

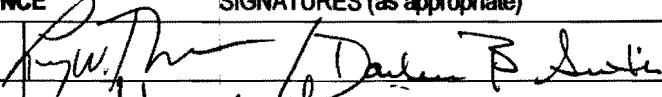
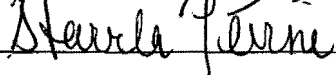
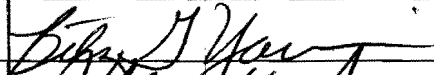

**UNIVERSITY OF BALTIMORE
Academic Policy Cover Sheet**

(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 Policies
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
X 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)			
X	A. AP Cover Sheet (this document)	D. Additional Forms (as may be needed to support procedures)	F. Other (please list)
X	B. AP Proposal Summary	E. Samples of Similar Policies	
	C. Procedures (as appropriate)		

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 <input checked="" type="checkbox"/>
CONTACT NAME:	Peggy Potthast (originating with the Provost) PHONE: x5342
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I. Statement of Purpose:

This policy (catalog copy) describes all academic policies governing undergraduates. Our purpose was to update the information about practices and policies that govern students admitted under freshman standards. We did not undertake revision of other academic policies. The policies apply to all undergraduates unless the specific policy distinguishes among the undergraduates.

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 those academic policies related to students admitted under freshman standards to reflect things that we have learned in the past two years, to clarify areas of academic policy that need more precise language and specificity, to make sure that all undergraduate policy is cohesive.

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 Policies		
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. The dates of adoption of the various parts of the Academic Policies section of the catalog are numerous. Any of those related to the freshman experience were adopted in AY 2006-07 as we prepared for our first class of freshmen. Some areas needed further clarification; others needed to be revised to reflect what we had learned.

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

Much of current policy related to FSP in the attached document 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 many levels related to these issues.

Current	Proposed
<p data-bbox="196 226 808 273">Academic Policies</p> <p data-bbox="196 331 808 487">Office of Records and Registration Tel: 410.837.4825 Fax: 410.837.4820 E-mail: records@ubalt.edu Web: www.ubalt.edu/records</p> <p data-bbox="196 520 808 571">DEFINITIONS OF UNDERGRADUATE STUDENT STATUS</p> <p data-bbox="196 583 808 613">Class Standing</p> <p data-bbox="196 617 808 856">Students are classified at the start of a semester based on the number of credits they have earned at that time that are applicable to the degree. A first-year student has earned between 0 and 29 credits; a second-year student has earned between 30 and 59 credits; a junior has earned between 60 and 89 credits; and a senior has earned 90 or more credits.</p> <p data-bbox="196 890 808 919">Degree Status</p> <p data-bbox="196 924 808 1012">To attain degree-seeking status at the University of Baltimore, a student must be admitted as a degree-seeking student.</p> <p data-bbox="196 1045 808 1075">First and Second Year Program Status</p> <p data-bbox="196 1079 808 1285">All students who have 0-23 undergraduate credit hours of college-level courses will be part of the First and Second Year Program (FSP). Those who have earned at least 24 but fewer than 45 credit hours of college-level courses and have not been accepted into a major will also be part of the FSP Program.</p> <p data-bbox="196 1318 808 1348">Full-Time Status</p> <p data-bbox="196 1352 808 1440">A full-time student is a degree-seeking student who is carrying a minimum of 12 credit hours per semester, fall and spring.</p> <p data-bbox="196 1474 808 1503">Part-Time Status</p> <p data-bbox="196 1507 808 1659">A part-time student is a degree-seeking student who is carrying fewer than 12 credit hours per semester (fall and spring). In the standard eight-week summer session, the allowable credit load is 6 credits, and classification is part time.</p> <p data-bbox="196 1692 808 1722">Nondegree Status</p> <p data-bbox="196 1726 808 1810">Nondegree students make take a maximum of 9 credits per semester (maximum of 6 during the summer session), not to exceed a total of 30</p>	<p data-bbox="808 226 1421 273">Academic Policies</p> <p data-bbox="808 331 1421 487">Office of Records and Registration Tel: 410.837.4825 Fax: 410.837.4820 E-mail: records@ubalt.edu Web: www.ubalt.edu/records</p> <p data-bbox="808 520 1421 571">DEFINITIONS OF UNDERGRADUATE STUDENT STATUS</p> <p data-bbox="808 583 1421 613">Class Standing</p> <p data-bbox="808 617 1421 856">Students are classified at the start of a semester based on the number of credits they have earned at that time that are applicable to the degree. A first-year student has earned between 0 and 29 credits; a second-year student has earned between 30 and 59 credits; a junior has earned between 60 and 89 credits; and a senior has earned 90 or more credits.</p> <p data-bbox="808 890 1421 919">Degree Status</p> <p data-bbox="808 924 1421 1012">To attain degree-seeking status at the University of Baltimore, a student must be admitted as a degree-seeking student.</p> <p data-bbox="808 1045 1421 1104">First and Second Year Program Status Students Admitted Under Freshman Standards</p> <p data-bbox="808 1108 1421 1314">All students who have 0-23 undergraduate credit hours of college-level courses will participate in be part of the freshman experience First and Second Year Program (FSP). Those who have earned at least 24 but fewer than 45 credit hours of college-level courses and have not been accepted into a major will also be part of the FSP Program.</p> <p data-bbox="808 1348 1421 1377">Full-Time Status</p> <p data-bbox="808 1381 1421 1470">A full-time student is a degree-seeking student who is carrying a minimum of 12 credit hours per semester, fall and spring.</p> <p data-bbox="808 1503 1421 1533">Part-Time Status</p> <p data-bbox="808 1537 1421 1688">A part-time student is a degree-seeking student who is carrying fewer than 12 credit hours per semester (fall and spring). In the standard eight-week summer session, the allowable credit load is 6 credits, and classification is part time.</p> <p data-bbox="808 1722 1421 1751">Nondegree Status</p> <p data-bbox="808 1755 1421 1810">Nondegree students make may take a maximum of 9 credits per semester (maximum of 6 during the</p>

