

Undergraduate Admission

The University of Southern Maine is an academic community that welcomes applications for admission from qualified women and men with various backgrounds and interests regardless of race, color, religion, gender, sexual orientation, national origin or citizenship status, age, physical or mental disability, or veteran status. The University seeks candidates whose academic achievement and motivation indicate potential for success in an undergraduate program. The Office of Undergraduate Admission invites prospective students to visit the campus to discuss their educational interests. The Office will provide information about academic programs, discuss admission requirements and procedures, and arrange personal interviews and campus tours. Prospective students are encouraged to contact the Office of Undergraduate Admission at 1-800-800-4USM, or (207) 780-5670. For more information on Lewiston-Auburn College, call (207) 753-6560.

Admission Requirements

With the exception of early admission applicants, a high school diploma or General Equivalency Development (GED) certificate is required for admission to the University. Students who are home educated/home schooled should contact the Office of Undergraduate Admission for specific information regarding the alternate documentation required for admission. Although secondary school preparation may vary, please find below the minimum college preparatory subjects required for regular admission to the University. In addition to these, further requirements may be imposed by individual University schools and colleges.

General subject minimum requirements (University-wide)

English	4 units
Mathematics	3 units (Algebra I, II, and Geometry)
Science	2 units (with lab)
History/Social Science	2 units

Highly Recommended College Preparatory Course

While minimal admission requirements are listed as 4 units English, 3 units math (algebra I and II and geometry), 2 units of science with lab, and 2 units of history/social studies, an optimal college preparatory course of study extends beyond these minimum requirements. Students who do best in college and graduate on time have the following high school course of study:

1. Four years of English in courses that present a variety of readings (fiction, non-fiction, essays, memoirs, journalism) and emphasize expository and analytic writing about texts.
2. At least three years of laboratory science that include the study of biology, chemistry, and physics, offered as separate courses or as an integrated core. Science courses should include writing technical reports and quantitative representations and analyses of data as well as the traditional course content.
3. Four years of math that include algebra I and II and geometry; a college preparatory math course during the senior year.
4. Three years of history and social science that include reading primary as well as secondary texts, writing analytic and expository essays, and using quantitative social science data, in addition to the traditional course content.
5. Two years of study in one language other than English.

Applicants to the Women and Gender Studies program must also have:

Foreign Language* 2 units (one language)

*ASL may be substituted for this.

Applicants to the College of Arts and Sciences must also have:

Foreign Language* 2 units (one language)

Science candidates must have three units of lab science. Foreign language candidates must have three units of a foreign language. Mathematics candidates must have four units of mathematics.

*ASL may be substituted for this.

Special Note: For specific admission requirements for the degree programs in music, please refer to the School of Music section of the catalog.

Applicants to the College of Nursing and Health Professions

Nursing, athletic training, exercise physiology, health fitness, and health sciences candidates must have laboratory biology and chemistry. In addition, nursing candidates must also satisfy specific academic standards in order to qualify for the clinical portion of the degree program. For further details, please refer to the College of Nursing and Health Professions section of this catalog.

Applicants to the School of Business

A fourth year of college preparatory mathematics (trigonometry, pre-calculus, etc.) is required.

Applicants to the School of Applied Science, Engineering, and Technology

Engineering candidates must have chemistry, physics, and four units of mathematics. Environmental science candidates must have three units of lab science.

Applicants to Lewiston-Auburn College

Lewiston-Auburn College applicants must meet all University general subject requirements. Applicants should make an appointment with a USM advisor at Lewiston-Auburn College, (207) 753-6560.

Admission Procedures, Policies

Admission Applications

All applicants for admission are reviewed on a case-by-case basis; because admission to the University is selective, the academic profile required for acceptance may vary from one semester to the next. Please find below the guidelines and procedures for applying to the University for undergraduate admission. All applicants for undergraduate admission are encouraged to apply online at www.usm.maine.edu/admit.

All students whose native language is not English should submit official results of the Test of English as a Foreign Language (TOEFL).

Secondary School Applicants Secondary school students are required to submit the following to the Office of Undergraduate Admission:

1. A completed University of Maine System application accompanied by the nonrefundable \$40 application fee. The Common Application is also accepted.
2. Official copies of all secondary and post-secondary school transcripts.
3. Official SAT or ACT results.*
4. Letter of recommendation from a guidance or college counselor.*
5. Completed personal statement.

