# UNIVERSITY OF BALTIMORE
## Undergraduate Catalog
## 2018-19

**UNIVERSITY OF BALTIMORE**
1925
Knowledge That Works

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*Please note: Throughout this catalog, you will find information about facilities, services, policies and academic programs. Refer to the listed websites for more extensive and up-to-date information.*

*Information about graduate joint programs with the UB School of Law are included here, but for complete information about the law school's facilities, services, policies and academic programs, visit the UB School of Law website.*

| Academic Calendar—Fall 2018 | | | | |
|---|---|---|---|---|
| | **15-Week Semester** | **10-Week Session** | **First 7-Week Session** | **Second 7-Week Session** |
| Session dates | Aug. 27-Dec. 16 | Sept. 8-Nov. 11 | Aug. 27-Oct. 15 | Oct. 22-Dec. 14 |
| Online registration open to all students | April 9-Sept. 2 | April 9-Sept. 15 | April 9-Aug. 31 | April 9-Oct. 26 |
| Tuition due | Aug. 26 | Sept. 7 | Aug. 26 | Oct. 21 |
| Last day to drop and receive 100 percent refund | Aug. 26 | Sept. 7 | Aug. 26 | Oct. 21 |
| Classes begin | Aug. 27 | Sept. 8 | Aug. 27 | Oct. 22 |
| *Sept. 1-3: University closed for Labor Day holiday* | | | | |
| Late registration | Aug. 27-Sept. 2 | Sept. 8-15 | Aug. 27-31 | Oct. 22-26 |
| Last day to add a class Last day to drop a class without a "W" grade. | Sept. 2 | Sept. 15 | Aug. 31 | Oct. 26 |
| *Sept. 10: Last day to apply for fall 2018 graduation* | | | | |
| Last day to drop with a "W" | Oct. 31 | Oct. 13 | Sept. 25 | Nov. 20 |
| *Nov. 21: UB School of Law day classes only; no undergraduate or graduate classes meet* *Nov. 22-25: University closed for Thanksgiving break* | | | | |
| Last day of classes | Dec. 9 | Nov. 11 | Oct. 15 | Dec. 14 |
| Exams (exam schedule) | Dec. 10-16 | *Exams are given the last day of class.* | | |
| Term ends | Dec. 16 | Nov. 11 | Oct. 15 | Dec. 14 |
| *Dec. 17: Commencement ceremony* | | | | |

## Academic Calendar—Winter 2019

| | |
|---|---|
| Online registration opens to all students via MyUB | Nov. 8 |
| Tuition due | Jan. 2 |
| Last day to drop and receive 100 percent refund | Jan. 2 |
| Classes begin | Jan. 3 |
| Change of schedule period | Jan. 3-4 |
| Last day to drop with a "W" | Jan. 11 |
| *Jan. 21: University closed for Martin Luther King Jr. Day; no classes meet* | |
| Last day of classes | Jan. 23 |

## Academic Calendar—Spring 2019

| | 15-Week Semester | 10-Week Session | First 7-Week Session | Second 7-Week Session |
|---|---|---|---|---|
| Session dates | Jan. 28-May 19 | Feb. 2-April 13 | Jan. 28-March 15 | April 1-May 17 |
| Registration open via MyUB | Nov. 5-Feb. 3 | Nov. 5-Feb. 9 | Nov. 5-Feb. 1 | Nov. 5-April 4 |
| Tuition due | Jan. 27 | Feb. 1 | Jan. 27 | March 31 |
| Last day to drop and receive 100 percent refund | Jan. 27 | Feb. 1 | Jan. 27 | March 31 |
| Classes begin | Jan. 28 | Feb. 2 | Jan. 28 | April 1 |
| Late registration/change of schedule | Jan. 28 - Feb. 3 | Feb. 2-9 | Jan. 28-Feb. 1 | April 1-4 |
| *Feb. 5: Last day to apply for graduation* | | | | |
| Last day to drop without a "W" | Feb. 3 | Feb. 9 | Feb. 1 | April 4 |
| *March 18-24: spring break; no classes meet* | | | | |
| Last day to drop with a "W" | April 10 | March 12 | Feb. 27 | May 1 |
| Last day of classes | May 12 | April 13 | March 15 | May 17 |
| Exams | May 13-19 | *Exams are given the last day of class.* | | |
| Term ends | May 19 | April 13 | March 15 | May 17 |
| *May 23: Commencement ceremony* | | | | |

## Academic Calendar—Summer 2019

| | First 5 Weeks | Second 5 Weeks | 8-Week Session | 10-Week Session |
|---|---|---|---|---|
| Session dates | May 28-July 1 | July 9-Aug. 12 | May 28-July 22 | May 28-Aug. 5 |
| *March 4: Registration opens for all students* | | | | |
| Tuition due | May 27 | July 8 | May 27 | May 27 |
| Last day to drop and receive 100 percent refund | May 27 | July 8 | May 27 | May 27 |
| *May 27: University is closed for Memorial Day* | | | | |
| Classes begin | May 28 | July 8 | May 28 | May 28 |
| Late registration/change of schedule | May 28-June 3 | July 9-15 | May 28-June 3 | May 28-June 3 |
| Last day to drop without a "W" | June 3 | July 15 | June 3 | June 3 |
| *June 1: Last day to apply for summer graduation* | | | | |
| Last day to drop with a "W" | June 19 | July 31 | July 3 | July 10 |
| *July 4: University closed for Independence Day* | | | | |
| Last day of classes | July 1 | Aug. 12 | July 22 | Aug. 5 |
| *Exams given the last day of class* | | | | |

**Calendars shown are proposed and subject to change. Up-to-date, detailed academic calendars can be found at** www.ubalt.edu/academiccalendar.

