

# ADMISSIONS

Admission into a degree program is a selective process at the University of Maine at Machias. Students are accepted for admission into the fall, spring, or summer semesters. It is recommended that candidates for admission submit their applications as early as possible. Though UMM has a 'rolling admissions' program, the early applicant is more assured of consideration for available financial aid. Graduating high school students are encouraged to apply for admission during the fall of their senior year.

The Admissions Office invites prospective students to visit the campus to discuss their educational interests. Information about academic programs and support services is provided, along with the requirements and procedures for admission. An interview and a tour of the campus facilities can be arranged. Prospective students are encouraged to contact the Admissions Office, O'Brien House, 207-255-1318 or toll free 1-888-468-6866.

## ADMISSION REQUIREMENTS

A candidate for admission to UMM must be a graduate of, or will have graduated from, a secondary school, or must have passed a state secondary school equivalency examination (GED). The University recommends a college-preparatory high school program as appropriate preparation for the demands of all baccalaureate programs. Although the quality of work performed is more important than the distribution of high school units of credit, the following are required:

- English 4 units
- math (including algebra) 3 units
- science (with lab) 2 units
- social science/history 2 units

A course in the use of computers, such as keyboarding, is also strongly recommended, as well as the following:

- fine arts or foreign language 2 units
- electives 3 units

For recent high school graduates, the scores of the College Board's Scholastic Aptitude Test (SAT) or the American College Testing (ACT) program's tests are encouraged.

Applicants to Business & Entrepreneurial Studies or associate degree programs in Business Technology who have had mixed or business programs in high school are given full consideration

for admission. However, college preparatory English and mathematics courses may be required if needed.

Applicants who have had some work or life experience since high school are evaluated on an individual basis.

## APPLICATION PROCEDURE

### NEW STUDENTS ADMISSION

To apply for admission to UMM, an applicant should:

1. Complete the University of Maine System application form on-line at <http://apply.maine.edu>. A completed paper application may also be mailed to the Admissions Office, UMM, 116 O'Brien Ave., Machias, ME 04654 with a \$40 non-refundable fee (check payable to the University of Maine at Machias).
2. Have their high school guidance counselor or principal forward directly to the UMM Admissions Office, records of secondary grades, recommendations, and available test results. An applicant who has been out of school for several years may also submit additional information and/or qualifications derived from such experiences as work or the military for assessment.
3. Have the official results of the College Board's Scholastic Aptitude Test (SAT) or the American College Testing Program (ACT) forwarded directly to the UMM Admissions Office.
4. Plan for a campus visit, if at all possible, as part of the application process. Applicants may call or write the Admissions Office for an appointment at any time, 207-255-1318 or toll-free 1-888-468-6866.

### TRANSFER STUDENTS ADMISSION

Qualified transfer students are accepted for admission into the fall, spring, and summer semesters. A transfer applicant must:

1. Complete the University of Maine System application form on-line at <http://apply.maine.edu>. A completed paper application may also be mailed to the Admissions Office, UMM, 116 O'Brien Ave., Machias, ME 04654 with a \$40 non-refundable fee (check payable to the University of Maine at Machias).
2. Provide official transcripts, with evidence of good standing, from all previously attended institutions, including high school. All credentials must be sent directly from the institution(s) attended to the UMM Admissions Office.\* The applicant may be asked to provide

UMM with catalog course descriptions from institutions previously attended.

3. Applicants are not normally considered for admission to UMM following their dismissal from another institution. Pursuant to University of Maine System policy, a student who has been *academically* suspended or dismissed from another institution in the University of Maine System should include on the admissions application clear and convincing reasons why his or her chances for academic success will be favorable at the new institution. It will be UMM's decision whether or not to admit the student.

A student who has been suspended or dismissed from another institution of the University of Maine System for *disciplinary* reasons shall not be admitted as a matriculated student by the same or another institution until the conditions established for termination of that suspension have been met.