**Transfer and Adult Applicants* Students who have been out of high school for three or more years or have earned 30 or more credits at the time of application are not required to submit standardized test scores (SAT or ACT). Although SAT or ACT scores are not required for admission of transfer and adult candidates, they may be submitted for placement purposes as such scores (if not more than five years old) may be used to declare college readiness. Transfer and adult applicants are not required to submit a guidance/college counselor recommendation.

International Applicants International applicants must complete the University of Maine System application and submit it, along with the \$40 application fee, to the University of Maine Application Processing Center. Applicants whose native language is not English are required to submit scores of the Test of English as a Foreign Language (TOEFL), unless the applicant is applying for the Intensive English Language Program with Conditions (please see section, 'Admission Decisions,' below). Although USM encourages international student applicants to complete and submit results of the SAT or ACT, these standardized tests are not required for admission. Due to limitations on available financial aid, applications are encouraged only from international students who are able to fund their educational expenses fully from their own resources. To certify this, a Declaration of Finances statement must be filed as part of the application process. This form must be fully documented and certified and should accompany the completed application.

Early Admission Applicants Students who have completed their junior year of high school may apply for consideration of admission (as a non-matriculated student) under the Early Admission Program. Undergraduate Admission will consider high-achieving students who display both the intellectual ability and the social matu-

riety to succeed in a university course of study.

To be eligible for admission, candidates must have completed a minimum of three years of college preparatory subjects in high school according to the general University admission requirements, and submit test results of the Scholastic Assessment Test (SAT) or the ACT examination.

Interested applicants will be required to submit the University of Maine System application in addition to an Early Admission Application, which must be signed by the student, parent/guardian, guidance counselor, and principal. Early admission candidates may be required to have a personal interview with a member of the admission staff. High school students who enter the University of Southern Maine prior to graduation from high school are not eligible for federally funded financial aid and may not participate in intercollegiate athletics.

It is expected that Early Admission applicants will apply for the fall semester only. Application forms must be submitted by April 15.

Priority Dates and Deadlines

Applications are reviewed throughout the year on a rolling admission basis. However, the priority deadline for the fall semester is February 15, and for the spring semester, December 1. **All students applying for the fall semester who wish to be considered for academic scholarships must have a completed application on file by February 1. Nursing applicants are admitted for the fall semester only with an application deadline of January 15 for transfer students and an application deadline of February 15 for first-year students.** The \$100 admission deposit deadline to reserve space for the fall semester is May 1.

Although applications are reviewed on a rolling basis, as some degree programs admit only a limited number of students, applicants are urged to submit their credentials at their earliest possible convenience in order to receive consideration. Applications may be made to enter the University in the fall or spring semester only. Offers of admission may be revoked because of unsatisfactory performance in the final semester of high school or college.

Admission to the University is offered for a specific semester. Anyone choosing to defer his or her offer of admission may do so by submitting a written request to the dean of Undergraduate Admission. Deferrals are granted for up to one year.

Admission Decisions

The University recognizes that its prospective students may come with differing academic backgrounds and/or with significant time having elapsed since completion of secondary school. The following categories of admission exist to accommodate this wide range of applicants.

Regular Admission Applicants whose academic backgrounds demonstrate the ability to pursue regular, entry level coursework may be granted regular acceptance to the University. This admission decision is based upon a comprehensive evaluation of the student's educational record, including standardized test scores (if required), as well as individual talents and activities.

Enrollment as an Undeclared Major Applicants who are undecided regarding their major field of study may request admission as an "Undeclared Major." Undeclared students are assigned an academic advisor in Advising Services to assist with appropriate course selection and academic planning while exploring a major field of study. This admission option provides students the opportunity to select their major at an appropriate time during the first 60 credit hours of coursework.

Granted Admission to GO Applicants whose academic credentials are not complete in some way (e.g., missing academic units, low SAT or ACT scores), but who show significant promise, may be granted acceptance to GO, an academic success and support program. Students are fully admitted to the University, and pursue their first year of study under the direction of the Advising Services Office. Students who are admitted to GO are required to fulfill terms of an academic support plan that outlines their responsibilities. Students admitted to GO are expected to meet the requirements of their academic support plan within their first 30 credit hours.

