

**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 type="checkbox"/> YGCLA <input type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input checked="" type="checkbox"/>
CONTACT NAME: Peggy Potthast (originating with Provost) PHONE: x5342
POLICY TITLE: Academic Advising
APPLIES TO: LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input checked="" type="checkbox"/>
SPECIFIC PROGRAM (if applicable): all undergraduate students including those admitted by freshman standards
PROPOSED IMPLEMENTATION DATE / SEMESTER: fall 2010

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)	<input type="checkbox"/>	<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"/>	<input type="checkbox"/> E. Samples of Similar Policies	
<input type="checkbox"/> C. Procedures (as appropriate)	<input type="checkbox"/>		

Box 3: REVIEW / APPROVAL SEQUENCE	SIGNATURES (as appropriate)	DATE
A. School / College Dean		3/31/10
B. Policy Coordinator		3/31/10
C. Academic Policy Review Committee Chair (optional UFS subcommittee)		
D. University Faculty Senate Chair (UFS option)		4/14/10
E. Provost and Senior Vice President for Academic Affairs		5/4/10
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

INITIATING GROUP / UNIT:	LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost X <input checked="" type="checkbox"/>
CONTACT NAME:	Peggy Potthast (originating with the Provost) PHONE: x5342
POLICY TITLE:	Academic Advising
APPLIES TO:	LAW <input type="checkbox"/> MSB X <input checked="" type="checkbox"/> YGCLA X <input checked="" type="checkbox"/>
SPECIFIC PROGRAM (if applicable):	all undergraduate students including those admitted by freshman standards
PROPOSED IMPLEMENTATION DATE / SEMESTER:	fall 2010

I. Statement of Purpose:

This policy (catalog copy) describes advising services and requirements for undergraduates. In addition, it includes information about practices and policies that govern developmental courses and placement testing.

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

Attached is parallel copy of current policy and proposed policy.

III. Reason(s) for Proposed Policy

We want to update advising, placement testing and developmental education requirements and policies based on the first two years of experience with the FSP Program and a desire to have common policies (where possible) for students admitted under freshmen criteria and those admitted as transfers. Clarifying issues related to placement testing and developmental education are particularly critical.

Academic Policy Proposal Summary (Page 2)

INITIATING GROUP / UNIT:	LAW <input type="checkbox"/>	MSB <input type="checkbox"/>	YGCLA <input type="checkbox"/>	UFS <input type="checkbox"/>	Office of the Provost <input checked="" type="checkbox"/>
CONTACT NAME:	Peggy Potthast				PHONE: x5342
POLICY TITLE:	Academic Advising				
PROPOSED IMPLEMENTATION DATE / SEMESTER:	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.

Attached is parallel copy of current policy and proposed policy

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

Much of current policy (attached) was developed by the Lower Division Education Initiative Committee (LDEIC) from policy existing at that time. Policies of various other schools were reviewed and compared as part of that process. Policy changes proposed now are a result of our experience over the last two years and cross-campus conversations at various levels related to these issues.

