STUDENT HANDBOOK

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Glori D. Hyman, Director

INTRODUCTION

Welcome to the Institute of Applied Agriculture! The IAA and the University of Maryland offer students many services, activities, and educational opportunities. Your student handbook is designed to be a useful resource while you are a student at the IAA, so please take time to become familiar with the information in this handbook.

The Institute of Applied Agriculture and the University of Maryland have developed policies and regulations which must be followed to provide consistent and fair educational opportunities to all students. You will find IAA policies and regulations outlined in this handbook; consult the University of Maryland Undergraduate Catalog on line at http://www.umd.edu/catalog/ for complete university policies. You are encouraged to acquaint yourself with these policies and procedures so that you gain the most from your IAA and University of Maryland experience.

IAA faculty and staff are always happy to clarify information presented here. Please contact your academic advisor, an IAA faculty or staff member, or the Director if you have questions regarding any aspect of your activities while enrolled at the Institute of Applied Agriculture.

Thank you for joining us at the IAA.

****REVISED JANUARY 2014****

The Director of the Institute of Applied Agriculture reserves the right to amend any regulations listed as deemed necessary.

THE INSTITUTE OF APPLIED AGRICULTURE
STUDENT HANDBOOK

CONTENTS

GENERAL INFORMATION FOR IAA STUDENTS 5

REGISTRATION INFORMATION 9

FINANCIAL INFORMATION 11

ACADEMIC POLICY & INFORMATION 15

ADVISING INFORMATION

- **IAA ADVISORS** 23
- **IAA FACULTY & STAFF** 24
- **MDA PESTICIDE CERTIFICATION** 25
- **CURRICULUM GUIDES** 26
- **COURSE DESCRIPTIONS** 34

UNIVERSITY RESOURCES, SERVICES AND ORGANIZATIONS 39

APPENDIX A
HELPFUL PHONE NUMBERS 44

INDEX 46

Notes

GENERAL INFORMATION FOR IAA STUDENTS

Attention: *If you have any questions concerning your education, please come to the IAA Office in 2123 Jull Hall, call 301-405-4686, email us at iaa-request@umd.edu, or visit our website at iaa.umd.edu. We send notices and reminders to students via email, so make sure to subscribe to the IAA listserv and Facebook via the Facebook IAA page at www.facebook.com/iaaumd*

ACADEMIC CALENDAR

The Institute of Applied Agriculture offers courses during the regular 15-week university semester, internships during the summer, and occasional courses during winter term. Some courses may be offered through the university's Office of Continuing and Extended Education.

Refer to the Academic Calendar posted on Testudo and read the regularly published **Institute Items** for particular dates and deadlines. All deadlines will be enforced, so students must adhere to them.

ADDRESS CHANGES

To change your local and/or permanent address, you must do so through Testudo. Click on "Records & Registration" then click "Change Address/E-mail." Please keep all pertinent information, such as phone numbers, updated in Testudo.

ALERTS

Students can opt-in to receive alert messages via email or text. Alert messages include severe weather, campus closings, criminal activity in the local area, severe traffic alerts, etc. To sign up for alerts go to alert.umd.edu

MONDAY GYST

IAA students will receive weekly announcement bulletin called the Monday GYST (Get Your Stuff Together). The Monday GYST includes updates on important academic and IAA deadlines, scholarships, internships and job opportunities.

BOOKSTORES

Students may purchase their textbooks and school supplies from the University Bookstore or from other online vendors. The University Bookstore is located in the Stamp Student Union. Its website is http://umcp.bncollege.com/

COMPUTER/CALCULATOR POLICY

Calculators and computers are required for some classes. The use of calculators and computers in the classroom for specific assignments or testing periods is determined by instructors of the individual courses.

The university provides computers for student use while they are enrolled at the university. Computer labs, which house a variety of computers, are located around campus. Most labs are open 24 hours daily. All labs have laser printers that students with print authorization may use. Locations, hours of operation, and hardware and software availability are noted electronically at oit.umd.edu/wheretogo/

Additional computer terminals and personal computers for student use are housed in room 2109 Jull Hall, and wireless internet connection is available throughout the university. Visit oit.umd.edu/wireless for more information.

Students can sign up for computer accounts that give them access to electronic mail and the Internet. Students set up their accounts at IAA Orientation. NOTE: Students must enter their account information to utilize many campus computers. Contact OIT Help Desk at 301-405-1500 for more information.

DIRECTORY ID & PASSWORD

Students will create their Directory ID and set a secure password. Students use their Directory ID and password to access many campus technologies including wireless access, Testudo, ELMS, MyUM, TerpMail, etc. Passwords expire in 180 days. You will receive a message from password.umd.edu when it is time to change your password.

DRUG & ALCOHOL POLICY

The University of Maryland and the IAA are committed to having a campus free of the illegal or abusive use of drugs and alcohol; therefore, illegal or abusive use of drugs or alcohol is prohibited on university property or as part of university activities.

EMERGENCY PREPAREDNESS

The University of Maryland Emergency Operations Plan identifies the University's emergency planning, organization, and response policies and procedures. The plan also addresses the integration and coordination with other governmental levels when required.

This plan is based on the functions and principles of the Standardized Emergency Management System (SEMS), which is based on the Incident Command System (ICS), and identifies how the University fits in the overall SEMS structure.
For more information, go to umd.edu/emergencypreparedness/

EMERGENCY WEATHER CONDITIONS

In the event of a declared emergency (severe weather, civil disorder, etc.) one of the following announcements will be broadcast over area radio and TV stations. This campus will be announced as closed or opening at a certain time. No announcements are made when the university remains

open. (An emergency parking ban may be in effect on campus!)

As soon as a decision is made about the university's status, a message will also be posted on the university's home page www.umd.edu. You may also call the snow hot line at 310-405-SNOW (7669). Information will be available by 6 a.m.

In the case of a weather emergency during the day, early closings will be announced as quickly as possible on the university website, the snow hotline and through the media to allow for a safe, orderly exit from campus.

Information will be provided to local radio and television stations, but you should not rely on the news media for accurate information. Please check the university's sources.

HEALTH INSURANCE

University policy requires all undergraduate students registered for 6 or more credits to have health insurance.

If you already have insurance (covered by personal policy, parent, spouse, military) you must complete a waiver card. Waivers can only be completed online and must be completed each academic year. You will need your University of Maryland ID number to use the waiver site.

To complete a waiver, go to studentcenter.uhcsr.com
Choose your school from the drop down menu (University of Maryland – College Park)

Hit "Continue" button

Near the bottom of the page, click "To Waive Click Here"

Enter your date of birth and student UID and hit the "Continue" button

Complete the waiver request form

Hit the "Submit" button. An e-mail confirmation will be forwarded immediately to you.

If you do not successfully waive the insurance requirement by the deadline, you will be automatically enrolled in the university-sponsored plan and your student account will be charged for the annual premium. Once you are enrolled, the coverage cannot be canceled. Additional information regarding the Student Health Insurance Plan may be found online at www.firststudent.com.

The University Health Center Business Office will be open (8:30 AM – 4:30 PM) and available to assist you and your parents with your waiver submission and other health insurance questions.

You may contact the Business Office by e-mail at insurance@health.umd.edu or by calling 301.314.8165.

IAA LISTSERV

The IAA uses an electronic mailing service to send reminders and announcements to students. Students are added during Orientation. If you are not receiving IAA emails, please subscribe.

1. Send a message to listserv@listserv.umd.edu with a blank subject line.

2. In the body of the message type a one line command like this:

SUBSCRIBE IAA-STU Your Name

(ex: SUBSCRIBE IAA-STU John Doe)

3. You will later receive a message from the server asking you to confirm the request by sending a message to listserv@listserv.umd.edu which contains only "OK" without any quotes.

4. You may remove your name from the list at anytime.

ORIENTATION PROGRAM

Prior to the beginning of each semester, a one-day orientation program for new IAA students is held. **ALL** new IAA students must attend. This orientation is administered by IAA faculty and staff.

Prior to orientation, students who have been admitted will receive a letter, parking instructions, a campus map, an immunization verification form, and general instructions regarding orientation. At orientation students will meet the IAA faculty and staff, review policies and procedures, and set up email accounts.
Students will meet with their advisors and register electronically for classes.

PHOTO-ID CARD

An official University of Maryland student photo identification card is issued to each registered student. The Photo-ID card is issued at Orientation and is used for the student's entire educational program. The Photo-ID card is for use only by the student to whom the card is issued. The cards **may not** be transferred or loaned to another individual for any reason. Violators will be referred to the Judiciary Office.

Loss of the Photo-ID card must be reported at once to the Office of the Registrar. A replacement fee of $20 is required before a duplicate will be issued.

The photo identification card is used to withdraw books from the libraries, to obtain free admission to most athletic, social and cultural events, and as a general form of identification on campus, including the shuttle bus.

If you have questions concerning the identification card system, contact the Office of the Registrar.

PUBLICATIONS/WEBSITES

InAg News is the IAA's newsletter contact with alumni, students, parents, university personnel, and others interested in the Institute of Applied Agriculture. It is published periodically and features activities of current students, faculty, and alumni.

All students are encouraged to send items of interest at any time. Email news to Diana Velasquez-munoz at dvelasqu@ umd.edu.

Institute Items, the IAA's monthly publication, is an informal news bulletin circulated among current students and faculty to provide necessary information on IAA activities, important announcements, and deadlines. **Read Institute Items** carefully and file for reference. They are also archived on the IAA website iaa.umd.edu/current-students/institute-items

IAA Home Page, contains class and exam schedules, course descriptions, and other information. Visit iaa.umd.edu

QUESTIONS OR PROBLEMS

If you have questions about courses, fees, registration, etc., come to the IAA office FIRST. Procedures for IAA students ARE NOT always the same as those for four-year students. Call 301-405-4686.

SEXUAL HARASSMENT

Sexual Harassment by university faculty, staff, and students is prohibited by the "Campus Policy and Procedures on Sexual Harassment" which may be obtained by calling the Office of Human Relations Programs at 301-405-2838. Brochures and posters are available at the same number and on the web at ohrp.umd.edu. The OHRP also provides training and education on sexual harassment.

SMOKING REGULATIONS

The IAA follows the university's policy on smoking which states: smoking is **prohibited** in all indoor and outdoor UMD facilities and properties.

SOCIAL SECURITY NUMBER

The University of Maryland does not use a student's Social Security Number (SSN) as an identifier. Each student receives a UID Number as part of his/her initial enrollment and it is used for all University identification purposes.

However, each applicant for admission is required to provide his/her SSN so the University can administer federal financial aid programs and comply with various State and Federal reporting requirements including reporting to the IRS. While the SSN will be collected and retained as authorized by law, it will not be used for routine identification or authentication purposes. The SSN will be maintained in a secure and confidential manner.

STUDENT ACTIVITIES

IAA students may participate in all university activities except NCAA athletic teams.

Several student agricultural groups are active on campus: Ag Student Council, Alpha Gamma Rho, Alpha Zeta, Animal Husbandry Club, Collegiate 4-H, Food and Nutrition (FAN) Club, Landscape Architecture Student Association, University of Maryland Equestrian Club, University of Maryland Equestrian Team, Natural Resource Management Society, Sigma Alpha, Soil Conservation Society of America—UMCP Student Chapter, and Veterinary Science Club.

STUDENT CHAPTER OF GCSAA

In 1997 the IAA became an official student chapter affiliation with the Golf Course Superintendents Association of America. GCSAA is an international professional association dedicated to advancing golf course management through education and informational exchange. Interested IAA students should contact Dr. Kevin Mathias, 301-405-4692.

STUDENT CHAPTER OF PGMS

Founded in 2010, IAA students established the first Professional Grounds Management Society (PGMS) student chapter in the country. The student chapter is affiliated with the DC-PGMS branch. The purpose of PGMS is to unite professional grounds managers and those interested in or providing service to the grounds management industry, to promote the dissemination of educational materials and reliable information pertinent to the execution of grounds management functions, and to assist in attaining and maintaining a high standard of business ethics (PGMS Bylaws, section 102). Interested IAA students should contact Ken Ingram, 301-405-0499 or visit www.pgms.org.

TAKING FOUR-YEAR PROGRAM COURSES

IAA students may take select courses in the four-year program. Credit for approved courses may be applied toward graduation. All four-year courses taken become part of your academic record with the IAA. No four-year courses can be audited or taken on a pass/fail basis.

TRANSCRIPT SERVICES

Students may obtain unofficial transcripts under Records and Registration on Testudo at www.testudo.umd.edu.

Students may request official transcripts through the Testudo Home Page and the Registrar's Office. Contact the Registrar's Office at 301-314-8240 if you have questions, or contact the IAA Office.

TRANSFER CREDIT

It is the student's responsibility to see that **all** up-to-date official transcripts of all non-Institute college work are received by the IAA office. Transcripts will be evaluated for admission and for transfer credit.

To be evaluated for transfer credit, all official transcripts of courses taken prior to enrollment at the IAA must be submitted by the time the student matriculates at the IAA. **Previous coursework will not be considered once the student begins classes at the IAA.**

Courses completed at Maryland public two- and four-year institutions may be transferred into the IAA with a grade of "D" or above provided the course is equivalent in content and scope to courses offered at the IAA, and the grades in the block of courses transferred from the institution averages 2.0 or higher. Each institution will be considered separately.

For courses to be transferred into the IAA from non-Maryland public insti-

tutions, a grade of "C" or better must be earned. A maximum of 36 credit hours may be transferred into an IAA program, unless the credits are from the University of Maryland College Park, in which case the students may transfer as many credits as may be substituted for IAA courses. Note: only credit hours are transferred to the IAA; course grades are not.

For proper transcript/course evaluation, students may be asked to supply course descriptions, syllabi or other information from previous courses.

The IAA Director will determine the transferability of credit(s) already earned. Individual conferences may be held with transfer students to discuss the transfer of course work.

Credit for transfer courses will count toward the total number of credits required for graduation. However, a student's academic standing at the IAA will be based only upon grades and quality points earned at the Institute of Applied Agriculture.

Transfer credit will not be granted for courses in which credit was earned "By Examination" or on a pass-fail option.

Courses taken by current IAA students at other institutions with the intent of transferring those credits to the IAA **must receive prior written approval from the IAA Director.** Letters of permission should be requested prior to enrollment in other institutions. The grades in the block of courses transferred from each institution must average 2.0 or higher to transfer into the IAA. (See above for transfer policy.)

TRANSFERABILITY OF IAA CREDITS

Many IAA credits are transferable to other institutions. If students plan to transfer credits earned at the IAA, they should seek guidance directly from the institution or department to which they plan to transfer. Only that institution can answer specific questions about its own degree requirements or the applicability of the IAA courses to its curriculum.

The IAA has an articulation agreement with University of Maryland University College (UMUC). Upon completing their program at the IAA, students may apply for transfer into UMUC's Management program, and earn a bachelor's degree.

IAA students who transfer to UMCP as degree-seeking students may receive resident credit for designated INAG courses that they took while attending the IAA.

WAIVER OF COURSES

Sometimes, students have command of principles and practices taught in certain IAA courses, but do not have an equivalent course to transfer to the IAA. The course instructor/advisor with the Director's approval may waive a course for a student, provided documentation can be presented to support the student's mastery of the pertinent information. Students must submit a course waiver form.

By receiving a course waiver, a student DOES NOT accumulate or earn credits for the waived course(s). Only the requirement for the course in question is satisfied.

REGISTRATION INFORMATION

REGISTRATION

To register for courses, IAA students must meet with their advisors to plan schedules and receive electronic approval. Once approved, students register via Testudo testudo.umd.edu.

Students are assigned registration start dates and may register any time after that date as long as the advisor has given approval. Courses are filled on a first come, first served basis. Register as soon as you are eligible to assure maximum selection.

Outstanding financial obligations or missing immunization records will block your registration. Students are responsible for clearing these blocks.

