

Dearborn's Goals for the Undergraduate Experience was completed in 1993; a new fiber optic cable was laid for a campus computer network, with the Director of the Mardigian Library being given oversight of Information Technology Services; and, after a self-study (1991-93) using the campus's strategic plan as the focus, UM-Dearborn was officially reaccredited by the North Central Association in March 1994.

After Chancellor Wilson resigned in the summer of 1992, Dr. James C. Renick was appointed as the fourth chancellor of UM-Dearborn in January 1993. As one of his first responsibilities, he solidified the capital campaign and established a goal of \$24 million over four years (1992-1997). Chancellor Renick emphasized the importance of making UM-Dearborn a fully "interactive campus" with the southeastern Michigan community it serves.

Several other important developments took place in 1993 and early 1994: 1) a new set of Campus Bylaws was instituted which provided for a Faculty Senate for the first time in the campus's history; 2) approval by the State Legislature of capital outlay for a new building to house faculty offices, general purpose classrooms, and a 350-seat multi-purpose auditorium; 3) institution of a new Engineering Management degree in 1993, administered jointly by the Schools of Engineering and Management; 4) implementation of a new, second-generation automated library system (WIIZARD) which substantially increases faculty and student access to local, regional and national bibliographic databases.

The University purchased the facility now known as Fairlane Center North and South from Ford Motor Company. In January 2004, the Schools of Education and Management completed their move into Fairlane Center South. SOE and COB courses were offered in this new location starting Winter 2004. The Computer and Information Science Department will occupy the space vacated by SOE and the Department of Social Sciences together with other administrative offices will move into the former School of Management building, now called the Social Sciences Building.

Under Chancellor Little, the strategic planning effort initiated by Renick was continued. The campus community reaffirmed its intention to pursue doctoral programming, to explore the possibility of on-campus housing, to review undergraduate programs and to focus attention on diversity. The most recent self-study for continuing accreditation by the Higher Learning Commission (formerly the North Central Association) focused on each of these areas and provided summaries of the current status of each of these ongoing efforts. UM-Dearborn was accredited for ten years in 2004 and was authorized to offer doctoral programming.

In 2009, UM-Dearborn welcomed its fourth Provost and Vice Chancellor for Academic Affairs, Dr. Catherine A. Davy. Two new buildings, the Science Learning and Research Center (just west of the Science Building) and the Institute for Advanced Vehicle Studies will be operational.

Source of information up to 1984: *A Gift Renewed*, written by Professor Elton D. Higgs.

Accreditation

The University of Michigan-Dearborn is fully accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools. Accreditation has also been awarded to various UM-Dearborn engineering programs by the

Accreditation Board of Engineering and Technology, Inc. AACSB, the Association to Advance Collegiate Schools of Business has accredited programs in the College of Business. The School of Education is a member of the American Association of Colleges for Teacher Education, the Michigan Association of Colleges for Teacher Education, and the Teacher Education Council of State Colleges and Universities. In 2001 its certification programs were approved through the periodic review of the Michigan Department of Education.

For information regarding the accreditation status of the University, either of the following may be contacted:

The Higher Learning Commission
North Central Association of Colleges and Schools
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1413
(800) 621-7440
ncahigherlearningcommission.org
or
University of Michigan-Dearborn
Office of the Provost
1080 Administration Building
Dearborn, MI 48128-2406
(313) 593-5030

Some degree programs are certified by professional organizations.

Admissions

Office of Admissions and Orientation
4901 Evergreen Road
1145 University Center
Dearborn MI 48128
313-593-5100
313-436-9167 [FAX]
admissions@umd.umich.edu
umd.umich.edu/futurestudents

Campus Visits/Tours

Visiting campus is the best way to explore what we offer you! The Office of Admissions and Orientation offers multiple visit options. Choose the one that best fits your schedule by visiting our website at umd.umich.edu/visit.

Campus Visits

- **Go Blue Friday:** A special all-inclusive visit for high school students
- **Transfer Advantage:** Designed especially for students interested in transferring.
- **Daily Campus Tours:** Forty-five minute walking tours are given by current students at various times throughout the week. Call 313-593-5100 to make a reservation.
- **Individual Appointments:** If you prefer a one-on-one meeting with an admissions counselor, appointments are available Monday through Friday. Walk-in counseling is available on most Saturdays.
- **Group Visits:** Group visits (10 or more students in 8th grade or above) can be arranged to include an Admissions informational session and a 45-minute walking tour led by current students. Other campus offices are available to provide information by request. Please request a group visit at least two weeks in advance. A request form is available online at umd.umich.edu/visit.

Degrees Offered

The following undergraduate majors and other fields of concentration offered at UM-Dearborn are shown with the degree designations to which they normally lead:

Key

Bachelor of Arts.....	AB
Bachelor of Business Administration	BBA
Bachelor of General Studies	BGS
Bachelor of Science	BS
Bachelor of Science in Engineering.....	BSE
Accounting.....	BBA
American Studies.....	AB
Anthropology.....	AB
Art History.....	AB
Behavioral Sciences.....	AB
Biochemistry.....	BS
Bioengineering	BSE
Biological Sciences.....	BS
Chemistry (A.C.S. Certified).....	BS
Chemistry (Instructional).....	BS
Children & Families	BGS
Communication	AB
Computer and Information Science (Computer Science).....	BS
Computer and Information Science (Information Systems).....	BS
Computer Engineering.....	BSE
CIS Mathematics (Dual Degree only).....	BS (CIS Math)
Criminal Justice Studies	AB
Early Childhood Education	
Elementary Certification.....	AB, BS
Earth Science	BS
Economics	AB
Electrical Engineering	BSE
Elementary Certification.....	(Certification Only)
Engineering Mathematics (Dual Degree only)	BSE (Math)
English.....	AB
Environmental Science.....	BS
Environmental Studies.....	AB
Finance	BBA
French Studies	AB
General Business	BBA
General Studies.....	BGS
Health Policy Studies.....	AB
Hispanic Studies	AB
History	AB
Human Resource Management.....	BBA
Humanities.....	AB
Industrial and Systems Engineering.....	BSE
Information Technology Management.....	BBA
Integrated Science.....	BS
International Studies	AB
Language Arts	AB, BS
Elementary Certification	
Liberal Studies.....	AB, BS
Management	BBA
Manufacturing Engineering	BSE
Marketing	BBA
Mathematics	AB, BS
Mathematics Studies	AB, BS
Elementary Certification	
Mechanical Engineering	BSE
Microbiology	BS
Philosophy	AB

