

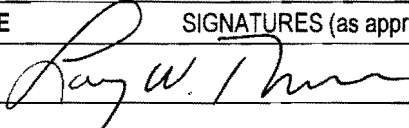
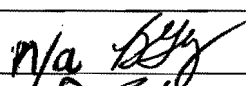
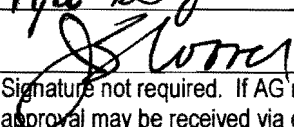
**UNIVERSITY OF BALTIMORE**  
**Academic Policy Cover Sheet**

(See Process for Academic Policy Development, Revision or Discontinuance)

<b>INITIATING GROUP / UNIT:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/>
<b>CONTACT NAME:</b> Patria Julnes; Kathryn Summers <span style="float: right;"><b>PHONE:</b> x6053; x6202</span>
<b>POLICY TITLE:</b> Continuous Enrollment/Leave of Absence <span style="float: right;">Doctoral Students</span>
<b>APPLIES TO:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>
<b>SPECIFIC PROGRAM</b> (if applicable): Doctor of Public Administration; Doctor of Communications Design
<b>PROPOSED IMPLEMENTATION DATE / SEMESTER:</b> Fall 2010

<b>Box 1: ACTION ITEM (check appropriate box)</b>	DOCUMENTS REQUIRED (see box 2 below)	REVIEW / APPROVAL SEQUENCE (see box 3 below)
<input type="checkbox"/> 1. New Policy	AB – others as appropriate	ABCDE – varies
<input checked="" type="checkbox"/> 2. Policy Revision	AB – others as appropriate	ABCDE – varies
<input type="checkbox"/> 3. Discontinuance of Existing Policy	AB	ABCDE – varies

<b>Box 2: DOCUMENTATION (check boxes of documents included) (may include documents in addition to required ones)</b>			
<input checked="" type="checkbox"/>	A. AP Cover Sheet (this document)	<input type="checkbox"/> D. Additional Forms (as may be needed to support procedures)	<input type="checkbox"/> F. Other (please list)
<input checked="" type="checkbox"/>	B. AP Proposal Summary	<input type="checkbox"/> E. Samples of Similar Policies	
<input type="checkbox"/>	C. Procedures (as appropriate)		

<b>Box 3: REVIEW / APPROVAL SEQUENCE</b>	SIGNATURES (as appropriate)	DATE
A. School / College Dean		11/25/09
B. Policy Coordinator		
C. Academic Policy Review Committee Chair (optional UFS subcommittee)		
D. University Faculty Senate Chair (UFS option)	n/a 	
E. Provost and Senior Vice President for Academic Affairs		12/1/09
F. Attorney General's Office	Signature not required. If AG review is necessary, the date of approval may be received via e-mail and would be added by the Policy Coordinator.	
G. 10-Day Open Comment Period		
H. President		
I. USM / Board of Regents – approval	Signature not required. If USM review is necessary, the date of approval would be added by the Policy Coordinator.	

## Academic Policy Proposal Summary

<b>INITIATING GROUP / UNIT:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/>	
<b>CONTACT NAME:</b> Patria Julnes; Kathryn Summers	<b>PHONE:</b> x6053; x6202
<b>POLICY TITLE:</b> Continuous Enrollment/Leave of Absence	Doctoral Students
<b>APPLIES TO:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	
<b>SPECIFIC PROGRAM (if applicable):</b> Doctor of Public Administration; Doctor of Communications Design	
<b>PROPOSED IMPLEMENTATION DATE / SEMESTER:</b> Fall 2010	

### I. Statement of Purpose:

The policy provides guidelines for doctoral students about progress towards the degree, requirements to remain enrolled, length of time to complete the degree, etc. A policy exists; this proposal is for amendment to the current policy.

### II. Policy (including authority for policy waiver, exclusions, or sanctions, if any) can be attached if too lengthy for this box.

See attached which presents comparison of existing and proposed policy.

### III. Reason(s) for Proposed Policy

The policy exists to lay out requirements for continuous enrollment and to provide guidelines for doing so.

