

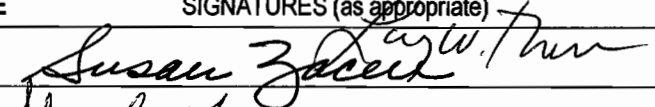
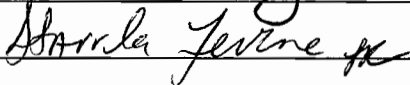
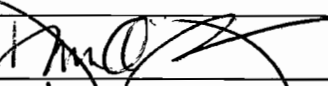
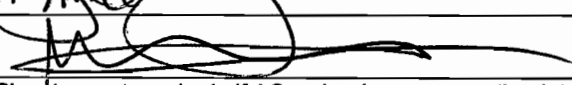
UNIVERSITY OF BALTIMORE
Academic Policy Cover Sheet

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

INITIATING GROUP / UNIT: LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input checked="" type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/>
CONTACT NAME: Peggy Potthast PHONE: x5342
POLICY TITLE: Satisfactory and Unsatisfactory Progress (graduate)
APPLIES TO: LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input checked="" type="checkbox"/>
SPECIFIC PROGRAM (if applicable): graduate programs in CLA and MSB
PROPOSED IMPLEMENTATION DATE / SEMESTER: fall 2008

Box 1: ACTION ITEM (check appropriate box)	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

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

Box 3: REVIEW / APPROVAL SEQUENCE	SIGNATURES (as appropriate)	DATE
A. School / College Dean		5/19/08
B. Policy Coordinator		5/23/08
C. Academic Policy Review Committee Chair (UFS subcommittee--CRC)		
D. University Faculty Senate Chair (UFS option)		6/3/08
E. Provost and Senior Vice President for Academic Affairs		7/4/08
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		6/4-14
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

INITIATING GROUP / UNIT:	LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input checked="" type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/>		
CONTACT NAME:	Peggy Potthast	PHONE:	x5342
POLICY TITLE:	Satisfactory and Unsatisfactory Progress		
APPLIES TO:	LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input checked="" type="checkbox"/>		
SPECIFIC PROGRAM (if applicable):	graduate programs in CLA and MSB		
PROPOSED IMPLEMENTATION DATE / SEMESTER:	fall 2008		

I. Statement of Purpose:

The policy serves as a statement of satisfactory progress for graduate students, describes sanction when progress fails, includes a way for students to recover, and describes the process to be followed by the university and by the student.

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

Please see attached side by side comparison of current policy and proposed policy.

III. Reason(s) for Proposed Policy

Certain aspects of the current policy have not been in effect. The proposed policy is made to clarify what is required for satisfactory progress and explain what happens when progress is not satisfactory; to use consistent terminology; to improve student understanding of the requirements for remaining in good standing and the process that both they and the university will follow when progress is not satisfactory.

Academic Policy Proposal Summary (Page 2)

INITIATING GROUP / UNIT:	LAW <input type="checkbox"/>	MSB <input checked="" type="checkbox"/>	YGCLA <input checked="" type="checkbox"/>	UFS <input type="checkbox"/>	Office of the Provost <input type="checkbox"/>
CONTACT NAME:	Peggy Potthast			PHONE:	x5342
POLICY TITLE:	Satisfactory and Unsatisfactory Progress (graduate)				
PROPOSED IMPLEMENTATION DATE / SEMESTER:	fall 2008				

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.

This is part of the side-by-side comparison attached.

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

The College of Liberal Arts and the School of Business have both reviewed and discussed the policy.

CURRENT POLICY	PROPOSED POLICY
<p data-bbox="207 214 695 283">SATISFACTORY AND UNSATISFACTORY PROGRESS</p> <p data-bbox="207 325 768 612"><i>Please note that these policies are for determining satisfactory academic progress. Students are advised to review the Financial Assistance section of this catalog to determine the standards for satisfactory progress for eligibility for receiving or continuing to receive financial assistance.</i></p> <p data-bbox="199 661 751 985">To be approved for graduation, a graduate student must have a cumulative GPA of 3.0. A student is making satisfactory <i>academic</i> progress toward completion of a program as long as a GPA of 3.0 or higher is maintained and the student has not failed the same course twice or failed two different courses at least once.</p> <p data-bbox="191 1108 751 1432">1) A student who attempts 6 or more credits at the University of Baltimore and earns a GPA less than 3.0, or who fails the same course twice or fails two different courses at least once, will be placed on academic probation. Notification of this action will be from the appropriate dean's office. Probationary status is a warning that satisfactory progress is in jeopardy.</p> <p data-bbox="183 1591 751 1883">2) A student who is placed on probation must obtain advisement from the appropriate graduate program director and/or academic dean's office before attending classes the following semester or summer session, even if the student has already registered. At the discretion of the appropriate academic dean, a student on</p>	<p data-bbox="797 214 1284 283">SATISFACTORY AND UNSATISFACTORY PROGRESS</p> <p data-bbox="797 325 1344 580"><i>Please note: These policies are for determining satisfactory academic progress. Review the Financial Assistance section of this catalog to determine the standards for satisfactory progress for eligibility for receiving or continuing to receive financial assistance.</i></p> <p data-bbox="789 661 1349 1066">A student is making satisfactory academic progress toward completion of his/her program as long as a cumulative GPA of 3.0 or higher is maintained. Requirements for specific grades in certain courses within a program may also exist. Moreover, additional academic policies might exist within specific programs. Students are responsible for understanding these additional policies and discussing them with program advisors.</p> <p data-bbox="781 1108 1349 1549">1) A student who attempts 6 or more credits at the University of Baltimore and earns less than a 3.0 will be placed on academic probation. Notification of this action will be from the appropriate dean's office. It is the responsibility of each student to check the transcript when grades are posted at the end of each semester and to keep personal contact information current with UB. Probationary status is a warning that satisfactory progress is in jeopardy.</p> <p data-bbox="773 1591 1349 1883">2) A student who is placed on probation must obtain advisement from the appropriate academic adviser before attending classes the following semester or summer session, even if the student has already pre-registered. At the discretion of the appropriate academic dean, a student on probation may take up to 6 credits.</p>