\* Students who have previously attended other UMS institutions do not need to request transcripts. Admissions Officers have access to internal transcripts for all students with no transcript holds.

## INTERNATIONAL STUDENTS

### INTERNATIONAL NEW STUDENTS ADMISSION

To apply for admission to UMM, an international applicant should:

1. Complete the University of Maine System application on-line at <http://apply.maine.edu>. A completed paper application may also be mailed to the Admissions Office, UMM, 116 O'Brien Avenue, Machias, ME 04654 with a \$40.00 non-refundable fee (check payable to the University of Maine at Machias).
2. Have their high school/secondary school transcript/results and letter of recommendations sent directly from the institution attended to the UMM Admissions Office.
3. Have the official results of the Scholastic Aptitude Test (SAT) or the American College Testing Program (ACT) or the Test of English as a Foreign Language<sup>1</sup> (TOEFL) sent directly to the UMM Admissions Office from the agency administering the test (submit only one of the tests). Successful scores on the TOEFL should

be 500 or higher on the paper-based exam, or 173 or higher on the computer-based exam. In lieu of those exams, successful completion of level 109 at any FLS Language center may be used to demonstrate English proficiency.

4. Students whose highest level of education is at the secondary level may consider submitting secondary school transcripts to a foreign credentialing agency, requesting a document-by-document evaluation. This is especially encouraged for students who intend to participate in intercollegiate athletics and for students who have completed the equivalent of advanced placement courses at the secondary level.
5. Provide the UMM Admissions Office financial documentation indicating that they have the resources to cover non-resident tuition, room and board, and other expenses (contact the admissions office for the specific amount or with any questions).
6. Plan a campus visit, if at all possible, as part of the application process. Applicants may call or write the Admissions Office for an appointment at any time, 207-255-1318 or toll-free 1-888-468-6866.

### INTERNATIONAL TRANSFER STUDENTS ADMISSION

Qualified international transfer students are accepted for admission into the fall, spring and summer semesters. An international transfer student must:

1. Complete the University of Maine System application on-line at <http://apply.maine.edu>. A completed paper application may also be mailed to the Admissions Office, UMM, 116 O'Brien Avenue, Machias, ME 04654 with a \$40.00 non-refundable fee (check payable to the University of Maine at Machias).
2. Provide official transcripts, with evidence of good standing, from all previously attended institutions, including high school. All credentials must be sent directly from the institution(s) attended to the UMM Admissions Office. The applicant may be asked to provide UMM with catalog course descriptions from institutions previously attended.
3. Send their official secondary and post-secondary school transcripts or documents to either World Education Services (WES) or the Center for Educational Documentation (CED) for evaluation. Students should request a course-by-course evaluation of their credentials. The UMM Registrar's Office will award appropriate

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<sup>1</sup> The TOEFL is only a valid choice for international students whose official language is not English.

transfer credit based on the report of the foreign credentialing agency.

4. International students whose official language is not English must demonstrate proficiency in the English language. This proficiency requirement may be satisfied by submission of proof of successful completion of the Test of English as a Foreign Language (TOEFL). Successful scores should be higher than 500 on the paper-based exam or 173 on the computer-based exam. In lieu of the exam, successful completion of level 109 at any FLS Language Center can be used to demonstrate English proficiency.
5. Provide the UMM Admissions Office financial documentation indicating that they have the resources to cover non-resident tuition, room and board and other expenses (contact the Admissions Office for the specific amount or with any questions).
6. Plan a campus visit, if at all possible, as part of the application process. Applicants may call or write the Admissions Office for an appointment at any time, 207-255-1318 or toll-free 1-888-468-6866.

### ADVANCED STANDING

A transfer student's transcript is evaluated by the Transfer Officer after official transcripts have been received from the students' previous colleges and the student has been accepted. The transfer credit will be posted to the student's record after the student confirms his or her intention to attend the institution. A copy of the completed evaluation is mailed to the student. It is also available to the student in MaineStreet (<http://mainestreet.maine.edu>).