## Academic Policy Proposal Summary (Page 2)

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<b>CONTACT NAME:</b>	Patria Julnes; Kathryn Summers	<b>PHONE:</b>	x6053; x6202
<b>POLICY TITLE:</b>	Continuous Enrollment/ Leave of Absence	Doctoral Students	
<b>PROPOSED IMPLEMENTATION DATE / SEMESTER:</b>	Fall 2010		

IV. Current Policy (if proposal is a revision or discontinuance), including date of adoption if available, can be attached if too lengthy for this box.

See attached which presents comparison of existing and proposed policy.

V. Other (who was consulted, definition of terms, etc.)

Program directors consulted policies of other similar doctoral programs and faculty in their degree programs and the dean's office.

CURRENT	PROPOSED (highlight indicates change or addition; strikethrough indicates deletion)
<p><b>CONTINUOUS ENROLLMENT/LEAVE OF ABSENCE</b>  <b>Doctoral Students</b>  A doctoral student has seven years to complete any preparatory/foundation requirements and all degree requirements (including the final project/thesis) at the University of Baltimore. Degree-seeking students are expected to register for courses each semester (excluding summer) on a continuous basis to maintain the degree requirements in effect at the time of their initial enrollment.</p> <p>Prior to being advanced to candidacy, the doctoral student must successfully complete at least 9 credits within each academic year with at least 1 credit in each of the fall and spring semesters. After advancement to candidacy, the doctoral student must register for 6 credits each year with at least 3 credits in each of the fall and spring semesters. The student may register for the 899 (thesis/project) course only after advancement to candidacy. In the D.C.D. (Doctor of Communications Design) program, advancement to candidacy occurs when the student has passed the qualifying exam. In the D.P.A. (Doctor of Public Administration) program, advancement to candidacy occurs when the student has successfully completed all eight core courses.</p> <p>The University recognizes, however, that a student may encounter extenuating circumstances that require a temporary interruption of studies. Under such circumstances, and ordinarily at least 30 days prior to the start of a requested leave of absence, the doctoral student may apply in writing to the program director and the dean of the college for an official leave of absence with specific start and end dates. Cumulative leaves of absence may not total more than 180 days. Upon reviewing the reasons for the request, the dean may grant an approved leave of absence. A document granting permission for such a leave must be on file with the program and in the Records Office. When a leave of absence is granted, it does not interrupt or stop</p>	<p><b>CONTINUOUS ENROLLMENT/LEAVE OF ABSENCE</b>  <b>Doctoral Students</b>  A doctoral student has seven years to complete any preparatory/foundation requirements and all degree requirements (including the <del>dissertation</del>) at the University of Baltimore. Degree-seeking students are expected to register for courses each semester (excluding summer) on a continuous basis to maintain the degree requirements in effect at the time of their initial enrollment.</p> <p>Prior to being advanced to candidacy, the doctoral student must successfully complete at least 9 credits within each academic year with at least 1 credit in each of the fall and spring semesters. The student may register for the 899 (<del>dissertation</del>) course only after advancement to candidacy. In the D.C.D. (Doctor of Communications Design) program, advancement to candidacy occurs when the student has passed the qualifying exam. In the D.P.A. (Doctor of Public Administration) program, advancement to candidacy occurs when the student has successfully completed all <del>eight core courses – core, advanced methodology and specialization.</del></p> <p>After advancement to candidacy, the doctoral student must register for <del>at least 6 credits each year with at least 3 credits in each of the fall and spring semesters until all credits required for the degree are completed. Once the number of credits required for the degree is exhausted, the student is required to register for the one-credit continuous enrollment course each semester until all work is complete.</del></p> <p>The University recognizes, however, that a student may encounter extenuating circumstances that require a temporary interruption of studies. Under such circumstances, and ordinarily at least 30 days prior to the start of a requested leave of absence, the doctoral student <del>may</del> must apply in writing to the program director and the dean of the college for an official leave of absence with specific start and end dates. Cumulative leaves of absence may not total more than 180 days. Upon reviewing the reasons for the request, the dean may grant an approved leave of absence. A document granting permission for such a leave must be on file with the program and in the <del>Records Office of Records and Registration.</del> When a leave of absence is</p>

the seven years allowed between initial enrollment and graduation; the time in which the student is out on leave will be counted toward the seven-year limit for completing degree requirements.

granted, it does not interrupt or stop the seven years allowed between initial enrollment and graduation; the time in which the student is out on leave will be counted toward the seven-year limit for completing degree requirements.