probation may take up to 6 credits. Students on probation may not take more than 3 credits at any given time during the summer.

3) Graduate students on academic probation may not hold offices in student organizations at the University.

4) A student who has been placed on probation because of a deficient grade point average will be allowed up to 6 semester hours to clear probation. If the student does not reach a GPA of 3.0 or higher by the time these additional credit hours are accumulated, the student will be suspended.

5) A student who has been placed on academic probation because of failing the same course twice or failing two different courses at least once must satisfactorily meet the conditions prescribed by the appropriate dean's office to clear probation. If the student does not meet those conditions satisfactorily, he/she will be suspended.

6) The period of suspension is one semester. During this period of suspension, a student may not register for any course at the University of Baltimore that may be applied to the graduate degree or certificate (including prerequisite requirements), nor will any course taken at another institution be applied to the graduate degree or certificate. With prior written approval of the appropriate academic dean's office, a suspended student may take remedial work (at the University of Baltimore or another university). The credits for such remedial work will not be applied to the graduate degree or certificate. While taking such courses at the University of Baltimore, the student must register as a non-degree-seeking special student.

Students on probation may not take more than 3 credits at any given time during the summer.

3) A student who has been placed on academic probation because of a deficient grade point average will be allowed up to 6 semester hours to obtain a cumulative GPA of 3.0. If the student does not reach a GPA of 3.0 or higher by the time these additional credit hours are accumulated, the student will be suspended.

4) A suspended student may not register for classes at the University of Baltimore for at least one semester (nor may the student attend summer sessions) until reinstated by the appropriate academic dean (see paragraph No. 5). In addition, for-credit courses taken elsewhere during this time require permission and may not be applied to the academic program at UB.

7) The student should remember that reinstatement at the University of Baltimore is not automatic; the student must request reinstatement according to the procedure set in his/her school. A letter requesting readmission must be submitted to the appropriate graduate program director and/or appropriate academic dean by Oct. 15 for the spring semester, by April 15 for the fall semester or by March 15 for the summer session.

8) A student returning from academic suspension must receive advising and be cleared by the appropriate program director and/or appropriate academic dean's office before registering.

9) If the student is suspended for academic or other deficiencies, the student must meet the requirements of the catalog in effect upon return if the student is admitted as a degree candidate.

10) A student suspended for a deficient GPA, if readmitted, must achieve for the first 6 hours a grade of B or higher in each course taken after re-entering. Failure to do so will result in immediate dismissal.

5) Reinstatement at the University of Baltimore is not automatic. The suspended student must request reinstatement in writing from the appropriate graduate program director and appropriate academic dean by Oct. 15 for the spring semester, by April 15 for the fall semester or by March 15 for the summer session. As a condition of reinstatement, a suspended student may be required to successfully complete certain remedial or prerequisite courses at the University of Baltimore or another institution of higher education.

6) If the suspended student has been away from the University for longer than two regular semesters, he/she must also apply for readmission. A suspended student must meet the requirements of the new catalog in effect upon return if he/she is readmitted.

7) A student returning from suspension must receive advising and be cleared by the appropriate program director and academic dean's office before registering. A Reinstatement or Readmission on Probation form must include a specific plan for academic recovery and must be signed by the student, the adviser and the appropriate dean and filed in the student's official record in the Office of Records and Registration.

8) A student suspended for a deficient GPA, when reinstated and/or readmitted, must achieve a grade of B (3.0) or higher in each course taken in the semester after re-entering and must fulfill the plan for

11) A student suspended for failing to meet the conditions for removal of F grades (see item 5 above), if readmitted, must satisfy the requirements stipulated by the dean for remaining in good standing.

academic recovery as determined by the academic program. Failure to do so will result in immediate dismissal.

9) A suspended student may petition in writing for a waiver of suspension under extraordinary circumstances. The petition is made to the appropriate program director and dean and will be reviewed by them. If the petition is granted and the suspended student is not required to sit out a semester or is permitted to enroll in a summer session, a Waiver of Suspension form and accompanying course plan approved by the appropriate program director and academic dean must be filed in the student's official record in the Office of Records and Registration.