplication.

Course Repetition
You are permitted to repeat a graduate course with the approval of your graduate program coordinator only once and up to a maximum of one course in which a grade of C, F, FX or WF was earned. Repeating courses with grades of F, FX, WF will only be allowed after a dismissal appeal is granted as any prior grades of F, FX, WF would have resulted in dismissal from your program.

Transfer Credit
Please refer to the current FSU Graduate Catalog for complete details of the Transfer Credit process.
Graduate students who have completed a degree program at Frostburg State University may request a maximum of 9 credit hours to be transferred toward the completion of a second graduate degree at Frostburg State University. The decision to accept previous course work lies with the Graduate Program Coordinator of the most recent program of study. Usually the six-year time limit will be applied (see Time Limitations). A grade of B or better is also required for courses transferred between programs at Frostburg State University.

FSU will not accept transfer credit from another institution for a graduate course previously taken at FSU.

Appeals
Appeals regarding the enforcement and interpretation of, or exceptions to, graduate studies administrative processes (including admission and graduate assistantships), regulations, and procedures are directed to the appropriate Graduate Program Coordinator and then to the appropriate College Dean.

Appeals regarding interpretation of, or exceptions to, degree requirements (including transfer credit, changes in the catalog year under which your program of study falls) are directed to the Graduate Council.

Some programs have additional appeals procedures; e.g., students in College of Education graduate programs appeal first to the Graduate Program Coordinators group before going to the Graduate Council. Please see specific graduate program policies for additional appeals procedures.

Distance Education Complaint Process
Students who wish to submit a complaint about online or blended courses can do so by following the Distance Education Complaint Process. Information can be found at http://www.frostburg.edu/fsu/assets/File/student-consumer-information/ComplaintResolutionProcess.pdf
FROSTBURG STATE UNIVERSITY AT HAGERSTOWN

UNIVERSITY SYSTEM OF MARYLAND - HAGERSTOWN
32 W. WASHINGTON ST.
HAGERSTOWN, MD 21740
240.527.2741
FAX: 240.527.2782

Contacts:
Kathy M. Griemsmann, Program Manager
240.527.2741
email: kmgriemsmann@frostburg.edu

College of Education:
Dr. John Stoothoff: Regional Education Programs Coordinator
240.527.2736
email: jlstoothoff@frostburg.edu

USM Hagerstown Center Driving Directions

From points east: Take I-70 West to the Route 40 West Hagerstown exit. Continue east (onto Franklin Street) approximately 3.5 miles to Prospect Street (turning left onto Prospect St.). At the next light turn left onto Washington Street. The USMH Center is located in the center of the 2nd block, on the left approximately 1/2 block before the Public Square.

From points west: Take I-70 East to I-81 North. Travel north to the Route 40 East exit. Follow this road (which becomes W. Washington St.) to the business district. The USMH Center is located on the left end of Washington Street 1/2 block before the Public Square.

Recommended parking is in the University District Parking Deck on North Potomac Street. Please see the USMH receptionist to inquire about parking deck fees, parking cards or City of Hagerstown North Potomac Street Parking Garage options. Parking is also available at the municipal lot located across from the Parking deck. On-street parking on West Washington Street is also available and is $.50 per hour and free after 5:00 p.m.