Original	Proposed
<p data-bbox="170 220 576 268">Academic Advising</p> <p data-bbox="170 325 779 772">The University is committed to academic excellence and student success; therefore, a professional staff of academic advisers is available in the First and Second Year Program, the Yale Gordon College of Liberal Arts and the Merrick School of Business. Students should meet with an adviser before each registration period to ensure that they are making proper academic decisions and progressing toward their degree. For some students, an adviser's signature is required for registration. It is important that students become familiar with their adviser and take advantage of these experts' in-depth knowledge of the various academic programs and policies.</p> <p data-bbox="170 808 779 898">Students should make an appointment to see an adviser before withdrawing from the University, even if they expect the withdrawal to be temporary.</p> <p data-bbox="170 903 779 1281">Incoming students are urged to take any necessary writing or math placement examinations before registering for their first semester at the University. First and Second Year Program students must take placement tests prior to their first registration. Transfer students are required to take such placements tests prior to registration for their second semester at UB. Placement test scores help the adviser do a better job of planning a program of study with the student. Early testing also helps to ensure that all requirements are completed on schedule.</p> <p data-bbox="170 1312 779 1407">To ensure that students have the skills necessary for success, they must take a placement exam prior to registration for the following courses:</p> <ol data-bbox="170 1411 779 1606" style="list-style-type: none"> 1) College Algebra MATH 111 2) Introductory Statistics MATH 115 3) Introduction to Business Statistics OPRE 201 4) College Composition WRIT 101 5) Advanced Expository Writing WRIT 300 or WRIT 300L. <p data-bbox="170 1638 779 1822">The University offers developmental courses for students who lack skills required by these courses. A primary reason why students should take the placement exams early in their academic career is that taking the preparatory courses late can delay - graduation.</p> <p data-bbox="203 1827 779 1854">See the Academic Resource Center Web site for</p>	<p data-bbox="812 220 1218 268">Academic Advising</p> <p data-bbox="812 325 1421 804">The University is committed to academic excellence and student success; therefore, a professional staff of academic advisers is available in the First and Second Year Program during the freshman experience, in the Yale Gordon College of Liberal Arts and in the Merrick School of Business. Students should meet with an adviser before each registration period to ensure that they are making proper academic decisions and progressing toward their degree. For some students, an adviser's signature is required for registration. It is important that students become familiar with their adviser and take advantage of these experts' in-depth knowledge of the various academic programs and policies.</p> <p data-bbox="812 808 1421 898">Students should make an appointment to see an adviser before withdrawing from the University, even if they expect the withdrawal to be temporary.</p> <p data-bbox="812 903 1421 1312">Incoming students are urged to take any necessary writing or math placement examinations before registering for their first semester at the University. First and Second Year Program students Students admitted under freshman standards must take placement tests prior to their first registration. Transfer students are required to take such placements tests prior to registration for their second semester at UB. Placement test scores help the adviser do a better job of planning a program of study with the student. Early testing also helps to ensure that all requirements are completed on schedule.</p> <p data-bbox="812 1316 1421 1444">To ensure that students have the skills necessary for success, they must take a placement exam or meet appropriate prerequisites prior to registration for the following courses:</p> <ol data-bbox="812 1449 1421 1633" style="list-style-type: none"> 1) College Algebra MATH 111 2) Introductory Statistics MATH 115 3) Introduction to Business Statistics OPRE 201 4) College Composition WRIT 101 5) Advanced Expository Writing WRIT 300/WRIT 300L. <p data-bbox="812 1638 1421 1822">The University offers developmental courses for students who lack skills required by these courses. A primary reason why students should take the placement exams early in their academic career is that a delay in taking the preparatory courses late can also delay graduation.</p> <p data-bbox="844 1827 1421 1854">See the Academic Resource Center Web site for</p>

information about placement testing. See the course descriptions in the catalog for information about preparatory courses (DVMA 93, DVMA 95, DVRW 90, DVRW 95 and WRIT 200).

FIRST AND SECOND YEAR PROGRAM (FSP) ADVISING

First and Second Year Program
Tel: 410.837.4186

The First and Second Year Program Office provides highly individualized advisement for students from the point at which they accept UB's offer of admission until they are accepted into the major of their choice.

FSP students meet with an adviser at least once a semester for program of study planning. FSP advisers also provide students with a resource to help them understand how the University works, how to solve problems, how to pursue a growing interest or inspiration and how to connect their academics to their lives. The purpose of this advising is to increase students' persistence, success and retention and to help students to have confidence and clarity about their academic, career and life goals. In addition, FSP advisers participate in the UB Early Alert program to follow up on students who might be at risk of disengaging from their academic work and to get those students back on track as quickly as possible. Students who are identified through the Early Alert program (by either lapses in attendance or poor midterm grades) will be contacted by an FSP adviser.

FSP students should make an appointment with an FSP adviser prior to registering for classes, when contemplating withdrawing from a class or making any other kind of schedule change and when preparing to officially apply for a major field of study.