Physics	BS
Political Science	AB
Psychology.....	AB
Science Studies.....	AB, BS
Elementary Certification	
Secondary Certification.....	(Certification Only)
Social Studies	AB, BS
Elementary or Secondary Certification	
Sociology	AB
Software Engineering.....	BS
Special Education.....	AB, BS
Supply Chain Management.....	BBA
Urban and Regional Studies.....	AB
Women's and Gender Studies	AB

Undergraduate Certificate Programs

African and African American Studies Certificate
 Geographic Information Systems (GIS) Certificate
 Medical Sciences Certificate
 Public Relations Certificate
 Women's and Gender Studies Certificate
 Writing Certificate

Freshman Student Admission

ADMISSION PROCEDURES

UM-Dearborn welcomes applications from prospective freshmen. The admission of all students is on a selective basis; admissions officials consider many factors in reaching individual decisions for admission.

Sources of information used in evaluating a candidate's qualifications include the secondary school record (GPA, rigor of curriculum and trend of grades), comments of the secondary school counselor or principal, scores achieved on either the Scholastic Aptitude Test (SAT) or the American College Test (ACT), and any evidence of special abilities.

Freshmen are expected to present a final official high school transcript as proof of graduating from an accredited high school or preparatory school. The requirement of high school graduation may be waived for adults, provided there is evidence that they are likely to be successful at the University. This evidence will in most cases take the form of the General Educational Development (GED) test results. The minimum GED test score for admission consideration is 550.

APPLICATION DEADLINE

It is recommended that students apply for admission online and are eligible to do so as soon as they complete their junior year in high school.

The application deadline for preferred scholarship consideration is December 15 of the student's senior year in high school. The official application deadline date for any semester is the first day of class of that semester.

The application fee is \$30. If you apply online (umd.umich.edu/apply), the application fee is waived and you can check your application status online. Paper applications may also be obtained in the Admissions Office, online, by writing to the Office of Admissions and Orientation, University of Michigan-Dearborn, 4901 Evergreen Road, Dearborn, Michigan

48128-2406 or calling 313-593-5100. If you submit a paper application, you must include payment (check or money order) for the \$30 non-refundable application fee.

Official high school transcripts are needed at the time of application for freshman admission to UM-Dearborn. Students seeking admission to UM-Dearborn from other institutions of higher learning must also submit official transcripts of all previous coursework. Official corrections made to transcripts by previous schools, whether high schools, colleges, or universities, must be submitted to the University no later than six months after the first day of classes. Students whose transcripts are not received will have a hold placed on their student account which prevents course registration for future semesters.

The Admissions counseling staff welcomes the opportunity to meet prospective students. Appointments should be arranged in advance by calling the Office of Admissions and Orientation at 313-593-5100.

ADMISSION REQUIREMENTS

Students interested in enrolling at UM-Dearborn should have completed the Michigan Merit Curriculum as established by the State of Michigan. Students graduating from a high school outside of Michigan should pay close attention to the requirements listed below.

A strong high school background in basic academic subjects is important in a student's preparation for college study. The following college preparatory high school curriculum should be followed:

College Preparatory English: Minimum four years required.

Mathematics: Minimum four years required (at least two years must be in college preparatory mathematics).

Biological and Physical Sciences: Minimum three years required with four years recommended.

History and Social Sciences: Minimum three years required.

Foreign Language: Minimum two years strongly recommended.

Computer Science: At least one semester is required; one year recommended.

Electives: Additional work in any subjects offered for high school credit to bring the total for the four high school years to the equivalent of at least 15 units.

SPECIAL RECOMMENDATIONS

Students who intend to pursue their college work in **business administration, computer science, engineering, or physical and natural sciences** are encouraged to include the following subjects in their high school preparation:

Mathematics: Coursework should include two years of algebra, one year of geometry and at least one semester of trigonometry.

Biological and Physical Sciences: Coursework should include one year of chemistry and at least one year of physics or biological science.

Applicants intending to pursue a college program in science or engineering who have not completed the recommended mathematics and chemistry units may still be admitted if they satisfy the general admission requirements. However, they will be expected to establish proficiency in these areas during their freshman year.

TEST REQUIREMENTS

UM-Dearborn requires all prospective freshmen to submit scores from at least one standardized test: the Scholastic Aptitude Test (SAT) or the American College Test (ACT). The student should make certain that the test results are forwarded to the UM-Dearborn Office of Admissions and Orientation (SAT code #1861; ACT code #2074).

The results of standardized achievement tests in specific subject areas are not required as part of the application process. However, all new students enrolling at UM-Dearborn, freshmen and transfers, must take the UM-Dearborn English Composition Examination; the Mathematics Placement Examination must be taken by all new students who plan to take Pre-Calculus or Calculus I. These exams are for diagnostic and placement purposes. Placement exams are normally administered prior to each registration period.

ADVANCED PLACEMENT (AP)

A prospective student who has exhibited outstanding scholarship in a particular subject area and has participated in the College Board's Advanced Placement Program (AP) may be considered for advanced college placement and credit. Such applicants should arrange to have their Advanced Placement Examination reports sent (use our college code of 1861) to the Office of Admissions and Orientation, where they will be reviewed in accordance with the regulations of the various academic departments. Advanced Placement credit will not be granted when the AP Exam is taken after the student's official date of high school graduation. For information on the college credit AP practices, visit umd.umich.edu/advancedplacement.

INTERNATIONAL BACCALAUREATE

UM-Dearborn grants credit to students based on their IB scores. Students who participated in the IB program in high school should request that their scores be provided to the University for evaluation. Scores of 4 and above are considered for credit.