credits at UB. Nondegree students must apply for admission if they want to change their status to degree-seeking.

UB Coursework as Part of an Associate Degree

Undergraduate nondegree students who take courses at the University of Baltimore and transfer these to a community/junior college to complete an associate degree must satisfy the following conditions for admission to degree status at the University of Baltimore:

- 1) Degree-seeking students must transfer to the University of Baltimore having earned an A.A., A.S. or A.A.S. degree.
- 2) Students must complete a minimum of 60 additional credit hours upon return to the University of Baltimore.
- 3) Students must complete a minimum of 120 credit hours to be awarded a baccalaureate degree at the University of Baltimore.

SATISFACTORY AND UNSATISFACTORY PROGRESS

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.

A student is making satisfactory progress toward completion of his/her program as long as a GPA of 2.0 or higher is maintained.

1) A student who attempts 12 or more credits at the University of Baltimore and earns less than a 2.0 will be placed on academic probation. Notification of this action will be by the grade report.

Probationary status is a warning that satisfactory progress is in jeopardy.

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 preregistered. Full-time students on probation must limit their regular semester load to no more than 12 credits; part-time students must limit their regular semester load to no more than 6 credits. 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 12 semester hours to

summer session), not to exceed a total of 30 credits at UB. Nondegree students must apply for admission if they want to change their status to degree-seeking.

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3) A student who has been placed on academic probation because of a deficient grade point average will be allowed up to 12 semester hours to

obtain a cumulative GPA of 2.0. If the student does not reach a GPA of 2.0 or higher by the time the 12 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 and may not attend summer sessions until reinstated by the FSP director or appropriate academic dean (see paragraph #5). In addition, for-credit courses taken elsewhere may not be applied to the academic program at UB.

5) Reinstatement at the University of Baltimore is not automatic. The suspended student must request reinstatement in writing from the FSP director 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. 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. Suspended students 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 FSP director or appropriate academic dean before registering. A Reinstatement or Readmission on Probation form must be signed by both the student and the adviser 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 an overall cumulative GPA of 2.0 or higher within the first 12 hours attempted after reentry and/or must fulfill any requirements outlined in the Reinstatement or Readmission on Probation form. Failure to do so will result in immediate dismissal.