YALE GORDON COLLEGE OF LIBERAL ARTS ADVISING

Yale Gordon College of Liberal Arts
Tel.: 410.837.5353

All new students in the Yale Gordon College of Liberal Arts must meet with the director or adviser of their major program prior to registration for their first semester. Program directors and advisers

information about placement testing. See the course descriptions in the catalog for information about preparatory courses (DVMA 93, DVMA 95, DVRW 90, DVRW 95 and WRIT 200).

FIRST AND SECOND YEAR PROGRAM (FSP) ADVISING ADVISING FOR STUDENTS ADMITTED UNDER FRESHMAN STANDARDS

First and Second Year Program Freshman Experience
Tel: 410.837.4186

The First and Second Year Program Freshman Experience Office provides highly individualized advisement for students from the point at which they accept UB's offer of admission until they are accepted into the major of their choice.

FSP students meet with an adviser at least once a semester for program of study planning. FSP advisers also provide students with a resource to help them understand how the University works, how to solve problems, how to pursue a growing interest or inspiration and how to connect their academics to their lives. The purpose of this advising is to increase students' persistence, success and retention and to help students to have confidence and clarity about their academic, career and life goals. In addition, FSP advisers participate in the UB Early Alert program to follow up on students who might be at risk of disengaging from their academic work and to get those students back on track as quickly as possible. Students who are identified through the Early Alert program (by either lapses in attendance or poor midterm grades) will be contacted by an FSP adviser.

Students admitted under freshman standards cannot make schedule changes without approval of their adviser. They FSP students should make an appointment with an FSP adviser prior to registering for classes, when contemplating withdrawing from a class or making any other kind of schedule change and when preparing to officially apply for a major field of study.

NO ADDITIONAL CHANGES MADE

assist students in planning their academic careers and in selecting appropriate courses to satisfy degree requirements. Students new to a major are required to have an adviser's permission to register for any course and to make any changes to the previously approved registration by adding or dropping a course.

Other students are strongly encouraged to meet with a program adviser on a regular basis. Those continuing students who must obtain advisement and a departmental and/or dean's office signature before registering are:

- 1) students new to UB
- 2) students declaring a major
- 3) students changing their major program
- 4) probationary students
- 5) reinstated or readmitted students
- 6) nondegree students
- 7) students registering for an independent study or internship
- 8) students requesting to take more than 15 credits during a regular semester or 6 credits during a summer session
- 9) students requesting to take a course at another college or university.

Students are responsible for reviewing carefully the requirements for their chosen major program and seeking clarification from a program director or adviser if necessary. Academic advisers are also available in the Office of the Dean, Liberal Arts & Policy Building Room 111, to provide information and clarification about liberal arts programs, policies and procedures.

MERRICK SCHOOL OF BUSINESS ADVISING

Merrick School of Business

Tel: 410.837.4945

Academic advisement is available in the Merrick Advising Center, William H. Thumel Sr. Business Center, Room 142, with daytime and evening hours. Scheduled appointments are recommended (410.837.4944). Advisers provide information on School of Business programs, policies and procedures. All new candidates will receive a program of study and must meet with an adviser prior to registering for their first semester. Students in the online programs and who do not have access to the campus will be advised electronically. Academic advisers assist students in selecting appropriate courses to satisfy degree requirements. Students are advised that any deviation from their program plan must be approved. Department chairs, specialization advisers and Merrick School

NO ADDITIONAL CHANGES MADE.

faculty are also available to assist students in planning their academic program and to discuss career goals.

Continuing students in good academic standing can register without an adviser's signature and are responsible for following their program plan of study. Continuing students who must obtain advisement are:

- 1) students changing their program or - specialization
- 2) students on academic probation
- 3) readmitted students in good standing
- 4) reinstated suspended students
- 5) nondegree students
- 6) students registering for an independent study or practicum course
- 7) students requesting to take more than 15 credits during a regular semester or 6 credits during a summer session
- 8) students requesting to take a course at another college or university.

Although the academic adviser will assist the student in planning a program, each student must assume responsibility for knowing curriculum requirements and seeing that these requirements are met.