ENROLLMENT DEPOSIT

In order to guarantee a space in the respective semester, a \$50 enrollment deposit should accompany the student's affirmative reply on the Enrollment Verification Form, which is sent to the student at the time of admission. The applicant may confirm at any time. For the fall semester, the deadline for deposit is May 1. Upon registration, this deposit will be applied to tuition/fees for that semester. The \$50 enrollment deposit is not refundable after May 1 for fall semester admitted students regardless of when the deposit is submitted.

For the winter semester, the deadline for deposit is December 1. For the summer semester, the deadline for deposit is April 1. The deposit is not refundable after the deadline dates.

Online payment of the deposit can be submitted at umd.umich.edu/deposit.

BRIDGE PROGRAM

Students denied admission to the University may choose to enroll in the Bridge Program, a partnership with Henry Ford Community College. Students can enroll at HFCC for the first one to two years of college to plan a degree program, earn college credit, and develop the skills and knowledge necessary to succeed in academics. For more information, visit umd.umich.edu/bridge.

Transfer Student Admission

ADMISSION REQUIREMENTS

The requirements for admission to UM-Dearborn depend upon the particular program of study to be followed. Admission is based on preparation, ability, and probability of success. All applicants should be in good standing and eligible to return to their previous institution.

Each of the four academic schools and colleges of the University has its own admission criteria:

CASL	2.50
COB (BBA)	2.70*
CECS	2.75**
SOE	2.75

*Students must also have a 2.70 in the eight specific courses (COMP 105, 280; ECON 201, 202; MATH 113 or 115; BA 100; ACC 298, 299) required for BBA admission.

**Students must also have a 2.75 recalculated math GPA and 2.75 science GPA.

PRE-ADMISSION COUNSELING

Admissions counselors are willing to explain the educational opportunities available at UM-Dearborn to prospective students. It is urged that, whenever possible, persons interested in enrollment arrange a one-on-one appointment. This includes students in college or high school or anyone wishing to return to school.

ADMISSION PROCEDURE

Prospective transfer students are required to submit an application for admission and an official transcript from each college or university previously attended. Failure to list all schools attended on the application may result in revocation of admission. To be considered, official transcripts must come directly from the previous college/university to UM-Dearborn's Office of Admissions and Orientation or must be received in a sealed envelope with the issuing college/university's stamp/signature over the seal. Official corrections made to transcripts by previous schools, whether high schools, colleges, or universities, must be submitted to the Office of Admissions and Orientation within six months of the first day of classes of the term of admission. The prospective student is responsible for contacting each previous school attended to request that official transcripts be sent. While all transcripts are required for admission, only courses taken at an accredited college or university will be considered for transfer to the University of Michigan-Dearborn. UM-Dearborn uses the Transfer Credit Practices published by the American Association for Collegiate Registrars and Admission Officers (AACRAO) as a guideline to determine transferability of courses based on accreditation status and other criteria. A list of accredited U.S. and Canadian colleges and universities can be obtained from infoplease.com/edu/colleges/index.html or from the American Council on Education at acenet.edu/nationalguide/.

The application fee is \$30. If you apply online (umd.umich.com/apply), the application fee is waived and you can check your application status online. Paper applications may be obtained in the Admissions Office, online, by writing to the Office of Admissions and Orientation, University of Michigan-Dearborn, 4901 Evergreen Road, Dearborn, Michigan, 48128-2406 or calling 313-593-5100. If you submit a paper application, you must include payment (check or money order) for the \$30 non-refundable application fee.

When the application and official transcripts have been received, they will be evaluated and the student will be notified regarding admission status.

TRANSFER OF CREDITS

Students transferring to UM-Dearborn from other two- or four-year institutions can use one or more of these resources below to ensure maximum number of transfer credits.

Course Transfer System

The Course Transfer System (CTS) (umd.umich.edu/cts) at the University of Michigan-Dearborn is a valuable resource. While it is not an official credit evaluation, the CTS can serve you in determining the transferability of courses from an accredited Michigan community college or four-year school. The information is always current and reflects courses that potentially transfer to UM-Dearborn, but does not necessarily indicate if or how these courses will be used toward your particular degree program.

Equivalency Tables

Our Equivalency Tables outline how courses by each subject area transfer to the University.

Curriculum Guides

Our Curriculum Guides outline courses that can be applied to specific majors.

TRANSFER HUBS

Students transferring to UM-Dearborn from a community college located in the metropolitan southeastern Michigan area should check out the customized websites for each of the community colleges. These sites can be accessed at umd.umich.edu/hubs.

TRANSFER EQUIVALENCY WORKSHEET

Shortly after admission, a transfer student will receive a Transfer Equivalency Worksheet. This worksheet reflects only the overall hours potentially transferable to UM-Dearborn, but does not necessarily reflect the hours that will be used toward a degree program. An academic advisor will inform the student as to which hours actually fulfill program requirements. The number of hours that apply to a particular program will determine the number of additional UM-Dearborn hours necessary for degree completion.

MAXIMUM TRANSFERABLE CREDITS

Previously Attended Institutions	Maximum Transferable Credit
2Y (only)	62
4Y (only)	75
2Y & 4Y	75 (62 from 2Y, 75 total)
UM (only)	90
2Y & UM	90 (62 from 2Y, 90 total)
4Y & UM	90 (75 from 4Y, 90 total)
2Y, 4Y & UM	90 (62 from 2Y, 75 from 2Y+4Y, 90 total)

Degree-Seeking Student

A student who has been admitted into a regular degree program in an academic unit is called a degree-seeking student. After enrolling, a student may change from one degree program to another by following established procedures, as long as he/she is accepted by the new unit.

Admission granted while the student is enrolled at another institution is conditional and will become final only when the student meets the conditions set forth in the conditional admission letter and upon receipt by the Office of Admissions and Orientation of the final official transcript from the student's former institution(s). It is the student's responsibility to see that the final transcript is provided to the Office of Admissions and Orientation in a timely fashion. **Students will not be allowed to register for subsequent terms until the final transcript has been received.**

Admission to the Honors Program

The Honors Program at UM-Dearborn is designed for qualified, highly-motivated students who want an extra level of challenge and stimulus in their college experience. Honors students take a special sequence of classes that satisfy basic requirements and, at the same time, provide a well-balanced undergraduate education. The program teaches students to think critically and independently, to perceive connections between diverse areas of knowledge, and to express their thoughts clearly and effectively. Honors Program classes are small, enabling students to interact closely with the faculty and each other.