To achieve transition to regular status, the student must complete the minimum college readiness requirements of the University as well as successfully complete a minimum 12 credit hours of 100-level coursework (including College Writing), complete a learning strategy and decision-making course, and have a minimum grade point average of 2.0. Transition to regular status prior to completion of 12 credit hours may be approved if the student earns an exceptional grade point average. The student's assigned academic advisor will assist in completing the transition.

All applications are considered for regular admission to the University. As part of

the review process, the Undergraduate Admission Committee will determine which applicants are to be offered admission to GO.

English Language Bridge Program Students applying to the University who meet regular admission requirements but whose TOEFL scores fall below the required level may be eligible for admission to the University through the English Language Bridge Program offered through the ESOL Department. For further information on the English Language Bridge Program contact Bart Weyand, program director, 101 Payson Smith Hall, Portland.

Intensive English Language Program with Conditions The Intensive English Language Program with Conditions is for students whose first language is not English and who are seeking admission to USM. Students are considered for this program if they are academically qualified, may or may not have taken the TOEFL exam and still need a semester or two of English language instruction. Students will be admitted with the condition that they successfully complete at least one semester of Intensive English courses prior to enrolling in other courses offered at USM. For further information on the Intensive English Language Program with Conditions contact the program director located in 101 Payson Smith Hall, Portland.

Enrollment as a Non-matriculated Student The University encourages members of the local community to take advantage of its diverse course offerings. Non-matriculated students (those not enrolled in a degree program of study) may take regular credit courses for self-interest and enrichment. Non-matriculated students are enrolled each semester on a space-available basis and are not eligible for student financial aid awards, guaranteed student loans, veterans' benefits, campus housing, or participation in intercollegiate athletics. Interested persons are invited to contact Advising Services, Payson Smith Hall in Portland for further information.

Non-matriculated students are required to meet the same academic progress standards as matriculated students. In order to apply credits earned at the University of Southern Maine to a degree, the student must be admitted into a degree program as a result of the application process.

Readmission Matriculated degree candidates maintain their matriculation status for ten calendar years from the first semester of attendance at the University of Southern Maine. If a student has been academically dismissed from the University or if a student wishes to resume studies after the ten-year period has elapsed, she or he must apply for readmission. Readmission applicants should contact the Office of Undergraduate Admission for the proper forms. The Reactivation/Readmission application is available at the following Web site: www.usm.maine.edu/admit/howtoapply.html.

Transfer Admission

Applicants who have attempted 12 semester hours of credit or more beyond the secondary school level are considered transfer students and must submit official copies of collegiate and secondary school records. SAT or ACT test results are required for students who have been graduated from high school for less than three years. Transfer candidates who have previously completed ten or more courses (30 credits) at the time of application may forego submitting standardized (SAT or ACT) test scores. *Quality points and grade point average do not transfer.*

Students applying for transfer from regionally accredited institutions of higher education must have a grade point average of at least a 2.0 (on a 4.0 scale) to be considered for admission. Some academic programs require higher grade point averages. Transfer credit may be awarded for coursework completed at a regionally accredited institution of higher education. Courses graded C- or higher are considered for transfer credit.

Students applying for transfer from non-regionally accredited institutions of higher education must have a minimum 2.75 grade point average (on a 4.0 scale) to be considered for admission. No transfer credit will be awarded for coursework completed at non-regionally accredited institutions of higher education. Under special circumstances, students may, in individual cases, petition the dean of the appropriate school or college for consideration of coursework earned from institutions that were candidates for accreditation.

From Within the University of Maine System Trustee policy is to provide the maximum opportunity for transfer within the University of Maine System. When a student is accepted for transfer, all undergraduate credits successfully completed with a grade of C- or better at any unit of the University System will be transferable to any other unit of the University System, but will not be automatically applied to the specific academic degree program to which the student has transferred. Each student will be expected to meet the established requirements of the academic program

into which transfer is made, and appropriate application of transfer credit is to be the responsibility of the particular academic unit.