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

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GRADES

All students whose name appears on a grade roster, regardless of the length of his/her attendance in the class, will receive for each course attempted one of the grades listed below. If, however, the student withdraws officially from a course during the first week of classes, the student's name will not appear on the grade roster, nor will the transcript show the course.

All grades are given solely on the basis of an instructor's judgment of a student's scholarly attainment.

Only grades earned at UB or as part of an approved consortium program will be included as part of a student's official GPA.

Midterm Grades

All courses taught as part of a learning community within the FSP and all developmental courses require midterm grades. Midterm grades for designated courses must be posted by the end of the eighth week of a regular semester and the fourth week of a summer semester. Other courses may require midterm grades but only after agreement by both faculty and administration in the appropriate academic units.

Allowable Grades

The following grades are used in computing the grade point average:

Grade (per credit hour)	Quality Points
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
D-	0.67
F*	0.0
FA**	0.0
XF***	0.0

* F: failure—given when the student completes the

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Midterm Grades

All courses taught as part of a learning community within the ~~freshman experience, FSP and all~~ developmental courses and ~~IDIS 101 First Year Seminar: Applied Learning and Study Skills~~ require midterm grades. Other courses may require midterm grades but only ~~after agreement by both~~ ~~faculty and administration as determined by faculty~~ in the appropriate academic units.

Midterm grades for designated courses must be posted by the end of the ~~eighth~~ ~~seventh~~ week of a regular semester and the fourth week of a summer semester.

Allowable Grades

The following grades are used in computing the grade point average:

Grade (per credit hour)	Quality Points
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D	1.0
D-	0.67
F*	0.0
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* F: failure—given when the student completes the

course, including the examination, but fails to meet the requirements of the course; when the student does not complete the course requirements and fails to officially withdraw from the course by the date designated in the semester academic calendar; when the student fails a credit-by-examination challenge course; or when the student fails a course listed in the catalog as either satisfactory/unsatisfactory or pass/fail

** FA: failure due to absences—given if the instructor determines that the student did not attend, stops attending or has insufficient attendance to pass the course according to the standards established in the course syllabus

*** XF: failure due to academic integrity violation—only posted upon request of the University judicial officer

The following grades are not used in computing the GPA:

Quality Grade	Points	Explanation
I	0	Incomplete
AU	0	Audit
PS	0	Pass
CR	0	Credit
NC	0	No Credit
CS	0	Continuing Studies
TG	0	Temporary Grade
W	0	Withdrawn
WA	0	Withdrawn Administratively
XC	0	Excluded Grade

W: withdrawn—an administrative symbol (not a grade) that is not computed in a student's grade point average. The W is placed on the student's transcript if the student withdraws from a class or classes after the end of the late registration period and prior to midnight on the last date to withdraw with a W.

WA: withdrawn administratively—given when recommended by instructor and dean for exceptional circumstances and/or other academic violations (This grade is not initiated by the student.)

PS: pass—credit for successful completion of a credit by examination challenge course and/or courses listed in catalog as satisfactory/unsatisfactory or pass/fail. The PS is

course, including the examination, but fails to meet the requirements of the course; when the student does not complete the course requirements and fails to officially withdraw from the course by the date designated in the semester academic calendar; when the student fails a credit-by-examination challenge course; or when the student fails a course listed in the catalog as either satisfactory/unsatisfactory or pass/fail