Admission to the program is competitive and is based on the student's interests and experience as well as the high school record. Students eligible to interview for the Honors Program will be contacted to schedule an interview.

Students admitted with distinction (at least a 3.50 recalculated GPA and at least a 25 ACT composite score) will be invited to interview for the Honors Program.

For more information, visit casl.umd.umich.edu/sp_honorsprog.

Personal Enrichment

Personal Enrichment (PE) is an admission status that enables students to enroll in undergraduate courses for the purpose of personal or professional development.

Eligibility

- Students must have already earned a baccalaureate degree and are not seeking an additional undergraduate degree.

Students in this category are subject to the following policies:

- A PE student may enroll for a maximum of 15 credit hours at the University. There is no limit on the number of semesters, but the total number of completed credit hours for all semesters enrolled may not exceed 15.
- A PE student may apply no more than 15 credit hours accumulated at UM-Dearborn to a degree program. Exception is possible only by written permission of the academic dean of the unit to which the student has applied.
- A PE student is limited to enrolling for nine credit hours (not to exceed three courses) in a single four-month term (four hours per half-term).
- A PE student with a grade point average (GPA) less than 2.0 should see the Director of Academic Assistance in the Student Success Center before registering for a subsequent term. The student will normally be put on probation. If academic performance persists below a 2.0 cumulative grade point average (GPA), the student may be required to withdraw from the University.

A Personal Enrichment student will have fees assessed and adjusted by fee regulations identical to those governing regular

matriculated students. All courses taken under PE status are considered part of the undergraduate record.

Students who wish to request additional information should call the Office of Admissions and Orientation at 313-593-5100.

Prospective Degree Student

The Prospective Degree Student (PDS) program provides an opportunity for an individual whose previous high school and/or college work does not qualify for admission as a degree-seeking student to enroll in undergraduate courses.

Eligibility

- Students who are at least five years beyond high school graduation (or beyond last high school attendance for applicants with a GED)

OR

- Students who have completed some college work, and are at least five years out of high school, and have not been enrolled in college for at least two years

Students in this category are subject to the following policies:

- A student may apply no more than 15 credit hours accumulated at UM-Dearborn to a degree program. Exception is possible only by written permission of the academic dean of the unit to which the student has applied.
- A PD student with a grade point average (GPA) less than 2.0 should see the Director of Academic Assistance in the Student Success Center before registering for a subsequent term. The student will normally be put on probation.
- The 15 credit hours, GPA requirement, and prerequisite courses (if any) must be completed within two full academic years.
- Students who earn a GPA less than the academic unit requirement are unable to apply for admission and do not have permission to enroll in any status.
- Students who do not enroll at UM-Dearborn for one year or more and are in good academic standing must reapply by completing a new Prospective Degree Student admissions application.
- A PD student will have fees assessed and adjusted by fee regulations identical to those governing regular matriculated students. All courses taken under PDS status are considered part of the undergraduate record.

Financial Aid Eligibility Limitations

Prospective Degree Students have a special status at UM-Dearborn and are eligible to be considered for financial aid for up to 12 consecutive months before admission to a regular degree program. If a student is not admitted to a regular degree program at the end of the 12 consecutive months, the student is not eligible for additional financial aid.

Students who wish to request additional information should call the Office of Admissions and Orientation at 313-593-5100.

Alumni Enrichment Program

The Alumni Enrichment Program is an opportunity for UM-Dearborn alumni to enhance their education and to provide additional exposure to a variety of subject areas on a non-credit basis. Each alumni's selection of courses will be checked to ensure that the educational-broadening objective of this program is being faithfully pursued.

All courses must be taken on a pass/fail basis.

ELIGIBILITY

This program is available to UM-Dearborn Alumni only. Upon acceptance, students are eligible to elect up to 9 hours per term of undergraduate course work in one or more fields distinctly different from the field in which they earned their bachelor's degree (major or minor).

Undergraduate and graduate alumni from UM-Dearborn may pursue undergraduate courses. They are eligible to participate in the program one full term after graduation has been confirmed. Alumni participants are not eligible if currently enrolled in a degree or certificate program.

Course enrollments will occur on a space available basis. Alumni in this program will also have to meet the regular pre-requisites for any courses they elect. Internship, cooperative education, and online courses are not available to program participants.

ASSESSMENT

A discounted per credit hour charge will be levied as an "enrollment fee." This means that a portion of the tuition will be covered by an Alumni Scholarship. The Alumni Enrichment student will also be expected to pay any fees associated with registration, course elections, and technology.

TO APPLY

Complete an Alumni Enrichment Application and submit it to Enrollment Services. Applications are available in the Office of Admissions and Orientation or online at umd.umich.edu/otheradmission. Once approved and processed students will be allowed to register for classes. For further information, contact the Office of Admissions and Orientation at 313-593-5100.

Undergraduate Certificate Programs

UM-Dearborn offers multiple undergraduate certificate programs that can be completed separately after degree completion. Post degree students (students already holding a bachelor's or master's degree) apply for admission to a certificate program using the College of Arts, Sciences, and Letters Campus Options Program (CASL-COP) application (exception: African American Studies Certificate – see below). For a list of certificates offered, visit umd.umich.edu/cert-programs.

Students currently enrolled at UM-Dearborn apply for a certificate via a "Declaration of Minor/Certificate Form," available in their academic advising office.

Students interested in pursuing the African and African American Studies Certificate should refer to the African and African American Studies website (casl.umd.umich.edu/index.php?id=654401).

Guest Students

A guest student is a regular degree student in good standing at another institution who is admitted to UM-Dearborn for one term only. Such students are admitted by means of a Michigan Uniform Guest Application certified by the home institution. Work completed under such an arrangement is considered to be a part of the student's program elected under the jurisdiction of the home institution.

Guest students are expected to receive academic advising from their

home institution, although guest students are subject to all rules governing course prerequisites. The Guest application deadline for any term is the first day of class of that term.

Guest students may enroll for a maximum of four semesters. A new application is required for each semester they wish to enroll. If a guest student has previously taken classes at UM-Dearborn, the admission decision will also be based on the UM-Dearborn GPA.