CANCELLATION OF REGISTRATION

To cancel registration and receive a full refund, students must put their request in writing prior to the first day of classes. Requests must include student identification number and student signature. Send written request by registered mail to:

Office of the Registrar
1st Floor, Mitchell Building
University of Maryland
College Park, MD 20742
or FAX to 301-314-9568

Failure to cancel registration will result in financial obligation to the university even though the student does not attend class.

Students who become academically ineligible are responsible for cancelling their summer registration when applicable.

For more information on cancellation, call the Registrar's Office at 301-314-8240.

Cancellation of the Residence Halls/ Dining Services Agreement is a separate process and must be sent directly (certified mail suggested) to:

Residence Life Assignments Office
1102 Annapolis Hall
College Park, MD 20742-9123

Different procedures apply for returning residents than for new students who want to be released from the Residence Halls/Dining Services Agreement. Call Resident Life at 301-314-2100 or email reslife@umd.edu for deadlines and cancellation fees.

CURRICULUM GUIDES

Students receive curriculum guides, or advising guides, for their majors at orientation; guides are included in this book, are available online and in the IAA Office. Required courses and approved electives are listed on the curriculum guide. Prior to each registration students and their advisors should review progress based on required courses as listed on the curriculum guide.

If the course requirements for a given curriculum change during a student's **continuous** enrollment at the IAA, students may graduate under either the guide in effect when they began their program, or under the new curriculum.

If a required course for a student's program is not taught for a two-year period while the student is enrolled, the Director may approve a substitute course.

DROPPING AND ADDING COURSES

The first 10 class days of each semester is the schedule adjustment period. During this period, a student may drop or add courses (space permitting) with no notation on the student's permanent record.

After that time, students may drop one course or 4 credits until the 10th week of class and a "W" will show on the transcript.

Midterm deficiency reports are mailed to students approximately 1 week prior to this deadline. Students may check midterm grades via testudo.umd.edu. Students will be advised accordingly.

Courses dropped after the schedule adjustment period and up through the 10th week of classes will appear on the student's permanent record with a withdrawal notation (W). Courses appearing on a transcript with a (W) notation are **excluded** from all computations. Students may only withdraw from one course per semester.

Students who have not officially withdrawn from a course by the 10th week of classes will receive a grade for that course at the end of the semester.

RESIDENCY DETERMINATION AND RECLASSIFICATION

A student's residency status as a state resident or nonresident is determined by the University's Office of Admissions prior to the student's first enrollment.

See the university's policy concerning instate determination and procedures for requesting reclassification.

If you wish to challenge your out-of-state classification you may do so by filing a timely application for instate status. The deadline for meeting all requirements for instate status and for submitting an application and supporting documentation is the last day of Schedule Adjustment for the semester you wish to be classified as an instate student.

It is imperative that students who wish to request a review of their eligibility for instate classification submit the required documents to the appropriate office as soon as possible. The volume of requests for reclassification may necessitate a delay in completing the review process. It is hoped that a decision in each case will be made within ninety (90) days of receipt of a complete application including all necessary documentation. It is to

your advantage to apply early. Late applications will not be accepted.

For residency self-evaluation forms, petition materials or additional information, visit www.testudo.umd.edu/rco. Applications for review of eligibility, related documentation and questions concerning the University of Maryland policy for the determination of instate status should be directed to:

Residency Classification Office
Room 1130 Mitchell Building
University of Maryland
College Park, MD 20742
(301) 314-9596
fax: 301-314-7915
resclass@umd.edu
registrar.umd.edu/resreclass.html

The student is responsible for notifying, in writing, both the Office of Admissions and the IAA office within 15 days of any change in your circumstances which might in any way affect your residency at the College Park campus.

READMISSION

Students who have interrupted their enrollment for one or more semesters and were not academically dismissed must apply for readmission when they wish to return to the IAA. Application fees, however, are not charged to students who are reapplying. Students who did not matriculate must pay the application fee.

The deadline dates for applying for readmission are the same as those for admission of new students.

FINANCIAL INFORMATION

FINANCIAL RESPONSIBILITY

All students who register incur a financial obligation to the University. Institute of Applied Agriculture students pay undergraduate student tuition and fees at University of Maryland, College Park and are subject to all the University's financial policies. Current tuition and fee information can be obtained online at umd.edu/bursar. Financial policy and fees are set by the University with the approval of the Board of Regents.

The university requires that all deposits and fees be paid by stated deadlines, or penalties must be imposed. Many potential administrative difficulties can be avoided if students carefully follow published procedures and notify the appropriate office(s) of any changes that might affect their financial obligation to the university. This includes updating your email address so communication concerning your billing is prompt, and notifying the Bursar's Office of changes of address so that mail affecting the student's financial relationship with the university will not be delayed or returned.

Tuition and bill payment information for Summer Term, may be found at oes.umd.edu.

College Park sponsors a deferred-payment plan for the Fall and Spring semesters only. Information regarding the Terp payment plan is available by calling 301-314-9000 or 1-888-313-2404 or at www.umd.edu/bursar .

All charges incurred during a semester are payable immediately. Returning students will not be permitted to complete registration until all financial obligations to the university, including library fines, parking violations, and other penalty fees and service charges, are paid in full.

Payment for past due balances and current semester fees is due on or before the first day of classes. Students who register in advance must pay their bills in full prior to the general registration period. Students who register after the initial registration period are required to make full payment by the due date indicated to avoid cancellation of their enrollment and loss of their classroom seats to other students.

Although the university bills students monthly, it cannot assume responsibility for their receipt. Students are reminded that it is their responsibility to notify the University of any change in their email address. If a student bill is not received on or before the beginning of each semester, it is the student's responsibility to obtain a copy of the bill. To check your account balance or view your monthly billing statement go to umd.edu/bursar and choose "Student Account Inquiry" or go to the Financial Service Center, 1135 Lee Building. The office is open Monday through Friday, 8:30 a.m. to 4:30 p.m.

All checks or money orders should be made payable to the **University of Maryland** for the exact amount due. **Student's name and student's University ID number should be written on the front side of the check**. University grants and scholarships will be posted to the student's account. However, the first bill mailed prior to the beginning of each semester may not include these credits.

Students are urged to check their residence hall and dining service agreements for procedures for cancellation of reservations and for deadlines for receiving refunds of deposits. Refunds cannot be made after these deadlines, even if the student decides not to attend the University of Maryland, College Park.

Students will incur a late payment fee in the event of failure to pay a balance on their student account by its due date. A late payment fee of $10.00 or 5%, whichever is higher, will be assessed in addition to the total past due amount. An additional 1.5% finance charge will be charged monthly if the account is not settled.

Students who fail to pay the indebtedness during the semester in which delinquency occurs will be ineligible to register for subsequent semesters until the debt and the penalty fees are cleared.

In the event a student with a delinquent account becomes registered for a future semester, the account must be settled in full prior to the onset of the future semester, to avoid cancellation of registration.

The state has established, under legislative mandate, a Central Collections Unit (CCU) within the Department of Budget and Fiscal Planning. The university is required by state law to refer all delinquent accounts to the State Collections Unit. Please note that Maryland law allows the Central Collections Unit to intercept state income tax refunds for individuals with delinquent accounts, and that CCU is authorized to notify a National Credit Bureau of the delinquency at the time the account is referred to it for collection.

All accounts due from students, faculty, staff, non-students, etc., are included within these guidelines.

Central Collections Unit costs incurred in collecting delinquent accounts will be charged to the student. The minimum collection fee is 17% plus attorney and/or court costs.

No certificates or transcripts of records will be issued to students who have not made satisfactory settlement of their accounts.

Note: Additional Information on Stu-

dent Financial Obligations, Disclosure of Information, Delinquent Accounts, and Special Fees, can be found in the "Policy Statements" section of the University's undergraduate student catalog.

Withdrawal and Refund of Fees
Students compelled to leave the IAA at any time during the academic year should meet with their advisor first. The effective date used in computing refunds is the date the withdrawal form is filed.

Stop payment on a check, failure to pay the semester bill, or failure to attend classes does not constitute withdrawal. Refund requests should be processed by students with the Office of the Bursar, otherwise any credit on the student account could be carried over to the next semester.

If a Cancellation of Registration is submitted to the Office of the Registrar before the official first day of classes the student is entitled to full credit of semester tuition. Undergraduate students withdrawing from the IAA will be credited for tuition and fees in accordance with the following schedule:

Prior to 1st day of classes 100%
1st 10 days of classes 80%
3rd week 60%
4th week 40%
5th week 20%
After 5th week No Refund

Exact dates for each semester are posted in Testudo under "Academic Calendar".

Note: Students who have made no payment on their account at the time of the withdrawal will be billed accordng to the above schedule.

FINANCIAL AID AND SCHOLARSHIPS

The University of Maryland offers students enrolling in its programs every opportunity to do so. Financial aid is available to assist those students who would otherwise be unable to attend college.

Applications and additional, current, information are available from the Student Financial Aid Office, 1135 Lee Building, University of Maryland, College Park, MD 20742, or on-line at financialaid.umd.edu

Basic Eligibility Requirements
1. Students must have final admission to the Institute of Applied Agriculture.

2. Students must be in good standing with the Institute of Applied Agriculture, both financially and academically.

3. Students must enroll for, and maintain a minimum of 12 semester hours.

4. Students must be U.S. citizens or permanent residents in the United States. Foreign students will be required to submit visa information.

5. Students must complete all application procedures and demonstrate financial need before being considered for any form of assistance.

Application Procedure
Students wishing to apply for financial assistance, including Guaranteed Student Loans, must have the following to the Financial Aid Office by February 15 for fall admissions and December 15 for spring admissions. (These dates do not apply to IAA-based awards listed later.)

1. A completed copy of the Free Application for Federal Student Aid Form (FAFSA).

2. Financial Aid Transcripts from all other colleges or universities attended, whether aid was received or not.

3. Final admission to the Institute of Applied Agriculture.

4. Male students must be registered for the draft with the Selective Service or enlisted in the armed forces if they are at least 18 years old and born after December 31, 1959.

Contact the Financial Aid Office for complete details.

Students are normally notified by mail regarding their eligibility for financial assistance. Eligible students will be sent a Financial Aid Award Letter which they must sign indicating whether they accept or decline the financial aid award offer.

Students may contact Financial Aid online at financialaid.umd.edu to check your loan status, check your bill, check your financial aid status, complete your loan entrance interview, find a workstudy job, and search for scholarships.

***PLEASE NOTE:* If you receive correspondence questioning your eligibility, registration status, or admission date, please contact the IAA office immediately.**

Satisfactory Academic Progress for Financial Aid
The Office of Student Financial Aid is required by federal and state regulations to monitor the academic progress of financial aid recipients. Students receiving or applying for financial aid must comply with the satisfactory Academic Progress Policy.

Satisfactory Academic Progress is measured in three areas: adequate GPA, successful completion of required number of credits per year, and receipt of a certificate in a timely manner. Consult the Student Financial Aid office for specific policy requirements, 301-314-9000.

Leave of Absence
A leave of absence is available for students wishing to take time away from the IAA for personal or academic reasons with the intention of returning the next semester. The leave of absence status is especially helpful for recipients of Federal Financial Aid. The student is not considered to be withdrawn, and is still enrolled for

purposes of deferring repayment of federal loans. The leave of absence is only available for the last 60 days of the semester, and the student must return the following semester.

PLEASE NOTE: **For students using leave of absence for Financial Aid deferment, only one leave of absence can be granted in any 12 month period.**

With an approved leave of absence the student may automatically return the next semester, and all registration privileges will be extended. Additional information is available from the IAA office.

Federal & College Work-Study Program

This program provides jobs for students who demonstrate financial need and who must earn a part of their education expenses. Students may apply if they are enrolled at least half time. An FAFSA form may be required. Contact the office of Student Financial Aid at 301-314-9000.

Catherine M. Brinkley Fund

This fund provides interest-free loans to students who are natives or residents of Maryland pursuing majors in the College of Agriculture and Natural Resources.

Students may download the PDF application or pick up a hard copy in room 0108 Symons Hall. Loan terms are:

* Amount is not to exceed the limit on financial need determined by your FAFSA application.

* Repayment begins 9 months after ceasing to be at least a halftime student at the University of Maryland and ending 10 years later.

* Monthly payments for the first two years of repayment will be $25.

* The remaining payments will be fully amortized over the final eight years.

* If the loan is not paid in full by 10 years, a 5% annual finance charge will be assessed on the unpaid balance.

* Revenue from loan repayments will be returned to this fund to assist other students in achieving their academic goals.

An application must be submitted each year by June 1. For more information, contact Tim Lapanne 301-405-2078.

INSTITUTE OF APPLIED AGRICULTURE-BASED AWARDS

Some educational awards are made directly through the Institute of Applied Agriculture. Applications are available from the IAA office. Awards for each academic year are typically announced by mid-August preceding the beginning of the academic year.

Cecil M. Massie Scholarship

This award originated from an endowment fund established by Dr. and Mrs. Cecil M. Massie. Dr. Massie was a faculty member of the Institute for 21 years. The award is $500 per semester, renewable for one semester, contingent upon satisfactory academic progress. A minimum of 6 credit hours per semester is required.

Edward M. Bowman Family Scholarship

This scholarship is available to IAA students who possess strong leadership skills and demonstrate enthusiasm for experiential learning. Recipients should be innovative, self-starters who may not have the same opportunities as others without some financial assistance. Recipients must be in good academic standing, and be enrolled full time at the IAA.

Golf Course Superintendent's Association of America (GCSAA)

This scholarship is awarded by the GCSAA and recipients are selected based on recommendation of a faculty advisor and an employer. Applicants must: 1) show evidence of scholarship, aptitude, and achievement, 2) be enrolled as a second-year student, 3) be interested in a career of golf course or turfgrass management, and 4) be in need of financial assistance.
A special form must be completed. See the faculty advisor for other details.

Professional Grounds Management Society (PGMS) Scholarship

Awards are offered by the national association and the local DC Branch of PGMS. Preference given to members of the PGMS Student Chapter. A Special application form is required. See the faculty advisor for details.

Mid-Atlantic Association of Golf Course Superintendents Scholarship

Five to seven awards ranging from $500 to $1,500 are given annually to students majoring in Golf Course Management. Preference is given to students who are involved in the Mid-Atlantic Golf Course Superintendent's Association.
A special form must be completed. See faculty advisor for details.

Shields Memorial Scholarship

Five to six awards are made annually to students enrolled in the IAA's Golf Course Management program. This endowed scholarship fund continues to grow. Current awards range between $750 and $1500. Recipients must show future promise to the golf course industry, and have a sound academic record.

Turf Equipment & Supply Company Scholarship

The TESCO scholarship is open to students enrolled in the Institute of Applied Agriculture who intend to enter the green industry, including but not exclusive to: golf course management, horticulture, landscape management, sports turf, and turfgrass. Recipients must maintain a 2.5 GPA.

The John and Ronnie Strickland Turfgrass Fund

This scholarship will be awarded to

four year and two year UMD students majoring in a turfgrass program.

TO APPLY: For more details about the scholarship visit our website at iaa.umd.edu.

Ronald J. Seibel Scholarship

This $1000 scholarship will be awarded to a student enrolled in an agricultural program in Maryland. The scholarship was established by the family and friends of Dr. Seibel in recognition of his 26 years of service as Director of the University of Maryland's Institute of Applied Agriculture.

Preference will be given to Maryland residents with an FFA background enrolled in the two year agriculture program at the Institute of Applied Agriculture. Students attending a community college or four year institution leading to a degree in agriculture education are also eligible for the award.

TO APPLY: Contact MAEF or the Institute of Applied Agriculture for an application. The scholarship application is available in electronic form or will be forwarded via fax or mail upon request. Look for postings on the Maryland FFA website at www.mdffa.org and the MAEF website at www.maefonline.com.

All completed applications and supporting documents must be mailed in advance of the deadline to:

Maryland Ag. Ed. Foundation, Inc.
Education/Scholarship Committee
PO Box 536
Havre de Grace, MD 21078

Applications will not be accepted by email.

General Information

1. Applications must be postmarked no later than May 1.
2. Scholarship Applicants must complete and submit the required application form and his/her must recent high school or college transcripts.