University of Maine System Transfer Practices

Generally, course grades do not transfer from institution to institution. Semester and cumulative grade point averages reflect only those courses taken at the home institution. Exceptions to this policy are approved by the vice chancellor for Academic Affairs. Students in external degree programs and/or those taking courses at distant sites and centers should inquire about any exceptions which may apply.

Grades of C- or better in courses taken within the University of Maine System and accepted for transfer credit will be recorded on the student's transcript although not computed into the cumulative grade point average.

All undergraduate courses successfully completed with a C- or better at one University of Maine System institution will transfer to another.

Each student must meet the established requirements of the academic program or college into which she or he is transferring. Transfer credits do not necessarily count toward such requirements.

Transfer students must consult the individual institution catalog to determine requirements regarding the number of degree credits that must be taken through the degree-granting institution.

Transferring students will be expected to provide official transcripts reflecting all previous postsecondary coursework.

Each accepted transfer student will receive a written evaluation of transfer credit. The transfer student should then meet with program faculty/advisors at the receiving institution to review how the transfer credit will be applied.

Course credit will be transferred only for coursework delivered by regionally accredited institutions, through AP or CLEP, or through life experience (i.e., prior learning or other learning such as military training, etc.) when validated through the approved campus processes.

Course credit from international institutions will be accepted for transfer consistent with established institutional policies.

If a student disagrees with a decision made in regard to the transfer of his or her credits from one institution to another, the student may appeal through the regular academic appeals process at the receiving institution.

Transfer Credit Evaluation

Evaluation of Transfer Credits Undergraduate coursework completed at other institutions of higher education will be evaluated for transfer credit on the basis of the following: whether or not the previous institution was regionally accredited at the time of attendance; grades achieved in previous coursework; comparability of courses taken with courses at the University. Courses for which credit is awarded through another institution's credit by examination policy may be granted transfer credit provided both earned credits and grades appear on the transcript and the course is applicable to the student's work at this University. The applicability of transfer credits to USM's Core curriculum and to a student's intended major field of study shall be determined by the Transfer Affairs Office in conjunction with the appropriate academic department, school, or college. Transfer evaluations are assumed to be correct if a student does not direct questions to or enter an appeal with the Transfer Affairs Office within one year of the completion of the evaluation. At that time, the evaluation becomes permanent and will not be changed.

Maine Community College Articulation Agreements

The University of Southern Maine has formal articulation agreements in certain academic disciplines with the Maine Community College System. In addition, USM participates in AdvantageU, a guaranteed admission program for qualified Maine Community College students who elect to participate. These agreements facilitate transfer to USM for graduates from specific associate degree programs. For more information, students should contact either the academic department at USM to which transfer is being considered, or the USM Transfer Affairs Office.

Placement Exams

Placement Examination Program SAT and ACT scores (if not more than five years old) are used for course placement in mathematics and English. All newly admitted degree candidates whose SAT mathematics score was below 550 or ACT mathematics score was below 22 must take the placement examination. Newly admitted students with SAT or ACT scores that are five years or older must take the placement examination. Students who transfer credits from another institution may

meet college readiness in mathematics and English as determined by the Transfer Affairs Office. Non-matriculated students are encouraged to take the placement examination and should contact the Office of Academic Assessment for details. For more information on the Placement Examination Program, go to www.usm.maine.edu/assessment. NOTE: Placement exams will not be used in place of SAT/ACT results for admission purposes.

Prior Learning Assessment

The Office for Prior Learning Assessment (PLA) believes that students should be rewarded for knowledge acquired outside the traditional classroom if it fulfills the academic criteria set forth and evaluated by the USM faculty.

PLA is a process that builds a bridge between students' practical, applied learning experiences and their theoretical, college-level knowledge. There are several pathways across this bridge: testing options, credential reviews, military evaluations, and academic portfolio development, paving the way to academic credit where appropriate. Proof of competency rests with the student. Transcripts older than twenty years cannot be used for credit.

For further details regarding credit options, students should contact the Office for Prior Learning Assessment at www.usm.maine.edu/pla.

Advanced Placement The University participates in the Advanced Placement program (AP) of the College Board. AP exams are given in secondary schools. For credit consideration at USM, an official AP transcript and a minimum score of 3 are required.