Transfer credit is awarded on the basis of the following principles.

*External Transfer Credit* — Transfer credit is awarded for all non-developmental courses from regionally accredited institutions in which the student has earned a grade of C- or better. All acceptable credits will transfer; however, grades and grade point averages will not. Students hoping to receive transfer credit for work done at foreign institutions should see requirements above under International Students.

*Internal Transfer Credit* — In accordance with UMS Board of Trustees' revised policy (11/17/2003), all undergraduate degree credit successfully completed with a grade of C- or better at any unit of the System will be transferable to any other unit of the University System, but will not be automatically applied to the specific academic degree program a student has chosen. Grades earned in courses from other UMS institutions will appear on the student's

Transfer Credit Report; they will not affect the student's GPA at UMM.

## UNIVERSITY OF MAINE SYSTEM TRANSFER POLICIES & PRACTICES

1. Transferring students must provide **official transcripts** reflecting all previous post-secondary coursework.
2. An evaluation of transfer credit will be prepared by the Transfer Officer for each accepted transfer student, and will be available in the student's MaineStreet Student Center. The transfer student should meet with an academic advisor at the receiving university to review how the transfer credit will be applied toward the student's degree program. Transfer evaluations will be prepared based on the following principles:
  - a. Within the University of Maine System. Undergraduate courses completed with a C- or higher, including P grades, will transfer from one UMS university to another. Grades will be recorded on the student's transcript but not computed into the cumulative GPA.
  - b. Outside the University of Maine System. Credit earned with a C- or higher in courses from regionally accredited colleges/universities outside the UMS will be considered for transfer. Pass-fail courses taken outside the UMS must have "pass" defined as a C- or higher in order to transfer.
  - c. Generally, course grades do not transfer from one college/university to another. Semester and cumulative GPA's reflect only those courses taken at the home university. Students in cooperative degree programs should inquire about any exceptions that may apply.
  - d. Coursework defined as developmental by the university to which the student is transferring will not be awarded degree credit. Developmental courses are considered preparatory to college-level work, and will not count towards a degree.
  - e. Courses from colleges and universities outside the United States will be accepted for transfer consistent with established university policies and practices.
3. Credit may be awarded for high school Advanced Placement (AP) exams, College

Level Examination Program (CLEP) exams, or college-level knowledge gained through life experience (e.g., prior learning, such as military or other training) when validated through the approved campus processes.

4. Students with coursework from non-regionally accredited schools may inquire into the possibility of validating some or all of their learning through testing and/or approved university credit for prior learning processes. Students interested in this option should contact the university Transfer Officer for more information.
5. If a student has concerns about the transfer evaluation, the student should contact the Transfer Officer at the receiving university. After such conferral, the student may appeal through the academic appeals process at the receiving university.
6. Transfer students should consult the university's catalog and/or meet with an appropriate advisor to determine requirements regarding the number and distribution of credits that must be completed at the university to earn the desired degree.
7. Students must meet the established requirements of the academic program or college into which they are transferring. Transfer credits do not necessarily count towards these requirements.
8. Students may also confer with the Transfer Officer and/or academic advisor regarding possible flexibility in the application of their credits to their program, through approved campus processes.
9. Current UMS students who plan to take courses at another university, inside or outside of the UMS, are strongly encouraged to seek prior approval of their plans from the university where they are matriculated.

## CREDIT FOR PRIOR LEARNING

The University of Maine at Machias awards credit to students who demonstrate learning gained outside the college classroom through the following avenues:

**Credit by Examination** — The University of Maine at Machias awards credit for qualifying scores on each of the following exams:

- College Board's *Advanced Placement* (AP) exams – scores of 3, 4 and 5
- College Board's *CLEP* exams – scores of 50 or better
- *DSST* exams – qualifying scores dependent on exam and date taken

- *International Baccalaureate* exams – score of 5, 6 and 7 on higher-level IB exams
- *New York University's Foreign Language Exams* - Students scoring from 5 to 7 points on the Intermediate level exam will earn 3 credits of foreign language elective (FOL xxx). Students scoring from 8 to 12 points on the Intermediate level exam will earn 6 credits of foreign language elective (FOL xxx).