If there are prerequisites for any courses elected, the student is required to submit a copy of the home college/university's transcript to verify that all requirements have been fulfilled and receive the necessary overrides prior to registration.

Dual Enrollment Programs

HIGH SCHOOL DUAL ENROLLMENT

Dual enrollment provides an opportunity for public high school students with demonstrated academic potential to enroll in selected UM-Dearborn courses while completing their high school graduation requirements.

The purpose of the program is to supplement and enrich the educational experience by allowing students to pursue course work which otherwise would not be available. Admission as a dual enrolled student is a special non-degree status. Students are expected to complete all graduation requirements mandated by his/her high school. Although students are admitted with a special status, they are granted full privileges of UM-Dearborn students, including use of the library and recreational facilities and the opportunity to purchase student tickets to cultural and athletic events at the University of Michigan. After graduation, admission to a degree program at the University will be granted provided they meet the minimum admission criteria. Dual enrollment students may enroll for a maximum of eight credit hours per semester.

Admission Criteria

- **Seniors:** Students who wish to take college classes during their senior year of high school must have an academic GPA of 3.0 or higher.
- **Juniors:** Students who wish to take college classes during their junior year of high school must have an academic GPA of 3.5 or higher.

To Apply for Admission

Apply as early as possible. The deadline for all documents is **June 15** for the fall semester and **November 1** for the winter semester. No application will be processed until all of the following have been completed and received:

1. The Dual Enrollment application.
2. Course election worksheet (back of the application). Be sure to select alternatives.
3. Calculation sheet (back of the application) signed by your high school counselor or principal.
4. An official transcript (including test scores, if applicable).

Students must submit a new application for each semester they wish to enroll.

Orientation and Registration

Students will be notified of their admission status by the Office of Admissions and Orientation. Admission to dual enrollment status does not guarantee the ability to enroll in the class(es) specified on the application form, but every effort will be made to accommodate the student's request. Information about orientation and registration will be mailed upon admission.

IGNITE DUAL ENROLLMENT

IGNITE, an acronym for *Inspiring Gifted and Nurturing Individuals Through Enrichment*, is a program which has been developed through the combined efforts of local secondary school counselors and principals and the University of Michigan-Dearborn. The objective of the IGNITE program is to provide an opportunity for private, parochial, or home schooled high school students with demonstrated academic potential to enroll in selected UM-Dearborn courses while completing their high school graduation requirements.

The purpose of the program is to supplement and enrich the educational experience by allowing students to pursue course work which otherwise would not be available. Admission as an IGNITE dual enrolled student is a special non-degree status. Students are expected to complete all graduation requirements mandated by his/her high school. Although students are admitted with a special status, they are granted full privileges of UM-Dearborn students, including use of the library and recreational facilities and the opportunity to purchase student tickets to cultural and athletic events at the University of Michigan. After graduation, admission to a degree program at the University will be granted provided they meet the minimum admission criteria. IGNITE dual enrollment students may enroll for a maximum of eight credit hours per semester.

Students are not permitted to enroll in both programs simultaneously; a student will either be an IGNITE applicant or a dual enrollment applicant. If you have questions about the IGNITE program, call the Office of Admissions and Orientation at the University of Michigan-Dearborn, 313-593-5100.

Admission Criteria

- IGNITE applicants must be attending a non-public high school or home schooled, and they must be U.S. citizens or permanent resident aliens.
- **Seniors:** Students who wish to take college classes during their senior year of high school must have an academic GPA of 3.0 or higher.
- **Juniors:** Students who wish to take college classes during their junior year of high school must have an academic GPA of 3.5 or higher.

Scholarships

The IGNITE Scholarship pays half tuition and fees up to a maximum of eight credit hours per term for the fall and winter semesters only. Students do not have to complete a separate scholarship application; their tuition will automatically be adjusted.

Students may take classes during the summer semester, but are responsible for full tuition and fees; no scholarships are awarded for summer semester.

To Apply for Admission

Apply as early as possible. The deadline for all documents is **June 15** for the fall semester and **November 1** for the winter semester. No application will be processed until all of the following have been completed and received:

1. The IGNITE application (no application fee required).
2. Course election worksheet (back of the application). Be sure to select alternatives.
3. An official transcript (including test scores, if applicable).

NOTE: Students must submit a new application for each semester they wish to enroll.

Orientation and Registration

Students will be notified of their admission status by the Office of Admissions and Orientation. Admission to IGNITE dual enrollment status does not guarantee the ability to enroll in the class(es) specified on the application form, but every effort will be

made to accommodate the student's request. Information about orientation and registration will be mailed upon admission.

All dual enrollment applications can be found online at umd.umich.edu/otheradmission/.

Readmission

An undergraduate student (that is, a candidate for a bachelor's degree) who does not register for any courses at UM-Dearborn during a 12-month period must be formally readmitted in order to resume studies at UM-Dearborn. Such a readmitted student is then governed by the current *Catalog*.

Some instructional units at UM-Dearborn may have more stringent regulations. It is the obligation of students who leave the University for an extended period of time to acquaint themselves with the specific requirements of their instructional unit.

Since all *I* and *X* marks are permanently changed to *IE* and *XE* after six months, a readmit may not petition to make up *I*'s or *X*'s on his/her prior record.

Courses taken at other campuses will not count automatically toward graduation. Students must receive prior written permission from their academic unit to take specific courses elsewhere; otherwise, such courses may be rejected by the unit as credits toward a UM-Dearborn degree.

Readmitting students complete a Readmission Form available to download at umd.umich.edu/ddc and submit it directly to the academic unit in which they wish to enroll. Readmitted students are subject to the requirements in effect at the time of readmission. If students want to change their program of study, they should contact the academic unit of the program to which they would like to change.

DEFERRING ADMISSION

Students may defer admission up to one year. After that, a new admissions application must be submitted.

To defer admission, students complete an Admission Information Change Form available to download at umd.umich.edu/ddc and must disclose if there will be any enrollment at another school prior to the new deferred semester. Failure to disclose this information may result in the revocation of admission.