International Baccalaureate The University recognizes IB and is committed to considering credit for students who score 5 or better on the Higher Level exams. No credit is offered for Standard Level IB exams. An official score transcript must be sent from the IB Organization to the Office for Prior Learning Assessment for evaluation.

Standardized Examinations College Level Examination Program (CLEP) and DANTES exams are used for either course-equivalency or elective credits. For credit consideration at USM, an official transcript must be submitted and cut-off scores must be achieved. Several Excelsior College exams are also recognized for credit. PLA also offers credit for 50 language exams through the NYU external testing program. For more information on all these options, visit the PLA Web site at www.usm.maine.edu/pla.

Academic Portfolio Assessment Program The academic portfolio is a formal collection of evidence in support of a person's claim for college credit. The process is reflective and challenging yet rewarding. To earn course equivalency credit or elective credit with an academic department through portfolio assessment, the candidate's documentation must prove understanding and learning competency, subject to evaluation by appropriate faculty. Academic portfolio assessment may also be used to earn general elective credit, which can be earned regardless of one's academic major. Applicability of credits toward meeting graduation requirements varies by school and college within the University.

Credential Review Credential review requires original and current documentation for individualized learning situations, submitted for college credit, reviewed by appropriate USM faculty or in consultation with national guidelines. All credentials are considered on a case-by-case basis. PLA reviews professional certifications, educational and training courses, and certain college-level experiential learning that may have earned selected licenses, certificates, and/or credentials for organizations outside the University.

Credit for Military Service Students who have been active members of the armed services may qualify for credit based upon American Council on Education (ACE) guides. Official service documents are required for credit consideration.

Challenge Examination Program Challenge exams may be developed individually by faculty members for USM students in coordination with the Office for Prior Learning Assessment. These exams are used selectively and may result in the student earning equivalency course credit.

Preprofessional Programs

Pre-Law There is no specific course of study required of students who are planning to apply to law schools. Since the practice of law covers all fields, the only recommendation that law school admissions officers give to students is that they pursue challenging courses in areas of interest to them and that they do well in these

courses. Participation in an honors program definitely enhances a student's admission as does a well-written senior thesis or an independent study.

- a) Students must be able to write clearly. They should take upper level, writing intensive courses in English or other fields.
- b) Students must be able to think clearly and critically. Courses in philosophy, science, and language will be helpful.
- c) Students should understand the social and political context within which the law exists. Courses in sociology, history, and political science are appropriate.
- d) Students may wish to take substantive courses in the law and in legal reasoning. Courses in law and society, civil liberties, civil rights, constitutional law, business law and the rule of law—some of which are offered as undergraduate courses by professors from the University of Maine Law School—may be of interest.

Students who are interested in law should be advised that their overall academic record and performance on the LSAT are much more important than a specific undergraduate major for law school admission.

Students should meet with USM's pre-law advisor early in their undergraduate careers to discuss the legal profession and design a path to law school admission. Students should also become active members of USM's Pre-Law Society. For more information, contact Larry Bliss at (207) 780-4199 or e-mail bliss@usm.maine.edu.

Pre-pharmacy Program A two-year, non-degree program of study is offered to prepare students to apply to a four-year doctoral program in pharmacy (a 2+4 program). Most schools and colleges of pharmacy require 60-75 credits in their two-year pre-pharmacy phase, depending on the number of general education credits required. Individual programs vary in the general education courses they require, e.g., economics, social science, humanities, and fine arts, so students should consult those programs accordingly. The pre-pharmacy concentration is a time-intensive program that students will need to commit to upon entering the University. Students are encouraged to take summer courses to reduce the number of credits taken each semester. If students choose not to take summer courses, they should consider extending the program to three years. If they do well in this program of study, they will be competitive with students from other universities applying for entry into professional pharmacy programs. If students decide not to transfer after two years, they will be well along the path toward earning a B.S. in biology degree. For further information contact Patricia O'Mahoney-Damon, 221 Science Building, Portland.