A list of acceptable scores for each type of exam is available from the Student Services Center, Registrar's Office or Registrar's Office web site, or the Admissions Office.

**Military Training and Experience** — Veterans of US military service may receive credit for documented military training and experience. Credit is awarded based on the recommendations of the American Council on Education's *Guide to the Evaluation of Educational Experiences in the Armed Services*. Transcripts from the Community College of the Air Force should be sent directly from CCAF to the UMM Registrar's Office for evaluation (see above). Applicants with Joint Services Transcripts should submit official copies of same.

**Portfolio Assessment** — In subjects where CLEP exams are not available students may earn credit for certain prior work and/or learning experiences upon submission of an appropriate portfolio and third-party documentation. Students should contact the Registrar's Office or web site for a more detailed outline of required materials.

## ALL CANDIDATES

All candidates are considered for admission after the application has been received and all required credentials are on hand. Students are informed of the admissions decision as soon as all credentials have been reviewed, or are notified in the event of any delay. Candidates are encouraged to contact the Admissions Office regarding any unwarranted delay to assure that all is in order.

The University reserves the right to revoke the admission of any applicant if it deems necessary to do so for academic or personal reasons.

On notification of acceptance to UMM, an **acceptance deposit** of \$50 is requested. Students desiring to live on campus are asked also to remit a **residence hall deposit** of \$100. Acceptance deposit refund requests are honored if submitted in writing and postmarked on or before May 1st for the fall semester and January 1st for the spring semester.

## EARLY NOTIFICATION OF ADMISSION

The University of Maine at Machias offers an Early Notification plan for qualified students, who may be accepted soon after the junior year of high school on the basis of three years of high school work and junior SAT's, or PSAT's where required. Candidates wishing Early Notification must make application for admission on or before December 15th of their senior year in high school and should indicate their desire for Early Notification by indicating 'Early Notification' on the top of the application form.

## HIGH SCHOOL JUNIORS PROGRAM

A limited number of high school juniors ranking in the top 10 percent of their classes may be accepted for admission. Such early admission is undertaken with the understanding that earned college credits are applied as needed toward the secondary diploma as well as toward the college degree. These students must be highly recommended by their guidance counselors as being unusually well prepared academically and possessing the necessary maturity to enter a college program. The Principal and School Board of the applicant's high school must give approval.

## EARLY COLLEGE PROGRAM

The Early College program provides qualified high school juniors and seniors the opportunity to enroll in college courses on the UMM campus. Students may often receive both high school and college credit for their UMM courses, giving them a jump start toward their college degrees. UMM's High School Transitions Advisor works closely with high school guidance counselors, and students receive full academic support both at their high schools and on the UMM campus. Through the Early College Program, students discover the rewards of learning at the collegiate level and begin a seamless transition to full-time college studies after high school graduation.

## READMISSION

A matriculated student who fails to enroll continuously each fall and spring semester and who has not taken an official leave of absence must apply for readmission to pursue a degree program. Application for readmission is made through the Admissions Office. The student's status and class standing will be determined by a review of his or her

previous academic work at UMM (and other institutions, if applicable), the period of time that has elapsed since active enrollment at UMM, and changes in the curriculum and program requirements.

Students who are accepted for readmission to UMM enter under the catalog requirements in effect at that time, unless the student specifically requests on the readmission application to be readmitted under a catalog in effect at the time of their earlier attendance. The institution may approve or deny this request.

Readmitted students seeking grade forgiveness should refer to the policy under "Academic Standards & Policies" in this catalog.