Teacher Certification

The School of Education at UM-Dearborn can assist qualified persons who hold a bachelor's degree from an accredited institution to pursue a program of study leading to a recommendation for a Michigan Provisional Teaching Certificate-Elementary (COE) or Secondary (COS).

Michigan Tests for Teacher Certification (MTTC) are required for both admission and for certification.

Admission to these programs (COE and COS) requires a cumulative GPA of 2.75 or higher on a 4.0 scale. In addition, a GPA of 2.75 is required in the chosen teaching Major (M) and teaching minor (m) (see Major/Minors for Elementary Certification or Majors/Minors for Secondary Education). Once admitted, the 2.75 must be maintained in all areas.

Applications and additional information are available by calling 313-593-5090.

Second Degree

Applicants must submit the Undergraduate Application for Admission and Scholarships and meet the same admission requirements as transfer students. Each of the four academic schools and colleges of the University have their own admission criteria:

CASL	2.50
COB (BBA)	2.70*
CECS	2.75**
SOE	2.75

*Students must also have a 2.70 in the eight specific courses (COMP 105, 280; ECON 201, 202; MATH 113 or 115; BA 100; ACC 298, 299) required for BBA admission.

**Students must also have a recalculated 2.75 math GPA and 2.75 science GPA.

Refer to the Transfer Student Admission section for additional information.

Retired Persons Scholarship Program

The Retired Persons Scholarship Program (RPSP) offers retirees the opportunity to attend classes alongside traditionally-aged students. The integration of younger students and older students into the mainstream academic curriculum bridges the generational gap. A limited number of Retired Persons Scholarships for undergraduate and graduate study are available at the University of Michigan-Dearborn.

Prospective students are required and expected:

- to have reached their 60th birthday prior to the semester of their first registration under this program.
- to have graduated from high school and have the potential to succeed at college-level studies as demonstrated in an interview in the Retired Person Scholarship program (RPSP) Office. Appropriate education, career or life experience will be given special consideration.
- to be a "retired person" -- to have no current career or employment.
 - For more information visit casl.umd.umich.edu/rpsp. Applications are available at umd.umich.edu/ddc, select CASL Campus Options Program, or by writing to:

Retired Persons Scholarship Program

2200 Social Sciences Building
University of Michigan-Dearborn
4901 Evergreen Road
Dearborn, Michigan 48128
313-593-1183

International Admission

All students must complete the Application for Undergraduate Admission. A \$30 application fee is required of all students (\$75 for those who will be studying on an F or J visa).

Application deadlines for students residing outside the U.S.:

	Undergraduate	Graduate
For the fall semester	July 1	April 1
For the winter semester	November 1	August 1
For the summer semester	March 1	December 1

You may submit your application first, and send additional materials afterwards. All correspondence must be in English, and must contain the full name of the applicant with the family surname underlined. Once the application has arrived, applicants will be notified of any missing items. Applications will not receive a final evaluation until all required materials have been received.

PROOF OF STATUS

Students who are not U.S. citizens must provide proof of their current status in the U.S. Please refer to the appropriate category below.

U.S. Permanent Residents

Submit a photocopy of the front and back of the Permanent Resident Alien Registration Card (green card). For students who have been approved but have not yet received their Green card: send a photocopy of the identification page of the passport (name and photo), and a copy of the passport page containing the I-551 stamp. If not available, submit a copy of "Notice of Action" (indicating a pending change in status) or an official letter from an attorney.

F-1 Visa Students

If you are already in the U.S. studying on an F-1 visa, you must submit a copy of your current I-20 form (front and back), a copy of your I-94 card, and a copy of the F-1 visa page of your passport. Students currently outside the U.S. who plan to obtain an F-1 visa from abroad for use in entering the U.S. should write "plan to obtain F-1" in the "Type of Visa" section on the application.

Other Visa Students, Refugees, and Asylees

If you are currently in the U.S. as a refugee, asylee, or on a temporary visa other than the F-1 student visa (such as F-2, B-2, H-4, etc.), you must provide a copy of the identification page of your passport (name and photo) and a copy of the page containing the stamp which indicates your status in the U.S. If you wish to change to F-1 status as you begin attending UM-Dearborn, please indicate this on your application.

Special Information for Canadians

- If you are a Canadian residing in the U.S. during your full course of study (12 or more credit hours), you must submit all documentation to the Admissions Office as if you were applying for an F-1 visa. An I-20 will be issued for the duration of the program of study.
- If you are a Canadian residing in Canada, you need to submit a financial document showing support for one semester. A Commuter I-20 will be issued for one semester at a time. Commuter Canadian Students do not receive all of the F-1 benefits.
- All Canadian students present the I-20 and other documents (i.e. passport) at the border, but they do not need to apply for a visa. The border will issue an I-94 document.

ACADEMIC RECORDS

Translations

Translations are required for all documents not originally in English. These translations are the responsibility of the student and must be complete, word-for-word, and in the same format as the original document. You must submit both the original document and the translation to the Office of Admissions and Orientation.

High School Records

All freshmen must submit official transcripts for all years of secondary school work completed (U.S. and abroad). If your secondary school work has been completed in a country which has national standardized examinations, you must also submit official certificates showing results of these examinations (“O” or “A” levels, Baccalaureate, Standard X and XII, etc.).

Transfer students must provide proof of secondary school completion (diploma, final transcript, leaving certificate, examination certificate, etc.), but are usually not required to provide records from all years of secondary school. However, you must provide complete records if you have attended college for less than one year of full-time study.

College and University Records

Transfers must have official transcripts sent to the Office of Admissions and Orientation from all post-secondary institutions attended. Notarized copies may be acceptable from institutions outside the U.S. (if originals are typically difficult to obtain).

If you have attended college or university outside the U.S., you must also submit transcripts from **all** post-secondary institutions you have attended outside the U.S. to one of two evaluation services:

- Educational Credential Evaluators (ECE) for a course-by-course evaluation (www.ece.org)
- World Education Services (WES) for a course-by-course evaluation (www.wes.org)

Please also send a copy of these records (and translations) to the Office of Admissions and Orientation for your file, as requested above. ECE requires that you also submit records from your last year of secondary school along with your college or university records.

