

**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: Darlene Smith; Peggy Potthast PHONE: x4996; x5342
POLICY TITLE: Simultaneous Graduate Program Enrollment
APPLIES TO: LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input checked="" type="checkbox"/>
SPECIFIC PROGRAM (if applicable):
PROPOSED IMPLEMENTATION DATE / SEMESTER: Fall 2007

Box 1: ACTION ITEM (check appropriate box)		DOCUMENTS REQUIRED (see box 2 below)	REVIEW / APPROVAL SEQUENCE (see box 3 below)
x	1. New Policy	AB – others as appropriate	ABCDE – varies
	2. Policy Revision	AB – others as appropriate	ABCDE – varies
	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		<i>[Signature]</i>	5/3/07
B. Policy Coordinator		<i>[Signature]</i>	5/3/07
C. Academic Policy Review Committee Chair (UFS subcommittee--CRC)			5/7/07
D. University Faculty Senate Chair (UFS option)		<i>[Signature]</i>	5/9/07
E. Provost and Senior Vice President for Academic Affairs		<i>[Signature]</i>	7/24/07
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

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I. Statement of Purpose: To provide guidelines for occasions when graduate students can and cannot apply to or enroll in more than one program at the same time. Also, to provide formal statement of the credit limit for non-degree graduate students.

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

- Students may apply to only one University of Baltimore graduate program at a time. The exception to this policy is students applying to dual-degree programs (e.g., M.B.A./ J.D., J.D./M.S. in Criminal Justice, J.D./M.P.A., J.D./M.S. in Negotiations and Conflict Management). Once admitted, students are required to make satisfactory progress according to the policies of the program into which they are admitted. Students may take courses outside of that program only in accord with stated policies of the program.
- A student admitted to a graduate/post-baccalaureate certificate may take no more credits than that certificate program requires until formal application and admission to another program is completed.
- A graduate student admitted as non-degree may take no more than 6 credits in that status and then must apply and be admitted to a degree or certificate program to take additional courses. Exceptions must be approved by the appropriate dean or associate dean.
- Credits earned in one UB graduate program may not necessarily be accepted by another UB program.

III. Reason(s) for Proposed Policy

On occasion students have amassed significant credits without formal admission to a program or have been admitted to a certificate program and continued to take courses without application for degree status. This policy is proposed to ensure that students make satisfactory and timely academic progress and only take courses applicable to the program(s) in which they are enrolled.

Academic Policy Proposal Summary (Page 2)

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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.

None found.

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

Originated with MSB and thoroughly discussed with CLA and reviewed within each school.