Pre-Medical, Pre-Dental, Pre-Veterinary USM, like most universities, does not have a major in pre-medical, pre-veterinary, or pre-dental studies. USM offers a degree in biology with a concentration in human biology. By completing the concentration in human biology a student will have completed all the required courses for admission to professional school and many of the recommended courses. Pre-veterinary students should complete the general biology degree. Most students who are accepted in a professional school majored in biology or zoology as undergraduates. However, a student does not have to major in science to be accepted to medical, dental, or veterinary medicine school. Approximately one-third of all students accepted to professional schools took the required science courses as electives while pursuing their undergraduate degrees in non-science fields.

Every undergraduate course taken is important regardless of its subject area. Admissions officers in professional schools pay particular attention to the overall academic record and performance on entrance exams when evaluating a candidate's application for admission.

It is also important to have experience in the field of medicine. Most veterinary schools require some type of animal care experience, e.g., volunteer work in an animal hospital. Many medical schools require some type of patient-care experience (EMT, volunteer work in an emergency room).

- As minimum entrance requirements, most professional schools recommend:
- 1 year of college biology with lab (BIO 105K, 106K; BIO 107, 108)
 - 1 year of inorganic chemistry with lab (CHY 113K, 114K; CHY 115, 116)
 - 1 year of organic chemistry with lab (CHY 251, 252; CHY 253, 254)
 - 1 year of physics with lab (PHY 111K, 114K or PHY 121K, 114K)
 - 1 semester of mathematics (statistics recommended)

Some recommended courses are:

Psychology (PSY 101J)
Genetics (BIO 301)
Microbiology (BIO 311, 312)
Comparative or Human Anatomy (BIO 205 or 211/212)
General or Human Physiology (BIO 401/402)
Human Anatomy and Physiology. (BIO 111)

For more information, please contact Patricia O'Mahoney-Damon, (207) 780-4263, or pato@usm.maine.edu.

New England Regional Program

In cooperation with the New England Board of Higher Education (NEBHE) the University offers undergraduate and graduate programs of study at reduced rates of tuition to qualified candidates from the New England states. Because the listing of programs varies from year to year, candidates should check the most up-to-date listings. The following schedule represents the fields of study available at the University in the New England Regional Student Program for 2009-2010. The 2010-2011 listing will be available during the spring of 2010. Further information is available through a guidance counselor or NEBHE at 45 Temple Place, Boston, Massachusetts 02111.

Undergraduate Programs

Athletic Training	RI
Criminology	NH, RI
Environmental Safety and Health	CT, NH, RI, VT
Health Fitness	VT
Industrial Technology	RI, VT
Linguistics (including concentration in American Sign Language)	CT, VT
Musical Theatre	MA
Natural and Applied Science	CT, VT
Recreation and Leisure Studies	MA, RI, VT

Graduate Programs

See listing in Graduate Catalog at www.usm.maine.edu/catalogs/graduate.

Immunization Requirement

Maine State law requires all individuals born after December 31, 1956, who plan to enroll in a degree program or plan to take 12 or more credits, to show proof of immunity against measles, mumps, rubella, diphtheria, and tetanus before registering for classes. Immunization records must be on file with University Health Services before students will be allowed to register for classes.

Specific information about immunization requirements can be found at www.usm.maine.edu/health.

E-mail Communication Policy

In order to meet the academic and administrative needs of the University community, the University has established e-mail as an official and primary means of communication to its students, accepted and/or enrolled. In some cases, e-mail may be the only form of communication. Official University assigned e-mail accounts are created for all accepted and/or enrolled students usually in the form of `FirstName.LastName@maine.edu`. Students are responsible for reading all information sent to them via their University assigned e-mail account. The University has the right to expect that such communications will be received and read in a timely fashion.

It is imperative that students understand that a majority of University information will be communicated to them via their University assigned e-mail account. Confidential information will not be sent via e-mail. If the University needs to convey sensitive information to the student and the information cannot be conveyed using the password protected student self-service venue, the University will send the information via United States Postal Service.

The University reserves the right to notify students via e-mail when any action on the students' part may be necessary. Some actions can be accomplished using the University's Student Information Systems that are made available through special password-protected links. Students should activate their assigned e-mail account at mail.maine.edu. For assistance in activating your University Account, visit www.usm.maine.edu/computing/networking/unet.jsp or contact the HelpDesk at (207) 780-4029, or Helpdesk@usm.maine.edu. The complete E-mail Communication Policy can be found at www.usm.maine.edu/doiit.