# ABOUT THE UNIVERSITY

## LEADERSHIP IN PROFESSIONAL EDUCATION

Founded in 1925 as a private, coeducational institution, the University of Baltimore affiliated with the University System of Maryland on UB's 50th anniversary. UB has a clear mission: to provide outstanding educational programs for professionally oriented students. The University's schools—the College of Public Affairs, the Merrick School of Business, the UB School of Law, and the Yale Gordon College of Arts and Sciences—attract students with strong career ambitions and provide them with the latest skills and techniques in their chosen fields. UB students graduate with a broad foundation of knowledge and are prepared to meet the rapidly changing conditions of today's work environment.

Nearly 50,000 alumni serve as testimony to the University's success in its educational endeavors. UB graduates are highly visible throughout the legal, industrial, corporate and civic communities, and their achievements have helped to build the University's outstanding reputation among employers.

The University of Baltimore is a leader among Maryland's many colleges and universities in the quality of its faculty and library resources. With a student-faculty ratio of 15-to-1 and a personalized system of student advising, UB programs emphasize one-on-one interaction and individual attention for both graduate and undergraduate students. Approximately 90 percent of the full-time core faculty hold terminal degrees (e.g., Ph.D., J.D., D.B.A., D.P.A., Sc.D., Ed.D.), and most full-time and adjunct faculty members are actively engaged in research, civic and professional activities related to their fields. A number of faculty members supplement their teaching with research, consulting and service activities in the public and private sectors, helping to further enhance the University's reputation.

UB's Robert L. Bogomolny Library—just reopened after completion of a $23.4 million renovation—compares favorably with those of its peer institutions in Maryland in both the breadth and quantity of its holdings. The facility also offers several special collections and provides the convenience of off-campus access to electronic resources and to interlibrary loan services with many other institutions.

## A STRATEGIC LOCATION

The University is situated in Baltimore's lively Midtown neighborhood within the revitalized North Charles Street corridor. UB is surrounded by a variety of noteworthy neighbors, including the Patricia and Arthur Modell Performing Arts Center at the Lyric and Joseph Meyerhoff Symphony Hall. Also convenient to the University are the Walters Art Museum, the Washington Monument, the France-Merrick Performing Arts Center, the Baltimore Museum of Art, several theaters and an array of other cultural and historical attractions. Together, these cultural and educational institutions attract thousands of people to the neighborhood every week for concerts, plays, films, exhibits, lectures, seminars, social events, and civic and professional meetings.

Nearly all of the midtown neighborhood of Baltimore, including parts of the University of Baltimore campus, serves as host for Artscape, the city's annual summer festival of the visual and performing arts. The University's Gordon Plaza, a park-like setting on the corner of Mount Royal and Maryland avenues, is the center for numerous University-sponsored outdoor events and activities.

The University's urban location enhances cultural and educational opportunities, and offers students an accessible learning and experiential laboratory. Through a long-established affiliation with Baltimore's corporate, government and professional communities, UB brings the region into the classroom. Leaders in both the public and private sectors serve on the advisory boards of the College of Public Affairs, the Merrick School of Business, the UB School of Law and the Yale Gordon College of Arts and Sciences, advising the faculty and administration on curricular and related matters.

## ACCREDITATION

The University of Baltimore is accredited by the Middle States Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104-2680; tel.: 215.662.5606. It is also recognized by the Maryland Higher Education Commission.

The Merrick School of Business is accredited by AACSB International—the Association to Advance Collegiate Schools of Business.

The Master of Public Administration degree is accredited by the Network of Schools of Public Policy, Affairs and Administration. The undergraduate B.S. in Health Systems Management program is certified by the Association of University Programs in Health Administration. The University of Baltimore's graduate and undergraduate programs in criminal justice are certified by the Academy of Criminal Justice Sciences.

The School of Law is accredited by the American Bar Association and holds membership in the Association of American Law Schools.

## INFORMATION SECURITY

The University takes the security of your information seriously and has resources dedicated for the protection of your data. These include technological controls and staff that are trained in information confidentiality, integrity, and availability of electronic data, resources and communications. The University will keep your data for as long as it is necessary to fulfill the purpose for which it was collected. We may also keep data if it is necessary to fulfilling a legal obligation or demonstrating compliance with an applicable statute or regulation. Some data are considered part of a student's permanent University and academic record, and as such, it will be securely maintained in perpetuity.

Access to the University's enterprise information and learning management systems are restricted to authorized users and approved purposes as limited by the University of Baltimore Acceptable Use of Information Technology Resources, which may be found at www.ubalt.edu/aup. Violation of the policy will result in account deactivation. Unauthorized access to this computer is in violation of Maryland Annotated Code, Criminal Law Article §§ 8-606 and 7-302 and the Computer Fraud and Abuse Act, 18 U.S.C. §§ 1030 et seq., and could result in criminal and civil penalties. Users of these systems expressly agree to the monitoring and recording of all of their activities by the University of Baltimore. If such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring and recording to law enforcement officials. Users of these systems further acknowledge that all records, reports, email, software, and other data generated by or residing upon this system are the property of the University of Baltimore (which is a constituent institution of the University System of Maryland and the entity of the state of Maryland) and may be used by the University of Baltimore for any purpose.

## BUILDINGS AND FACILITIES

The Academic Center, the Liberal Arts and Policy Building, the William H. Thumel Sr. Business Center, the John and Frances Angelos Law Center and the H. Mebane Turner Learning Commons are the primary instructional buildings at the University of Baltimore and include classrooms, faculty and administrative offices, labs and other services. All buildings have wireless access, and all classrooms have technology that supports faculty instruction. Additional information about programs' facilities can be found on the UB website or by contacting the programs.