PLACEMENT TESTING AND DEVELOPMENTAL COURSES

Placement Testing for Lower-Level General Education Courses

The University of Baltimore requires students to have their skills assessed in reading, writing and mathematics. All first-year undergraduate students are required to take placement tests prior to their orientation date and registration. First-year students will be notified of their testing dates. Transfer students who have satisfied MHEC general education requirements in composition and mathematics at another college or university are exempt from placement testing. Transfer students who need to take placement tests should contact the Academic Resource Center, 410.837.5383.

Students with current documentation of disabilities will be eligible for accommodations, when appropriate.

Placement scores are valid for two years in accordance with the state guideline.

Students who need to take placements tests to be eligible to enroll in required lower-level general education courses must do so within their first semester. Students will not be permitted to register

PLACEMENT TESTING AND DEVELOPMENTAL COURSES

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All first-year undergraduate students are required to take placement tests prior to their orientation date and registration. First-year students and will be notified of their testing dates.

Transfer students who have satisfied MHEC general education requirements in composition and/or mathematics at another college or university are exempt from placement testing for lower-level general education courses in the satisfied area(s).

Transfer sStudents who need to take placements tests to be eligible to enroll in required lower-level composition and/or mathematics courses must do so within their first semester. Students After their first semester they will not be permitted to register for any courses without permission until the unless all required placement tests lower-level general education courses have been successfully completed. Transfer students who need to take placement tests should contact

for any courses after their first semester unless all required placement tests have been taken.

Placement Tests Taken at Another Institution

Placement tests taken at another institution within the last two years that are identical to the placement tests used at UB may be used to place students in the appropriate UB courses. Students must provide documentation of any test results that are less than two years old to the First and Second Year Program director, who will determine placement based on UB's current required scores.

If placement test scores are more than two years old, the student must take the required placement tests at UB before registering for any general education courses that require placement tests.

Retest Policy

After receiving the results of the placement tests, students may choose to retest one time but not sooner than 24 hours after the initial test and not later than one week after initial testing. The higher score will be used for placement.

Appeal Policy

Students who earn a score close to the minimum acceptable score are allowed to appeal the retest score one time. An appeal requires a consultation with the academic adviser and a written request using the Request for an Appeal Form, located in the First and Second Year Program Office. The deadline for submitting the appeal is no later than two weeks after the student's retest. If the appeal is granted for the writing test, the student will be asked to produce another timed writing sample that will be scored by the Academic Resource Center (ARC). If the appeal is granted for the reading test, the student must make an appointment with the ARC to take the Nelson-Denny Reading Test. If the appeal is granted for the mathematics test, the student is to contact the ARC for an appointment, which will consist of reviewing the student's mathematical history and taking the math appeal exam. In all cases, the highest score (test, retest and appeal) will determine the appropriate placement.

the Academic Resource Center, 410.837.5383.

Students with current documentation of disabilities will be eligible for accommodations, when appropriate.

Placement scores are valid for two years in accordance with the state guideline.

Placement Tests Taken at Another Institution

~~Students who have taken placement tests~~ Placement tests identical to the placement tests used at UB but ~~taken at another institution within the last two years that are identical to the placement tests used at UB~~ may request that those test results be used to place students in the appropriate UB courses. Students must provide documentation of any test results that are less than two years old to the Director of Developmental Education First and Second Year Program director, who will determine placement based on UB's current required scores.

Retest Policy

After receiving the results of the placement tests, students may choose to retest one time but not sooner than 24 hours after the initial test ~~and not later than one week after initial testing~~. The higher score will be used for placement.

Appeal Policy

Students who earn a score close to the minimum acceptable score are allowed to appeal the retest score one time. An appeal requires a consultation with the academic adviser and a written request using the Request for an Appeal Form, located in the office of the Director of Developmental Education ~~First and Second Year Program Office~~. The deadline for submitting the appeal is no later than two weeks after the student's retest. If the appeal is granted for the writing test, the student will be asked to produce another timed writing sample that will be scored by the Academic Resource Center (ARC). If the appeal is granted for the reading test, the student must make an appointment with the ARC to take the Nelson-Denny Reading Test. If the appeal is granted for the mathematics test, the student is to contact the ARC for an appointment, which will consist of reviewing the student's mathematical history and taking the math appeal exam. In all cases, the highest score (test, retest and appeal) will determine the appropriate placement.

Developmental Course Placement

Students will be advised to register for appropriate courses based on their placement scores. The writing and reading test determines initial enrollment in WRIT 101 (College Composition), DVRW 95 (College Reading and Writing II) or DVRW 90 (College Reading and Writing I). The mathematics placement test determines initial enrollment in MATH 115 (Introductory Statistics), MATH 111 (College Algebra), OPRE 201 (Introduction to Business Statistics), DVMA 95 (Intermediate Algebra) or DVMA 93 (Introductory Algebra). First-year students who score below the DVMA 95 or DVRW 90 entry score are required to meet with an FSP adviser and may be required to complete developmental courses offered at a community college before enrolling in fall semester courses. These students must provide transcripts to document course completion and a final passing grade of C- or better.

Developmental Course Repeat Policy

Students are required to earn a C- or better in any developmental course to progress into the next course. Students who do not earn at least a C- are allowed to repeat the course one time. Since grades in developmental courses are not computed into the GPA, students who must repeat these courses should not file repeat/replace course forms.

If after two attempts the student still has not achieved a C- or better, the student will be required to suspend taking classes at UB until all of the following have been completed:

1. The student and an adviser meet and create a plan of study to address developmental needs.
2. All developmental requirements are completed at another institution, which may be a community college.
3. The student provides an official transcript showing that all developmental requirements have been passed.

Students should refer to the Continuous Enrollment/Leave of Absence section of this catalog regarding the amount of time that they may stop out for this purpose.

When all of these conditions have been met, the student should contact the FSP academic adviser or the appropriate dean to arrange to register for classes in the next academic semester. Students who have been out for more than two consecutive semesters must reapply for admission.

Developmental Course Placement

Students will be advised to register for appropriate courses based on their placement scores. The writing and reading test determines initial enrollment in WRIT 101 (College Composition), DVRW 95 (College Reading and Writing II) or DVRW 90 (College Reading and Writing I). The mathematics placement test determines initial enrollment in MATH 115 (Introductory Statistics), MATH 111 (College Algebra), OPRE 201 (Introduction to Business Statistics), DVMA 95 (Intermediate Algebra) or DVMA 93 (Introductory Algebra). First-year students who score below the DVMA 95 or DVRW 90 entry score are required to meet with an FSP adviser and may be required to complete developmental courses offered at a community college before enrolling in fall semester courses. These students must provide transcripts to document course completion and a final passing grade of C- or better.

Developmental Course Repeat Policy

Students are required to earn a "P" (C- or better) in any developmental course to progress into the next course. Students who do not earn a "P" grade at least a C- are allowed to repeat the course one or two times. Since grades in developmental courses are not computed into the GPA, students who must repeat these courses should not file repeat/replace course forms.

If after two or three attempts the student still has not achieved a "P" grade C- or better, the student will be barred from further enrollment at UB for no less than one full regular semester. A student wishing to continue at UB at a later date must work with an appropriate adviser to create a plan for addressing the relevant academic issues and that plan must be approved by the director of the freshman experience or the appropriate dean. required to suspend taking classes at UB until all of the following have been completed:

1. The student and an adviser meet and create a plan of study to address developmental needs.
2. All developmental requirements are completed at another institution, which may be a community college.
3. The student provides an official transcript showing that all developmental requirements have been passed.

When all of these conditions have been met Once the conditions of the plan are fulfilled, the student may submit a request for reinstatement to

the director of the freshman experience or the appropriate dean. If approved, the student may be granted permission to register for classes in the next academic semester. ~~to arrange to register for classes in the next academic semester. Students who have been out for more than two consecutive semesters must reapply for admission.~~

Students should refer to the Continuous Enrollment/Leave of Absence section of this catalog regarding the amount of time that they may stop out for this purpose. Students who have been out for more than two consecutive semesters must also reapply for admission.