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<p>not computed in the student's grade point average.</p> <p>AU: audit—indicates registration only. Student auditors may not shift from audit status to grade status, or reverse, without the written permission of the appropriate dean, and in no case will a switch be made after the end of the regular registration period. There is no credit or grade awarded in this option.</p> <p>CR/NC: credit/no credit—awarded under credit/noncredit grade option for skill-building courses elected at the time of registration. No credit or quality points are awarded.</p> <p>CS: continuing studies—given when it is known at the outset of the course that requirements for its completion will necessarily extend beyond the end of the semester. This grade is assigned at the discretion of the instructor for specifically designated courses only. A petition must be filed by the student with the instructor and must be signed by both parties. The petition must be filed in the student's official record in the Office of Records and Registration.</p> <p>I: incomplete—given when a student is temporarily prevented from completing required coursework by unanticipated extenuating circumstances, such as illness or major changes in the demands of a job. A petition, signed by the student, the instructor and the appropriate dean, must be filed with the instructor, who will then submit the petition to the registrar. The I grade will be changed to an F if a grade change form is not submitted by the instructor to the Office of Records and Registration according to the following schedule:</p> <ul style="list-style-type: none"> • -If the grade I was earned in fall semester, the grade change must be submitted by May 1. • -If the grade I was earned in the spring semester or summer session, the grade change must be submitted by Dec. 1. <p>A graduating student must remove an I grade within 60 calendar days after the last day of the student's last semester; otherwise, the student's graduation application will be withdrawn at that time and another application must be submitted for the following semester.</p> <p>XC: excluded grade—grade assigned for previous academic work which does not apply to the specific program in which a student is enrolled</p> <p>GRADE CHANGES</p>	<p>not computed in the student's grade point average.</p> <p>AU: audit—indicates registration only. Student auditors may not shift from audit status to grade status, or reverse, without the written permission of the appropriate dean, and in no case will a switch be made after the end of the regular registration period. There is no credit or grade awarded in this option.</p> <p>CR/NC: credit/no credit—awarded under credit/noncredit grade option for skill-building courses elected at the time of registration. No credit or quality points are awarded.</p> <p>CS: continuing studies—given when it is known at the outset of the course that requirements for its completion will necessarily extend beyond the end of the semester. This grade is assigned at the discretion of the instructor for specifically designated courses only. A petition must be filed by the student with the instructor and must be signed by both parties. The petition must be filed in the student's official record in the Office of Records and Registration.</p> <p>I: incomplete—given when a student is temporarily prevented from completing required coursework by unanticipated extenuating circumstances, such as illness or major changes in the demands of a job. A petition, signed by the student, the instructor and the appropriate dean, must be filed with the instructor, who will then submit the petition to the registrar. The I grade will be changed to an F if a grade change form is not submitted by the instructor to the Office of Records and Registration according to the following schedule:</p> <ul style="list-style-type: none"> • -If the grade I was earned in fall semester, the grade change must be submitted by May 1. • -If the grade I was earned in the spring semester or summer session, the grade change must be submitted by Dec. 1. <p>A graduating student must remove an I grade within 60 calendar days after the last day of the student's last semester; otherwise, the student's graduation application will be withdrawn at that time and another application must be submitted for the following semester.</p> <p>XC: excluded grade—grade assigned for previous academic work which does not apply to the specific program in which a student is enrolled</p> <p>GRADE CHANGES</p>
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All undergraduate semester and summer grades become final 60 calendar days after the last day of that semester. Students should review the policy on incomplete grades under the preceding section on grades.

DEAN'S LIST

The Dean's List for undergraduate students enrolled for at least 12 credit hours is announced at the end of each semester and is divided into two sections:

- 1) High Honor—those students having no grades lower than an A
 - 2) Honor—those students who, for the semester, achieve a 3.25 GPA or higher in addition to having no grades lower than a B
- Students with repeat grades are not eligible for honors designation at the University of Baltimore.

VISITING STUDENT GRADES

The faculty and administration will make every effort to accommodate the timely reporting of final grades to a visiting student's home institution. Students should inform the University at the time of application when their grades should be forwarded to the home institution. If possible, this request will be honored.

SEMESTER LOAD

A student with full-time status may not register for more than 17 semester hours in the fall or spring semester, except with special permission from the dean or First and Second year program director. By definition, part-time students can take no more than 11 credit hours per semester. Courses with institutional credit (e.g., developmental courses) are included when determining full- and/or part-time status and for financial aid purposes.

Special nondegree students, regardless of when they take classes or what type of classes they take, are limited to a total semester load of 9 hours. Students on probation are regulated by the policy on satisfactory and unsatisfactory progress.

In the summer session, the course load is designated by the deans according to the length of the session and may change from year to year. Any exception to the designated course load must have the written approval of the dean or the First and Second Year Program director.

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ACCEPTANCE INTO A MAJOR

First-year students are required to indicate an intended major when they apply for admission to the University. They are encouraged to formally declare a major after they have completed 24 credits, and they must do so once they have completed 45 credits. To declare a major, students must complete the necessary forms, available at the adviser's office. Transfer students declare a major when admitted as degree-seeking students.

CHANGE OF MAJORS

If a student changes major or specialization, the requirements are those specified in the catalog in effect at the time the student becomes a degree candidate in the new major or specialization.

If the student has been continuously enrolled in the University, he/she will not be required to complete University-wide degree requirements introduced after the time of initial enrollment.

REPEAT COURSES

While a student may repeat any course in which he/she has received a grade below C, the number of courses for which a student may repeat the course and replace the grade is determined by the number of transfer credits at admission. Those admitted as first-year students may replace four grades; those admitted as second-year students may replace three grades; those admitted as juniors or seniors may replace two grades. (Students should refer to the Definitions of Undergraduate Student Status in this section of the catalog.) The repeated courses with replaced grades must each be a different course.

If a course is repeated to replace a grade, the replacement grade is calculated into the student's grade point average, regardless of whether it is higher or lower than the original grade. The grade for the replacement attempt appears on the transcript within the semester in which the course is repeated. Students repeating courses to replace grades do so at their own risk. For example, a

ACCEPTANCE INTO A MAJOR

~~First-year students~~ Students admitted under freshman standards are required to indicate an intended major when they apply for admission to the University. They are encouraged to formally declare a major after they have completed 24 credits, and they must do so once they have completed 45 credits. To declare a major, students must complete the necessary forms, available at the adviser's office. These forms verify that the student has completed

1. all required developmental courses (DVxx) with a "P" grade;
2. IDIS 101 with a C- or better; and
3. between 24 and 45 credits with a minimum 2.0 GPA.

Transfer students declare a major when admitted as degree-seeking students.

CHANGE OF ACADEMIC PROGRAMMAJORS

If a student changes major, ~~minor~~ or specialization, the requirements are those specified in the catalog in effect at the time the student becomes a degree candidate in the new major, ~~minor~~ or specialization.

If the student has been continuously enrolled in the University, he/she will not be required to complete University-wide degree requirements introduced after the time of initial enrollment.

REPEAT COURSES

While a student may repeat any course in which he/she has received a grade below C, the number of courses for which a student may repeat the course and replace the grade is determined by the number of transfer credits at admission. Those admitted as ~~first-year students~~ with fewer than 30 credits may replace four grades; those admitted as ~~second-year students~~ with between 30 and 59 credits may replace three grades; those admitted as ~~juniors or seniors~~ with 60 or more credits may replace two grades. (Students should refer to the Definitions of Undergraduate Student Status in this section of the catalog.) The repeated courses with replaced grades must each be a different course.

If a course is repeated to replace a grade, the replacement grade is calculated into the student's grade point average, regardless of whether it is higher or lower than the original grade. The grade for the replacement attempt appears on the transcript within the semester in which the course is repeated. Students repeating courses to replace grades do so at their own risk. For example, a

student repeating a D-graded course who receives an F for the second attempt loses the points earned for the D, and the F is the grade that is computed into the GPA. If the student receives a W (withdrawn) for the second attempt, the W does not replace the original grade.

If a second attempt is intended to replace a grade, the student must file a repeat course form at the time he/she registers for the second attempt. Failure to file the form, which includes the approval of the dean or the First and Second Year Program director, for each of the allowable replacements results in both the original and the repeated grades being computed into the GPA.

If a student repeats a course that is not for replacement of a grade, then a repeat course form should not be filed. In such cases, the grade achieved in the original course, as well as the grade(s) earned in the retaking of the course, are calculated in the student's GPA. Students should be aware that earning C-, D+, D or F grades that are computed into the GPA may result in their being placed on probation, suspended or academically dismissed. (Students should refer to Satisfactory or Unsatisfactory Progress in this section of the catalog.)

Grades below C earned at the University of Baltimore must be repeated and replaced at the University of Baltimore. Grades cannot be changed on the basis of work taken elsewhere. The repeated course must be the original course; a substitute course is not acceptable for a grade change.

The credit value of any repeated course is counted one time only at the University of Baltimore to satisfy graduation requirements at the University of Baltimore.

Students with repeat grades are not eligible for honors designation at the University of Baltimore.

WITHDRAWAL POLICIES AND PROCEDURES

A student wishing to withdraw from a course must submit an official withdrawal request to the Office of Records and Registration. Students who withdraw online using the MyUB system should always confirm the completion of their withdrawal by reviewing their schedule after submitting the withdrawal or by contacting the Office of Records and Registration. No credit or tuition refund will be made unless such an official notice is submitted. The computation of any credit or refund is made from the date the formal notice of withdrawal is

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submitted to the Office of Records and Registration and not from the date the student stopped attending any class(es).

The responsibility for official withdrawal rests with the student.

If a withdrawal is done prior to the end of the late registration and drop/add period, the course will not show on the student's transcript. After that period, all withdrawals are indicated on the transcript by a W, and the student is considered to have been enrolled for that semester.

Any student may withdraw from a course through the end of the ninth week of the fall or spring semester, or through the fifth week of any summer session. After the deadline for withdrawal, a student who believes that unanticipated extenuating circumstances—such as health problems or a change of employment—make a withdrawal necessary should submit a written appeal with supporting documentation to the appropriate academic dean or the First and Second Year Program director. Both the course instructor(s) and the appropriate dean or FSP director must approve the request. Approval of such requests is not automatic, and some requests may not be granted. No student will be permitted to withdraw for any reason from a class during the last week of school prior to the beginning of the scheduled examination period.

Students receiving any form of financial aid, including veterans benefits, should check with the Office of Financial Aid prior to withdrawing from any class. Withdrawal may affect the level of aid or eligibility for aid in future semesters.

The University does not cancel your registration for nonpayment. If you decide not to attend, you must formally withdraw through the Office of Records and Registration or on line using the MyUB portal. If you use the on line MyUB portal be sure to check your schedule after you withdraw to determine if the withdrawal was processed as you requested. † If you do not make payment in full or make payment arrangements with the Bursar's Office by the established payment due dates, your account will be charged a late payment fine of \$75.

CONTINUOUS ENROLLMENT/ LEAVE OF ABSENCE

An undergraduate has seven years to complete the bachelor's degree requirements at UB after enrolling as a degree student. Degree-seeking students are expected to register for courses each

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CONTINUOUS ENROLLMENT/ LEAVE OF ABSENCE

An undergraduate has seven years to complete the bachelor's degree requirements at UB after enrolling as a degree student. Degree-seeking students are expected to register for courses each

semester on a continuous basis (excluding summer) to maintain the degree requirements in effect at the time of their initial enrollment.

The University recognizes, however, that a student may encounter circumstances which require a temporary interruption of studies. Under such circumstances, the student may be absent for as long as two consecutive semesters (excluding summer) without jeopardizing continuous enrollment status.

If a student feels that it is necessary to be absent for more than two consecutive semesters (excluding summer), he/she must receive an approved leave of absence to maintain continuous enrollment and to be eligible for degree requirements in effect at the time of initial enrollment. To be considered for a leave of absence, a student must make a written request to the appropriate dean's office in advance of the third semester's absence. Upon reviewing the reasons for the request, the dean may grant an approved leave of absence. The cumulative time for leave of absence may not exceed 180 days. The written approval must be contained in the official student folder maintained in the Office of Records and Registration. Please note that the semesters in which a student fails to enroll are counted toward the seven-year limit for degree requirements.

If a student who is absent for more than two consecutive semesters has not obtained an approved leave of absence, he/she must apply for readmission and pay a reapplication fee before being permitted to re-enroll. A student who applies for readmission must fulfill the admission and degree requirements set forth in the catalog in effect at the time he/she returns to the University.

If a student is absent from the University and has not maintained continuous enrollment status, the seven-year time period for completion of new degree requirements begins when he/she is readmitted to the University. Credits more than seven years old are not usually applied toward graduation requirements. (Students should refer to Catalog Under Which Students Graduate in this section of the catalog for further information.)

COURSEWORK TAKEN ELSEWHERE AFTER ENROLLMENT

After a student has enrolled at the University of Baltimore, transfer credit for courses taken elsewhere will be granted only in extraordinary cases, and only with the prior written approval of the appropriate dean at the University of Baltimore.

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ACADEMIC CLEMENCY

Undergraduate students returning to the University of Baltimore after a minimum five-year separation and who, upon returning, make satisfactory progress for their first 9 credit hours may petition the appropriate academic dean to have a maximum of 15 credits of the previously earned grades and credits removed from the calculation of their cumulative grade point averages. Excluded grades and credits will be noted on academic transcripts with XC (excluded credits).

Students must file the petition for excluded credits with the appropriate dean prior to the completion of 12 credit hours after returning to the University. Excluded credit decisions are final and may not be changed. Approval of the petition is not automatic or guaranteed.

CATALOG UNDER WHICH STUDENTS GRADUATE

The requirements for graduation for an undergraduate student at the University of Baltimore are those listed in the catalog that is current at the time the student first becomes a candidate for an undergraduate degree at the University, with the following conditions:

- 1) The student must be in continuous enrollment in the same major during the academic years (every fall and spring semester) from the time of first enrollment until graduation.
- 2) The student must not take longer than seven calendar years to complete the junior and senior years at the University of Baltimore after enrolling as a degree candidate. Credits accumulated in the major (area of specialization) and/or upper-division core that are older than seven years shall normally not be applied toward the graduation requirements, except upon approval of the major department chair and academic dean.
- 3) If, for whatever reason, including academic suspension or other deficiencies, a student is not enrolled for two consecutive semesters or longer, the student must re-apply for admission and must meet the requirements of the catalog in effect upon returning and being admitted as a degree candidate.
- 4) If the student changes from one program and/or

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[REDACTED]

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major to another, the graduation requirements are those listed in the catalog which is current at the time the student becomes a degree candidate in the new program or major.

5) If the student wishes to attend another institution or must drop out of the University temporarily because of family problems, sickness or other difficulties, he/she may request in writing a leave of absence and permission to reenter under original catalog course requirements; however, the student will be governed, upon his/her return, according to the academic and administrative policies and procedures listed in the catalog in effect at the time of re-entry.

6) If a leave of absence is granted, a letter of written permission signed by the dean must be placed in the student's academic folder maintained in the Office of Records and Registration.

APPLYING FOR GRADUATION

The student is responsible for application for graduation and must file an application and pay the required fee at the beginning of the semester in which the student expects to complete degree requirements. Deadlines are established in the academic calendar, and usually fall on the last date of late registration for a semester.

Students are advised to meet with their program director or adviser no later than the beginning of their last semester to make sure their course selections are correct. Each student should resolve any outstanding problems prior to mid-semester, at which time copies of his/her records are submitted to the academic dean for clearance. It is the student's responsibility to make sure that all transcripts are in, and that any pending grade changes or incompletes are resolved and in the Office of Records and Registration prior to mid-semester. Failure to do so could delay graduation for an additional semester.

Any student who does not complete degree requirements by the end of the semester for which graduation is anticipated, or is not approved, must file another graduation application and pay another fee in the future semester in which graduation will occur.

GRADUATION

Undergraduate students are awarded the Bachelor of Arts or Bachelor of Science degree when they have:

4) If the student changes from one program and/or major to another, the graduation requirements are those listed in the catalog which is current at the time the student becomes a degree candidate in the new program or major.

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GRADUATION

Undergraduate students are awarded the Bachelor of Arts or Bachelor of Science degree when they have:

- 1) fulfilled all entrance requirements
- 2) satisfactorily completed a specific curriculum with a grade point average of 2.0
- 3) acquired a minimum of 120 credit hours
- 4) met any additional requirements of the program from which they expect to receive their degree.

All students must take the last 30 credits toward a baccalaureate degree at the University of Baltimore.

Once a student has been awarded a degree or certificate from the University of Baltimore, no grades or credits on the transcript can be changed and no courses can be added to the record for that degree.

GRADUATION WITH HONORS

To be eligible for graduation with honors from the University of Baltimore, a student must have earned a minimum of 48 first-attempt graded credit hours in scheduled classes at the University of Baltimore. All credits earned at the University will be used in the computation of the grade point average.

Upon graduation with a cumulative grade point average of 3.9, the student is awarded the bachelor's degree summa cum laude; with a cumulative average of 3.75, magna cum laude; with a cumulative average of 3.5, cum laude. Numerous special academic awards are sponsored by the Merrick School of Business and the Yale Gordon College of Liberal Arts. Information about these may be obtained from the deans.

Students with repeat grades are not eligible for honors designation at the University of Baltimore.

GRADUATION FROM THE HELEN P. DENIT HONORS PROGRAM

A student is eligible to graduate from this program with a minimum of a 3.5 GPA and the completion of 12 semester hours of honors classes (including a capstone project).

HOLIDAY CLASSES

Graduate and undergraduate classes generally meet on federal and state holidays with the exception of Thanksgiving, Christmas, New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day and Labor Day. Students should consult the academic calendar for an exact holiday schedule.

MAKE-UP POLICY FOR FINAL EXAMS

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Make-up examinations for missed final examinations are, in general, left to the discretion of the individual faculty member.

However, University policy dictates that make-up examinations will be given for instances of final examinations missed because of documented illness or documented conflict with religious observance, and in instances of examinations missed because of University-sanctioned trips.

If a student misses a final examination for any reason not covered by the above, the question of whether or not a make-up examination is given is up to the discretion of the individual faculty member.

ATTENDANCE

Students are expected to attend classes regularly. When, in the instructor's judgment, a student has been absent or late so often that the student has lost a significant part of the instruction that will prevent the issuance of a valid grade, the instructor may submit a grade of F (failure) or FA (failure due to absences).

Instructors set their own class attendance policies and will communicate these in the course syllabus at the beginning of the term. The above policy does not remove the responsibility from the student to withdraw officially from any class that he/she ceases to attend. Failure to do so will subject the student's records to a grade of F or FA.

ACADEMIC AND ADMINISTRATIVE APPEALS

Students desiring to appeal an academic or administrative decision should consult the UB Student Handbook. This handbook is available to all students at registration, in the Henry and Ruth Blaustein Rosenberg Center for Student Involvement and at www.ubalt.edu/studentlife.

INTER-INSTITUTIONAL REGISTRATION

University System of Maryland

It is the policy of the University System of Maryland to allow full-time undergraduate students at the University of Baltimore to register for undergraduate courses at any other USM school. Likewise, students at other USM institutions may register for classes at the University of Baltimore. Prior approval by the student's academic adviser and by the registrar at the student's home and host institutions is required. Courses taken at another USM institution through this program are counted as part of the student's regular program at the University of Baltimore, and the student pays

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INTER-INSTITUTIONAL REGISTRATION

University System of Maryland

It is the policy of the University System of Maryland to allow full-time undergraduate students who are in good academic standing and of sophomore status (30+ credits) at the University of Baltimore to register for undergraduate courses at any other USM school. Likewise, students at other USM institutions may register for classes at the University of Baltimore. Prior approval by the student's academic adviser and by the registrar at the student's home and host institutions is required. Courses taken at another USM institution through this program are counted as part of the student's

University of Baltimore tuition. This program can be used by full-time students during the regular fall and spring semesters only.

For full details of this policy, see the policy printed in the back of this catalog, or contact the Office of Records and Registration.

The Maryland Institute College of Art Program

The University of Baltimore participates in a student-exchange program with the Maryland Institute College of Art. This program allows full-time students at the University to enroll in courses at MICA. Prior approval by the student's academic adviser and the registrar is necessary.

Courses taken through this program can be counted as part of the student's regular program at the University, and the student pays University of Baltimore tuition. For further information, see your adviser or contact the Office of Records and Registration. This program is not available during summer sessions.

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