Criteria

1. Applicants with an FFA background enrolling in a two-year program will be given preference.

2. Acceptance and/or enrollment in a state approved agriculture program is required.

3. Previous scholarship winners will be allowed to reapply.

4. To reapply, a new application is required.

NOTE: Deadlines for these scholarships change from time to time. Read the ***Institute Items***, our monthly newsletter, for changes or check on our website iaa.umd.edu. Other awards are often publicized in magazines and websites. Look for announcements in local and national periodicals, and the IAA and College websites.

ACADEMIC POLICY & INFORMATION

NOTE: All references to policies in the University of Maryland, College Park Undergraduate Catalog can be accessed at umd.edu/catalog/

ACADEMIC INTEGRITY

Each IAA student is asked to read and sign the following statement on Academic Integrity. The signed copy remains in the student's file.

Academic dishonesty is a corrosive force in the academic life of a university. It jeopardizes the quality of education and depreciates the genuine achievements of others. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act. **All members of the University Community— students, faculty, and staff— share the responsibility to challenge and make known acts of apparent academic dishonesty.**

Any of the following acts, when committed by a student, is an act of academic dishonesty; however, this is not an inclusive list.

A. Cheating

Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.

Comments:

1. Students completing any examination should assume that external assistance (e.g., books, notes, cell phones, calculators, conversation with others) is prohibited unless specifically authorized by the instructor.

2. Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor. This comment includes, but is not limited to, the services of commercial term paper companies.

3. Substantial portions of the same academic work may not be submitted for credit or honors more than once without authorization.

B. Fabrication

Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

Comments:

1. "Invented" information may not be used in any laboratory experiment or other academic exercise without notice to and authorization from the instructor.

2. One should acknowledge reliance upon the actual source from which cited information was obtained.

3. Students who attempt to alter and resubmit returned academic work without notice to the instructor would be in violation of the Code of Student Conduct.

C. Facilitating Academic Dishonesty

Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

D. Plagiarism

Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

Comments:

1. Direct Quotation: Every direct quotation must be identified by quotation marks or by appropriate indentation and must be promptly cited in a footnote.

2. Paraphrase: Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part in your own words. Paraphrasing is not reordering words in a sentence.

3. Borrowed facts or information: Information that is obtained in one's reading or research; which is not common knowledge among students in the course, must be acknowledged. Textbooks and course handouts are not considered common knowledge. Materials which contribute only to one's general understanding of the subject may be acknowledged in the bibliography and need not be immediately footnoted.

E. Disciplinary Action

In cases involving charges of dishonesty in examinations, class work or other course requirements, instructors shall report to the Director all information and facts within their knowledge. If the Director concludes that academic dishonesty has occurred, the Director shall consult with the student involved.

If the student admits academic dishonesty and it is a first offense, the Director will discipline the student accordingly, the maximum penalty being disciplinary probation and a grade of F in the course.

If it is not the student's first offense, the maximum penalty is judiciary dismissal from the IAA. The penalty must be accepted, in writing, by the student.

If the student does not accept the findings and/or decision of the Director, he/she may file an appeal.
If an appeal is filed, the Director shall appoint an ad hoc committee to review the case. The committee shall consist of two members of the IAA faculty and one student from each of the IAA's programs. All members shall be randomly selected.

Both the instructor and the student involved in the case shall have the right to reject up to five of the randomly selected committee members. The hearing procedures before this committee will, in general, conform to those required for student judiciary

boards. The committee may impose disciplinary action within the limits stated above.

The findings and/or decision of the committee shall be binding upon the student.

Academic dishonesty is a serious offense which may result in suspension or expulsion from the University. The normal sanction for academic dishonesty is a grade of "XF," denoting "failure due to academic dishonesty." That grade will normally be recorded on the transcripts of students found responsible for acts of academic dishonesty in addition to any other action taken (e.g., suspension or expulsion.) The IAA operates under the University of Maryland's policy on academic dishonesty.

The *Code of Academic Integrity* is printed in full in the undergraduate catalog.

ACADEMIC LOAD

Full-time students should plan to satisfactorily complete a minimum of 15 credits each semester so in two years they earn the minimum of 60 credit hours needed to complete their program.

The recommended course load per student is 15 to 18 credit hours. Students may not take more than 17 hours per semester without permission of the Director.

Generally, students must carry 12 credits each semester to maintain financial aid eligibility. Students carrying fewer than **12** credit hours are considered part-time students by the university.

ATTENDANCE

The IAA expects all students to take full responsibility for their academic work. To progress satisfactorily, all students must meet the qualitative and quantitative requirements of courses in which they are registered.

All students are expected to attend resident instruction classes regularly, for consistent attendance offers the most effective opportunity to gain command of the concepts and materials of the course of study.

Some IAA courses are offered on-line. Students must be engaged in these courses just as they are in resident instruction courses. Keeping up with class assignments and activities is essential for success in distance learning pursuits.

In many IAA courses, in-class participation is an integral part of course work. Many of the IAA courses, being applied in nature, have laboratories which require special preparation of equipment and materials. Students who do not attend the laboratory session miss an important aspect of the course, and due to the preparation involved, cannot expect to make up this work.

It is the responsibility of each instructor to announce to each class at the beginning of each semester the grading system to be used. The grading system may include in-class participation. Therefore, the extent to which absenteeism will impact the final course grade for a student will be announced the first day of class.

Absence excuses will be handled by the instructor whose class was missed. An excused absence must be documented to the satisfaction of the instructor. Excused absences generally include serious illness, participation in university recognized religious observances or in IAA activities at the request of IAA authorities. Excuses for other reasons will be granted at the discretion of the instructor and/or Director of the IAA.

Absences, whether excused or unexcused, do not change class requirements for any student. In cases of unexcused absences, an instructor is not obligated to accept late assignments or give makeup quizzes, examinations or laboratory exercises.

AUDIT

A student may audit a course in which space is available. Tuition and fees are the same as when taken for credit. No credit hours are earned; thus specific program requirements cannot be met by auditing a course. Audited courses will appear on a student's transcript with the notation **AUD** only if the student has attended 85 percent or more of the class (lecture and lab) sessions. **AUD** does not imply any effort or academic achievement in the course and does not impact GPA or credits earned. Courses taken for audit are not included in the calculation of full-time/part-time status.

CODE OF STUDENT CONDUCT

The IAA adheres to the University's approved Code of Student Conduct to protect the campus community. Consistent with purpose, reasonable efforts will be made to foster the personal and social development of those students who are held accountable for violations of University regulations. http://www.president.umd.edu/policies/docs/V-100B.pdf

The IAA and the University reserve the right to take necessary and appropriate action to protect the safety and well-being of the campus community. This *Code* covers conduct that occurs:

a) on University premises; or
b) at University-sponsored activities; or
c) not on University premises if the conduct would othewise constitute a violation of this code had it occured on university premises and if in the judgement of the Director of Student Conduct the conduct affects the safety of the University community or the orderly operation of the University.

CREDIT BY EXAMINATION

A. Policy

Students at the Institute of Applied Agriculture may earn a maximum of eighteen (18) "credit hours by examination" toward meeting their certificate requirements. A student may earn a maximum of six (6) cred-

its through "IAA Credit by Examination."

B. IAA Credit by Examination*

1. Eligibility
   To be considered for credit by examination a student must meet the following criteria:
   a. complete a minimum of twelve (12) credit hours completed at the Institute of Applied Agriculture;

   b. a minimum cumulative grade point average of 2.0;

   c. completion of all prerequisite courses or the approval of the Director;

   d. any course that has been waived may not be attempted for credit by exam.

2. Grading
   a. A student may cancel application for credit by examination at any time prior to the administration of the examination with no entry on the student's permanent record.

   b. A grade of "C" or better must be obtained to establish credit by examination. Otherwise, a "W" is noted on the transcript.

   c. No course may be attempted more than once using credit by examination.

3. Additional Policy
   a. Credit by examination may not be taken to satisfy a course in which the student has been previously enrolled beyond the schedule adjustment period.

   b. Applications for examinations require approval and are reviewed on an individual basis. Applications are obtained in the IAA Office.

   c. Upon examination approval the test administration fee must be paid by the established deadline. The fee is non-refundable.

   d. Instructor must certify on the examination report that copies of the examination questions and the student's answers have been filed in the Director's office.

***A maximum of thirty-six (36) credit hours may be applied toward a certificate through the combined process of examination and transfer.**

CREDIT UNIT

The unit of credit is the credit hour. It is equivalent to a subject pursued 50 minutes a week for 14 weeks of classes. Laboratory periods of 2 or 3 hours are equivalent to one lecture or recitation period.

In addition to classroom and/or laboratory time, a student is expected to devote approximately three hours of preparation for **each** hour of class time.

DEFICIENCY REPORTS

Each term, approximately two weeks before the last day to drop a course, a notice is sent to each student doing D or F work in one or more classes.

This notice is not an official grade report and does not become part of the student's permanent record. It is merely a reminder to the student that satisfactory progress is not being made. It is sent so the student can confer with the instructor and either drop the course or improve class performance.

All students with deficiency grades must meet with the Director prior to the last day to drop a course. Failure to do so will result in a registration block for the next semester.

DOUBLE MAJORS (COMPLETION OF 2 CURRICULA)

The IAA will confer two Academic Certificates to the same student provided:

1. The student meets the graduation requirements for each certificate;

2. The student has earned a minimum of 75 credit hours;

3. The student has successfully completed Internships in each curriculum.

ENTRANCE EXAMS

The IAA administers Entrance Exams to determine a student's writing and mathematical skill level.

Mathematics and writing Admissions Exams may be given to determine if students have sufficient skills for admission. Students who score less than 60% on either exam may not be admitted. Students who are denied admission due to their performance on the Admission Exams, may reapply after successfully completing course equivalents at another institution. Previously described transfer procedures will be applied to the course work taken elsewhere.

A. IAA Math Entrance

If a student earns 84% or better on the Math Admissions Exam, *INAG 104: Agricultural Mathematics* will be waived. Students MAY NOT use this test to meet their mathematics requirement through "credit by exam."
NOTE: Waivers carry no credit hours or grades.

Students will be allowed to take the math exam for placement only once and a maximum of twice for admissions.

The exam is divided into two parts; calculators may not be used on Part I of the exam.

B. Writing Proficiency Exam

Students may not use this exam to meet their written communication requirement through "credit by exam," nor will INAG 111 be waived as a result of this exam.

EXAMINATIONS

All examinations except finals are given during regularly scheduled class or lab periods. Final exams are given the week following the last day of classes. During the first part of

each course, students can expect their instructors to outline grading procedures.

An instructor is not obligated to give a makeup examination or accept late assignments from students who have unexcused absences.

In cases of excused absences, students are responsible for contacting their instructor at the earliest possible date to reschedule any examination they have missed. The instructor's obligation to give makeup quizzes exists only in situations where course quizzes constitute a major portion of a student's grade.

In the event of other serious circumstances beyond the student's control, the Director must approve administering a makeup examination.

Makeup examinations are given at the convenience of the instructor, but must not interfere with the student's regularly scheduled classes.

FIELD TRIPS

Field trips are conducted to strengthen course work and are an extension of classroom learning. Often concepts or techniques which are covered during field trips are not otherwise covered in class. If an instructor's class is canceled because of a field trip, that instructor may give an assignment in lieu of the regular class meeting.

FINAL EXAMINATION POLICY

The following procedures should be observed:

1. Prior to the last week of classes, a final examination schedule will be prepared by the University or IAA office. Students may take up to three finals in any given day. If students have conflicting finals, they are to IMMEDIATELY notify the IAA office IN WRITING.

2. By the last day of classes, the instructor will inform those students who may be exempted from taking the final examination. They will also be notified of their course grade at that time.

3. Upon notification of their grades, students who may be exempted from the exam must inform the instructor if they are electing to take the final examination.

4. Students electing to take a final examination will have their grade recalculated to include the results of the final examination.

5. Final academic clearance for graduating students will be based on the grades which include the results of final examinations taken.

HONOR PLEDGE

The Honor Pledge is a statement undergraduate and graduate students may be asked to write by hand and sign on examinations, papers, or other academic assignments not specifically exempted by the instructor. The pledge reads:
I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination.

GRADING SYSTEM

Beginning with the implementation in Fall 2012, plus/minus grading will be the University's new official grading policy. Under the policy, quality points for each letter grade from A through D will reflect plus and minus components of the grade, as shown below: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, XF, I, P, S, and W. These marks remain as part of the student's permanent record and may be changed only by the original instructor on certification, approved by the IAA Director and the dean, that an actual mistake was made in determining or recording the grade.

A+, A, A- denotes excellent mastery of the subject and outstanding scholarship. In computations of cumulative or semester averages, a mark of A+, and A will be assigned a value of 4 quality points per credit hour. A- will be assigned the value of 3.7 quality points per credit hour.

B+, B, B- denotes good mastery of the subject and good scholarship. A mark of B+ is assigned the value of 3.3 quality points per credit hour. A mark of B is assigned a value of 3 quality points per credit hour. B- will be assigned the value of 2.7 quality points per credit hour.

C+, C, C- denotes acceptable mastery of the subject. A mark of C+ is assigned a value of 2.3 quality points per credit hour.A marke of C is assigned a value of 2 quality points per credit hour. C- will be assigned the value of 1.7 quality points per credit hour.

Note: While a C- grade is a passing grade for your courses, the 1.7 quality points is not successful progress toward the completion of your program. Students must graduate with a 2.0 cumulative GPA or better.

D+, D, D- denotes borderline understanding of the subject. It denotes marginal performance, and it does not represent satisfactory progress toward a degree. A mark of D+ is assigned a value of 1.3 quality points per credit hour. A mark of D is assigned a value of 1 quality point per credit hour. D- will be assigned the value of .7 quality points per credit hour.

F denotes failure to understand the subject and unsatisfactory performance. A mark of F is assigned a value of 0 quality points per credit hour.

XF denotes failure due to academic dishonesty, and is computed in the same manner as a grade of F.

I is given only when a student's work has been qualitatively satisfactory, but because of circumstances beyond his/her control the student is unable to complete a small portion of the course work.

When the mark of **I** is given, an incomplete contract between the student and instructor must be completed and

signed by both instructor and student. The work must be completed in the manner agreed upon in the contract or the **I** converts to the grade specified in the contract.

The student is responsible for initiating contact with the instructor and completing the work in the time specified in the contract. A student must complete all required courses in order to graduate.

If the instructor is unavailable, the Director will, upon request, make appropriate arrangements for the student to complete course requirements.

The mark of **I** cannot be removed through registration for the course or through credit by examination, and the mark of **I** is not used in any computations.

W indicates a student officially withdrew from a course in which he or she was enrolled at the end of the schedule adjustment period. This mark is not used in any computations, but is placed on the student's permanent record for information and completeness.

AUD indicates the student audited the course, attending 85% or more of the class (lecture and lab) sessions. The student receives no academic credit for an audited course. Such courses are not used in the computation of grade point averages. **Required courses may not be audited. They must be taken under the regular grade option.**

S is used for Internship I to denote satisfactory performance by the student. A mark of S is not included in computation of cumulative averages.

P/F (Pass/Fail) is an option only for those courses which the IAA chooses to make available on this basis. **P** is not used in computation of semester and cumulative GPA.
IAA students are permitted to apply a maximum of 6 semester credit hours to the completion of their program with P/F rather than A, B, C, D, F when the following conditions are met:

a. Students must have completed 24 or more semester credits of college course work with a GPA of 2.0. At least 12 of these credits must have been completed at the IAA with a 2.0 GPA.

b. Only elective courses may be taken on a pass/fail basis.

c. A maximum of one course per semester may be taken on a pass/fail basis.

d. Students may not choose this option when re-registering for a course previously taken under the regular grading option.

CALCULATION OF QUALITY POINTS AND GRADE POINT AVERAGES

Each semester, students' earned quality points (QPs) and grade point averages (GPA) will be calculated under the plus/minus grading policy.

Grade	Plus/Minus Grade
A+	4
A	4
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	.7
F	0

A total of quality points earned in a semester divided by the total credits attempted in that same semester will equal the grade point average for the term.
The following example is given to help students understand how quality points and grade point averages are calculated.

Example: A student was enrolled in six courses for a total of 15 credit hours and received the following grade report at the end of the semester:

Course No.	Cr.Hrs.	Grade
INAG 102	3	A+
INAG 207	3	C-
INAG 105	3	F
INAG 106	2	A-
INAG 111	3	B-
INAG 240	1	B

That student's quality points and semester grade point average would be computed as follows:

Gr.	Course Cr.Hrs.		Q.Ps. Cr.Hr.		Q.P.
A+	**3**	**x**	**4**	**=**	**12**
A-	**2**	**x**	**3.7**	**=**	**7.4**
B	**1**	**x**	**3**	**=**	**3**
B-	**3**	**x**	**2.7**	**=**	**8.1**
C+	**3**	**x**	**2.3**	**=**	**6.9**
F	**3**	**x**	**0**	**=**	**0**
	15				**37.4**

Total Q.Ps. Earned = 37.4
Total Credits Attempted = 15

(T.Q.P) 37.4 = 2.49
(T.Cr.Att.) 15

G.P.A. = 2.49

GRADUATION REQUIREMENTS

A. Application for Certificate (Required for Graduation)
During registration for the semester in which students are completing requirements for their certificate, they are required to submit an Application for Graduation. Forms may be obtained in the IAA office and are due in the IAA office within the first week of classes.

Students must be enrolled at the IAA the semester in which all requirements for graduation are met.

B. Clearance for Graduation
To receive the IAA's Academic Certificate and to participate in the graduation exercises, a student must have successfully completed a **minimum** of 60 credit hours of course work in

accordance with one of the approved majors. This includes the student's internship. Students applying for graduation must also have a cumulative G.P.A. of at least 2.00.

To be cleared for graduation, a student must have no financial or other obligation to the university or to the IAA. All financial accounts must be paid in full and all borrowed textbooks and materials must be returned.

C. Graduation Ceremony

The graduation ceremony for the IAA is held each May in conjunction with the College of Agriculture and Natural Resources. Only one ceremony is held each year. Those who complete all requirements for a certificate in August or December participate in the May graduation ceremony.

DEAN'S LIST

Semester Academic Honors (Dean's List) are awarded to students who - within any given semester (excluding winter and summer terms) - complete 12 or more credits with a semester GPA of 3.5 or higher. This recognition is noted on the student's academic record.

Please Note: Courses with grades of P and S are excluded from the calcuation.

To view undergraduate policy visit, http://www.umd.edu/catalog/index.cfm/show/content.section/c/88/s/1222

INTERNSHIPS

Internship I and II are required for all IAA students. Students find paid or unpaid employment in an approved industry related to their major area of study. Upon successful completion of the internship, students prepare a report (assigned by advisor) of their activities and observations. Advisors assist students in locating jobs by posting job announcements and informing students of job situations currently available. Students are expected to maintain professionalism while on the job and meet expectations set by the employer and advisor.

Internship I requires 320 working hours at an approved work site. Generally students complete Internship I before taking second-year courses. Part-time students should complete Internship I after having accumulated 28-30 credit hours.

Internship II is a comprehensive report on the activity and management of the work site used in Internship I. The two courses should be completed in consecutive semesters.

REINSTATEMENT

Students must apply **IN WRITING** to the Director for reinstatement if (1) they have been academically dismissed, (2) are ineligible for readmission, or (3) have withdrawn from all courses their last term.

Except for cases of immediate reinstatement, students must apply for reinstatement 30 days prior to the first day of classes for the semester in which they are seeking reinstatement. Students requesting immediate reinstatement must submit their Application for Reinstatement at least 14 days prior to the first day of classes.

Students who are academically dismissed at the end of the spring semester may not complete Internships. Students who become academically ineligible are responsible for cancelling their summer registration when applicable.

Students must be reinstated before they can register for fall classes. Fall dismissals must be reinstated in order to take classes during any semester following their dismissal.

Reinstatement decisions are made by a committee composed of the Director, the student's major advisor, and at least one instructor from whom the student has taken a course. Reinstatement will generally not be considered until the student has been out of school for one semester (fall or spring) The committee may request the student to come in for a reinstatement interview, if deemed necessary.

Repeated academic dismissals weaken a student's chances for reinstatement. A student's application for reinstatement must effectively present reasons why his or her performance will improve. Each case will be reviewed individually. The Director reserves the right to place specific contingencies on a student's reinstatement to the IAA.

REPEATING A COURSE

The following policies apply to all courses that may not be repeated for additional credit.

1. Students may repeat a course one time; they cannot be registered (after the schedule adjustment period) for any given course more than twice.

2. Students may repeat no more than 9 credits. If a student withdraws from all courses during a semester, those courses are not included in this limit.

3. The grade point average will include all attempts at a given course that result in a grade of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- or F. However, to help freshmen and transfer students adjust to the IAA the following two exceptions allow for the cumulative GPA to be calculated so that only the higher grade is included:

   a. When the repeated course was taken within the student's first semester at IAA, or

   b. When the repeated course was taken within the student's first 12 credit hours attempted (including transfer credits) or within the semester during which the student reached the 12 credit hours attempted.

4. Any grade earned in prior attempts of a repeated course will appear on the student's transcript, regardless of whether the grade is dropped from, or included in, the cumulative grade point average.

5. Repeat by transfer–If a student

repeats by transfer a course that was taken before or during the semester in which the student reached 12 credits attempted (including transfer credits) and the transfer grade is higher, then the original grade in the course will be excluded from the GPA calculation.

a. If the course was taken after the semester in which the student reached 12 credits attempted, the original grade remains in the GPA calculation. Special exceptions can be requested by the Director in unusual circumstances.

ACADEMIC PROBATION AND DISMISSAL

Students will be placed on academic probation when their cumulative GPA drops below 2.0. They will remain on academic probation as long as their cumulative GPA is below 2.0 and their semester GPA is 2.0 or above. Students on academic probation will be academically dismissed if their semester GPA drops below a 2.0 or their cumulative GPA does not reach 2.0 by the time they complete a total of 45 credits, including transfer credits.

1. IAA students maintain satisfactory academic standing by achieving a cumulative GPA of 2.0 or higher.

2. At anytime after a student has attempted 12 credit hours, his/her cumulative GPA drops below a 2.0, the student will be placed on academic probation. The IAA office will notify students when they are placed on academic probation. The student's advisor will assist the student in developing a plan for achieving satisfactory academic performance.

3. Full-time students who are on probation and have earned fewer than 45 credits must complete 9 or more credits and achieve a semester GPA of 2.0 in each semester of probation. Students on probation who fail to achieve a semester GPA of 2.0 will be academically dismissed.

4. Part-time students who are on probation and have earned fewer than 45 credits must complete at least 9 credits. These credits need not be completed in one semester to calculate a semester GPA, which must be 2.0 or above. Students on probation who fail to achieve a semester GPA of 2.0 will be academically dismissed.

5. Students who are on probation will be academically dismissed if they have not achieved a cumulative GPA of 2.0 at the end of the semester in which they complete 45 credits.

6. Students dismissed for academic reasons must wait out one semester (fall or spring) before reinstatement.

7. Students who have been academically dismissed and are reinstated will be academically dismissed again if a cumulative GPA of at least 2.0 is not achieved by the end of the first semester (or after 9 credit hours for part time students) after reinstatement.

SCHEDULING OF CLASSES

Class schedules are prepared by the IAA faculty and staff so students can complete their chosen curriculum option in the prescribed two years.

Taking courses which are not in accordance with published curriculum option requirements and/or guidelines may extend the time required to complete a program.

Students are not allowed to register for a course that meets for any portion of the time scheduled for lecture or lab time of another class.

WITHDRAWAL AND LEAVE OF ABSENCE FROM THE IAA

Students experiencing extenuating circumstances that significantly impair their ability to complete the academic term may withdraw from the IAA or may take a Leave of Absence.

Withdrawal

The effect of the withdrawal is to delete all courses from which the student is withdrawn.
Students who intend to withdraw from all courses during a semester must first consult with their advisors to consider the full implications of withdrawing from the IAA, and receive approval from their advisors.

Normally, students may withdraw or take a leave of absence from the IAA only once. The Director has the discretion to approve a second withdrawal and to establish the conditions of approval and reenrollment.

To officially withdraw, students must submit written notice of withdrawal with the appropriate approvals to the Office of the Registrar no later than the last day of classes. Students may either submit a completed Withdrawal Form or send a personal letter, documenting their situation. The letter must include the student's signature, student identification number, and date. Students may withdraw any time between the first and last days of classes. The effective date of withdrawal for purposes of refunds is the date that the withdrawal notice is received by the Office of the Registrar. Notice of withdrawal and effective date will be posted on the student's academic record.

The repeat policy will not apply to courses taken during the academic semester from which the student is officially withdrawn. Students must apply for readmission if they do not register for classes the semester following their withdrawal.

Leave of Absence

A leave of absence from the IAA is available for students wishing to take time away from the IAA with the intention of returning the following semester. An approved leave of absence permits students to return to the IAA

automatically; registration status will be retained. The leave of absence is especially helpful for recipients of federal financial aid because students are not considered to be withdrawn. They are permitted to retain their aid and to maintain their loan deferment status.

To officially take a leave of absence, students must consult their advisors and gain approval. Then, they must submit a written request for a leave of absence with the appropriate approvals to the Office of the Registrar no later than the last day of classes. Students may apply for a leave of absence only during the last 60 days of the semester. Leave of absence becomes effective the date that the request and approval are received by the Office of the Registrar. Notice of leave of absence and effective date will be posted on the student's academic record.

The repeat policy will not apply to courses taken during the academic semester from which the student takes a leave of absence.

Students who fail to file the completed forms for withdrawal, leave of absence or military call-up will forfeit the right to any refund to which they would be entitled and may receive failing grades in courses in which the student is enrolled.

Military Call-Up

Students who are called to active military duty during the semester should take a copy of the military orders to the Office of the Registrar and process "withdrawal" or "change in registration" papers. Students may obtain detailed information about the process from the Office of the Registrar.

WAITING IN CLASS FOR AN INSTRUCTOR

If an instructor is late for a lecture or lab, students are required to wait at least 15 minutes. If the instructor does not arrive within that time, students may leave.

The above time limit applies only when the instructor or the office has not notified the students that they are to remain longer.

ADVISORS

The Institute of Applied Agriculture has faculty advisors for each major. Students are required to see their advisors before registering each semester. Students should schedule an appointment with their advisors each semester to discuss specific curriculum requirements and class schedules.

Agricultural Business Management

Advisor: Mr. Jason Enstminger
2110 Jull Hall
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E-mail: jentsmin@umd.edu

General Ornamental Horticulture & Landscape Management

Advisor: Mr. Kenneth Ingram
2114 Jull Hall
Phone 301-405-0499
E-mail: kingram@umd.edu

Agricultural Business Management/Sustainable Agriculture

Advisor: Ms. Meredith Epstein
2115 Jull Hall
Phone 301-405-4690
E-mail: mbepste@umd.edu

Turfgrass/Golf Course/Sports Turf/Golf Course Construction Management

Advisor: Dr. J. Kevin Mathias
2113 Jull Hall
Phone 301-405-4692
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M.A. Bowie State University
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WALLS, Roy S.
Instructor, Computer Services Coordinator
B.S., M.S. University of Maryland
2118 Jull Hall — Phone 301-405-7256 — rwalls@umd.edu

MDA-APPROVED IAA COURSES FOR PEST CONTROL APPLICATOR CERTIFICATION

The Maryland Department of Agriculture (MDA) approved six IAA courses, each as equivalent to six months of practical experience. By taking two courses, students will satisfy the requirement of one year practical experience needed to become certified in Maryland as a Pest Control Applicator.

Golf courses, lawn and tree care companies, and farms often require the use of pesticides. Pesticides may include herbicides, insecticides fungicides, growth regulators, and desiccants. Depending upon the conditions and the pesticide's classification, a person may need to be certified in order to apply pesticides. MDA is responsible for certifying pesticide applicators, licensing businesses, and enforcing the Maryland Pesticide Applicators Law.

The IAA is authorized by the MDA to help people meet the requirements to become certified pesticide applicators. There are several different types of pesticide applicator certificates and licenses issued by MDA including private applicator certificates and commercial pest control applicator certificates.

Private Applicator. To become a private applicator, you must pass an MDA certification exam with a score of 70% or higher. The IAA's ***Pesticide Use and Safety*** course (INAG 106) prepares students for this exam. The final exam for this course is the MDA certification exam.

Commercial Pest Control Applicator. To become a commercial pest control applicator, you must have at least one year of practical pesticide application experience, submit an application, pass the Core exam with 70% or higher, and pass at least one specific category with 70% or higher.

MDA approved IAA's ***INAG 106 Pesticide Use and Safety*** as equal to six months of practical experience. The chart below lists courses that satisfy the other six months of experience needed in specific categories.

To be eligible for certification, you must complete ***INAG 106 Pesticide Use and Safety***. This course is equivalent to six months of experience for any category of pest control. The course selection for satisfying the other six months of required experience depends on your individual needs. For example, if you want to be certified in Turf and Lawn, you must take ***INAG 106 Pesticide Use and Safety and INAG 107 Turfgrass Management***. If you want to be certified in exterior ornamental plants as well as turf, you must also take ***INAG 226 Diseases of Ornamentals or INAG 231 Insects of Ornamentals and Turfgrass.***

For information about MDA's pesticide applicator certification and business licensing requirements, contact your advisor or call the MDA at 410-841-5700 or visit its website www.mda.state.md.us/.

IAA Courses Approved by MDA for Commercial Pest Control Applicator Certification

IAA Course Number & Title	Approved Pest Control Category
INAG 106: Pesticide Use & Safety	All Categories Private Applicator Certification
INAG 107: Turfgrass Management	III C. Turf and Lawn
INAG 231: Insects of Ornamentals & Turfgrass	III A. Ornamental Plant–exterior III B. Ornamental Plant–interior
INAG 213: Crop Production Practices	I A. Agricultural Plant
INAG 116: Pasture Management & Hay Production	I A. Agricultural Plant
INAG 226: Diseases of Ornamentals	III A. Ornamental Plant–exterior III B. Ornamental Plant–interior

CURRICULUM GUIDE FOR AGRICULTURAL BUSINESS MANAGEMENT

1st YEAR, FALL SEMESTER		Credit Hours	Plan	Grade
ANSC 101 & 103	Principles of Animal Science & Lab	3 OR	____	____
PLSC 101	Introductory Crop Science	4 OR	____	____
INAG 100	Introduction to Plant Science	4	____	____
INAG 103	Agricultural Marketing	3	____	____
INAG 111	Written Communication	3	____	____
INAG 250	Fundamentals of Agricultural Mechanics	3	____	____
Approved Elective(s)		3	____	____
		15/16		
1st YEAR, SPRING SEMESTER				
INAG 101	Computer Applications	3	____	____
INAG 104	Agricultural Mathematics	3	____	____
INAG 105	Soils & Fertilizers	3	____	____
INAG 110	Oral Communication	3	____	____
Approved Elective(s)		3	____	____
		15		
SUMMER, BETWEEN 1st and 2nd YEARS				
INAG 299A	Internship I	1	____	____
2nd YEAR, FALL SEMESTER				
INAG 102	Business Operations	3	____	____
INAG 201	Personnel Management	3	____	____
INAG 203	Introduction to Finance	3	____	____
INAG 299B	Internship II	1	____	____
INAG 240 †	Professional Development Seminar	1	____	____
Approved Elective(s)		3-4	____	____
		14/15		
2nd YEAR, SPRING SEMESTER				
INAG 106	Pesticide Use & Safety	2	____	____
INAG 202	Farm Management	3 OR	____	____
INAG 204	Business Management	3	____	____
INAG 206	Business Law	3	____	____
Approved Electives		6		
		14		
	TOTAL CREDITS	**60**		

Partial List of Approved Electives

S/even years	INAG 205	Analyzing Alternative Enterprises	3	____	____
S	INAG 207 †	Power and Machinery	3	____	____
S/odd years	INAG 213	Crop Production Practices	3	____	____
F	ANSC 233	Equine Behavior	2	____	____
F	ANSC 330 †	Equine Science	3	____	____
S	INAG 236	Spanish Communication	3	____	____
F	ANSC 110	Pasture Management/Hay Production	2	____	____
F	INAG 123	Introduction to Sustainable Agriculture	3	____	____
S	ANSC 232	Horse Management	3	____	____
S	ANSC 237	Equine Reproduction Management	2	____	____
F/S	INAG 199	Special Problems	1-3	____	____

ANSC, ENST, AREC, PLSC 100 and 200 level courses with approval

†Prerequisite

CURRICULUM GUIDE FOR AGRICULTURAL BUSINESS MANAGEMENT

Sustainable Agriculture Concentration

1st YEAR, FALL SEMESTER		Credit Hours	Plan	Grade	
ANSC 101 & 103	Principles of Animal Science & Lab	3 OR		____	____
PLSC 101	Introductory Crop Science	4 OR		____	____
INAG 100	Introduction to Plant Science	4		____	____
INAG 102	Business Operations	3		____	____
INAG 111	Written Communication	3		____	____
INAG 250	Fundamentals of Agricultural Mechanics	3		____	____
INAG 123	Introduction to Sustainable Agriculture	3		____	____
		15/16			
1st YEAR, SPRING SEMESTER					
INAG 101	Computer Applications	3		____	____
INAG 104	Agricultural Mathematics	3		____	____
INAG 105	Soils & Fertilizers	3		____	____
INAG 110	Oral Communication	3		____	____
INAG 204	Business Management	3 OR		____	____
INAG 202	Farm Management	3		____	____
INAG 206	Business Law	3		____	____
		18			
SUMMER, BETWEEN 1st and 2nd YEARS					
INAG 299A	Internship I	**1**		____	____
2nd YEAR, FALL SEMESTER					
INAG 103	Agricultural Marketing	3		____	____
INAG 106	Pesticide Use & Safety (online)	2		____	____
INAG 201	Personnel Management	3		____	____
INAG 203	Introduction to Finance	3		____	____
INAG 299B	Internship II	1		____	____
INAG 240 †	Professional Development Seminar	1		____	____
INAG 199	Special Problems or Approved Elective	1-3		____	____
		14-16			
2nd YEAR, SPRING SEMESTER					
INAG 248	Topics in Sustainable Agriculture	1		____	____
INAG 099	Cooperative Education	*NC* OR		____	____
Approved Electives		9			
		1/10			
	TOTAL CREDITS	**48/60**			

Partial List of Approved Electives

S/even years	INAG 205	Analyzing Alternative Enterprises	3	____	____
S	INAG 207 †	Power and Machinery	3	____	____
S/odd years	INAG 213	Crop Production Practices	3	____	____
F	INAG 116	Pasture Mgt. & Hay Production	2	____	____
S/odd years	INAG 224	Greenhouse Production/Management		____	____
S	INAG 236	Spanish Communication	3	____	____
F	INAG 231	Insects of Ornamentals/Turfgrass	3	____	____

INAG, ANSC, ENST, ENSP, PLSC 100 and 200 level courses with approval

†Prerequisite

CURRICULUM GUIDE FOR GENERAL ORNAMENTAL HORTICULTURE

1st YEAR, FALL SEMESTER		Credit Hours	Plan	Grade
INAG 100	Introduction to Plant Science	4	____	____
INAG 102	Business Operations	3	____	____
INAG 111	Written Communication	3	____	____
INAG 250	Fundamentals of Agricultural Mechanics	3	____	____
Approved Elective(s)		3	____	____
		16		
1st YEAR, SPRING SEMESTER				
INAG 101	Computer Applications	3	____	____
INAG 104	Agricultural Mathematics	3	____	____
INAG 105	Soils & Fertilizers	3	____	____
INAG 110	Oral Communication	3	____	____
INAG 114/even years	Plant Propagation	3 OR	____	____
INAG 224/odd years	Greenhouse/Production Management	3	____	____
		15		
SUMMER, BETWEEN 1st and 2nd YEARS				
INAG 299A	Internship I	1	____	____
2nd YEAR, FALL SEMESTER				
INAG 201	Personnel Management	3	____	____
INAG 226	Diseases of Ornamentals/Turfgrass	3	____	____
INAG 231	Insects of Ornamentals/Turfgrass	3	____	____
PLSC 253	Woody Plants for Mid-Atlantic Landscapes I	3	____	____
INAG299B	Internship II	1	____	____
INAG 240 †	Professional Development Seminar	1	____	____
Approved Elective		1	____	____
		15		
2nd YEAR, SPRING SEMESTER				
INAG 106	Pesticide Use & Safety	2	____	____
INAG 204	Business Management	3	____	____
INAG 206	Business Law	3	____	____
INAG 114/even years	Plant Propagation	3 OR	____	____
INAG 224/odd years	Greenhouse/Production Management	3	____	____
Approved Elective(s)		3	____	____
		14		
	TOTAL CREDITS	**60**		

Partial List of Approved Electives

S	INAG 236	Spanish Communication	3	____	____
S/even years	INAG 244	Herbaceous Annuals and Perennials	3	____	____
S	INAG 235	Irrigation & Drainage Practices	3	____	____
F/even years	INAG 218†	Landscape Construction	3	____	____
S	PLSC 254†	Woody Plants for Mid-Atlantic Landscapes II	3	____	____
F/odd years	INAG 222	Landscape Design & Implementation	4	____	____
S/odd years	INAG 272	Principles of Arboriculture	3	____	____
F/S	INAG 199	Special Problems	1-3	____	____

INAG, ANSC, ENST, AREC, PLSC 100 and 200 level courses with approval

†Prerequisite

CURRICULUM GUIDE FOR GENERAL TURFGRASS MANAGEMENT

1st YEAR, FALL SEMESTER		Credit Hours	Plan	Grade
INAG 100	Introduction to Plant Science	4	____	____
INAG 102	Business Operations	3	____	____
INAG 107	Introduction to Turfgrass Management	3	____	____
INAG 111	Written Communication	3	____	____
Approved Elective(s)		3		
		16		
1st YEAR, SPRING SEMESTER				
INAG 101	Computer Applications	3	____	____
INAG 104	Agricultural Mathematics	3	____	____
INAG 105	Soils & Fertilizers	3	____	____
INAG 106	Pesticide Use & Safety	2	____	____
INAG 110	Oral Communication	3	____	____
		14		
SUMMER, BETWEEN 1st and 2nd YEARS				
INAG 299A	Internship I	1	____	____
2nd YEAR, FALL SEMESTER				
INAG 201	Personnel Management	3	____	____
INAG 250	Fundamentals of Agricultural Mechanics	3	____	____
INAG 237 †	Surveying & GPS Applications in Agriculture	3	____	____
INAG 299B	Internship II	1	____	____
INAG 240 †	Professional Development Seminar	1	____	____
Approved Elective(s)		4	____	____
		15		
2nd YEAR, SPRING SEMESTER				
INAG 204	Business Management	3	____	____
INAG 206	Business Law	3	____	____
INAG 207 †	Power & Machinery	3	____	____
INAG 235	Irrigation and Drainage Practices for Turf	3	____	____
Approved Elective(s)		3	____	____
		15		
	TOTAL CREDITS	**60**		

Partial List of Approved Electives

F	INAG 103	Agricultural Marketing	3	____	____
F	INAG 236	Spanish Communication	3	____	____
F	PLSC 253†	Woody Plants for Mid-Atlantic Landscapes I	3	____	____
F	INAG 203	Introduction to Finance	3	____	____
F/even years	INAG 218 †	Landscape Construction	3	____	____
F/odd years	INAG 222	Landscape Design & Implementation	4	____	____
F	INAG 226	Diseases of Ornamentals/Turf	3	____	____
S/odd years	INAG 272	Principles of Arboriculture	3	____	____
F	INAG 231	Insects of Ornamentals/Turfgrass	3	____	____
F/S	INAG 199	Special Problems	1-3	____	____

INAG, ANSC, ENST, AREC, PLSC 100 and 200 level courses with approval

†Prerequisite

CURRICULUM GUIDE FOR GOLF COURSE MANAGEMENT

1st YEAR, FALL SEMESTER		Credit Hours	Plan	Grade
INAG 250	Fundamentals of Agricultural Mechanics	3	____	____
INAG 100	Introduction to Plant Science	4	____	____
INAG 102	Business Operations	3	____	____
INAG 107	Introduction to Turfgrass Management	3	____	____
INAG 111	Written Communication	3	____	____
		16		
1st YEAR, SPRING SEMESTER				
INAG 101	Computer Applications	3	____	____
INAG 104	Agricultural Mathematics	3	____	____
INAG 105	Soils & Fertilizers	3	____	____
INAG 110	Oral Communication	3	____	____
INAG 214/odd years	Agronomic Principles for Golf Turf Management	3	____	____
		15		
SUMMER, BETWEEN 1st and 2nd YEARS				
INAG 299A	Internship I *(must be at a golf course facility)*	1	____	____
2nd YEAR, FALL SEMESTER				
PLSC 253 †	Woody Plants for Mid-Atlantic Landscapes I	3 OR	____	____
INAG 242/even years	Golf Course Design and Construction	3	____	____
INAG 201	Personnel Management	3	____	____
INAG 226	Diseases of Ornamentals/Turfgrass	3	____	____
INAG 231	Insects of Ornamentals/Turfgrass	3	____	____
INAG 237 †	Surveying & GPS Applications in Agriculture	3	____	____
INAG 240 †	Professional Development Seminar	1	____	____
		16		
2nd YEAR, SPRING SEMESTER				
INAG 106	Pesticide Use & Safety	2	____	____
INAG 206	Business Law	3	____	____
INAG 207 †	Power & Machinery	3	____	____
INAG 235	Irrigation and Drainage Practices for Turf	3	____	____
INAG 215/even years	Business Management Practices for Turf Facilities	3	____	____
INAG 299B	Internship II	1	____	____
		15		
	TOTAL CREDITS	**62**		

Partial List of Approved Electives

F/odd years	INAG 222	Landscape Design & Implementation	4	____	____
S	INAG 236	Spanish Communication	3	____	____
F	INAG 203	Introduction to Finance	3	____	____
S	INAG 204	Business Management	3	____	____
F/even years	INAG 218 †	Landscape Construction	3	____	____
S/odd years	INAG 272	Principles of Arboriculture	3	____	____
F/S	INAG 199	Special Problems	1-3	____	____

INAG, ANSC, ENST, AREC, PLSC 100 and 200 level courses with approval

†Prerequisite

CURRICULUM GUIDE FOR LANDSCAPE MANAGEMENT

1st YEAR, FALL SEMESTER		Credit Hours	Plan	Grade
INAG 107	Introduction toTurfgrass Management	3	____	____
INAG 111	Written Communication	3	____	____
INAG 250	Fundamentals of Agricultural Mechanics	3	____	____
INAG 100	Introduction to Plant Science	4	____	____
PRIMARY ELECTIVE		3 or 4	____	____
		16/17		
1st YEAR, SPRING SEMESTER				
INAG 101	Computer Applications	3	____	____
INAG 104	Agricultural Mathematics	3	____	____
INAG 105	Soils & Fertilizers	3	____	____
INAG 110	Oral Communication	3	____	____
PRIMARY ELECTIVE		3	____	____
		15		
SUMMER, BETWEEN 1st and 2nd YEARS				
INAG 299A	Internship I	1	____	____
2nd YEAR, FALL SEMESTER				
INAG 201	Personnel Management	3	____	____
INAG 226	Diseases of Ornamentals/Turfgrass	3	____	____
INAG 231	Insects of Ornamentals/Turfgrass	3	____	____
INAG 299B	Internship II	1	____	____
INAG 240 †	Professional Development Seminar	1	____	____
PLSC 253 †	Woody Plants for Mid-Atlantic Landscapes I	3	____	____
Approved Elective		1	____	____
		15		
2nd YEAR, SPRING SEMESTER				
INAG 106	Pesticide Use & Safety	2	____	____
INAG 204	Business Management	3	____	____
INAG 206	Business Law	3	____	____
PRIMARY ELECTIVES		6	____	____
		1**4**		
	TOTAL CREDITS	**60**		

PRIMARY ELECTIVES (must take 4)

F/even years	INAG 218 †	Landscape Construction	3	____	____
F/odd years	INAG 222	Landscape Design and Implementation	4	____	____
	INAG 236	Spanish Communication	3	____	____
S/odd years	INAG 272	Principles of Arboriculture	3	____	____
S/even years	INAG 244	Herbaceous Annuals and Perennials	3	____	____

Partial List of Approved Electives

F	INAG 102	Business Operations	3	____	____
S	INAG 207 †	Power and Machinery	3	____	____
F	INAG 203	Introduction to Finance	3	____	____
S	INAG 235	Irrigation & Drainage Practices for Turf	3	____	____
S	PLSC 254 †	Woody Plants for Mid-Atlantic Landscapes II	3	____	____
F	INAG 237 †	Surveying & GPS Applications in Agriculture	3	____	____
F/S	INAG 199	Special Problems	1-3	____	____

INAG, ANSC, ENST, AREC, PLSC 100 and 200 level courses with approval

†Prerequisite

CURRICULUM GUIDE FOR GOLF COURSE CONSTRUCTION

1st YEAR, FALL SEMESTER		Credit Hours	Plan	Grade
INAG 250	Fundamentals of Agricultural Mechanics	3	____	____
INAG 100	Introduction to Plant Science	4	____	____
INAG 102	Business Operations	3	____	____
INAG 107	Introduction to Turfgrass Management	3	____	____
INAG 222/odd years	Landscape Design & Implementation	4 OR	____	____
INAG 242/even years	Golf Course Design and Construction	3	____	____
		16/17		
1st YEAR, SPRING SEMESTER				
INAG 101	Computer Applications	3	____	____
INAG 104	Agricultural Mathematics	3	____	____
INAG 105	Soils & Fertilizers	3	____	____
INAG 110	Oral Communication	3	____	____
INAG 214 †	Agronomic Principles for Golf Turf Management	3	____	____
		15		
SUMMER, BETWEEN 1st and 2nd YEARS				
INAG 299A	Internship I *(must be with a golf course construction business)*	1	____	____
2nd YEAR, FALL SEMESTER				
INAG 111	Written Communication	3	____	____
INAG 201	Personnel Management	3	____	____
INAG 237 †	Surveying & GPS Applications in Agriculture	3	____	____
INAG 240 †	Professional Development Seminar	1	____	____
INAG 222/odd years	Landscape Design & Implementation	4 OR	____	____
INAG 242/even years	Golf Course Design and Construction	3	____	____
Approved Elective(s)		2	____	____
		15-16		
2nd YEAR, SPRING SEMESTER				
INAG 204	Business Management	3	____	____
INAG 206	Business Law	3	____	____
INAG 207 †	Power & Machinery	3	____	____
INAG 235	Irrigation and Drainage Practices for Turf	3	____	____
INAG 299B	Internship II	1	____	____
		13		
	TOTAL CREDITS	**60-61**		

Partial List of Approved Electives

S	INAG 236	Spanish Communication	3	____	____
F	INAG 203	Introduction to Finance	3	____	____
S	INAG 204	Business Management	3	____	____
F/even years	INAG 218 †	Landscape Construction	3	____	____
S/odd years	INAG 272	Principles of Arboriculture	3	____	____
S/even years	INAG 215 †	Business Mgt. Practices for Turf Facilities	3	____	____
F/S	INAG 199	Special Problems	1-3	____	____

ANSC, ENST, AREC, PLSC 100 and 200 level courses with approval

†Prerequisite

CURRICULUM GUIDE FOR SPORTS TURF MANAGEMENT

1st YEAR, FALL SEMESTER		Credit Hours	Plan	Grade
INAG 250	Fundamentals of Agricultural Mechanics	3	____	____
INAG 100	Introduction to Plant Science	4	____	____
INAG 102	Business Operations	3	____	____
INAG 107	Introduction to Turfgrass Management	3	____	____
INAG 111	Written Communication	3	____	____
		16		
1st YEAR, SPRING SEMESTER				
INAG 101	Computer Applications	3	____	____
INAG 104	Agricultural Mathematics	3	____	____
INAG 105	Soils & Fertilizers	3	____	____
INAG 106	Pesticide Use & Safety	2	____	____
INAG 110	Oral Communication	3	____	____
Approved elective(s)		1	____	____
		15		
SUMMER, BETWEEN 1st and 2nd YEARS				
INAG 299A	Internship I	1	____	____
2nd YEAR, FALL SEMESTER				
INAG 201	Personnel Management	3	____	____
INAG 226	Diseases of Ornamentals/Turf	3	____	____
INAG 231	Insects of Ornamentals/Turfgrass	3	____	____
INAG 237†	Surveying & GPS Applications in Agriculture	3	____	____
INAG 240†	Professional Development Seminar	1	____	____
PLSC 402/odd years	Sports Turf Management	3	____	____
		16		
2nd YEAR, SPRING SEMESTER				
INAG 206	Business Law	3	____	____
INAG 207†	Power & Machinery	3	____	____
INAG 215/even years	Business Management Practices for Turf Facilities	3	____	____
INAG 235	Irrigation and Drainage Practices for Turf	3	____	____
INAG 299B	Internship II	1	____	____
		13		
	TOTAL CREDITS	**60**		

Partial List of Approved Electives

F/odd years	INAG 222	Landscape Design & Implementation	4	____	____
S	INAG 236	Spanish Communication	3	____	____
F	INAG 203	Introduction to Finance	3	____	____
S	INAG 204	Business Management	3	____	____
F/even years	INAG 218†	Landscape Construction	3	____	____
S/odd years	INAG 272	Principles of Arboriculture	3	____	____
F/S	INAG 199	Special Problems	1-3	____	____

INAG, ANSC, ENST, AREC, PLSC 100 and 200 level courses with approval

†Prerequisite

COURSE DESCRIPTIONS

NOTE: The following course listings were updated in December 2013. Please see your advisor to confirm which current course offerings are required for your major.

INAG 099. Cooperative Education.
No academic credit
Cooperative Education, the culminating 22-week field experience in your program, is a collaborative partnership between the Institute of Applied Agriculture and the employer to provide a quality academic and practical training for students. Each student's co-op will vary according to the unique career direction the student wishes to pursue and is intended to accompany seminars and activities previously acquired in the IAA program. Upon completion of the course, students will have established contacts in the industry and substantial documentation to develop a person portfolio. Co-op is only open to agricultural and equine business management students who have completed a minimum of 45 credit hours.

INAG 100. Introduction to Plant Science
4 credits (3 hours of lecture and 1 hour of laboratory per week)
A generatl introduction to plant science designed to provide students with working knowledge of fundamental structures and processes of plants. Content includes plant anatomy, physiology, genetics, and environmental relationships.

INAG 101. Computer Applications
3 credits (2 hours of lecture and 2 hours of laboratory per week)
An up-to-date introduction to the use of computers on campus and in the agricultural industry. Exposure will be given to operating systems, storage media, networking, multimedia, and current hardware. Hands-on applications with computers will cover Windows Operating system, word processing, spreadsheets, databases, and networking.

INAG 102. Business Operations
3 credits
Business Operations introduces the student to basic principles and procedures of a profitable small business. This course will emphasize the role of the entrepreneur in a dynamic economy, focusing on management, operations, organization, and financing the small business.

INAG 103. Agricultural Marketing
3 credits
Principles of market demand are used to develop a consumer oriented market strategy for the agricultural business. Topics include market structures, target marketing, market segmentation, niche marketing and direct marketing. Market concepts unique to agricultural products are also covered.

INAG 104. Agricultural Mathematics
3 credits
The development of problem-solving skills often used in the everyday world of work. Problems involving soils, fertilizers, seeding rates, feed mixtures and business finance. Development of mathematical skills in solving basic equations, the use of percents and ratios and calculating various linear and cubic measurements.

INAG 105. Soils and Fertilizers
3 credits (2 hours of lecture and 2 hours of laboratory per week)
Soils and Fertilizers is an introductory course for students entering careers related to applied agricultural production. The course is divided into the three subject areas of soil properties, soil fertility and environmental concerns of using soils for agricultural production. Emphasis is placed upon the characteristics of Maryland soils which are similar to the soils in the mid-Atlantic region. The importance of nutrient management and non point source pollution of the Chesapeake Bay are covered in the course.

INAG 106. Pesticide Use and Safety
2 credits
An overview of pesticide use and safety is covered. Topics include environmental protection, labeling, personal safety, first aid, formulation and chemistry, equipment, disposal, storage, record-keeping and liability. This course will also prepare a student to take the Maryland test for a private applicator's license.

INAG 107. Introduction to Turfgrass Management
3 credits (2 hours of lecture and 2 hours of laboratory per week)
Identification, characteristics, adaptability and establishment of grass species for turf use. Introduction to management practices involving fertilization, irrigation and mowing will be covered. The major weed pests of turfgrasses in Maryland will be reviewed.

INAG 110. Oral Communication
3 credits
A study of how perception, self-concept, verbal and nonverbal communications affect the communication process as it emerges in the work place. The course provides skill training in speech writing, public speaking, group communication, interpersonal communication, listening, and responding. Credit will be granted for only one of the following: COMM107, COMM200, ENES143, INAG110, JOUR130 or THET285.

INAG 111. Written Communication
3 credits
The fundamentals of written business communication are analyzed and applied. The course reviews basic English mechanics and requires students to write business letters, memos, press releases and reports. Students are expected to know word processing or to learn it outside of class.

INAG 114. Plant Propagation
3 credits (2 hours of lecture and 2 hours of laboratory per week)
The theory and practical techniques of plant propagation. Methods covered include propagation by seed, fern spores, cuttings, layering, grafting and tissue culturing. Commercial propagation techniques are stressed.

INAG 116/ANSC 110. Pasture Management & Hay Production
2 credits
Students learn skills necessary to manage pasture and hay crops. Course includes training for species selection, fertilization/nutrient management, quality factors, equipment selection, hay-making techniques and grazing management. One or two Saturday laboratory sessions will be required, dates to be determined by availability of students and instructor.

ANSC 234/INAG 117. Equine Nutrition
3 credits
This course provides the fundamentals of equine nutrition and management from feed ingredient selection to individual nutrient requirements. Topics include nutrition of all classes of horses, as well as feeds, feeding, and feed quality.

ANSC 233/INAG 122. Equine Behavior
2 credits (1 hour of lecture and 2 hours of laboratory per week)
Course work includes the study of normal and abnormal behaviors, learning ability, as well as different training and conditioning methods.

INAG 123. Introduction to Sustainable Agriculture
3 credits
This course provides students with an overview of the principles and practices of sustainable agriculture. Students learn about the economic, social, and environmental impacts of agriculture, and they should be able to relate principles of sustainability to production practices.

INAG 199. Special Problems
1-3 credits
Prerequisite--approval of instructor. Repeatable to 3 credits. A detailed study, including a written report, involving a current issue in an agricultural area that relates to the student's major. The study is conducted under the direction of a faculty member. A maximum of three credit hours of special problems may be applied toward graduation.

INAG 199C. Special Problems in Agriscience
3 credits
Prerequisite: Must be a high school CASE program completer. This course provides a means of articulating a sequence of Curriculum for AgriScience Education (CASE) courses offered in high schools for credit at the University of Maryland's Institute of Applied Agriculture (IAA). Student completers (as designated by the Maryland State Department of Education CIP 01-0050) are eligible to take this course during their first semester of matriculation. Student will develop a presentation to be given to IAA faculty. This presentation will be a detailed description of the student's CASE Capstone or CASE Research experience and the courses that led them to this unique experience. The student may use three credits of Special Problems credits as an elective in their program of study as designated in their Curriculum Guide received at orientation.

INAG 201. Personnel Management
3 credits
The course introduces students to the study and application of basic principles of human relations and personnel management. A variety of approaches to recruiting, training, delegating, motivating, and appraising employees are among the topics discussed.

INAG 202. Farm Management
3 credits
An advanced study of farm management decision-making for farm profitability. The course will develop decision-making skills for farm planning, budgeting, and enterprise selection. Cost analysis, partial budgeting and principles of profitable decision-making are examined in terms of land resource, livestock, crop and machinery management. Basic skills of farm accounting and tax management will also be included in the course study.

INAG 203. Introduction to Finance
3 credits
The course is designed to introduce the student to the principles used in the financial management for a business. Topics covered in the course include the costs associated with borrowed funds, sources of obtaining capital, analysis of financial statements, real estate purchase and finance. In addition, the financial markets are studied from the perspective of their impact upon the small business entrepreneur.

INAG 204 Business Management
3 credits
Business Management is a course that is concerned with the successful management of a small business. The course concentrates on the development of management skills for profitable decision making. The course is divided into subject areas of business management, basic accounting skills, preparing a business plan, and small business taxes.

INAG 205. Analyzing Alternative Enterprises
3 credits
The course identifies and analyzes alternative crops, livestock and other business enterprises. Students assess sustainability, geographical adaptability and potential profitability of businesses. Topics may include value added approaches, organic crop production, and recreational agricultural pursuits.

INAG 206. Business Law
3 credits
Basic laws of contract, bailment, and laws affecting negotiable instruments. Consideration of uniform commercial code as applied to business relationships. General introduction to the

legal process.

INAG 207. Power and Machinery
3 credits (2 hours of lecture and 2 hours of laboratory per week)
The basic principles of management, selection, maintenance, operation, adjustment and troubleshooting of agricultural machinery and power units will be studied. How power is developed, transmitted through systems, both mechanical and hydraulic will be studied. A systematic disassembly, analysis, diagnosis and reassembly of a small engine will be completed by each student. Prerequisite--ENBE 200/PLSC 204 Fundamentals of Ag Mechanics. Prerequisite or corequisite--INAG 101 Computer Applications

INAG 213. Crop Production Practices
3 credits
Crop production practices covers the applied methods of producing various vegetable and agronomic crops in Maryland. This course focuses on commercial scale production where economics impact production decisions. Topics include crop rotation, cropping systems, nutrient management, and integrated pest control strategies. Throughout the course, economic, social and ecological sustainable production practices will be addressed.

INAG 214. Agronomic Principles for Golf Turf Management
3 credits (2 hours of lecture and 2 hours of laboratory per week)
An in-depth study of golf course management practices, including fertilization and pest control programs, mowing, irrigation and other cultural practices pertinent to golf course operations. Prerequisite--INAG 107: Introduction to Turfgrass Management.

INAG 215. Business Management Practices for Turf Facilities
3 credits (2 hours of lecture and 2 hours of laboratory per week)
An advanced course in turfgrass management with emphasis on maintenance programs of fertilization, pest control, and renovation practice for golf courses and sports facilities. Maintenance budgets for facility operations are discussed. The current status and trends of the golf and sports turf industry is reviewed. Prerequisite--INAG 107: Introduction to Turfgrass Management.

INAG 218. Landscape Construction
3 credits (2 hours of lecture and 2 hours of laboratory per week)
Covers the basic principles and practices of landscape construction. A study and analysis of wood, concrete, masonry, stone, electrical fixtures, water garden structures, and other materials and supplies utilized in the landscape industry. Emphasis will be placed on safety, development and interpretation of construction drawings, specifications for common structures, material selection, cost estimation, site preparation and construction techniques. Prerequisite or corequisite--PLSC 204 or ENBE 200 Fundamentals of Agricultural Mechanics

INAG 222. Landscape Design and Implementation
4 credits (2 hours of lecture and 4 hours of laboratory per week)
The fundamental principles of landscape architecture as applied to residential and commercial landscaping including study of principles of both formal and informal designs and plan graphics. Students will produce landscape drawings using principles taught.

INAG 224. Greenhouse/Production Management
3 credits (2 hours of lecture and 2 hours of laboratory per week)
Course covers structures, equipment, maintenance, general procedures and methods associated with commercial greenhouse operations. Students will learn horticultural techniques applicable to commercially viable greenhouse crops for Maryland. Two semester projects include the production of potted mums and hydroponic lettuce.

INAG 226. Diseases of Ornamentals and Turfgrass
3 credits (2 hours of lecture and 2 hours of laboratory per week)
Basic introduction to plant pathology and the common disorders of ornamentals and turf. Course stresses diagnosis and Integrated Pest Management (IPM) control methods.

INAG 231. Insects of Ornamental and Turfgrass
3 credits (2 hours of lecture and 2 hours of laboratory per week)
An overview of the major insect pests of turf grasses and ornamentals present in Maryland. Life history and current control strategies of approximately 150 insects will be covered. Also, beneficial insects, important for controlling insect pests, will be reviewed.

INAG 232. Equine Business Management
3 credits
Students will study and practice decision-making skills and tools needed to operate a profitable equine boarding stable and other equine businesses.

INAG 233. Equine Reproduction Management
2 credits
Students learn the fundamental skills necessary to manage equine reproductive services including anatomy and physiology of genital tracts, estrus detection, control of cycle, survey of reproductive techniques, infertility, mare, foal and stallion management. One or two Saturday laboratory sessions will be required, dates to be determined.

INAG 235. Irrigation and Drainage Practices for Turf
3 credits (2 hours of lecture and 2 hours of laboratory per week)
This course covers water and drainage laws and use doctrines, irrigation hydraulics, irrigation layout, scheduling and valve operation. An irrigation design problem for a residential property and a sports field will be required. Students will conduct an irrigation audit, troubleshoot an irrigation system,

evaluate irrigation uniformity and cover water conservation practices for turfgrass properties and sports venues.

INAG 236. Spanish Communication
3 credits
Students will learn conversational and work-related Spanish. The course focuses on giving instructions and using workplace terminology as it relates to materials and equipment. Different Latin American cultures and dialects will be identified. Students will also be taught to understand the regional workforce.

INAG 237. Surveying and GPS Applications in Agriculture
3 credits (2 hours of lecture and 2 hours of laboratory per week)
The principles of land measurement using conventional surveying techniques, Global Positioning System (GPS) devices and mapping, utilizing Graphical Information Systems (GIS) will be the focus of this course. Students will use surveying equipment and PGS data collection units to collect land data features. Data will be analyzed and maps created using software including: Trimble GPS Office, ESRI ArcGIS and/or other GIS systems. Students will download and integrate available on-line geo-referenced map images to support the development of their own geo-referenced collected data. Spatial analysis software will be used to locate problem areas of field agronomic factors. Prerequisite or corequisite: INAG 101: Computer Applications or suitable computer applications course, and INAG 104: Ag Math or suitable math course.

INAG 240. Professional Development Seminar
1 credit
Required for all graduating students, this course provides students with the opportunity to reflect on their academic experience and develop skills necessary to successfully transition into their careers. Students will explore careers and professional associations, complete their portfolios, and prepare resumes. Each student will develop and present a professional presentation on his/her internship experience. Prerequisite or corequisite: INAG 299A: Internship I

INAG 242. Golf Course Design and Construction
3 credits (2 hours of lecture and 2 hours of laboratory per week)
The course covers the history and current design trends in golf course architecture, permitting requirements of federal and state agencies such as the US Army Corps of Engineers, Soil Conservation Service, and the Maryland Department of Environment. Golf course construction techniques, workplace safety, and engineering principles will be discussed. Prerequisite: INAG 107: Introduction to Turfgrass Management.

INAG 244. Herbaceous Annuals and Perennials
3 credits
An introductory course that covers the proper culture (species requirements, soils/nutrition, weed and pest/disease management), the identification of and the landscape use for a broad selection of herbaceous annual and perennial plants commonly used in home, public display and commercial landscapes. Specific topics covered include bulbs and tuberous roots, annual specimen and bedding plants, ornamental grasses, herbaceous perennials, groundcovers, and the basics of aquatic garden design, care and plant selection. Students gain the skills and knowledge to select plants and to successfully design and manage herbaceous plants in landscapes.

INAG 248. Topics in Sustainable Agriculture
1 credit
Through guest speakers and experts, this one-credit course exposes students to current trends, concerns and research in sustainable agriculture. It allows students to explore various interest areas and discuss a variety of topics as they relate to sustainable practices.

INAG 250. Fundamentals of Agricultural Mechanics
3 credits (2 hours of lecture and 4 hours of laboratory per week)
A comprehensive course that teaches the fundamentals of agricultural related mechanics. Lecture and lab exercises will cover the broad range of topics associated with agricultural mechanics including electricity, plumbing, welding processes, and wood and metal working applications. Emphasis will be given to the design and installation of electrical circuits. It will also include project planning and implementation including development of safety protocols for each area of study and introduction of GPS equipment and software for survey data collection.

INAG 272. Principles of Arboriculture
3 credits (2 hours of lecture and 3 hours of laboratory per week)
The establishment and maintenance of healthy trees in an urban setting will be studied. Lectures will focus on the environmental constraints to tree development in the city, and the role of physiological processes in regulating tree vigor. Laboratory exercises will cover the unique aspects of urban soils, tree valuation procedures, pruning and training, and supervised climbing.

INAG 299A. Internship I
1 credit
On-site internship training in the student's major area of study. Students must successfully complete a minimum of 320 working hours at an approved work site, and meet expectations set by their advisor and employer. Students should complete the on-site portion of their internship during the summer between their first and second years. After completing Internship I, students must take Internship II in which they complete a report. The two courses should be completed in consecutive semesters or simultaneously. Grading: satisfactory/fail. Prerequisite: Advisor's approval.

INAG 299B. Internship II
1 credit
Internship II is a follow up report to Internship I, and the two courses should be completed in consecutive semesters. Students must complete and submit a comprehensive report on the activity and management of the work site used in INAG 299A Internship I. Grading: regular. Prerequisite: Advisor's approval. Pre/Corequisite: INAG 299A Internship I.

ANSC 101. Principles of Animal Science
2 credits
A comprehensive overview of the application of biology in the care and use of animals that live in close association with humans including food animals, companion animals, lab animals, zoo animals, etc. The role of science in modern food production using animals will be emphasized. Offered in fall semester only.

ANSC 103. Principles of Animal Science Laboratory
1 credit
Laboratory focusing on the application of biology in the care and use of animals that live in close association with humans including food animals, companion animals, lab animals, zoo animals, etc. Labs will include live animals. Offered in fall semester only. Pre- or corequisite: ANSC 101.

ANSC 220. Livestock Management
4 credits
Management of meat animals including beef, sheep and swine. Breeding, feeding management and marketing practices at the leading edge of technology for maximum economic efficiency. Prerequisite: ANSC 101.

ANSC 232. Horse Management
3 credits (2 hours of lecture and 2 hours of laboratory per week)
The course is for students who intend to own horses and/or manage a horse facility. Principles of facility planning, business management, horse behavior and training, health, feeding and reproduction are emphasized. Prerequisite: ANSC 101 Introduction to Animal Science.

PLSC 100. Introduction to Horticulture.
4 Credits (2 hours of lecture and 2 hours of laboratory per week)
An overview to the art and science of horticulture. Relationships between plant science and plant production, the use of horticultural plants and plant stress as influenced by cultural practices.

PLSC 101. Introductory Crop Science
4 credits (3 hours of lecture and 2 hours of laboratory per week)
Major crop plants including: anatomy, physiology, morphology, history, use, adaptation, culture, improvement and economic importance.

PLSC 253. Woody Plants for Mid-Atlantic Landscapes I
3 credits (2 hours of lecture and 2 hours of laboratory per week)
The identification of various plant materials and their application to gardens, landscapes, golf courses, woodland and highway plantings. The course prepares the student to select appropriate plant materials for particular situations and to make decisions concerning the preservation or removal of native plant materials as they occur in the existing landscape. Deciduous ground covers, vines, shrubs and trees are included, emphasizing native American species. Prerequisite: PLSC100 or INAG 100

PLSC 254. Woody Plants for Mid-Atlantic Landscapes II
3 credits (2 hours of lecture and 2 hours of laboratory per week)
The identification of various plant materials and their application to gardens, landscapes, golf courses, woodland and highway plantings. The course prepares students to select appropriate plant materials for particular situations and to make decisions concerning the preservation or removal of native plant materials as they occur in the existing landscape. Ground covers, vines, shrubs and trees are included, with emphasis on broad leaf and narrow leaf evergreens and spring flowering plants. Prerequisite--PLSC100 or INAG 100 and PLSC 253

PLSC 402. Agronomic Principles for Sports Turf Management
3 credits (2 hours of lecture and 2 hours of laboratory per week)
An in-depth course on cultural practices used to improve and maintain sports fields. Additional topics will include field safety, synthetic field, and turfgrass species adapted for sports field use. Prerequisite: INAG 107: Introduction to Turfgrass Management.

UNIVERSITY RESOURCES, SERVICES & ORGANIZATIONS

NOTE: Phone numbers for campus services are listed in the back of the handbook.

CAMPUS RECREATION SERVICES (CRS)

Through its intramural program, Campus Recreational Services (CRS) offers students the opportunity to participate in more than 25 organized sports, tournaments, and events each year. Activities range from flag football to softball to wrestling. All University of Maryland Registered Students are automatically members.

For students who prefer unstructured physical activities, CRS operates several fitness centers and weight rooms on campus. In addition, there are seven swimming pools and a number of indoor courts on which to play everything from basketball to volleyball.

Aerobics and water exercise activities are always a good way to stay fit, so CRS offers low-impact, high-impact, fat-burner, and power workouts year-round.

Sport clubs provide another way for all students to participate in recreational activities. There are more than 20 CRS-sponsored clubs at Maryland. Clubs range in interest from polo to Okinawan karate, and offer students a variety of opportunities for instruction, competition, practice and socialization.

Call 301-405-PLAY or visit www.crs.umd.edu

CAREER CENTER

Located at 3100 Hornbake Library, the Career Center helps students throughout their academic careers with career goals and decisions. The Career Center provides: a resource room, workshops, career assistance, free publications, job listings, on-campus interviews, job fairs, and referral services. Call 301-314-7225 or visit www.careercenter.umd.edu

OFFICE OF CAMPUS PROGRAMS

The Office of Campus Programs can help you learn about student clubs and organizations: how to join one, how to form one, how to make one better. Acting as a service center for the more than 350 student groups, the Office of Campus Programs coordinate space reservations, SGA funded accounts, and leadership programs.
0110 Stamp Student Union
Phone: 301-314-7174

Commuter Student Involvement (CSI)
Whether you walk, bike, ride, drive, metro, or take the train to campus, this office is for you. Use the website www.union.umd.edu/csi/ as your guide to enhancing your off-campus living experience at the University of Maryland. Students interested in forming a car pool can join the online database by filling out an application online at www.parking.umd.edu/carpool/ Maryland Transit Administration (MTA) 1-800-492-3757 and Commuter Connection 1-800-745-RIDE also provide carpooling information and ride matching. Students who car pool with three or more people qualify for car pooling parking in priority lots.

Off-Campus Housing Services
maintains up-to-date computerized listings of rooms, apartments, and houses (both vacant and to share). Area maps, apartment directories, and brochures concerning topics of interest to commuter students are available in 1110 Stamp Student Union. Call 301-314-3645, or visit online at www.och.umd.edu.

Shuttle-UM provides bus service for students, faculty and staff. The bus system offers daytime commuter routes, evening security routes, evening security call-a-ride, and transit service for disabled faculty, staff or students. Schedules are available at the Stamp Student Union Information Desk and the Shuttle-UM Office. Call 301-314-CALL or online at www.transportation.umd.edu

COUNSELING CENTER

The Counseling Center offers a variety of programs, all of which are designed to help students make maximum use of their potential while at the university and in life after leaving the campus.

The Counseling Center is located in the Shoemaker Building. Hours are: 8:30 a.m. to 9 p.m. Monday through Thursday and 8:30 a.m. to 4:30 p.m. Friday.

Summer hours are 8:30 a.m. to 4:30 p.m., Monday through Friday; Wednesdays the office is open until 9 p.m.

The Center is open during holidays and semester breaks. Call the office for holiday hours, 301-314-7651.

Students are not charged for most services at the Counseling Center.

In addition to special groups, workshops and courses during the year, the Center regularly offers:

Counseling Service — Many students have personal problems which counseling can help. Depression, anxiety, loneliness, feelings of worthlessness, and many other problems can detract from the enjoyment of life and interfere with academic performance. Individual and group counseling are available to help students.

Academic Skills Counseling — Education specialists help students improve their academic skills: reading, writing, note-taking, learning math or science, studying or taking exams. Individuals counseling and group workshops are available. Call 301-314-7693.

Disability Support Service — Services for disabled students include assistance in locating interpreters for hearing impaired students, readers for visually impaired students, and access guides to various buildings and facilities on campus. Services must be arranged in advance. New students are urged to contact the office as soon as possible. Call 301-314-7682, voice and TTY.

The University of Maryland is committed to making reasonable accommodations that will permit students with specific learning disabilities the opportunity to develop and demonstrate proficiency in the required subject matter. As the guiding principle was stated by the College Park Senate in 1989, "consideration should always be to accommodate the student's learning differences, not to water down scholastic requirements."

Responsibilities of Students with Learning Disabilities — Students bear the primary responsibility for identifying their disabilities and for making the necessary adjustments to the learning environment. Students with learning disabilities are responsible for promptly communicating their needs for appropriate accommodations to the Office of Disability Support Service (DSS). Students may be required to obtain official documentation, testing and evaluation because determination of appropriate accommodation is based on the specific nature of the disability in individual cases. Some accommodations are within the authority of DSS and/or the faculty member(s) involved.

Returning Students Program — If you are over 25 and returning to school, this program can help you make the transition to academic life. Call 301-314-7693.

DIAMONDBACK

University of Maryland's free daily newspaper, the Diamondback keeps students updated on campus events and news. To learn more, visit diamondbackonline.com.

DINING SERVICES

Dining Services offers several meal plan alternatives providing flexibility and convenience to students. Contact Dining Services to explore all options.

Students residing on-campus are required to participate in a meal plan. The residence halls are not equipped for cooking meals and there are strict rules against cooking. The dining rooms are designed to be part of living in the residence halls. The meal plans guarantee that there will be a variety of dining choices for resident students.

The University of Maryland has a "declining balance" meal plan, where students can spend their points the way they choose, rather than be allotted a certain number of meals per day or week. This system allows students to eat anytime they want while we are open. The plan, designed by Maryland students, allows more variety, more choices, more flexibility, carryout, and allows students to bring a guest in to dine.

The student's identification card is also used as a meal card. If this card is lost or stolen, students must report to the Mitchell Building and pay $20 for a replacement card. Guest meal tickets are available, or guests can use cash in the dining hall.

For specific information about meal plans, dining hall procedures and regulations, contact: Terrapin Express/ Contract Office, 1109 South Campus Dining Hall Mezzanine Level, College Park, MD 20742, or call 301-314-8068.

CAMPUS ESCORT

The University of Maryland Police Department provides 24-hour escort service for anyone who feels unsafe when walking across campus. The escorts are conducted by the Student Police Auxiliary foot patrol program in which Student Police Aides patrol the campus on foot and on bicycle. If you would like an escort, please call the police department at 301-405-3555 to request one. You may also use a blue light emergency PERT phone to call for an escort.

The police escort service is available to community members at all times. The hours of the Auxiliary Division foot patrol program are Monday-Friday, 6:00 p.m. to midnight. during which times a Police Aide will provide the escort. Police Officers will provide escorts when the Auxiliary Division foot patrol is out of service.

GREEK MEMBERSHIP

IAA students are eligible to join fraternities and sororities. For further information, contact the Office of Fraternity and Sorority Life, 1110 Stamp Student Union, on the web at www.union.umd.edu/greek_life/

HEALTH CENTER

Health care at the Health Center is available to all students. Students can be seen by a physician, nurse practitioner or nurse on a walk-in basis during the daytime and early evening.

The walk-in clinic is best suited to students who have an illness or injury which needs prompt attention in order for the student to remain in or return to classes. Ask for an appointment for problems that have existed for longer periods of time (one or more weeks) or are more complicated in nature.

Services available at the Health Center include emergency care (24 hours a day), x-rays, lab tests, allergy clinic, men's and women's reproductive health, massage therapy, asthma management, mental health counseling, orthopedic and surgical counseling, health education, dental treatment, HIV/AID testing, and substance abuse counseling. A social worker and nutritionist are also available. There is a co-payment for visits with most providers and extra fees for procedures. Most charges go on students bills. **Cash will not be accepted.**

The Health Center is open for routine medical care from 8 a.m. to 5 p.m. Monday through Friday. A physi-

cian is present in the Health Center from 11 a.m. to 3 p.m., Saturday and Sunday.

When the university is in session, the Health Center is open 24-hours for emergencies. Call 301-314-8180.

HORNBAKE LIBRARY

Hornbake Library houses nonprint media and WAM labs.

MCKELDIN LIBRARY

McKeldin Library is the primary library on campus. Students are encouraged to take a Terrapin Learning Commons (TLC) workshop to learn how to use the library resources and technology. Visit www.lib.umd.edu/tlc/workshops

HOUSING OFF CAMPUS

The Off-Campus Housing Office will help students find housing by offering up-to-date computerized listings of rooms, apartments, and houses, information, free phone service and counsel on landlord-tenant problems.

The Off-Campus Housing Office is located in Room 1110 of Stamp Union.

HOUSING ON CAMPUS

Students seeking on-campus housing should apply early since university housing is assigned on a first-come, first-served basis. Being admitted to the IAA does not guarantee housing.

Those admitted who have requested housing will be sent a housing application. Upon receipt of this application, all further inquiries, etc., regarding housing should be directed to the Director, Resident Life Office, University of Maryland, College Park, Maryland 20742 at 301-314-2100.

New students who contract for housing must contract for board.

IMMUNIZATION RECORD

The University of Maryland requires all incoming students to document their dates of immunization for measles, rubella, tetanus/diphtheria, and mumps. Students must provide this documentation before orientation. Failure to comply may result in a blocked or canceled registration.

Students born after 1956 need two doses of live measles vaccine. This can be given as an MMR vaccination which will protect them against mumps and rubella, as well as measles. Students born before 1957 are considered immune. International students will also need to provide information regarding testing for tuberculosis.

The Health Center will accept a copy of the student's high school immunization record, if available, personal medical records from the family physician, or an international certificate of vaccination that has these immunizations recorded.

A form will be mailed to each student. Bring this completed form to orientation or mail it to the IAA office. A copy will be kept in each student's file and a copy will be sent to the Health Center.

Maryland Law requires that every individual enrolled at the University of Maryland **and** who resides in on-campus housing be vaccinated against meningococcal disease. A student may be exempt from this vaccination requirement if he/she meets the following conditions: the student (or parent/legal guardian in the case of a minor), after having been advised of the risks of the disease and the availability and effectiveness of the vaccine, signs a written waiver stating that he/she has reviewed the information and has chosen not to be vaccinated against the disease. Complete the form and return it to the University Health Center. You will not be allowed to remain in campus housing until you comply.

International students must document a negative Tuberculosis (T.B.) test or Chest X-ray within the past 12 months.

LOST AND FOUND

If students have lost belongings, contact the IAA office, the campus police, Stamp Union main desk, place an ad in the Diamondback, or call the Stamp Student Union Information Desk.

PARKING TICKETS

Parking spaces for students, faculty and staff are limited.

If students park in areas other than their assigned parking space, they will be ticketed. Appeal the ticket if there is a valid excuse.

If the ticket is for parking overtime in a metered parking space, there is no appeal.

Payment and appeal procedures are listed on the back of parking tickets. Follow the procedures carefully and promptly. Tickets received at the University of Maryland become a part of the student's university record and state Department of Motor Vehicles record.

All parking tickets, when not paid, are added to the student's bill. Tickets - plus late charges - are added to the semester bill, which must be paid before a student is allowed to register for the next semester.

Before a student graduates, thorough checks are made of financial and academic records. Any outstanding bills will be detected, and graduation will not be allowed if a student has a financial obligation to the university.

EMPLOYMENT OPPORTUNITIES

The Institute of Applied Agriculture posts job announcements on the bulletin boards on the second floor of Jull Hall, and advisors post job announcements. The College of Agriculture and Natural Resources holds

job fairs and on campus interviews. Watch Institute Items for dates.

The University Career Center— Housed within the Career Center, the Careers4Terps provides listings for part-time and full-time jobs, internships and assistantships. The Careers4Terps provides student access to job listings, job fairs, on-campus interviewing, etc. 24 hours a day from any computer with Internet access. Students must register each year to stay active. Access www.careercenter.umd.edu.

Shuttle-UM In order to work for Shuttle-UM you must be at least 18 years of age, be currently enrolled as a student at the University of Maryland, College Park or University College, have a good driving record with at least one year of driving experience, and work a minimum of 12 hrs per week each semester. To apply go to www.transportation.umd.edu/shuttle-UM/application.htm

Office of Resident Life — The Housing Office hires all student housing personnel — RA's, desk receptionists, night security, etc. The actual interviews are conducted in each resident area for the positions open in that area.

Get information on application dates and procedures from RAs, Area Directors, or the Housing Office.

Dining Services — A variety of job opportunities are available from Dining Services.

Expect to work about 12 hours a week at minimum wage. Jobs range from the traditional dish washing and serving to cooking, catering, warehouse and clerical work. For more information contact Dining Services at 301-314-8058

Stamp Student Union — The Stamp Student Union has about 100 student positions that require office skills. Stamp Union is open about 15 hours a day, 7 days a week, so Stamp Union could fit almost any schedule. For more information and applications, go to Union Information Desk, Room B0107. Call 301-314-7289 or visit www.unionjobs.umd.edu.

POST OFFICE

A complete self-service facility is available in the lobby of the Stamp Union, a US Post Office is located on Route 1, and Mail Boxes Etc. in the Stamp Union.

There is no charge for using the campus mail system which delivers mail **within** the university. Campus mailboxes can be found throughout the campus.

RELIGIOUS SERVICES

The Memorial Chapel is a place of worship for students of various faiths. It provides meeting rooms for religious groups and has office space for chaplains and advisors.

The chapel can be reserved by students, faculty, staff, and alumni for weddings or other similar events. Contact Chapel Reservations for details.

Every Sunday at 11 a.m. there is an interdenominational protestant service. Most denominations hold services regularly either in the chapel or in nearby churches.

Denominations that have chaplains on or near campus include: Baptist, Black Ministries, Christian Science, Church of Christ, Church of Jesus Christ of Latter Day Saints, Episcopal, Jewish, Lutheran, Roman Catholic, and United Campus Ministry. For a list of all student religious groups go to thestamp.umd.edu/engagement/memorial_chapel

SHUTTLE BUS

The campus shuttle bus system is operated for the security and convenience of all students.

Schedules are available at Stamp Union Information Desk, and Office of Campus Programs. To ride the bus, students must show their Photo-ID and current semester registration cards. Bus schedule and maps can be found online at www.transportation.umd.edu/

STAMP STUDENT UNION

Stamp Student Union is the campus center for students, faculty, staff and alumni. A full and varied program of special events and regular facilities are there for enjoyment and convenience.

The Stamp Student Union is open 7 a.m. to midnight Monday through Thursday; 7 a.m. to 1 a.m. on Friday; 8 a.m. to 1 a.m. on Saturday; and noon to midnight on Sunday.

Banking Services — There are several ATM machines located around campus, as well as a branch of Capital One Bank located in the Student Union.

Duplicating Services — Self-serve copy machines are available for use at a minimal charge per sheet.

Eating Facilities — Many fast-food eating places are available, including Sbarro, McDonald's, Taco Bell, Maryland Food Co-op, Chick-fil-a, Salad Works, Panda Express, Steak Escape, Subway, and Sushi by Panda.

A full-service restaurant, Adele's, is open for lunch and dinner. Reservations, especially for lunch, are advisable. Call 301-314-8022.

Information Center — The Information Desk is located on the first floor of the Stamp Student Union just inside the main entrance. It's the prime source for finding out what's happening not only in the Union but also elsewhere on campus or in the area. Call 301-314-DESK.

It provides monthly activity schedules, campus maps, bus, train and airline schedules, class schedule booklets, traffic ticket appeals forms and a Lost and Found department.

Legal Services – The Student Legal Aid offices provide free advice to University of Maryland student. Student defenders, student interns and staff attorneys will assist you with your legal questions. Advice will only be given in person, so visit them in room 1235 Stamp Student Union. No appointment is needed.

Mail Boxes, Etc— Located on the ground floor, Mail Boxes Etc. offers mail services, faxing, notary, packaging, office supplies and passport photos.

Recreational Facilities — Most of the recreational facilities are located at the subbasement level. There are bowling lanes, pool tables, video games, and vending machines. A Photo-ID is required to use the facilities.

Union Shop — Located in the basement of the Union, the Union Shop is a full service convenience store. It carries snacks, soda, juices, traffic ticket appeal forms, and Lost & Found department.

University Book Center — The University Book Center supplies textbooks as well as gifts and stationery supplies.

TERRAPIN EXPRESS

Terrapin Express is a prepaid debit card that can be used to make purchases and payments across campus, including the University Book Center, Union Shop, Campus restaurants, Health Center, Campus Recreation Services, and vending machines in the Armory and Benjamin Building. The Terrapin Express can also be used to pay for computer printing in the WAM Labs.

For information about Terrapin Express, call (301) 314-8068 or pick up an application form at the South Campus Dining Hall or any Terrapin Express location.

THEATER

Clarice Smith Performing Arts Center at Maryland houses many outstanding performances. Go to claricesmithcenter.umd.edu for schedules, tickets, and announcements. Several plays are offered in experimental theaters in Tawes.
To buy a ticket at student prices for a theater production, I.D. cards must be presented for each student ticket purchased.
Hoff movie theater is located in the Stamp Student Union.

VEHICLES

All students who plan to attend the IAA and plan to park a motor vehicle on campus must register with Department of Transportation Services (DOTS). DOTS is open Monday through Friday 8:15 a.m. to 4 p.m.

Campus resident freshmen cannot register for a parking permit. Other IAA students who live in dorms and have off-campus jobs may be given special permission to register vehicles. Details are available through DOTS.

To Register A Vehicle —
Student parking registration is conducted entirely online. Students wishing to purchase a registration will need to visit the Department of Transportation's website and follow the instructions given for how to register.

Before beginning the registration process, make sure that you have the correct information about your vehicle's license plate. Students are asked to complete information regarding the vehicle they will be bringing to campus as their license plate will take the place of their hanging permit. Students will not be issued hanging permits of any kind. Additional information can be found on the Department of Transport-ation's website about the Campus License Plate Registration Program.

Registration is conducted on a rolling basis for students based on their earned credits and class standing when they attempt to register.
You are encouraged to apply for your campus parking registration as soon as possible, per the timeline set by DOTS. Registration assignments are limited by lot.

Students may register for a parking permit online at dots.umd.edu.

Parking Hints — Student lots are particularly overcrowded. Car pooling is encouraged. The first week of classes brings with it the worst congestion of the year. During that time, it is suggested that students come to campus at least an hour before classes begin. It may take that long to find a legal parking spot in your assigned area.

DOTS main office is located in Parking Garage 2. To learn more visit dots.umd.edu/

WRITING CENTER

The Writing Center offers students free individual assistance with writing assignments. You are welcome to stop by anytime for help, but the center handles walk-ins on a first-come, first-served basis, so it is best to make an appointment several days in advance. Hours: Monday-Thursday: 9 a.m. - 4 p.m., Friday: 9 a.m. - 2 p.m. Call 301-405-3785. Or, visit the center at 0125 Taliaferro Hall.

During Writing Center hours, you may also take advantage of the Grammar Hotline (301-405-3787). It offers quick help on usage, punctuation, or documentation.

APPENDIX A

HELPFUL PHONE NUMBERS

CAMPUS EMERGENCY 911
CAMPUS POLICE 301-405-3333

CAMPUS INFORMATION 301-405-1000

CAMPUS PARKING 301-314-PARK

CAREER CENTER 301-314-7225

COLLEGE OF AGRICULTURE & NATURAL RESOURCES - Dean's Office 301-405-2072

COMMUTER AFFAIRS 301-314-7250

COUNSELING CENTER
- Counseling Service 301-314-7651
- Disability Support Service (DSS) 301-314-7682
- Learning Assistance Service (LAS) 301-314-7693

DIAMONDBACK OFFICE 301-314-8200

DINING HALLS (www.dining.umd.edu)
- Hillel 301-403-1607
- Mulligan's Grill (Golf Course) 301-314-6630
- The Diner 301-314-8079
- North Campus Snack 'N' Shop 301-314-1367
- South Campus Dining Hall 301-314-8054
- General Information 301-314-8058

ESCORT SERVICE (Police Aides) 301-405-3555

FINANCIAL AID OFFICE 301-314-9000

HEALTH CENTER
- Information 301-314-8180
- Appointments 301-314-8184
- Alcohol/Drug Programs 301-314-8106
- Insurance 301-314-8165
- Mental Health 301-314-8106
- Health Education 301-314-8128

HELP CENTER 301-314-4357

HOUSING
- Off-campus 301-314-3845
- On-campus 301-314-2100

INSTITUTE OF APPLIED AGRICULTURE 301-405-4685

OFFICE OF FRATERNITY & SORORITY LIFE 301-314-7172

OFFICE OF INFORMATION TECHNOLOGY 301-405-1500

PART-TIME EMPLOYMENT
- Career Center 301-314-7225
- Student Involvement 301-314-7250
- Office of Resident Life 301-314-2100
- Dining Services 301-314-8054
- Stamp Student Union 301-314-3375

POLICE
- Emergency 301-405-3333
- Information 301-405-3555

POST OFFICE
- Campus 301-405-4473
- United States Postal Service, College Park Branch 301-345-1714

RELIGIOUS SERVICES
- Chapel Reservations 301-314-9866
- Baptist 301-405-8443
- Black Ministries 301-405-8445
- Christian Science 301-474-0403
- Church of Jesus Christ of Latter Day Saints 301-422-7570
- Episcopal 301-405-8453
- Greek Orthodox 301-261-8218
- Hindu 301-570-6426
- Jewish (Hillel) 301-422-6200
- Jewish (Chabad) 301-277-2994
- Lutheran 301-405-8448
- Muslim 301-314-5259
- Roman Catholic 301-864-6223
- United Campus Ministry 301-405-8450
- United Methodist 301-405-8451

SHUTTLE BUS 301-314-2255

STAMP STUDENT UNION
- Information 301-314-DESK
- Recreation
  - Bowling/Billiards 301-314-BOWL
  - Hoff Theater 301-314-HOFF
  - Ticket Office 301-314-TKTS
- Union Shop 301-314-SHOP
- University Book Center 301-314-BOOK
- Capital One Bank 301-864-8722

STUDENT ACCOUNTS 301-314-9000

UNIVERSITY LIBRARIES 301-405-0800

INDEX

Academic Calendar 5
Academic Integrity 15
Academic Load 16
Academic Policy & Information 15-22
Academic Probation and Dismissal 21
Academic Skills Counseling 39
Adding Courses 9
Address Changes 5
Advisors 23
Agricultural Business Management Curriculum Guide 26
Appeal — Dishonesty 15
Application for Certificate 19
Attendance 16
Audit 16, 19

Banking Service — Student Union 42
Bookstores 5, 43
Brinkley Fund 13

Calculation of Quality Points and Grade Point Averages 19
Campus Recreation Services (CRS) 39
Cancellation of Classes (weather related) 5-6
Cancellation of Registration 9
Cancellation of Residence Hall/Dining Agreement 9
Career Center 39
Cheating 15
Clearance for Graduation 19-20
Code of Conduct 16
Commuter Affairs 39
Computers/Calculator Policy 5
Counseling Center 39
Counseling Service 39
Course Descriptions 34-38
Credit By Examination 16-17
Credit Unit 17
Curriculum Guides 9, 26-33

Deficiency Reports 17
Diamondback 40
Dining Services 40, 42
Disability Support Services 40
Disciplinary Action (Charges of Academic Dishonesty) 15
Dismissal of Students 21
Double Majors 17
Dropping Courses 9
Drug and Alcohol Policy 5
Duplicating Services — Student Union 42

Eating Facilities – Student Union 42
Emergency Preparedness 5
Emergency Weather Conditions 5-6
Emergency Health Care 40
Employment Opportunities 41-42
Entrance Exams 17

Escort Service 40
Examinations 18
Fabrication 15
Facilitating Academic Dishonesty 15
Faculty and Staff 24
Field Trips 18
Final Examination Policy 18
Financial Aid and Scholarships 12-14
Financial Information 11-14
Financial Responsibility 11
Four-Year Courses 7

General Information for IAA Students 5-8
General Ornamental Horticulture Curriculum Guide 28
General Turfgrass Management Curriculum Guide 29
Golf Course Management Curriculum Guide 30
Grade Point Averages 19
Grading System 18
Graduation Ceremony 20
Graduation Requirements 19-20
Greek Membership 40

Health Center 40
Health Insurance 6
High Honors — Scholastic Excellence 20
Honor Pledge 18
Honor Roll 20
Honors and Awards 20
Horticulture (General Ornamental) Curriculum Guide 28
Housing — Off-Campus 41
Housing — On-Campus 41

ID Card 6
Immunization Record 41
Information Center 42
IAA Credit by Examination 16-17
IAA Listserv 6
InAg News 6
Institute Items 7
Internships 20

Landscape Management Curriculum Guide 31
Leave of Absence 12-13
Learning Disabilities 40
Legal Services 43
Listserv 6
Lost and Found 41

Mail Boxes Etc 43
Make-up Examinations 18
Math Admissions and Placement Exam 17
MDA-Approved IAA Courses for Pest Control Applicator Certification 25
Military Call Up 22
Monday GYST 5

Off-Campus Housing 41
On-Campus Housing 41

Orientation Program....6

Parking Hints....43
Parking Tickets....41
Payments for Student Accounts....11
Payment of Registration and Tuition Fees....11
Pesticide Certification....25
PGMS Club....7
PGMS Scholarship....13
Phone Numbers — Appendix A....44-45
Photo-ID Card....6
Plagiarism....15
Plus/Minus Grading....18-19
Post Office....42
Probation....21
Publications....6-7

Quality Points....19
Questions or Problems....7

Readmission....10
Reclassification....9
Recreational Facilities — Stamp Union....43
Recreational Services — Campus....39
Refund Request....12
Refund Schedules....12
Register a Vehicle....43
Registration Information....9-10
Registration — Cancellation of....9
Registration Fees and Tuition....11
Reinstatement....20
Religious Services....42
Repeating Courses....20
Residency Determination and Reclassification....9-10
Retention, Dismissal and Probation of Students....21
Retention and Dismissal of Part-Time Students....21
Returning Students Program....40

Scheduling of Classes....21
Scholarships....12-15
Scholastic Excellence....20
Sexual Harassment....7
Shuttle Bus....42
Smoking Regulations....7
Social Security Number — ID....7
Stamp Student Union....42
Strickland Scholarship....14
Student Activities....7
Student Chapter of GCSAA....7
Student Employment Center (SEC)....41-42
Sustainable Agriculture Curriculum Guide....27

Taking Four-Year Program Courses....7

Terrapin Express....43
Theater....43
Transcript Evaluation....7-8

Transcripts 7
Transferability of IAA Credits 8
Transfer Credit 7
Tuition Deadline 11
Turfgrass Management Curriculum Guide 29

University Book Center — Stamp Union 43
University ID number 7
University Resources, Services and Organizations 39-43
Union Shop 43

Vehicles, Registration 43

Waiting for an Instructor 22
Waiver of Courses 8, 17
WAM Labs 5
Withdrawal from the IAA 12, 21
Work-Study Program 13
Writing Proficiency Exam 17
Writing Center 43