If you are admitted and enroll as a degree-seeking student at UM-Dearborn, we will reimburse you for \$100 of the cost of this evaluation by making a credit to your student account at the end of the drop-add period of your first term of enrollment at UM-Dearborn. We will not reimburse for the extra rush service fee, so it is important that you start the evaluation process well in advance of your intended starting term at UM-Dearborn. Requests for reimbursement must be made in writing within 30 days of the start of the term to the Office of Admissions and Orientation.

ACADEMIC REQUIREMENTS FOR INTERNATIONAL ADMISSION

This section concerns grade-point average (GPA) and course/curriculum requirements. All first-year applicants must take either the SAT I or the ACT, AND a language proficiency test. See Sections “Requirements For Standardized College Entrance Examinations” and “English Language Proficiency Requirements” for details.

Freshman Academic Requirements

Freshmen who have attended secondary school abroad are expected to meet the same general admissions requirements as U.S. students.

1. You must have earned a U.S. high school diploma or the equivalent secondary school completion credential in your country, by the time you would enroll at UM-Dearborn. Freshmen usually apply during their last year of secondary school. Any offer of admission is conditional upon successful completion of the secondary school program

before enrollment at UM-Dearborn.

2. You must have pursued a general academic (non-vocational) program of study. Solid preparation in the traditional academic college-preparatory subjects is required (English, mathematics, science, social studies).
3. You must have maintained above-average grades throughout your secondary school studies. Admission is competitive, and to be a strong candidate for admission, grades received should be equivalent to an overall GPA of 3.0 on a 4.0 U.S. scale. If you complete your secondary schooling abroad, please contact the Office of Admissions and Orientation for information on the credential and level of performance which would be acceptable for admission.

Transfer Academic Requirements

The Office of Admissions and Orientation will evaluate transcripts from all institutions attended as well as ECE or WES evaluations for foreign schools. Transfer students must have completed 24 transferable credits. If you are applying with fewer than 24 transferable credits, complete high school records including ACT or SAT scores will be required.

General academic requirements for each unit are listed below. You should contact the Office of Admissions and Orientation as early as possible in your academic career to be certain that you are completing courses that will not only transfer, but also count toward specific admission and/or graduation requirements at UM-Dearborn. All GPA requirements are given using the 4.0 U.S. scale.

All transfer applications are reviewed on an individual basis, and if you do not meet the stated requirements for your desired unit, it is suggested that you discuss your situation with an admissions counselor. Call 313-593-5100 to schedule an appointment.

- College of Arts, Sciences, and Letters
Required GPA: 2.50
- College of Business
Required GPA (BBA): 2.70
- College of Engineering and Computer Science
Required GPA: 2.75
Other requirements: Specific math and science GPAs will be recalculated: 2.75 is required for each.
- School of Education
Required GPA: 2.75

If you do not meet the GPA requirement for the College of Business, College of Engineering and Computer Science, or the School of Education but you do meet the requirement for the College of Arts, Sciences, and Letters (CASL), you may be admitted to CASL, then apply to join your desired program after you have completed additional courses and raised your GPA to the required level. Students should also be aware that there are limits to the number of transfer credits each unit will accept, and should contact the Office of Admissions and Orientation for more information.

REQUIREMENTS FOR STANDARDIZED COLLEGE ENTRANCE EXAMINATIONS

All freshmen are required to take a U.S. standardized college entrance examination, regardless of your citizenship/visa status or whether you have attended secondary school in the U.S. or abroad. Transfer students are not required to take this exam if they have earned at least 24 transferable credits.

The Office of Admissions and Orientation will accept either the

SAT I (Scholastic Aptitude Test: Reasoning Tests) or the ACT (American College Test). You must take one or the other of these tests (it is not necessary to take both). These tests are available throughout the world, and should be taken well in advance of the intended starting term. SAT and ACT scores take 6-8 weeks after the test date to arrive at UM–Dearborn. You may take the test(s) more than once, and UM–Dearborn will consider only your highest composite score.

Your score will be used as one factor in the admissions process. The standard requirement for U.S. students is a composite score of 22 on the ACT or 1030 on the SAT, but flexibility is possible in certain cases. If your secondary education has been completed partially or entirely abroad, and if English is not your native language, your individual circumstances will be considered when evaluating your test scores.

For students with international backgrounds, the score required for admission in each case will depend on various other factors, such as high school courses and grades, and English proficiency test scores (if required).

For information and registration materials for the ACT or SAT, please contact your high school counselor if you are in the U.S., or contact the testing agencies directly if you are currently living abroad:

SAT	ACT
College Board	P.O. Box 414
P.O. Box 6200	Iowa City, Iowa 52443, U.S.A.
Princeton, NJ 08451, U.S.A.	Phone: 319-337-1270
Phone: 866-756-7346	act.org
sat.org	

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

If you are not a native speaker of English, you must prove an adequate level of English language proficiency, *even if you are currently a U.S. citizen or permanent resident and regardless of how long you have resided or been educated in the U.S.*

UM–Dearborn does not offer beginning or intermediate-level English language study, and we do not offer conditional or probationary admission. You must fulfill the English language proficiency requirement in one of the ways described below *before admission will be granted.*

Freshmen may prove their proficiency without additional testing by:

- completing two full years of general track English courses in a U.S. high school with grades of “C” or better *and*
- achieving an acceptable score on the verbal section of the ACT or SAT. There is no specific ACT/SAT verbal score required, but this score will be used in conjunction with other factors to evaluate your academic English skills.

If you have not met the conditions described above, you will be required to complete an English proficiency test.

Transfers may prove their English proficiency without additional testing by:

- presenting acceptable performance as described in the freshmen section above. You must provide records to verify acceptable courses, grades, and SAT/ACT scores, *or*
- completing two semesters of regular-track, transferable English composition courses, equivalent to UM–Dearborn’s Composition 105 and 106, with grades of “C” or better in both courses (“C-” or below is not acceptable for transfer). If you are

enrolled in the second semester of English composition when applying and earn a “C” or better in the first semester of English Composition, conditional admission may be possible.