## STUDENT CLASSIFICATION

**Matriculated Students** — Any student admitted to UMM as a degree candidate or in a special status, who confirms their intention to enroll, is considered a matriculated student. If unusual circumstances are associated with a student's acceptance, a matriculated student may be placed in one of the following admissions categories.

*Special status* — A student may be admitted to Special Status for the purpose of pursuing specific, short-term goals (i.e. teacher certification).

*Transitions Program* — Students whose previous academic records indicate that they may be in need of additional academic support are accepted into the Transitions program. Students in the Transitions program are restricted to a semester course load of 13 credits and are required to meet regularly with the High School Transitions Advisor.

Students in the Transitions program have two semesters to achieve the grades necessary to be considered in good academic standing. When a student meets the academic requirements set for their level (see Academic Standards & Policies), the student's program will be changed to the program to which the student applied at admission (as specified in the Admission letter). Students who fail to meet the academic expectations of the University by the end of their second semester will be suspended.

**Non-Matriculated Students** — Anyone not matriculated at UMM, excluding students dismissed for disciplinary reasons, from a University of Maine System institution, may register for a maximum of 8 credit hours in any given semester as long as they have met all prerequisites for the courses in which they wish to enroll. Additional credits may be approved by the Vice President for Academic Affairs. In courses where enrollment is limited, matriculated students may be given priority.

## PLACEMENT EXAMS

Students can demonstrate readiness to enter college-level English and math courses in a number of ways.

**English** — Students with test scores of 500 or better on the Writing section of the SAT taken before March 2016, or 21 or better on the English section of the ACT, will automatically be eligible to take ENG 101 Composition. Those with Writing scores of 600 or better may elect to take the CLEP College Composition test. Those who earn a score of 50 or better on that exam will receive credit for ENG 101. Students who earn appropriate scores on either of the College Board's Advanced Placement exams in English will also receive credit for ENG 101.

**Math** — Students with test scores of 500 or better on the Math section of the SAT taken before March 2016, or 21 or better on the Math section of the ACT, will be eligible to take math courses with a prerequisite of MAT 102, and will be considered to have established competency in Intermediate Algebra.

Those who earn a score of 50 or better on the CLEP College Algebra exam taken after 7/1/2001, or 500 or better on the same exam taken before that date, will receive credit for MAT 102.

Students who do not meet any of the above criteria must take placement exams to assess their reading, writing, and/or math skills. Test results are used to place students in the courses in which they will have the greatest chance for success and to provide a solid foundation for future work in all areas of study. Some students are required to take one or more developmental courses to prepare them for college-level work. These courses carry institutional credit and count toward the student's grade point average, but do not carry degree credit, nor count toward eligibility for Dean's Lists.

## NEW ENGLAND REGIONAL PROGRAM

Expanded study opportunities are available each year for non-Maine resident students through the New England Regional Program administered by the New England Board of Higher Education (NEBHE). Students qualifying for study under this program receive admissions preference among out-of-state applicants and are charged only 50 percent above the in-state tuition fee.

Students should consult with their high school guidance counselor; obtain a current edition of the

Apple Book, New England Board of Higher Education Regional Student Program, 45 Temple Place, Boston, MA 02111, for current information about regional programs; or write to the Admissions Office at UMM.

NEBHE rates are available to students from the indicated New England state(s) in the following programs:

- English, Creative Writing & Book Arts - All New England states
- Environmental Recreation & Tourism Management – Massachusetts & Rhode Island
- Interdisciplinary Fine Arts – New Hampshire & Vermont
- Marine Biology – Connecticut & Vermont
- Psychology & Community Studies – Rhode Island
- Associate Degree in Business Technology – Recreation Management – Massachusetts, Rhode Island & Vermont

## IMMUNIZATION REQUIREMENTS

All full- and part-time matriculated students born after 1956 are required by Maine state law to show proof of immunization for measles, mumps, rubella, diphtheria, and tetanus prior to registration for courses. A student may be exempted from this requirement under certain circumstances. Further information is available from the Coordinator of Student Health at 207-255-1275.