Additional University buildings and facilities include:

**University of Baltimore Student Center**
21 W. Mt. Royal Ave.
Web: www.ubalt.edu/studentcenter

Operations
Tel: 410.837.5467

Game Room
Tel: 410.837.6623

The University of Baltimore Student Center is a 38,000-square-foot, five-story facility featuring a 200-seat theater, panoramic city views, The Hive campus store, student organization offices and areas for group study, recreation and quiet contemplation. The University of Baltimore Student Center serves as a hub for the UB community and its guests to engage in social, cultural and educational pursuits.

**Robert L. Bogomolny Library**
1420 Maryland Ave.
Tel: 410.837.4260
Email: library@ubalt.edu
Web: www.ubalt.edu/library

The library—just re-opened after a major renovation—serves the UB community through a variety of services and programs, including personalized reference consultations, tutoring, writing consultations, peer coaching and instruction in research strategies. UB students have access to more than 10 million books and government documents through the University System of Maryland, more than 40,000 e-journals and 20,000 e-books, and reciprocal borrowing privileges with other Baltimore-area libraries. The library also maintains archival collections, including print, audio and video primary resources; current DVDs; leisure reading materials; and a gaming collection.

   The Bogomolny Library's website is the portal to anytime, anywhere access of its numerous e-resources. In addition, the online catalog allows users to search its collections as well as thousands of libraries around the world. The library also provides a variety of spaces, including

quiet and collaborative study areas, computer workstations, presentation practice rooms, game design and graphics lab space, and leisure reading areas.

## DIRECTIONS, PARKING AND PUBLIC TRANSPORTATION

**Directions**
Web: www.ubalt.edu/directions

The University's main address is 1420 N. Charles St., Baltimore, MD 21201.

**Parking**
Office of Parking and Shuttle Management
1104 Maryland Ave.
Tel: 410.837.6573
Email: parking@ubalt.edu
Web: www.ubalt.edu/parking, www.ubalt.edu/shuttle
Hours: Monday-Thursday 8 a.m.-8 p.m., Friday 8 a.m.-4 p.m.

**Public Transportation**
NextBus system: www.nextbus.com

The University of Baltimore can also be reached by public transportation, including Amtrak, the Light Rail, Metro Subway, the Charm City Circulator and MARC.
   Visit the websites of the transit options listed above for directions and for more information on parking (including maps) and mass transportation in the Baltimore area.

## DIRECTORIES

Information for contacting offices, staff and faculty can be found via the search tool at the top of the University's home page at www.ubalt.edu.

## ACADEMIC SUCCESS

Bogomolny Library
Tel: 410.837.5383
Fax: 410.837.6244
Email: library@ubalt.edu
Web: www.ubalt.edu/library

Academic Success programs support students' aspirations by clarifying and reinforcing what students learn in the classroom, as well as enhancing specific skills (math, writing, computer skills, exam-taking, etc.). Services include tutoring, academic coaching and workshops.

## ALUMNI ASSOCIATION

UB Foundation Building
1130 N. Charles St.
Tel: 410.837.6131
Email: alumni@ubalt.edu

Web: www.ubalt.edu/alumni

The University of Baltimore Alumni Association's mission is one of service—to its members and to the University. The association is not a dues-based organization, and every student receives a lifetime membership upon graduation.

## CAMPUS CARD

Office of Campus Card Operations
Academic Center, Room 105
Tel: 410.837.4BEE (4233)
Email: beecard@ubalt.edu
Web: www.ubalt.edu/beecard

The University of Baltimore Bee Card is a vital part of UB life and has multiple uses. The card serves as your official campus photo ID and library card; provides access to the parking garages, campus facilities and special events; and can be used for purchases on and around the UB campus.

## CAMPUS RECREATION AND WELLNESS

Academic Center, Room 311
Main office: 410.837.5598
Email: campusrec@ubalt.edu
Web: www.ubalt.edu/campusrec

Recreation Center Front Desk
Tel: 410.837.5591

Campus Recreation and Wellness strives to create a healthy and active learning community that complements and supports the University's mission. Campus Recreation and Wellness has four major programming areas—facilities, fitness and wellness, intramural sports and sports clubs—and offers a variety of programs, resources and services that are dedicated to improving the quality of life and well-being for members of the University community.

## CAREER AND INTERNSHIP CENTER

UB Student Center, Room 306
Tel: 410.837.5449
Fax: 410.837.5566
Email: careercenter@ubalt.edu
Web: www.ubalt.edu/careercenter

The Career and Internship Center aims to help every student become an expert career manager through the use of the UB Career Cycle. Through a wide variety of services, including career coaching, professional workshops and events, job search resources and employment connections, UB students can find tools and information to help them through every phase of their career development.

# CENTERS AND INSTITUTES

The University of Baltimore's centers and institutes forge connections with the surrounding communities to provide special research and study opportunities for students. For a complete listing and contact information, visit www.ubalt.edu/centers.

# OFFICE OF COMMUNITY LIFE

Academic Center, Room 112
Tel: 410.837.4755
Email: communitylife@ubalt.edu
Web: www.ubalt.edu/communitylife

The Office of Community Life is committed to supporting UB students in the development of high standards of personal conduct, exploring positive decision-making strategies, and practicing skills to constructively embrace challenges and overcome obstacles. The office is responsible for the student conduct process, providing support to students facing difficult circumstances and helping students navigate University policy.

# COMMUNITY STANDARDS

Students are expected to conduct themselves in a manner consistent with University expectations, which are outlined in the Student Rights and Responsibilities Guide (located at www.ubalt.edu/studenthandbook). The University has established policies and procedures that apply to all undergraduate, graduate, professional and visiting students, and to those people who are not officially enrolled for a particular term but have been a student with the University. Students will be held accountable for their conduct at all times, including for actions that may have occurred before or after classes began, between academic terms, during periods of suspension or dismissal, and during their entire enrollment at the University, even if actions are discovered after the student graduates. The University reserves the right to discipline students and/or student groups for violations of policy regardless of where the misconduct occurs, whether on or off University premises. Potential Academic Integrity Policy and Code of Conduct violations are referred to the Office of Community Life and adjudicated in accordance with University procedures. The Office of Community Life is responsible for the oversight and facilitation of the adjudication process.

# ACADEMIC INTEGRITY POLICY

Academic honesty is essential to the University's mission of learning, scholarship and integrity. All members of our community share responsibilities for actively fostering academic honesty, actively discouraging academic dishonesty and engaging in ongoing discussion of activities that may violate the spirit of honesty. Incidents of alleged cheating, plagiarism, falsification or other acts of academic dishonesty will be taken seriously and addressed in accordance with the established procedures identified in the Student Rights and Responsibilities Guide. People who are found to have violated this policy are subject to University sanctions. To review the University's Academic Integrity Policy, see the Student Rights and Responsibilities Guide at www.ubalt.edu/studenthandbook.

## CODE OF CONDUCT

To create a positive University environment, it is important that community members are treated fairly, show respect and demonstrate appropriate behavior. As such, students are expected to maintain a high standard of conduct. Alleged incidents that violate the Code of Conduct and/or other University behavior expectations will be taken seriously and addressed in accordance with the established procedures identified in the Student Rights and Responsibilities Guide. People who are found to have violated these policies are subject to University sanctions. To review the University's Code of Conduct and other behavior policies, see the Student Rights and Responsibilities Guide at www.ubalt.edu/studenthandbook.

## COMPUTER LABS AND WIRELESS ACCESS

Web: www.ubalt.edu/ots

Office of Technology Services Call Center
Tel: 410.837.6262
Email: callcenter@ubalt.edu

Computer Lab Help Desk
Tel: 410.837.5489
Email: labassist@ubalt.edu

The Office of Technology Services enables the use of technology for teaching, learning and administration. Specific services include email, general-purpose computing labs, wireless networks, the MyUB portal, file and print servers and the telephone system. This office also provides audiovisual support for campus events, smart classrooms, call center services, and administrative and academic applications.

For more information, including computer lab hours, visit www.ubalt.edu/ots. A University of Baltimore network account is required to access lab computers and the wireless network, both of which are available throughout the campus.

## OFFICE OF DISABILITY AND ACCESS SERVICES

Academic Center, Room 139
Tel: 410.837.4775
Fax: 410.837.4932
Email: das@ubalt.edu
Web: www.ubalt.edu/das

The Office of Disability and Access Services at the University of Baltimore works with students with various disabilities and some temporary impairments that substantially limit one or more major life activities. Office staff are available to answer questions concerning accommodations and services, and provide information about other resources on and off campus. Students who suspect they may have a disability but do not have the required documentation should contact the office for a consultation.

**Recording Accommodations for Students with Disabilities**

Under the American with Disabilities Act, the University of Baltimore is required to provide reasonable and appropriate accommodations for students who are determined to be eligible for them. The Office of Disability and Access Services registers students for eligibility and can help students and faculty ensure that appropriate accommodations are provided. Accommodations support students with disabilities both permanent and temporary.

One such accommodation is the ability to record a lecture as a form of note-taking. There are software products available that can transcribe recordings, saving money and adding accuracy over traditional note takers. By law, students may only use such recordings and transcriptions for their own personal study use, and no part of that recording may be reproduced in any form. Students sign a release acknowledging they understand this restriction.

# DIVERSITY AND CULTURE CENTER

UB Student Center, Room 002
Tel: 410.837.5744
Fax: 410.837.5039
Email: diversity@ubalt.edu
Web: www.ubalt.edu/diversity

The purpose of the Diversity and Culture Center is to provide services, resources and initiatives that support diversity and promote cross-cultural learning, appreciation and understanding. The center assists students with successful transitions and meaningful experiences that promote recognition and appreciation of the different cultural threads that make up the UB community.

Our programs and services empower students to engage in dialogue, challenge barriers and participate in educational activities that facilitate intercultural interaction, learning and competence.

# FINANCIAL ASSISTANCE

Office of Financial Aid
Academic Center, Room 123
Tel: 410.837.4763
Fax: 410.837.5493
Email: financialaid@ubalt.edu
Web: www.ubalt.edu/financialaid

The University of Baltimore recognizes the need for financial aid to help students meet the cost of higher education. Funds may be available in the form of grants and scholarships. Additional funds may be available in the form of employment and loans. Financial aid programs are provided through federal, state and institutional sources. The Office of Financial Aid is committed to helping students identify the financial resources for which they may be eligible and can assist students and their families in developing financial plans.

# HELEN P. DENIT HONORS PROGRAM

Office of the Helen P. Denit Honors Program
Academic Center 121

Tel: 410.837.5927
Email: honorsprogram@ubalt.edu
Web: www.ubalt.edu/honors

The Helen P. Denit Honors Program was established by a generous gift from the Helen P. Denit Charitable Trust in 1993.

The Helen P. Denit Honors Program is designed for students who have demonstrated an interest in and ability for engaging in exceptional learning opportunities. Our distinctive courses are small and focus on learning by discussing and doing. We encourage student development outside the classroom by financially supporting students to, among other things, travel to conferences, study abroad and engage in unpaid internships.

The Helen P. Denit Business and Accounting honors programs, which are built on the larger University honors program, offer special opportunities for students seeking a career in business or accounting. For more information, including eligibility requirements, visit the program's website.

## HENRY AND RUTH BLAUSTEIN ROSENBERG CENTER FOR STUDENT INVOLVEMENT

UB Student Center, Room 302
Tel: 410.837.5417
Fax: 410.837.5431
Email: csi@ubalt.edu
Web: www.ubalt.edu/csi

The Henry and Ruth Blaustein Rosenberg Center for Student Involvement offers a range of opportunities for every student at the University of Baltimore through student activities, student organizations and leadership. The center supports more than 80 student organizations, including the Student Government Association; the Student Events Board; and cultural, religious, academic and social organizations that each contribute to the UB community. Students are able to get involved, make new friends and gain valuable leadership skills (all while having fun!) through the center's programs.

## HOUSING

Web: www.ubalt.edu/housing

While the University does not offer on-campus housing, there are many great housing options all around UB Midtown. If you live near campus, you'll not only be steps from classes, but also close to your friends and all the conveniences and luxuries city life provides.

Buildings near campus that are home to large numbers of UB students include the Varsity, Fitzgerald at UB Midtown, Sutton Place, Queen Anne Belvedere and the Professional Arts Building. For more information, visit www.ubalt.edu/housing.

## INTERNATIONAL SERVICES

Office of International Services
Academic Center, Room 110
Tel: 410.837.4756
Fax: 410.837.6676
Email: intlservices@ubalt.edu

The Office of International Services provides advising and immigration support to international students and to academic departments and administrative offices that wish to host research. The office provides study abroad advising, supports UB's international academic initiatives and conducts seminars on employment, orientation to the United States and to UB and other topics of interest to the campus international community. The director manages the University's visa programs and ensures institutional compliance with federal regulations governing the enrollment of international students.

## INOVA STUDENT ASSISTANCE PROGRAM

Office of Community Life
Academic Center, Room 112
Tel: 410.837.4755

The University of Baltimore participates in the INOVA Student Assistance Program. The program provides registered UB students with confidential access to professional counselors 24 hours a day, 365 days per year, via phone or internet. This means that all UB students—full time, part time, online, evening and weekend—can access support when needed.

In addition to personal counseling, licensed professionals are available to provide referrals, information and resources for a wide spectrum of matters, including family concerns, substance problems, legal and financial consultations, child care and elder care, among others. Students also have access to a variety of online resources, including thousands of helpful articles, online training programs and self-assessments on stress and health. In fact, these added benefits and services are available to registered UB students and their family members at no charge.

Students may access the INOVA site directly through their MyUB portal page. INOVA may also be reached by phone at 844.523.3363.

The Office of Community Life is also a good resource for information about self-care and wellness. The staff are available to help students better navigate the INOVA site, answer questions and take care of any concerns.

## OFF-CAMPUS PROGRAMS AT THE UNIVERSITIES AT SHADY GROVE

Web: www.ubalt.edu/shadygrove

The University of Baltimore offers a selection of undergraduate, graduate and doctoral programs at the Universities at Shady Grove in Rockville, Maryland.

The University System of Maryland developed this collaborative effort among eight public, degree-granting institutions in the system to offer upper-level and graduate programs at a single facility in Montgomery County. Shady Grove provides all of the services and facilities necessary

for a successful University career, including academic advising, career services, disability support services, library and media support facilities, and tutoring.

Offered in convenient day, evening, weekend and online formats, the courses in UB's programs at Shady Grove are taught by the same recognized UB faculty members who teach at the Baltimore campus, and students earn degrees granted by the University of Baltimore.

Students enrolled in UB programs at Shady Grove are charged the same tuition and have the same financial aid opportunities as do those attending the Baltimore campus, but they may have differing fees based on their home campus. Scholarships are also available.

## OFFICE OF TRANSITIONS AND COMMUNITY ENGAGEMENT

Academic Center, Room 502
Tel: 410.837.5230
Fax: 410.837.5431
Email: transitions@ubalt.edu
Web: www.ubalt.edu/transitions

The Office of Transitions and Community Engagement helps students navigate their transition to college life, creates opportunities for students to develop their talents and strengths, engages students in volunteer and service learning opportunities, and assists students in recognizing and celebrating their college journey. This office coordinates student orientation, parent and family programs, community engagement programs, commencement and the StrengthsQuest initiative.

## THE BOB PARSONS VETERANS CENTER

UB Student Center, Room 303
Tel: 410.837.5909
Fax: 410.837.4313
Email: veteranscenter@ubalt.edu
Web: www.ubalt.edu/veteranscenter

The Bob Parsons Veterans Center is UB's hub for activities and services for military and veteran students and their families, offering programming that is targeted to military-affiliated students to enhance their academic and social experiences. The center offers a welcoming space consisting of a computer lab, lounge, conference room and kitchenette for military-affiliated students to use for studying and socializing outside of class. A professional staff is on hand to answer questions related to students' military benefits or status, be an advocate for the veteran student and support the integration of the military-affiliated student into the University of Baltimore culture.

## UNIVERSITY OF BALTIMORE POLICE DEPARTMENT

Tel: 410.837.4444
Email: ubpolicedepartment@ubalt.edu
Web: www.ubalt.edu/ubpolice

The University of Baltimore Police Department is a legislated police agency, and University police officers are vested with full police authority under Maryland law. Uniformed security officers regularly patrol University buildings and parking facilities.

The University of Baltimore Police Department is accredited by the Commission on Accreditation for Law Enforcement Agencies, an accomplishment that reflects how the department has met a highly regarded and broadly recognized set of professional standards.

The department endeavors to enhance the quality of campus life through the creation of a safe and secure environment. It has established a strong presence in the community and built relationships with the Baltimore Police Department and other local law enforcement.

The department provides a number of services to the campus community, including compliance with the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#), safety awareness programs, the LiveSafe mobile app, a campus text-alert system, a bike registration program, a security escort program and 24/7 campus patrol. For a complete list of services and more information, visit [www.ubalt.edu/ubpolice](http://www.ubalt.edu/ubpolice).

# TUITION AND FEES

Office of the Bursar
Tel: 410.837.4848
Email: ubbursar@ubalt.edu
Web: www.ubalt.edu/bursar

Information concerning tuition and fees, payment policies, refund schedules, waivers, third-party billing and more is available on the office's website.

Tuition and fees at the University of Baltimore are subject to change at any time when such changes are deemed necessary by the University System of Maryland Board of Regents.

# ADMISSION

## UNDERGRADUATE (FRESHMAN AND TRANSFER) ADMISSION

Office of Admission
Tel: 410.837.4777; 1.877.ApplyUB (toll free)
Fax: 410.837.4793
Email: admission@ubalt.edu
Web: www.ubalt.edu/admission

As a member of the University System of Maryland, the University of Baltimore is committed to a mission of access and affordability and seeks to enroll students who can succeed academically in our undergraduate programs. Applications for admission for both freshman and transfer students are available by visiting www.ubalt.edu/apply or by contacting the Office of Admission.

The Office of Admission at the University of Baltimore adheres to the Statement of Principles of Good Practice: NACAC's Code of Ethics and Professional Practices. Specifically, to avoid conflicts of interest and the appearance of unethical behavior, admission staff are not compensated by commissions, bonuses or other incentive payments based on the number of students referred, recruited, admitted or enrolled, nor are they offered any reward or remuneration to influence admission, housing, scholarship, financial aid or enrollment decisions.

The application fee is $35. Qualification for admission is determined without regard to race, color, religion, age, disability, sex, sexual orientation, gender identification or national origin.

## ADMISSION AS A FRESHMAN STUDENT

Selection for admission to the University of Baltimore for freshman students is based on performance at the secondary level as evidenced by the coursework and grades on the high school transcript, scores on college admission tests, scores on Advanced Placement (AP) tests and high school completion test scores (i.e., GED or EDP) credentials. Applicants with 23 or fewer college credits will be evaluated for admission based on freshman admission criteria. Admission officers review each applicant individually, evaluating the applicant's academic record, strength of academic program, grades earned, standardized test scores, special talents and interests, and an essay. Optional but not required for admission are letters of recommendation and a resume.

Applicants must earn a high school diploma from an accredited high school (or equivalent) and show evidence of completion of a minimum of 21 college preparatory credits for admission to UB. These credits include four (Carnegie) units of English, three units of mathematics (algebra I, algebra II and geometry) for students who entered ninth grade before 2011 or four units of mathematics (algebra I, algebra II, geometry and, for those who complete algebra II prior to their final year, a senior-year mathematics course that utilizes nontrivial algebra) for students who entered ninth grade in 2011 or later, three units of science (two with labs), three units of social sciences, and the remaining units in fine arts, foreign language, technology education or other academic electives. College preparatory courses are strongly recommended. UB awards credit for AP exams and International Baccalaureate (IB) exams. More detailed information can be found under Transfer Credit Policies: Credit by Methods Other Than For-Credit College Instruction. Grades are evaluated in the context of the high school attended and the rigor of the

program completed. An academic grade point average is calculated and considered when making an admission decision.

Freshman applicants must provide test scores from either the SAT or ACT; test scores should be submitted directly to UB from American College Testing (ACT) or the Educational Testing Service (SAT). The admission evaluation uses the highest test scores received. The University of Baltimore's College Board identification number is 5810; its ACT code is 1744. Applicants are encouraged to take these tests as early as possible. International students or those for whom English is not their first language may also be required to submit the Test of English as a Foreign Language (TOEFL). See section on English-Language Proficiency Policy for more information.

## APPLICATION DEADLINES

There is a priority application deadline of April 1 for freshman admission for the fall semester. Applications received after this date will be considered if space remains available in the freshman class evaluated on a rolling admission basis. Notification of admission usually is made within two weeks of review of the completed application. UB subscribes to the May 1 National Candidates Reply Date for students offered admission for the fall semester and Dec. 1 for the spring semester. UB accepts a limited number of freshman students for the spring semester. Contact the Office of Admission at 410.837.4777 or admission@ubalt.edu for more information.

Applicants must:

- Complete and submit the online application for admission.
- Pay the required $35 application fee (nonrefundable).
- Complete a Maryland in-state residency status form if they wish to be considered for in-state tuition rates.
- Submit official transcripts from all secondary/high schools and colleges attended as well as transcripts for military credits and other credit. Midyear senior grades may be requested; all enrolling students must submit complete transcripts with final grades and verification of high school graduation prior to the start of their first semester at the University.
- Submit either the SAT Reasoning Test or the ACT. (Applicants not required to submit SAT scores must submit a resume and two letters of recommendation.)
- Submit an essay/personal statement.

Accepted students who wish to defer enrollment for a year must make this request in writing prior to the beginning of the semester to which they applied for admission, preferably by May 1 for students admitted for fall. Requests may be emailed to an admission counselor and will be reviewed on an individual basis.

## SPECIAL FRESHMAN APPLICANT ADMISSION POLICIES

### Students from Unaccredited/Unapproved High Schools

Freshman applicants for admission who are graduates of unaccredited/unapproved high schools will be reviewed individually, with consideration given to factors such as college admission test scores, high school course content, performance in high school academic courses, the performance of previous students with similar academic preparation and other appropriate criteria.

**Students Who Have Been Out of School More Than Three Years**

Students who have earned a high school diploma (or equivalent) with a minimum GPA equivalent to a C or better but are more than three years beyond high school enrollment may be admitted by determination of the Admission Committee that the people applying have the potential for successful college work. This determination may be made by the evaluation of successful work experiences, essay, portfolio assessment and/or placement testing. A resume and two letters of recommendation are required.

**Students with Proficiency-Based Standards, Standardized Examinations or Equivalency Diplomas**

Students who graduated from regionally accredited secondary institutions with proficiency-based standards will be considered individually. Each secondary institution with proficiency-based standards will be asked to provide documentation about the student's achievement in secondary school.

Admission may be granted to students who were awarded a high school equivalency diploma by passing a standardized evaluation, such as the General Equivalency Development (GED) test or the External Diploma Program (EDP).

The Admission Committee will evaluate the breadth and depth of academic preparation through documentation provided by the student. In addition to the standardized SAT/ACT test scores and the essay/personal statement, optional materials, such as SAT subject tests, a resume and a list of extracurricular activities or letters of recommendation, may be provided or requested. The same standards used in regular admission regarding breadth and depth in academic subjects, minimum standardized test scores, and achievement in coursework apply to students admitted from this category.

**Home-Schooled Students**

All home-schooled students must demonstrate compliance with state and local education regulations. Demonstration of the competencies outlined in the UB requirements for admission may be combined with scores on a standardized college admission test examination, such as the ACT or the SAT, to satisfy the minimum qualifications for admission. For Maryland students, the home instruction program must comply with section 13A.10.01 of the General Regulations of the Maryland State Board of Education.

UB admission officers will evaluate the breadth and depth of academic preparation through documentation provided by the student. In addition to the standardized SAT/ACT tests and the essay/personal statement, optional materials, such as SAT subject tests, a resume and a list of extracurricular activities or letters of recommendation, may be provided or requested. The same standards used in regular admission regarding breadth and depth in academic subjects, minimum standardized test scores, and achievement in coursework apply to students admitted from this category.

## FOREIGN TRANSCRIPTS

The University of Baltimore does not evaluate foreign transcripts. Applicants who attended a secondary/high school, college or university outside the United States must arrange at their own expense to have their academic records evaluated in English by a UB-approved U.S. credentials evaluation service that is a member of the National Association of Credential Evaluation Services.

More information and appropriate forms may be obtained by visiting www.ubalt.edu/international or contacting the Office of Admission at 410.837.4777 or admission@ubalt.edu. The University may also require some applicants to provide additional documentation, such as syllabi and course descriptions.

## ENGLISH-LANGUAGE PROFICIENCY POLICY

Applicants who are non-native speakers of English and have not earned a degree from a regionally accredited U.S. college or university, regardless of citizenship or visa status, must demonstrate a satisfactory level of English proficiency as part of the application process. Official score reports should be submitted directly to the Office of Admission.

- **Test of English as a Foreign Language (TOEFL):** A score of 550 or higher on the paper-based test or 79 or higher on the internet-based test is required for undergraduate admission. TOEFL information is available at www.toefl.org and from the Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151, USA. The University of Baltimore's school reporting code is 5810.
- **International English-Language Testing System (IELTS):** An overall band score of 6.0 or higher is required for admission. IELTS information is available at www.ielts.org. A school reporting code is not required.

Freshman applicants who have completed three years of study at a U.S. high school and transfer applicants who have completed 56 or more transferable credits, including a grade of C or higher in English composition, at an accredited college or university in the United States are exempt from the English-language proficiency requirement.

The University reserves the right to require additional English-language instruction of any student. The University of Baltimore does not offer English as a second language courses.

## INTERNATIONAL STUDENTS

The University of Baltimore welcomes applications from qualified international students. Students who submit transcripts from an institution outside of the United States should refer to the section on Foreign Transcripts. Students who are non-native speakers of English or who have not earned a degree from a regionally accredited U.S. institution should refer to the section on English-Language Proficiency Policy. English translations must accompany all documents issued in a language other than English.

Immigrant and nonimmigrant students residing in the United States must submit copies of their green card (permanent resident card) or visa documents with their application for admission. Such documentation is relevant to the determination of the applicant's eligibility for Maryland or residency for tuition purposes by the Office of Admission and to the provision of immigration and visa services to applicants by the Office of Admission. Immigration status is not a factor in evaluating an applicant's eligibility for admission. International applicants, particularly those submitting foreign academic credentials and those residing overseas, are advised to apply well in advance of the semester for which they are seeking admission. Some academic programs may have application deadlines.

International applicants should submit the following documents as part of the application for undergraduate admission to the Office of Admission, 1420 N. Charles St., Baltimore, MD 21201-5779; fax: 410.837.4793; email: admission@ubalt.edu; website: www.ubalt.edu/admission:

- an undergraduate application form

- a $35 application fee (nonrefundable)
- official transcripts sent directly by each secondary/high school (freshman applicants) and college or university (transfer applicants) previously attended
- an independent evaluation report of foreign transcripts by a U.S. credential evaluation service (course by course, for transfer applicants), if applicable (see Foreign Transcripts section); the transcript must be evaluated by a member of the National Association of Credential Evaluation Services
- evidence of English-language proficiency, if applicable (see English-Language Proficiency Policy section)
- a completed I-20 Request Form, DS-2019 Request Form or Nonimmigrant Status Verification Form
- evidence of financial resources to cover tuition and living expenses in full for the duration of the applicant's program of study (F-1 and J-1 visa students only).

The Office of Admission provides visa assistance to prospective, admitted and enrolled international students. The Form I-20 (Certificate of Eligibility for Nonimmigrant F-1 Student Visa Status) or Form DS-2019 (Certificate of Eligibility for Exchange Visitor J-1 Status) is issued to those applicants who meet all academic, financial support and English-language proficiency requirements for admission to a full-time degree program. Students holding F-1 and J-1 status must maintain a full course of study in a minimum of 12 credit hours each term during the fall and spring semesters.

For more information and to obtain appropriate forms, contact the Office of Admission at 410.837.4777 or admission@ubalt.edu.

## ADMISSION AS A TRANSFER STUDENT

Admission as a transfer student is open to those who have completed a minimum of 24 college credits. (Applicants with 23 or fewer college credits—those credits may all transfer in—will be evaluated for admission based on the freshmen admission criteria, including the SAT if the applicant graduated from high school within the past three years.) Applicants who have a minimum cumulative 2.0 grade point average (on a 4.0 scale) will be offered admission to the University on a space-available basis. All applicants who have completed an associate degree from a Maryland community college will be granted admission regardless of grade point average. If a student attends another institution post-associate degree, the cross-institutional cumulative grade point average will be considered for admission. Students transferring from an out-of-state or private institution will be evaluated based on the college credits completed and grades earned. These credits must be earned at institutions (junior/community colleges, four-year colleges or universities) accredited by a regional accrediting association. Specific programs may have more restrictive admission criteria. All cumulative GPA calculations are cross-institutional and include all previous coursework at all previous institutions.

## ADDITIONAL ADMISSION REQUIREMENTS
- B.A. in Jurisprudence: Admission requires a minimum 3.0 cumulative grade point average. The opportunity to apply for admission to the early entry J.D. program at the University of Baltimore requires a minimum 3.35 cross-institutional cumulative grade point average.

- B.S. in Business Administration with a specialization in accounting: Admission requires a minimum 2.5 cross-institutional cumulative grade point average.
- B.S. in Business Administration with a specialization in finance: Admission requires a minimum 2.25 cross-institutional cumulative grade point average.
- B.S. in Forensic Studies: Admission requires a minimum 2.75 cross-institutional cumulative grade point average. Admission to the forensic science concentration requires a minimum 2.5 cumulative grade point average for the seven required science courses. An applicant eligible for admission to the B.S. in Forensic Studies program is not guaranteed an offer of admission to a specific specialization (e.g., forensic science or police science). Due to the limitations of facilities, staff and resources, the number of eligible applicants who can be adequately served is taken into consideration. As a result, offers of admission to specific specializations will be limited to the most qualified of eligible applicants.
- B.S. in Health Systems Management: Admission requires a minimum of 56 credits.

For more information, please refer to the individual degree programs. Information on each program can be found at www.ubalt.edu/majors.

## APPLICATION DEADLINES

The University of Baltimore has a policy of rolling admission notification for transfer students and will accept applications on a space-available basis. Students are encouraged to apply for admission as early as possible to ensure a prompt admission decision, advising and registration prior to the beginning of the semester.

Applicants must:
- Complete and submit the online application for admission.
- Pay the required $35 application fee (nonrefundable).
- Complete a Maryland in-state residency status form if they wish to be considered for in-state tuition rates.
- Submit official transcripts from all colleges and universities previously attended, as well as transcripts for military credits if seeking admission as a degree-seeking student. An official copy of each transcript should be sent directly from the issuing institution to the Office of Admission. This office cannot evaluate and award transfer credits until these transcripts are received. The office sends the applicant an evaluation of transfer credit upon receipt of the application, fee and official transcripts. Students can help speed up the admission and transfer credit evaluation processes by sending a current transcript from the transfer institution at the time of their application to UB and a final transcript once all coursework has been completed. These transcripts are due within the first 30 days of the semester to which the student is admitted.

## ADMISSION AS A NONDEGREE STUDENT

Applicants who wish to enroll in courses for personal enrichment, for professional development or as preparation for graduate study may be admitted to the University as nondegree students. Visiting students who wish to take courses that count toward a degree at another institution may also enroll as nondegree students (see section on Visiting Students below). The University has a rolling admission policy, but students are encouraged to apply for admission as a nondegree

student as early as possible to ensure a prompt admission decision, advising and registration prior to the beginning of the semester.

Nondegree students may take a maximum of 9 credits per semester, not to exceed a total of 30 credits at the University of Baltimore. See Nondegree Status in the Academic Policies section of this catalog.

Applicants for nondegree status must:
- Complete and submit the Application for Nondegree Students (available at www.ubalt.edu/admission/forms).
- Pay the required $35 application fee.

Nondegree-seeking students attending the University of Baltimore may be considered for admission as degree-seeking students. All cross-institutional college credits transferable to a degree program must meet the minimum required cumulative GPA. Coursework completed at UB as a nondegree student will not contribute to the 2.0 GPA and 24-credit-hour transfer admission requirement. Students must file an application for admission and all supporting documents to become degree-seeking students. See Degree Status in the Academic Policies section of this catalog. Nondegree students may take a total of 30 credits at the University.

## INTERINSTITUTIONAL STUDENTS

Undergraduates enrolled full time in a degree program at any of the University System of Maryland schools and who have attained at least sophomore status (30+ credits) are eligible to participate. Students may take courses at any institution in the USM as interinstitutional students by filling out an interinstitutional registration form in their home school's records office. Their home school's adviser and registrar must sign off before students can present the form to the University of Baltimore's Office of Records and Registration. