



INSTITUTE OF
APPLIED AGRICULTURE

IAA STUDENT HANDBOOK

Revised June 2019



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INTRODUCTION

Welcome to the Institute of Applied Agriculture (IAA) at the University of Maryland, College Park! Our 60-credit certificate program offers students numerous 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 its contents.

The Institute of Applied Agriculture and the University of Maryland have developed policies and regulations that must be followed to provide consistent and fair educational opportunities in a safe environment for all students. IAA students must adhere to UMD conduct guidelines; this book is intended as a supplemental resource. You will find IAA policies and regulations outlined in this handbook; for complete university policies, consult the University's Undergraduate Catalog at <https://academiccatalog.umd.edu/>. You are encouraged to familiarize yourself with these policies and procedures so that you gain the most from your college experience.

IAA faculty and staff are always happy to clarify the information presented in this handbook. Please contact your academic advisor, an IAA faculty or staff member, or the Director should 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 June 2019****

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

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Notes

GENERAL INFORMATION FOR IAA STUDENTS

Note: If you have any questions concerning your education, please visit the IAA Office in 2123 Jull Hall, call 301.405.4685, email iaa-request@umd.edu, or visit iaa.umd.edu. We send notices and reminders to students via email, so be sure to provide an up-to-date email address through Testudo, subscribe to the IAA listserv, and like us on Facebook (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 the winter term. Some courses may be offered through the university's Office of Extended Studies.

Refer to the Academic Calendar posted on Testudo and read IAA communications for particular dates and deadlines. All deadlines are strictly enforced, so students must adhere to them.

ADDRESS CHANGES

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

AG FORWARD AT MARYLAND

Agriculture Forward (Ag Forward) at the University of Maryland, College Park is an access program for first-year college students who plan to pursue a career in agriculture and natural resources. Students earn both an IAA certificate and a bachelor's degree from one of the programs in the College of Agriculture and Natural Resources (AGNR).

Participants receive dual academic advising from IAA and College of AGNR faculty members to ensure a seamless transition. At the end of four years, students who have met all program requirements graduate with both credentials from the University of Maryland.

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, traffic, etc. To sign up for alerts, visit alert.umd.edu.

BOOKSTORES

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

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 every 180 days. You will receive a message from the Division of IT when it is time to change your password. Visit password.umd.edu for details.

Effective October 2018, all UMD students must use multi-factor authentication to log into all university resources that use the Central Authentication System (CAS). Visit <https://it.umd.edu/mfa> for more details.

DRUG & ALCOHOL POLICY

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

Smoking (including, but not limited to, cigarettes, cigars, e-cigarettes, and

vape pens) is prohibited in any institution building, including academic buildings, residence halls, administrative buildings, other enclosed facilities, or vehicles, except for controlled research, and educational and theatrical or religious ceremonial purposes, with prior approval from the President or President's designee. Smoking can be permitted in limited and specific areas on the institution's grounds with the President's permission.

WEAPONS & EXPLOSIVES

Unauthorized on-campus or illegal off-campus use, possession, or storage of any weapon or explosive is prohibited. The term "weapon" includes any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, pellet guns, switchblade knives, and knives with blades five (5) or more inches in length.

ELECTRONIC DEVICES

Electronic devices are required for some classes. Permission to use these devices in the classroom for specific assignments or testing periods is determined by instructors of the individual courses.

The University provides access to computers for enrolled students. Computers are located in the libraries, and students can borrow laptops from the McKeldin Library service desk. Additional computer terminals and personal computers for IAA student use are housed in Room 2109 of Jull Hall. Wireless internet is available throughout the university. Visit oit.umd.edu/wireless for details.

Students may sign up for computer accounts that give them access to email and the internet. Students set up these accounts prior to IAA

Orientation. Note: Students must enter their account information to utilize most campus computers. Contact the OIT Help Desk at 301.405.1500 for additional information.

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.) announcements will be broadcast over area radio and TV stations as well as the University's alert system. 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 put into effect on campus.

As soon as a decision is made about the University's status, a message will also be posted on the home page, umd.edu. Information will be available by 6 a.m.

In the case of a delayed or late opening, students are expected to report to any class that would normally be in session at the time the university opens. For example, if a class runs from 9:30 to 10:45 a.m. and the university is opening late at 10 a.m., students will be expected to attend that class for its remaining time, from 10 to 10:45 a.m. In some circumstances, a shortened class meeting may not be

feasible or practical, so please check with your instructor.

In the case of a weather emergency during the day, early closings will be announced as quickly as possible on the university website 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. For complete details, go to umd.edu/umnews/weatherprocedures.cfm.

HEALTH INSURANCE

University policy requires all undergraduate students registered for 6 or more credits per semester 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.

1. Choose your school from the drop-down menu (University of Maryland, College Park).
2. Hit the "Continue" button
3. Near the bottom of the page, click "To Waive Click Here"
4. Enter your date of birth and Student Directory ID and hit the "Continue" button
5. Complete a waiver request form
6. Hit the "Submit" button. An email 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 firststudent.com.

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

Contact the Business Office by email 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 use the following instructions to subscribe.

1. Email 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
(e.g., 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 any time. Contact the IAA Office for information.

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.

During Orientation, students will meet with their advisors and register 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 photo-ID card is used to access resources provided by UMD including: library services; admission to athletic, social, and cultural events; access to some campus buildings; and the shuttle bus. It is a general form of identification used on campus. 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. Lost or stolen ID cards can be electronically deactivated online at id-card.umd.edu/lost/user. South Campus Commons, Fraternity & Sorority Life, Public Safety, Residential Facilities, and Resident Life also provide links to this application from their websites.

Once a card has been deactivated, the following services will immediately be suspended until a new card is issued: access to administrative buildings, offices, residential facilities, Dining Services, and Terrapin Express; facilities management services; the time and attendance system; and university recreation and wellness services.

Please keep your ID cards safe to avoid any inconveniences that deactivating your ID card may create.

Please be aware that upon deactivating your ID card, a new physical ID card must be obtained from the Office of the Registrar, as a deactivated ID card cannot be reactivated. A replacement fee of \$20 is required.

If you have questions concerning the identification card system, contact the Office of the Registrar at 301.314.8240 or visit registrar.umd.edu.

PUBLICATIONS/WEBSITES

INAG News is the IAA's newsletter for alumni, students, parents, university personnel, and others who are interested in the Institute. It is published periodically and features the achievements of current students, faculty, and alumni.

All students are encouraged to submit items of interest at any time. Email Glori Hyman at gdhyman@umd.edu.

The IAA homepage contains class and exam schedules, course descriptions, and other information. Visit iaa.umd.edu to learn more.

The IAA's social media presence includes Facebook, Twitter, Instagram, YouTube, and LinkedIn. You are encouraged to follow these channels for the latest updates regarding scholarships, job and networking opportunities, and fun campus events.

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 MISCONDUCT

The University is committed to creating and maintaining a welcoming and inclusive environment that is free from all forms of sexual misconduct and

discrimination and harassment. The Office of Civil Rights & Sexual Misconduct (OCRSM), sometimes referred to as the Title IX Office, is housed within the Office of the President and responds to all complaints of sexual misconduct and discrimination. Complaints of sexual misconduct and discrimination may be made online at umd.edu/ocrsm.

The University of Maryland is also committed to providing support and resources, including academic accommodations, for students who experience sexual or relationship violence (as defined by the University's Sexual Misconduct Policy). To report an incident and/or obtain an academic accommodation, contact the Office of Civil Rights and Sexual Misconduct at 301.405.1142. If you wish to speak with someone confidentially, contact Campus Advocates Respond and Educate (CARE) to Stop Violence at 301.741.3555. Disclosures made to faculty are not confidential and must be reported to the Office of Civil Rights and Sexual Misconduct. Federal law and UMD policy require that all faculty, academic advisors, instructors, and teaching assistants promptly notify the Title IX Officer whenever a student mentions an incident of sexual misconduct. For more information visit www.ocrsm.umd.edu.

REGULATIONS

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

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, Animal Husbandry Club, 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 created an official student chapter affiliation with the Golf Course Superintendents Association of America (GCSAA). GCSAA is an international professional association dedicated to advancing golf course management through education and informational exchange. Interested IAA students should contact Geoff Rinehart at 301.405.4692.

STUDENT CHAPTER OF PGMS

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 at 301.405.0499 or visit pgms.org.

STUDENT CONDUCT

The IAA adheres to the University's approved Code of Student Conduct to protect the campus community. Consistent with its 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. president.umd.edu/policies/docs/V-100B.pdf.

Cases that may result in suspension or expulsion are heard by conduct boards, comprised entirely of students. In such cases, students are accorded substantial procedural pro-

tections, including an opportunity for a hearing and an appeal. Less serious cases are resolved in disciplinary conferences conducted by University staff members. Acts of violence (including any sexual assault), intimidation, disruption, or rioting; substantial theft or vandalism; fraud or forgery; use or distribution of illegal drugs; and any Code of Student Conduct violation motivated by considerations of sex, race, ethnic origin, sexual orientation or religion are forms of misconduct that most frequently result in dismissal from the University. Students accused of violating University disciplinary regulations are encouraged to discuss the allegations with their parents or guardians, legal counsel, and appropriate university staff members.

A complete list of conduct considered prohibited as well as procedures for resolving allegations of misconduct may be found in the Code of Student Conduct at president.umd.edu/policies.

Students who violate the following section will be dismissed from the University: *Rioting, assault, theft, vandalism, fire-setting, or other serious misconduct related to a University-sponsored event, occurring on or off campus, that results in harm to persons or property or otherwise poses a threat to the stability of the campus or campus community may result in disciplinary action regardless of the existence, status, or outcome of any criminal charges in a court of law related to misconduct associated with a university-sponsored event.*

TRANSCRIPT SERVICES

Students may obtain unofficial transcripts under Records and Registration on Testudo at 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 average 2.0 or higher. Each institution will be considered separately.

For courses to be transferred into the IAA from non-Maryland public institutions, 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.

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

The IAA Director, or designated personnel, 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.** Permission to Transfer forms 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. It is the student’s responsibility to notify the IAA Director of the transfer, so the courses can be evaluated.

UID NUMBER

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

However, each applicant for admis-

sion 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.

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 at 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 the UID 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.

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. The determination made at that time, and any determination made thereafter, shall prevail in each semester unless the determination is successfully challenged. Students may challenge their classification by submitting a timely petition to the Residency Reclassification Services. Determinations are based on the residency policy and requirements. The deadline for submitting a complete petition, along with all supporting documents, is the first day of the semester in which the student wishes to be classified as in-state.

The volume of requests for reclassification may necessitate a delay in completing the review process. A decision in each case will be made within 60 days of receipt of a complete petition and all required documentation. During this period of time, or any further period of time required by the university, any fees and charges based on the previous determination must be paid. The student is solely responsible for any late charges incurred by the residency process. If the determination is changed, any excess fees and charges will be refunded.

Students classified as in-state for admission and tuition purposes are

responsible for notifying the Residency Reclassification Services in writing within 15 days of any change in their circumstances that might in any way affect their classification at the University of Maryland.

Applications for review of eligibility, related documentation and questions concerning the University of Maryland policy for the determination of in-state status should be directed to:

Residency Classification Office
Mitchell Building, Room 1130
University of Maryland
College Park, MD 20742
Tel: 301.314.9596
Fax: 301.314.7915
resclass@umd.edu
registrar.umd.edu/resreclass.html

Students are responsible for notifying, in writing, both the Office of Admissions and the IAA Office within 15 days of any change in circumstances which might in any way affect their residency at the College Park campus.

CURRICULUM GUIDES

Students receive curriculum guides, or advising guides, for their concentrations at orientation; guides are included in this book, available online, and available 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 IAA Director may approve a substitute course.

DROPPING AND ADDING COURSES

The first 10 class days of each semester constitute 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 one (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.

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 are not charged to students who are reapplying. Students who did not matriculate must pay the application fee.

UNIVERSITY POLICY

University of Maryland, College Park and University of Maryland System policies and procedures that may affect a student's studies can be found at *president.umd.edu/administration/policies*.

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 billpay.umd.edu. Financial policies and fees are set by the University with the approval of the Board of Regents.

College Park sponsors a Terp Payment Plan (TPP). The TPP allows students and families to pay amounts due to the university in manageable monthly installments for the academic year or by semester. For details, visit billpay.umd.edu.

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 the receipt of bills. 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 billpay.umd.edu. or go to The Office of Student Financial Services and Cashiering, 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 who fail to satisfy a debt 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.

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

Additional information on student financial obligations, disclosure of information, delinquent accounts, and special fees, can be found at billpay.umd.edu.

Payment of Fees

All checks, money orders, or postal notes should be made payable to "University of Maryland." The student's University ID number must be written on the front of the check. VISA, MasterCard, American Express, and Discover credit cards and online check payments are accepted. Online payments can be made at billpay.umd.edu.

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.

Stopped 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 Student Financial Services and Cashiering; 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 a full refund 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 according to the above schedule.

FINANCIAL AID AND SCHOLARSHIPS

The University offers students enrolling in its programs every opportunity to attain their academic goals. Financial aid is available to assist students who would otherwise be unable to attend college. For applications and information, contact:

Office of Student Financial Aid
1135 Lee Building
University of Maryland
College Park, MD 20742
financialaid.umd.edu

Basic Eligibility Requirements

1. Students must have final admission to the IAA.
2. Students must be in good standing with the IAA, both financially and academically.
3. Students must enroll for and maintain a minimum of 12 credit hours per semester.
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 to be considered for assistance.

Application Procedure

For students wishing to apply for financial assistance, there are just a few basic steps:

1. Complete the Free Application for Federal Student Aid (FAFSA) by **January 1** to meet the priority deadline. Apply online at www.fafsa.ed.gov. The UMD School Code is **002103**.
2. Maryland residents should apply for Maryland State Aid. For more information, visit the Maryland Higher Education Commission website at <http://www.mhec.state.md.us/Pages/default.aspx>.
3. After you submit your FAFSA, the federal processor will send you a Student Aid Report (SAR). The SAR is a summary of your FAFSA data. Please review it and make sure all your information is correct.
4. Beginning March 1, the Financial Aid Office will start sending prospective students Financial Aid Notifications through email with instructions on how to log into their financial aid award online. Beginning early May, they will send Financial Aid Notifications to all currently enrolled students.

Contact the Financial Aid Office for complete details.

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 at 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

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. A 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 a PDF application or pick up a hard copy in Room 0108 of 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 half-time 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 8 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.

Golf Course Superintendent's Association of America (GCSAA) Scholarship

This scholarship is awarded by the GCSAA and recipients are selected based on recommendation of a faculty advisor and an employer. Applicants must:

- Show evidence of scholarship, aptitude, and achievement
- Be enrolled as a second-year student
- Be interested in a career of golf course or turfgrass management
- Be in need of financial assistance

A special form must be completed. See a faculty advisor for 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 a 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 the faculty advisor for details.*

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.

Tom Hartsock Animal Management Scholarship

Awarded to an IAA student on an alternating year basis. The applicant must be a full time student, have a GPA of 2.5 or higher, and demonstrate a commitment to a career in animal management.

Ronald J. Seibel Scholarship

This \$1,000 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 UMD'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 IAA. Students attending a community college or four year institution leading to a degree in agriculture education are also eligible.

To download an application form,

visit the Scholarships page of the Maryland Agricultural Education Foundation (MAEF) website: maefonline.com.

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

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

Applications **will not** be accepted by email. Applicants must meet the following criteria:

- Applications must be postmarked no later than May 1.
- Scholarship applicants must complete and submit the required application form and most recent high school or college transcripts.
- Applicants with an FFA background enrolling in a two-year program will be given preference.
- Acceptance and/or enrollment in a state approved agriculture program is required.
- Previous scholarship winners will be allowed to reapply. To reapply, a new application is required.

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. For more details, visit our website at iaa.umd.edu.

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.

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 \$1,500. 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.

NOTE:

Deadlines for these scholarships change from time to time. Stay up-to-date by checking the IAA website: go.umd.edu/iaascholarships.

Other awards are often publicized in magazines and websites. Look for announcements in local and national periodicals, and the IAA and AGNR websites.

ACADEMIC POLICY & INFORMATION

Please note: All references to policies in the University of Maryland's Undergraduate Catalog can be accessed at <https://academiccatalog.umd.edu/>.

ACADEMIC INTEGRITY

Each IAA student is asked to read and sign a statement of Academic Integrity, to remain 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 exam 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. 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 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/resubmit returned academic work without notice to the instructor are 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.

Including behavior such as:

1. Sharing information about graded assignments on group chats such as Group Me or WhatsApp.

2. Uploading/using graded assignments found on course websites like Chegg, Quizlet, or Coursehero.

3. Misleading an instructor to believe you are unable to complete an exam or assignment.

4. Reusing your own work or the work of others without permission from the instructor.

5. Working with others on an assignments meant to be done alone.

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 quote must be identified by quotation

marks or appropriate indentation and promptly cited according to the appropriate citation style used in the course or the discipline.

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 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 academic dishonesty in examinations, class work or other course requirements, instructors shall report to the Office of Student Conduct.

Honor Council members or designees will review all written referrals to determine that a report of academic dishonesty is supported by reasonable cause.

If reasonable cause exists, the accused student will be informed in writing of the charges and shall be offered an opportunity for a preliminary meeting to review the case. The faculty member or referring party may be included in the meeting.

During the preliminary meeting, the student will be provided with a copy of the Code of Academic Integrity and a statement of procedural rights approved by the Honor Council.

If the referred student has no prior record of academic dishonesty or serious disciplinary misconduct, the student may choose to participate in an informal resolution with the referring party or designee in order to reach an agreement concerning how the case should be resolved.

The standard “XF” grade penalty will normally be imposed if the student agrees that he/she committed an act of academic dishonesty. Any other sanction agreed upon by the student and referring party or designee will constitute a recommendation to the Honor Council and must be supported by a written statement signed by the student and the referring party or designee.

If the student and referring party or designee cannot resolve the case in an informal resolution, then the case will be scheduled for an Honor Review. Reviews are conducted by an Honor Board, consisting of six persons, five of whom will be voting members. The Board will normally consist of three students, two faculty members, and a non-voting student Presiding Officer.

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 the undergraduate catalog.

ACADEMIC LOAD

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

The recommended course load per semester 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 by the University.

Students enrolled in the Continuing Education program at the IAA are limited to 6 credit hours per academic semester.

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 online. Students must be engaged in these courses just as they are in resident instruction courses. Keeping up with assignments and activities is essential for success in distance learning.

In many IAA courses, in-class participation is an integral part of course work. Many 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 course instructor. 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 case of unexcused absence, an instructor is not obligated to accept late assignments or give makeup quizzes, exams or lab 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.

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) credits 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 at the IAA;
 - 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 from 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 TWO CURRICULA)

The IAA will confer a maximum of 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 15 additional, advisor-approved credit hours beyond the credits required for the completion of the first certificate;
3. The student has successfully completed an internship practicum

in each curriculum. Note that the "internship practicum" is INAG 299A, the on-site 320 hours of work.

A student wishing to continue coursework at the IAA following the completion of a second certificate may enroll as Continuing Education.

ENTRANCE EXAMS

The IAA administers entrance exams to determine a student's writing and mathematical skill level.

Mathematics and English 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 Exam

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. English Exam

Students may not use this exam to meet their written communication requirement through "credit by exam," nor will English 101 (Academic Writing) or INAG 111 (Written Communication) be waived as a result of this exam.

EXAMINATIONS

All exams 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 elect 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.*

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 from the IAA Office and are due to 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 participate in graduation exercises, a student must have successfully completed a **minimum** of 60 credit hours of course

work in accordance with one of the approved concentrations. This includes the student's internship. Students applying for graduation must also have a cumulative GPA of at least 2.0.

To be cleared for graduation, a student must have no financial or other obligation to the University or the IAA. All financial accounts must be paid in full and all borrowed textbooks/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 achievement is noted on the student's academic record.

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

View the undergraduate policy: umd.edu/catalog/index.cfm/show/content.section/c/88/s/1222

INTERNSHIPS

An Agricultural Practicum and Internship Course 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 internships 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.

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

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

REINSTATEMENT

Students must apply **in writing** to the Director for reinstatement if they (1) 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 as 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 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 the student's 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 (incl. 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 GPA.
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 any time after a student has attempted 12 credit hours, their 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 applying for 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).

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 advisor to consider the full implications of withdrawal from the IAA and receive approval.

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 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, UID number, and date. Students may withdraw any time between the first and last day of classes. The effective date of withdrawal for purposes of refunds is the date that the 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 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 they are 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.

UNIVERSITY GRADING SYMBOLS

The following symbols are used on the student's permanent record for all courses in which the student is enrolled after the initial registration and schedule adjustment period: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, XF, I, P, S, W, and AU. 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 department chair 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 grade of A+ or A will be assigned a value of 4.0 quality points per credit hour. A grade of A- will be assigned 3.7 quality points per credit hour.
B+, B, B-	Denotes good mastery of the subject and good scholarship. A grade of B+ is assigned a value of 3.3 quality points per hour. A grade of B is assigned a value of 3.0 quality points per credit hour. A grade of B- is assigned a value of 2.7 quality points per hour.
C+, C, C-	Denotes acceptable mastery of the subject. A grade of C+ is assigned a value of 2.3 quality points per hour. A grade of C is assigned a value of 2.0 points per credit hour. A grade of C- is assigned a value of 1.7 quality points per credit hour.
D+, D, D-	Denotes borderline understanding of the subject and marginal performance. It does not represent satisfactory progress toward a degree. A grade of D+ is assigned 1.3 points per credit hour. A grade of D is assigned a value of 1.0 quality point per credit hour. A grade of D- is assigned 0.7 quality points per credit.
F	Denotes failure to understand the subject and unsatisfactory performance. A grade of F is assigned a value of 0.0 quality points per credit hour.
S	S is a department option mark that may be used to denote satisfactory performance by a student in progressing thesis projects, orientation courses, practice teaching, and the like. In computation of cumulative averages a mark of S will not be included.
W	W is used to indicate withdrawal from a course after the end of the schedule adjustment period. For information and completeness, the grade of W is placed on the student's permanent record by the Office of the Registrar. The instructor will be notified that the student has withdrawn from the course. This grade is not used in any computation of quality points or cumulative average totals at the end of the semester.
XF	Denotes failure due to academic dishonesty. An XF is treated in the same way as F for the purposes of cumulative average.
P (Pass/Fail)	The mark of P is a student option mark, equivalent to a grade of D- or better. This grade is not used in any computation of quality points or cumulative average totals at the end of the semester. The student must inform the Office of the Registrar of the selection of this option by the end of the schedule adjustment period.
I (Incomplete)	The mark of 'I' is an exceptional mark that is an instructor option. It is only given to a student whose work has been qualitatively satisfactory, when, because of illness or other circumstances beyond the student's control, he or she has been unable to complete some small portion of the work of the course. In no case will the mark 'I' be recorded for a student who has not completed the major portion of the work of the course.
AU (Audit)	AU denotes a student registering to audit a course or courses which have been designated as available under the audit option and in which space is available. The notation AU will be placed on the transcript for each course audited. A notation to the effect that this symbol does not imply attendance or any other effort in the course will be included on the transcript in the explanation of the grading system.
Repeat	For the University's repeat guidelines for undergraduates, consult the Undergraduate Catalog.
Duplicate Course	This is used to indicate two courses with the same content. The second course is counted in cumulative totals unless an exception is made by the dean.
Excl Crd	Excluded credit is noted when academic clemency has been granted.

ADVISORS

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

Agricultural Business Management

Advisor: *To Be Determined*

Jull Hall

Tel:

@umd.edu

Agricultural Leadership and Communication

Advisor: Shala Larson

Jull Hall

Tel:

@umd.edu

Landscape Management, Ornamental Horticulture

Advisor: Kenneth Ingram

2114 Jull Hall

Tel: 301.405.0499

kingram@umd.edu

Sustainable Agriculture

Advisor: Meredith Epstein

2115 Jull Hall

Tel: 301.405.4690

mbepste@umd.edu

Golf Course Management, Sports Turf Management, Turfgrass Management

Advisor: Geoff Rinehart

2113 Jull Hall

Tel: 301.405.4692

rinehart@umd.edu

Agriculture Forward at Maryland

Advisor: Heather McHale

2117 Jull Hall

Tel: 301.405.9219

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- LARSON, Shala** Lecturer, Oral Communication
B.S. and M.S. South Dakota State University
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MDA-APPROVED IAA COURSES FOR PEST CONTROL APPLICATOR CERTIFICATION

The Maryland Department of Agriculture (MDA) has 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 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, call the MDA at 410.841.5700, or visit mda.state.md.us/.

IAA Courses Approved by MDA for Commercial Pest Control Applicator Certification

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

AGRICULTURE FORWARD AT MARYLAND

Agriculture Forward (Ag Forward) at Maryland is an access program for IAA students who plan to pursue a baccalaureate program within the College of Agriculture and Natural Resources (AGNR). **Students must be admitted to the IAA as Ag Forward students in order to transfer into a degree program under these guidelines. Application details are available on the IAA's website.**

Transfer Admission Requirements:

1. Complete, sign, and submit an Intent to Transfer form to the IAA during New Student Orientation. The request must be approved and signed by the student's IAA academic advisor and by the IAA Director in order to facilitate proper advising.
2. Have a minimum grade point average of 3.0 upon completion of 30 credit hours at the IAA.
3. Successfully complete (grade of C or higher) ENGL 101 and MATH 107 or higher, or their equivalents at another institution.
4. Apply for transfer into the baccalaureate program using the University's undergraduate admissions application.
5. Satisfy all undergraduate transfer admission application requirements.

UMD Admission Application Guidelines:

1. Submit online application and essay for undergraduate transfer admission by the priority deadline: March 1 for Fall, and August 1 for Spring. Students should apply during the semester they plan to complete their 30 IAA credit hours.
2. No application fee is required since the student has already matriculated at the University.
3. Request official transcripts from any additional institutions the student has attended.
4. Notify the IAA Director that your application has been submitted.

Advising Guidelines:

1. Students who are accepted into Ag Forward and complete the Intent to Transfer agreement will be advised as "Ag Forward" students.
2. Ag Forward students will have an IAA advisor and an advisor in their intended transfer department. Students should follow the Ag Forward plan outlined by advisors.
3. Once students are admitted as degree-seeking students, they will be given resident credit for courses taken as IAA students.
4. Students must submit graduation applications for both their IAA certificate and their AGNR baccalaureate degree.

2-YEAR PLAN FOR AGRICULTURAL BUSINESS MANAGEMENT

<u>1st YEAR, FALL SEMESTER</u>			<u>Credit Hours</u>	
ANSC 101/103	Principles of Animal Science - <i>Lecture/Lab</i>	3/1 OR	_____	
PLSC 101	Introductory Crop Science	4 OR	_____	
INAG 100	Introduction to Plant Science	4 OR	_____	
PLSC 100	Introduction to Horticulture	4 OR	_____	
NFSC 100	Elements of Nutrition	3 OR	_____	
NFSC 112	Food: Science and Technology	3	_____	
INAG 102	Agricultural Entrepreneurship	3	_____	
ENGL 101	Academic Writing	3	_____	
INAG 250	Fundamentals of Agricultural Mechanics	3	_____	
Approved Elective(s)		<u>3</u>	_____	
		15-16		
 <u>1st YEAR, SPRING SEMESTER</u>				
INAG 104	Agricultural Mathematics (or MATH)	3	_____	
INAG 105	Soils & Fertilizers	3	_____	
INAG 110	Oral Communication	3	_____	
Approved Elective(s)		<u>6</u>	_____	
		15		
 <u>SUMMER, BETWEEN 1st and 2nd YEARS</u>				
INAG 299A	Agricultural Practicum	1	_____	
 <u>2nd YEAR, FALL SEMESTER</u>				
INAG 103	Agricultural Marketing	3	_____	
INAG 201	Agricultural Human Resources Management	3	_____	
INAG 203	Agricultural Finance	3	_____	
INAG 299B †	Internship	3	_____	
Approved Elective(s)		<u>3-4</u>	_____	
		15-16		
 <u>2nd YEAR, SPRING SEMESTER</u>				
INAG 106	Pesticide Use & Safety	2	_____	
INAG 204	Agricultural Business Management	3	_____	
INAG 206	Agricultural Business Law	3	_____	
Approved Elective(s)		<u>4-6</u>	_____	
		12-14		
TOTAL CREDITS		60		
 <u>Partial List of Approved Electives</u>				
F	INAG 123	People, Planet, and Profit: Digging Into Sustainable Agriculture	3	_____
F/S	INAG 199	Special Problems	1-3	_____
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	_____
S	ANSC 282	Grazing Animal Management	3	_____
F	ANSC 220	Livestock Management	3	_____
F	ANSC 330 †	Equine Science	3	_____

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

† *Prerequisite*

2-YEAR PLAN FOR AGRICULTURAL LEADERSHIP AND COMMUNICATION

<u>1st YEAR, FALL SEMESTER</u>		<u>Credit Hours</u>	
ANSC 101/103	Principles of Animal Science - <i>Lecture/Lab</i>	3/1 OR	_____
PLSC 101	Introductory Crop Science	4 OR	_____
INAG 100	Introduction to Plant Science	4 OR	_____
PLSC 100	Introduction to Horticulture	4 OR	_____
NFSC 100	Elements of Nutrition	3 OR	_____
NFSC 112	Food: Science and Technology	3	_____
INAG 102	Agricultural Entrepreneurship	3 OR	_____
ENES 140	Discovering New Ventures	3	_____
INAG 103	Agricultural Marketing	3	_____
ENGL 101	Academic Writing	3	_____
Approved Elective(s)		<u>3-4</u>	_____
		15-16	
 <u>1st YEAR, SPRING SEMESTER</u>			
INAG 104	Agricultural Mathematics (or MATH)	3	_____
INAG 105	Soils and Fertilizers	3	_____
INAG 110	Oral Communication	3	_____
INAG 131	Intro to Ag Policy & Communication	3	_____
INAG 132/252	Ag Leadership & Teamwork/ Ag Public Relations	<u>3</u>	_____
		15	
 <u>SUMMER, BETWEEN 1st and 2nd YEARS</u>			
INAG 299A	Agricultural Practicum	1	_____
 <u>2nd YEAR, FALL SEMESTER</u>			
INAG 201	Agricultural Human Resources Management	3	_____
INAG 203	Agricultural Finance	3	_____
INAG 253	Agricultural Strategic Communication	3	_____
INAG 299B †	Internship	3	_____
Approved Elective(s)		<u>3-4</u>	_____
		15-16	
 <u>2nd YEAR, SPRING SEMESTER</u>			
INAG 204	Agricultural Business Management	3	_____
INAG 206	Agricultural Business Law	3	_____
INAG 132/252	Ag Leadership & Teamwork/ Ag Public Relations	3	_____
Approved Elective(s)		<u>3-5</u>	_____
		12-14	
TOTAL CREDITS		60	
 <u>Partial List of Approved Electives</u>			
F	INAG 123	People, Planet, and Profit: Digging Into Sustainable Agriculture	3 _____
S/even years	INAG 205	Analyzing Alternative Enterprises	3 _____
S/odd years	INAG 213	Crop Production Practices	3 _____
S	AREC 240	Introduction to Economics and the Environment	4 _____
F/S	ECON 200	Principles of Micro-Economics	4 _____
F/S	ECON 201	Principles of Macro-Economics	4 _____
F/S	JOUR 150	Introduction to Mass Communication	3 _____
Other INAG, ANSC, ENST, AREC, PLSC 100 and 200-level courses with advisor approval			
† <i>Prerequisite</i>			

2-YEAR PLAN FOR SUSTAINABLE AGRICULTURE

<u>1st YEAR, FALL SEMESTER</u>			<u>Credit Hours</u>	
ANSC 101/103	Principles of Animal Science - <i>Lecture/Lab</i>	3/1 OR		___
PLSC 101	Introductory Crop Science	4 OR		___
INAG 100	Introduction to Plant Science	4 OR		___
PLSC 100	Introduction to Horticulture	4 OR		___
NFSC 100	Elements of Nutrition	3 OR		___
NFSC 112	Food: Science and Technology	3		___
INAG 102	Agricultural Entrepreneurship	3		___
ENGL 101	Academic Writing	3		___
INAG 123	People, Planet, and Profit: Digging Into Sustainable Agriculture	3		___
INAG 250	Fundamentals of Agricultural Mechanics	<u>3</u>		___
			15-16	
<u>1st YEAR, SPRING SEMESTER</u>				
INAG 104	Agricultural Mathematics (or MATH)	3		___
INAG 105	Soils & Fertilizers	3		___
INAG 110	Oral Communication	3		___
INAG 204	Agricultural Business Management	3		___
INAG 206	Agricultural Business Law	<u>3</u>		___
			15	
<u>SUMMER, BETWEEN 1st and 2nd YEARS</u>				
INAG 299A	Agricultural Practicum	1		___
<u>2nd YEAR, FALL SEMESTER</u>				
INAG 103	Agricultural Marketing	3		___
INAG 106	Pesticide Use & Safety (online)	2		___
INAG 201	Agricultural Human Resources Management	3		___
INAG 203	Agricultural Finance	3		___
INAG 299B †	Internship	3		___
INAG 199	Special Problems or Approved Elective	<u>1-3</u>		___
			15-17	
<u>2nd YEAR, SPRING SEMESTER</u>				
INAG 248	Topics in Sustainable Agriculture	1		___
INAG 099	Cooperative Education	NC OR		___
Approved Electives		10-13		
			1/10	
TOTAL CREDITS			50/60	
<u>Partial List of Approved Electives</u>				
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	___
S/odd years	INAG 224	Greenhouse Production & Management	3	___
F	INAG 231	Insects of Ornamentals & Turfgrass	3	___
S	ANSC 282	Grazing Animal Management	3	___
F	ANSC 220	Livestock Management	3	___

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

† *Prerequisite*

2-YEAR PLAN FOR LANDSCAPE MANAGEMENT

<u>1st YEAR, FALL SEMESTER</u>			<u>Credit Hours</u>	
INAG 100	Introduction to Plant Science	4		_____
PLSC 205	Introduction to Turf Science and Management	4		_____
ENGL 101	Academic Writing	3		_____
INAG 251	Landscape Construction	3 OR		_____
LARC 160	Intro to Landscape Architecture	3		_____
INAG 250	Fundamentals of Agricultural Mechanics	<u>3</u>		_____
		17		
<u>1st YEAR, SPRING SEMESTER</u>				
PLSC 254	Woody Plants for Mid-Atlantic Landscape II	3		_____
INAG 104	Agricultural Mathematics (or MATH)	3		_____
INAG 105	Soils & Fertilizers	3		_____
INAG 110	Oral Communication	3		_____
INAG 244	Herbaceous Annuals & Perennials	3 OR		_____
INAG 272	Principles of Arboriculture	<u>3</u>		_____
		15		
<u>SUMMER, BETWEEN 1st and 2nd YEARS</u>				
INAG 299A	Agricultural Practicum	1		_____
<u>2nd YEAR, FALL SEMESTER</u>				
INAG 201	Agricultural Human Resources Management	3		_____
INAG 251	Landscape Construction	3 OR		_____
LARC 160	Intro to Landscape Architecture	3		_____
INAG 226	Diseases of Ornamentals & Turfgrass	3		_____
INAG 231	Insects of Ornamentals & Turfgrass	3		_____
INAG 299B †	Internship	<u>3</u>		_____
		15		
<u>2nd YEAR, SPRING SEMESTER</u>				
INAG 106	Pesticide Use & Safety	2		_____
INAG 204	Agricultural Business Management	3		_____
INAG 206	Agricultural Business Law	3		_____
INAG 244	Herbaceous Annuals & Perennials	3 OR		_____
INAG 272	Principles of Arboriculture	3		_____
Approved Elective(s)		<u>3</u>		_____
		14		
TOTAL CREDITS		61		

Partial List of Approved Electives

F	INAG 102	Agricultural Entrepreneurship	3	_____
F/S	INAG 199	Special Problems	1-3	_____
F	INAG 203	Agricultural Finance	3	_____
S	INAG 207 †	Power & Machinery	3	_____
S	INAG 235	Irrigation & Drainage Practices for Turf	3	_____
F	INAG 237 †	Surveying & GPS Apps. in Agriculture	3	_____
F	PLSC 253†	Woody Plants/Mid-Atlantic Landscapes I	3	_____

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

† Prerequisite

2-YEAR PLAN FOR ORNAMENTAL HORTICULTURE

<u>1st YEAR, FALL SEMESTER</u>			<u>Credit Hours</u>	
INAG 100	Introduction to Plant Science	4		_____
INAG 102	Agricultural Entrepreneurship	3		_____
ENGL 101	Academic Writing	3		_____
INAG 250	Fundamentals of Agricultural Mechanics	3		_____
Approved Elective(s)		<u>3</u>		_____
		16		
<u>1st YEAR, SPRING SEMESTER</u>				
INAG 104	Agricultural Mathematics (or MATH)	3		_____
INAG 105	Soils & Fertilizers	3		_____
INAG 110	Oral Communication	3		_____
INAG 224/odd years	Greenhouse & Plant Production Management	3 OR		_____
Approved Elective(s)		<u>3</u>		_____
		15		
<u>SUMMER, BETWEEN 1st and 2nd YEARS</u>				
INAG 299A	Agricultural Practicum	1		_____
<u>2nd YEAR, FALL SEMESTER</u>				
INAG 201	Agricultural Human Resources Management	3		_____
INAG 226	Diseases of Ornamentals & Turfgrass	3		_____
INAG 231	Insects of Ornamentals & Turfgrass	3		_____
INAG 253 †	Woody Plants for Mid-Atlantic Landscapes I	3		_____
INAG 299B †	Internship	3		_____
		15		
<u>2nd YEAR, SPRING SEMESTER</u>				
INAG 106	Pesticide Use & Safety	2		_____
INAG 204	Agricultural Business Management	3		_____
INAG 206	Agricultural Business Law	3		_____
INAG 224/odd years	Greenhouse & Plant Production Management	3 OR		_____
Approved Elective(s)		<u>3</u>		_____
		14		
TOTAL CREDITS		60		

Partial List of Approved Electives

F/S	INAG 199	Special Problems	1-3	_____
F/even years	INAG 251 †	Landscape Construction	3	_____
F/odd years	INAG 222	Landscape Design & Implementation	4	_____
S	INAG 235	Irrigation & Drainage Practices	3	_____
S/even years	INAG 244	Herbaceous Annuals & Perennials	3	_____
S	INAG 254 †	Woody Plants/Mid-Atlantic Landscapes II	3	_____
S/odd years	INAG 272	Principles of Arboriculture	3	_____

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

† *Prerequisite*

2-YEAR PLAN FOR GOLF COURSE MANAGEMENT

<u>1st YEAR, FALL SEMESTER</u>		<u>Credit Hours</u>	
INAG 100	Introduction to Plant Science	4	_____
INAG 107	Introduction to Turfgrass Management	4	_____
ENGL 101	Academic Writing	3	_____
INAG 201	Agricultural Human Resources Management	3	_____
Approved Elective(s)		<u>1-2</u>	_____
		15-16	

<u>1st YEAR, SPRING SEMESTER</u>			
INAG 104	Agricultural Mathematics (or MATH)	3	_____
INAG 105	Soils & Fertilizers	3	_____
INAG 110	Oral Communication	3	_____
INAG 214/odd years	Agronomic Principles for Golf Turf Mgmt.	3	_____
INAG 250	Fundamentals of Agricultural Mechanics	<u>3</u>	_____
		15	

<u>SUMMER, BETWEEN 1st and 2nd YEARS</u>			
INAG 299A	Agricultural Practicum <i>(must be at a golf course facility)</i>	1	_____

<u>2nd YEAR, FALL SEMESTER</u>			
INAG 226	Diseases of Ornamentals & Turfgrass	3	_____
INAG 231	Insects of Ornamentals & Turfgrass	3	_____
INAG 237 †	Surveying & GPS Applications in Agriculture	3	_____
INAG 242	Golf Course Design & Construction	3 OR	_____
PLSC 253 †	Woody Plants/Mid-Atlantic Landscaps I	3	_____
INAG 299B †	Internship	3	_____
		15	

<u>2nd YEAR, SPRING SEMESTER</u>			
INAG 106	Pesticide Use & Safety	2	_____
INAG 206	Agricultural Business Law	3	_____
INAG 207 †	Power & Machinery	3	_____
INAG 215/even years	Business Mgmt. Practices for Turf Facilities	3	_____
INAG 235	Irrigation & Drainage Practices for Turf	3	_____
Approved Elective(s)		<u>1-2</u>	_____
		15-16	

TOTAL CREDITS 61

Partial List of Approved Electives

F/S	INAG 199	Special Problems	1-3	_____
F	INAG 203	Agricultural Finance	3	_____
S	INAG 204	Agricultural Business Management	3	_____
F/even years	INAG 251 †	Landscape Construction	3	_____
F/odd years	INAG 222	Landscape Design & Implementation	4	_____
S/odd years	INAG 272	Principles of Arboriculture	3	_____

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

† Prerequisite

2-YEAR PLAN FOR SPORTS TURF MANAGEMENT

<u>1st YEAR, FALL SEMESTER</u>			<u>Credit Hours</u>	
INAG 100	Introduction to Plant Science	4		_____
INAG 102	Agricultural Entrepreneurship	3		_____
PLSC 205	Introduction to Turf Science and Management	4		_____
ENGL 101	Academic Writing	3		_____
INAG 201	Agricultural Human Resources Management	3		_____
			17	
<u>1st YEAR, SPRING SEMESTER</u>				
INAG 104	Agricultural Mathematics (or MATH)	3		_____
INAG 105	Soils & Fertilizers	3		_____
INAG 106	Pesticide Use & Safety	2		_____
INAG 110	Oral Communication	3		_____
INAG 250	Fundamentals of Agricultural Mechanics	<u>3</u>		_____
Approved Elective(s)		<u>2-3</u>		_____
			13-14	
<u>SUMMER, BETWEEN 1st and 2nd YEARS</u>				
INAG 299A	Agricultural Practicum	1		_____
<u>2nd YEAR, FALL SEMESTER</u>				
INAG 226	Diseases of Ornamentals & Turfgrass	3		_____
INAG 231	Insects of Ornamentals & Turfgrass	3		_____
INAG 237 †	Surveying & GPS Applications in Agriculture	3		_____
INAG 299B †	Internship	3		_____
			15	
<u>2nd YEAR, SPRING SEMESTER</u>				
INAG 206	Agricultural Business Law	3		_____
INAG 207 †	Power & Machinery	3		_____
INAG 215/even years	Business Mgmt. Practices for Turf Facilities	3		_____
INAG 235	Irrigation & Drainage Practices for Turf	3		_____
INAG241/even years	Agronomic Principles for Sports Turf	3		_____
			15	
TOTAL CREDITS			60-61	

Partial List of Approved Electives

F/S	INAG 199	Special Problems	1-3	_____
F	INAG 203	Agricultural Finance	3	_____
S	INAG 204	Agricultural Business Management	3	_____
F/even years	INAG 251 †	Landscape Construction	3	_____
F/odd years	INAG 222	Landscape Design & Implementation	4	_____
S/odd years	INAG 272	Principles of Arboriculture	3	_____

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

† *Prerequisite*

2-YEAR PLAN FOR TURFGRASS MANAGEMENT

<u>1st YEAR, FALL SEMESTER</u>			<u>Credit Hours</u>	
INAG 100	Introduction to Plant Science	4		
INAG 102	Agricultural Entrepreneurship	3		
PLSC 205	Introduction to Turf Science and Management	4		_____
ENGL 101	Academic Writing	3		_____
Approved Elective(s)		<u>3</u>		_____
		17		
<u>1st YEAR, SPRING SEMESTER</u>				
INAG 104	Agricultural Mathematics (or MATH)	3		_____
INAG 105	Soils & Fertilizers	3		_____
INAG 106	Pesticide Use & Safety	2		_____
INAG 110	Oral Communication	3		_____
Approved Elective(s)		<u>2-3</u>		_____
		13-14		
<u>SUMMER, BETWEEN 1st and 2nd YEARS</u>				
INAG 299A	Agricultural Practicum	1		_____
<u>2nd YEAR, FALL SEMESTER</u>				
INAG 201	Agricultural Human Resources Management	3		_____
INAG 237 †	Surveying & GPS Applications in Agriculture	3		_____
INAG 250	Fundamentals of Agricultural Mechanics	3		_____
INAG 299B †	Internship	3		_____
Approved Elective(s)		<u>3</u>		_____
		15		
<u>2nd YEAR, SPRING SEMESTER</u>				
INAG 204	Agricultural Business Management	3		_____
INAG 206	Agricultural Business Law	3		_____
INAG 207 †	Power & Machinery	3		_____
INAG 235	Irrigation & Drainage Practices for Turf	3		_____
Approved Elective(s)		<u>3</u>		_____
		15		
TOTAL CREDITS		60-61		

Partial List of Approved Electives

F	INAG 103	Agricultural Marketing	3		_____
F/S	INAG 199	Special Problems	1-3		_____
F	INAG 203	Agricultural Finance	3		_____
F/even years	INAG 251 †	Landscape Construction	3		_____
F/odd years	INAG 222	Landscape Design & Implementation	4		_____
F	INAG 226	Diseases of Ornamentals & Turfgrass	3		_____
F	INAG 231	Insects of Ornamentals & Turfgrass	3		_____
S/odd years	INAG 272	Principles of Arboriculture	3		_____
F	PLSC 253 †	Woody Plants/Mid-Atlantic Landscapes I	3		_____

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

† *Prerequisite*

COURSE DESCRIPTIONS

NOTE: The following course listings were updated in **June 2019**. 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 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 personal portfolio. Co-op is only open to sustainable agriculture students who have completed a minimum of 45 credit hours.

INAG 100: Introduction to Plant Science. 4 credits (3 hours of lecture and 2 hours of laboratory per week). A general 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 102: Agricultural Entrepreneurship. 3 credits. This course introduces fundamental concepts related to launching a profitable agricultural business. Topics include idea generation, opportunity recognition, conducting feasibility studies, assembling the entrepreneurial team, and financing the new venture, among others. Students will learn knowledge and skills relevant for starting a new agricultural 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). An introductory course for students entering careers related to applied agricultural production. The course is divided into three subject areas: 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. Topics include environmental protection, labeling, personal safety, first aid, formulation and chemistry, equipment, disposal, storage, record-keeping and liability. This course will prepare students to take the Maryland test for a private applicator's license.

INAG 110: Oral Communication. 3 credits. A study of how perception, self-concept, verbal and nonverbal actions 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.

INAG 111: Written Communication. 3 credits. A comprehensive study of written business communication, this course is designed to improve your writing skills through practical applications and practice. The course involves writing, critical thinking, analysis, peer review, editing, and research. This course prepares you for the kinds of writing you will be asked to do in your career.

INAG 123: People, Planet, and Profit: Digging Into 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 how to relate principles of sustainability to production practices.

INAG 131: Introduction to Agricultural Policy and Communication. 3 credits. Introduction to Agricultural Policy and Communication equips students with the knowledge and skills needed to engage in real-world communication around timely issues in agriculture. This course covers basics of United States government and the policymaking process, current and historical policy issues in agriculture, advocacy communication strategies and tactics, and careers in policy and advocacy. This course focuses on practical skills application, as well as exposure to government and advocacy work in action, including field trips and guest speakers. Throughout the course, students will learn and practice communication methods both individually and in team-directed

agriculture-related projects.

INAG 132: Agricultural Leadership and Teamwork. 3 credits.

Introduces fundamental concepts related to leadership and teamwork in agricultural organizations.

Topics include leadership practices and skills; relationships between leadership, authority, power, and ethics; team decision-making and management; and organizational culture and change. Students will develop effective leadership skills necessary for leading agricultural organizations.

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 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. Students 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. Grading is Pass/Fail with a 70% needed to pass.

INAG 199D: Special Problems;

Agricultural Tractor Operations and Maintenance. 1 credit.

This class introduces students to the operation and maintenance of agricultural tractors and farm equipment. Students learn to safely and efficiently operate tractors, connect and use implements, perform regular maintenance, and handle materials. This course will be held at the Upper Marlboro Research and Education Center on two consecutive days: Saturday and Sunday. Students will need to provide their own transportation to and from the facility. This course is open to IAA and PLSC students. Other AGNR students will be granted permission to enroll if seats are available. Grading is Pass/Fail with a 70% needed to pass.

INAG 201: Agricultural Human Resources Management. 3 credits.

This course introduces fundamental concepts related to human resources management in agricultural organizations. Topics include workforce planning, recruitment, appraisal, compensation, training, leadership, and motivation, among others. Students will learn knowledge and skills needed for ensuring that the agricultural organization has the human capital it needs to accomplish its goals.

INAG 203: Agricultural Finance.

3 credits. This course introduces fundamental concepts related to the financial management of an agricultural business. Topics include financial statement analysis, financial planning, the relationship between risk and return, the time value of money, costs associated with borrowed funds, sources of capital, financial markets and intermediaries in agriculture, and personal finance, among others. Students will gain financial knowledge and skills necessary for managing a profitable agricultural business.

INAG 204: Agricultural Business Management. 3 credits.

This course integrates various concepts related to managing a profitable agricultural business. Topics include business

management and decision making, preparing a business plan, financial analysis and budgeting, risk and investment management, and small business taxes, among others. Students will gain relevant knowledge and skills as they complete a comprehensive business plan for successfully managing an agricultural business.

INAG 205: Analyzing Alternative Enterprises. 3 credits.

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: Agricultural Business Law. 3 credits.

This course introduces various legal concepts and their relationships to agricultural business and transactions. Topics include torts, criminal law, contracts, promissory notes, property, partnerships, business entities, employment, and bankruptcy, among others. Students will gain a general understanding of the legal system that will help them to manage and/or operate profitable agricultural businesses.

INAG 207: Power and Machinery. 3 credits (2 hours of lecture and 2 hours of laboratory per week).

Basic principles of management, selection, maintenance, operation, adjustment and troubleshooting of agricultural machinery and power units. How power is developed and 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/INAG 250. Prerequisite or corequisite—INAG 101.

INAG 213: Crop Production

Practices. 3 credits. 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. Economic, social and ecological sustainable production practices will be addressed.

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

INAG 215: Business Management Practices for Turf Facilities. 3 credits (2 hours lecture and 2 hours lab per week). Advanced course in turfgrass management with emphasis on maintenance programs of fertilization, pest control, and renovation for golf and sports facilities. Maintenance budgets for facility operations are discussed. Current status and trends of the golf and sports turf industry are reviewed. Prerequisite—INAG 107.

INAG 222/PLSC 255: Landscape Design and Implementation. 4 credits (2 hours lecture and 4 hours lab per week).

Fundamental principles of landscape architecture as applied to residential and commercial landscaping, including study of principles of formal and informal designs and plan graphics. Students will produce landscape drawings using principles taught.

INAG 224: Greenhouse and Plant Production Management. 3 credits (2 hours of lecture and 2 hours of laboratory per week). The course covers the principles of managing greenhouses: structures, coverings, lighting, irrigation, heating and cooling systems, and discusses the effects on plant production. Plant propagation methods will be analyzed and practiced.

INAG 226: Diseases of Ornamentals and Turf. 3 credits (2 hours lecture and 2 hours lab per week).

Basic introduction to plant pathology and the common disorders of ornamentals and turf. Emphasis on diagnosis and Integrated Pest Management (IPM) control methods.

INAG 231: Insects of Ornamentals and Turf. 3 credits (2 hours lecture and 2 hours lab per week).

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. Beneficial insects important for controlling insect pests will be reviewed.

INAG 235: Irrigation and Drainage Practices for Turf. 3 credits (2 hours lecture and 2 hours lab per week).

Covers water and drainage laws and use doctrines, irrigation hydraulics, and layout, and 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. Credit only granted for: INAG 235, PLSC 235 or PLSC 489I. Formerly: PLSC 489I.

INAG 236: Spanish Communication. 3 credits. Students learn conversational and work-related Spanish. 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 be taught to understand the regional workforce.

INAG 237: Surveying and GPS Applications in Agriculture. 3 credits (2 hours lecture and 2 hours lab per week). Principles of land measurement using conventional surveying techniques; GPS devices and mapping; utilizing Graphical Information Systems (GIS) are the focus of this course. Students will use surveying equipment and GPS data collection units to collect land

data features. Data will be analyzed and maps created using software including: Trimble GPS Office, ESRI ArcGIS, and other GIS systems. Students will download and integrate online 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 241: Agronomic Principles for Sports Turf. 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. This course is not open to students who have completed PLSC 402: Sports Turf Management. Prerequisite: INAG 107: Introduction to Turfgrass Management.

INAG 242: Golf Course Design and Construction. 3 credits (2 hours lecture and 2 hours lab per week). History and current design trends of 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.

INAG 244: Herbaceous Plants.

3 credits. Herbaceous plants are integral components of residential and commercial landscapes. Students will become familiar with 250 annual and perennial plants. The emphasis will be on plant management requirements and seasonal variation in the landscape.

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 lecture and 4 hours lab per week). Lecture and lab exercises 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. Also includes 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. Credit will be granted for only one of the following: INAG 250, PLSC 204, ENBE 200. Formerly ENBE 200.

INAG 251: Landscape Construction. 3 credits (2 hours lecture and 2 hours lab per week). 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 on safety, development and interpretation of construction drawings, specifications for common structures, material selection, cost estimation, site preparation and construction techniques. Prerequisite or corequisite—INAG 250.

INAG 252: Agricultural Public Relations. 3 credits. Introduces the fundamental concepts and procedures of public relations in agriculture. Topics include understanding external audiences; key practices in agricultural media relations, social media, executive communication, and crisis communication; and managing the research, planning, and evaluation aspects of the public relations process. Students will gain the public relations

knowledge and skills necessary for communicating effectively with an organization's external audiences.

INAG 253: Agricultural Strategic Communication. 3 credits. Introduces the fundamental concepts and applications of strategic communication in agricultural organizations. Topics include strategic communication planning; communication and culture; communication and change; managing internal and external communication; and corporate responsibility. Students will learn how to use communication to accomplish organizational goals.

INAG 272/PLSC 272: Principles of Arboriculture. 3 credits (2 hours lecture and 3 hours lab per week). Establishment and maintenance of healthy trees in an urban setting will be studied. Lectures 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. Credit will be granted for one of the following: INAG 272, PLSC 272.

INAG 299A: Agricultural Practicum 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, students must take the Internship course 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. 3 credit. Internship is a follow up report to the Agricultural Practicum, 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: Agricultural Practicum. Grading: regular. Prerequisite: Advisor's approval. Pre/Corequisite—INAG 299A: Agricultural Practicum.

UNIVERSITY RESOURCES, SERVICES & ORGANIZATIONS

CAMPUS RECREATION SERVICES (CRS)

Through its intramural program, 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-burn, 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 crs.umd.edu.

CAREER CENTER

Located at 3100 Hornbake Library, the Career Center helps students throughout their academic careers with goal setting and decision making. The Career Center provides a resource room, workshops, career assistance, free publications, job listings, on-campus interviews, fairs, and referrals. Call 301.314.7225 or visit 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 350+ student groups, the Office of Campus

Programs coordinates space reservations, Student Government (SGA) funded accounts, and leadership programs. 0110 Stamp Student Union. Tel: 301.314.7174.

Commuter Student Involvement

Whether you walk, bike, ride, drive, metro, or take the train to campus, this office is for you. Use union.umd.edu/csi/ as your guide to enhancing your off-campus living experience at the University. Students interested in forming a car pool can join the online database by filling out an application at 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 pool parking in priority lots.

Off-Campus Housing Services

maintains up-to-date 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 och.umd.edu.

Shuttle-UM provides bus service for students, faculty and staff. The bus system offers daytime commuter routes, evening security routes and 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 visit transportation.umd.edu.

COUNSELING CENTER

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

The 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: 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 Services—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.

Academic Skills Counseling—Education specialists help students improve their academic skills: reading, writing, note-taking, learning math or science, studying or taking exams. Individual counseling and group workshops are available. Call 301.314.7693. In addition, Office of Undergraduate Studies that collects information about tutoring and other academic resources on campus: <http://www.tutoring.umd.edu/>

Accessibility and Disability Services—Services for disabled students include assistance in locating interpreters for the hearing impaired, readers for visually impaired students, and access guides to campus buildings and facilities. 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 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 making the necessary adjustments to the learning environment. Students with learning disabilities are responsible for promptly communicating their needs for appropriate accommodations to the Accessibility and Disability Service (ADS). 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 ADS and/or the faculty member(s) involved.

Returning Students Program—If you are over 25 and returning to school, this program can help you transition into academic life. Call 301.314.7693.

THE DIAMONDBACK

UMD’s free newspaper, *The Diamondback*, keeps students updated on campus events and news. To learn more, visit dbknews.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. Residence halls are not equipped for cooking meals and there are strict rules against cooking. The dining halls are designed to be part of living in the

residence halls. Meal plans guarantee that there will be a variety of dining choices for residents.

The University of Maryland allows resident dining plan members to enjoy unlimited access dining to the three dining halls—when they are open, you are welcome to join them, whether it’s for a meal, to grab a snack, or maybe just to meet up with your new friends. This system allows students to eat anytime they want while they are open. The plan, designed by Maryland students, allows more variety, more choices, and more flexibility, and it allows students to bring in a guest to dine.

The student’s ID 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 an 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 (SPAs) patrol the campus on foot and on bicycle.

If you would like an escort, please call the UMDPS to request one at: 301.405.3555 (off campus) / 53555 (on campus). 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 or if requested and available.

GREEK MEMBERSHIP

IAA students are eligible to join fraternities and sororities. Contact the Office of Fraternity and Sorority Life, 1110 Stamp Student Union, or visit union.umd.edu/greek_life/ to inquire.

HEALTH CENTER

Health care at the UMD 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/AIDS 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 student 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 physician is present in the Center from 11 a.m. to 3 p.m. on Saturdays and Sundays. 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 library media services, along with video/audio production equipment and spaces.

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 *lib.umd.edu/tlc/workshops*.

Please note, University Libraries offer more than books. Students can borrow laptops, phone chargers, cameras, projectors, and textbooks year-round. For more information, visit *lib.umd.edu/tlc/equipment*.

OFF-CAMPUS HOUSING

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.

ON-CAMPUS HOUSING

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.

Admitted students 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, MD 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 will 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 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.

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 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 UMD become a part of the student's University record and state Department of Motor Vehicles record.

All unpaid parking tickets 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 IAA shares job and internship announcements on the bulletin boards on the second floor of Jull Hall, through student and alumni listserv emails, and on the IAA's LinkedIn page. The College of Agriculture and Natural Resources holds job fairs and on-campus practice interview sessions.

The University Career Center—Housed within the Career Center, Careers4Terps provides online access to job listings, job fairs, on-campus interviews, etc. 24 hours a day from any computer with internet access. Students must register each year to stay active: 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 UMUC, have a good driving record with at

least one year of driving experience, and work a minimum of 12 hours per week each semester. To apply go to transportation.umd.edu/shuttle-UM/application.htm.

Office of Resident Life—The Housing Office hires all student housing personnel—RAs, receptionists, night security, etc. Interviews are conducted by each resident area for the positions open in that area. Inquire about deadlines and procedures from RAs, Area Directors, or the Housing Office.

Dining Services—A variety of job opportunities are available. Expect to work 12 hours a week at minimum wage. Jobs range from dish washing and serving, to cooking, catering, warehouse, and clerical work. For more information, call 301.314.8058.

Stamp Student Union—The Stamp has about 100 student positions that require office skills. Stamp Union is open about 15 hours a day, 7 days a week, so jobs can fit almost any schedule. For more information and to apply, go to the Information Desk in Room B0107, call 301.314.7289 or visit 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. is in the Stamp Union.

There is no fee 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 the Stamp Union Information Desk, and the Office of Campus Programs. To ride the bus, students must show a UMD Photo-ID and current semester registration cards. Schedules and maps can be found at transportation.umd.edu/.

STAMP STUDENT UNION

Stamp 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 ATMs around campus, as well as a branch of Capital One Bank in Stamp.

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

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

Information Center—The Info Desk is located on the first floor of the Stamp Union just inside the main entrance. It's a prime source for finding out what's happening not only in the Union, but 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.

Legal Services—The Student Legal Aid office provides free advice to UMD students. Student defenders, student interns and staff attorneys will assist you with your legal questions. Advice will only be given in person, so visit Room 1235 at Stamp. No appointment is needed.

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

Recreational Facilities—Most of the rec facilities are located at the subbasement level. There are bowling lanes, pool tables, video games, and vending machines. ID is required.

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

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

TERRAPIN EXPRESS

Terrapin Express is a debit account that can be used at participating locations across campus including the University Book Center and Health Center. Over 50 locations on campus accept Terrapin Express.

It's a convenient way for students to access products and services on campus without carrying cash or a second ID card. If your UMD ID number is in the system and you have an UMD ID card, you can activate a Terrapin Express

account. Enroll at dining.umd.edu/plans/terrapin-express/.

THEATER

The Clarice Smith Performing Arts Center at Maryland houses many outstanding performances. Go to claricesmithcenter.umd.edu for schedules, tickets, and announcements. 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 Union.

VEHICLES

All students who plan to attend the IAA and 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 via DOTS.

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

To begin the registration process, make sure that you have the correct vehicle license plate number. Students are asked to submit information regarding the vehicle they will be bringing to campus, as their license plate will take the place of a hanging permit. Students will not be issued hanging permits of any kind. Information about the Campus License Plate Registration Program can be found on the DOTS website.

Registration is conducted on a rolling basis for students based on earned credits and class standing. 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.

The DOTS main office is located in Regents Drive Garage. To learn more visit dots.umd.edu.

TUTORING SERVICES

The University is committed to academic excellence, and provides a variety of tutoring and other academic resources to support student success. Visit tutoring.umd.edu for a guide to services available on campus, from our peer institutions, and other non-university websites. Students are always encouraged to seek out assistance early in the semester. In addition to utilizing these tutoring services and academic success resources, students should consult their academic department for more resources in their major courses.

WRITING CENTER

The Writing Center offers undergraduate students free individual assistance with writing assignments, in person or online. 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. Visit english.umd.edu/academics/writingcenter for additional details and to schedule an appointment. The Writing Center is located in Room 1205 of Tawes Hall, with a second location in McKeldin Library.

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