If you have not demonstrated English language proficiency in one of the ways described above, you must take an English language proficiency test. The Office of Admissions and Orientation will accept the Test of English as a Foreign Language (TOEFL), the Michigan English Language Assessment Battery (MELAB), or the International English Language Testing System (IELTS) Examination. You must take one of these tests; it is not necessary to take all of them.

The minimum score required for admission is dependent on the test you take. Achieving the minimum score does not guarantee admission, only consideration.

Minimum Scores:

MELAB	80
TOEFL: Paper-based	550
TOEFL: Computer-based	213
TOEFL: Internet-based	80
IELTS	6

The TOEFL and IELTS are offered throughout the world. The MELAB is offered in the United States and Canada. You should take one well in advance of your intended starting term. TOEFL and MELAB scores arrive at UM–Dearborn 6-8 weeks after the test date. IELTS mails results 13 days after the test date.

You may take the MELAB, TOEFL or IELTS test more than once, and only your most recent score will be considered. Test scores more than two years old will not be accepted for consideration. For testing information and registration materials, please contact:

MELAB
English Language Institute
500 East Washington
University of Michigan
Ann Arbor, MI, 48104-2028, U.S.A.
Phone: 1-866-MYMELAB
melabelium@umich.edu

TOEFL
P.O. Box 6151
Princeton, NJ, 08541, U.S.A.
Phone: 609-771-7600
toeflgoanywhere.org/

IELTS
IELTS International
825 Colorado Boulevard, Suite 112
Los Angeles, CA 90041, U.S.A.
Phone: 323-255-2771
ielts.org

Admissions Committees

The Admissions Review Committee is chaired by the Director of Admissions and Orientation. Other members include admission counselor(s) from the Office of Admissions and Orientation and a representative from the Student Success Center. The Review Committee meets regularly to review borderline admission cases and other unique admission circumstances.

The Conduct Review Committee is chaired by the Director of Admissions and Orientation. Other members include the Vice Chancellor for Enrollment Management and Student Life, the Executive Director of Enrollment Management, two admissions staff members and a representative from the Department of Public Safety. This Committee reviews applicants with academic or criminal conduct history.

Orientation

The Office of Admissions and Orientation conducts orientation programs for newly admitted freshmen, transfer students, and parents of new freshmen. These programs focus on academic expectations, requirements at UM-Dearborn, and various aspects of campus life. The programs also make students aware of existing services available to them: counseling; tutoring; academic advising; life/work planning; and social and cultural activities. The orientation program for parents of new students acquaints them with the organizational and programmatic structure of the University. Once admitted to the University, each student will receive information about Orientation. It is expected that all new students, freshmen and transfers, will attend Orientation. Questions may be directed to the Office of Admissions and Orientation by calling 313-593-5100.

The orientation fee for all new undergraduate degree seeking students is \$75 and it is non-refundable. The cost of the fee covers placement exams, orientation programming and materials. The fee will be automatically posted to the student's account. For more information about Orientation, visit umd.umich.edu/orientation.

PLACEMENT EXAMS

Newly admitted or readmitted students may need to take one or more placement exams. Placement exams are used to plan a student's program of study. Placement exams should be taken well in advance of orientation or meeting with academic advisor. Placement exams in English, Mathematics, Foreign Language and Management Writing are offered. **Placement exams are never used as a basis for awarding credit.**

Academic Advising

All UM-Dearborn students should be pursuing an academic program leading toward personal, intellectual, and/or career objectives. To aid that student in making appropriate decisions - both in determining long-range goals and in meeting specific program requirements - career guidance counseling and academic advising services are available throughout the academic terms, including the period of registration.

This *Catalog* is a fundamental source of information concerning academic opportunities, policies, regulations and procedures. Each student should become familiar with its contents, particularly the sections dealing with specific academic requirements for the student's program of study and with the policies of the academic unit in which the program is administered. Faculty advisers and professional staff in each academic unit are available to help the student understand policies and regulations as well as to assist in developing and implementing a program of coursework. In certain programs, the unit may require the academic plan to be worked out, signed, and deposited in the school, college, or departmental office. In most cases, the student will find a suitable regular program

adequately described in the *Catalog*.

The fundamental goal is to assist the student in defining and achieving, in the most efficient way, a clear academic objective. The student's career objectives may change during the first year or two, and the advising procedures assist in making an orderly and efficient transition to the new one.

Prior to each registration period, the student is expected to have completed an analysis of the progress toward a degree and to identify the courses yet to be completed. If a student needs further assistance in understanding degree and concentration requirements, faculty and staff advisers will also be available throughout registration.

Financial Aid

Office of Financial Aid
4901 Evergreen Road
1183 University Center
Dearborn MI 48128
313-593-5300
313-593-5313 [FAX]
ask-ofa@umd.umich.edu
umd.umich.edu/financialaid
Federal Title IV School Code: 002326

A goal of the University of Michigan-Dearborn is that no qualified student be denied an education because the student lacks the necessary funds. Students who believe their resources are inadequate to meet reasonable educational expenses should request financial aid consideration and seek the advice of the Financial Aid Office counseling staff.

Financial Aid consists of the following four types of assistance: scholarships, grants, loans, and employment. With the exception of some scholarships, most financial assistance through the Office of Financial Aid (OFA) is awarded on the basis of financial need and may include a combination of various types of aid mentioned above. Financial need is the difference between the amount of money the student and/or the student's family is expected to provide for an education and the cost of that education as determined by a uniformly applied analysis.

Available Financial Assistance

There are three types of aid available through a single application (the Free Application for Federal Student Aid or FAFSA): grants, loans and employment. Most assistance is offered as a package of two or more kinds of aid. Undergraduates (pursuing their *first* bachelor's degree) are considered for grants, loans and work-study employment, according to their eligibility and preference. Students pursuing a *second* bachelor's degree are limited to loans and work-study employment.

Admission into an eligible program of study (i.e., a degree-granting program) is a primary criterion to receive financial aid funding. All Personal Enrichment status students are ineligible for financial aid. Most Guest, Prospective Degree status and Alumni Enrichment students are ineligible for financial aid - however, there are limited exceptions which may be applicable to specific situations. Students admitted via Guest, Prospective Degree or Teaching Certificate status should make an appointment with a Financial Aid Officer to discuss their specific admission status and financing options.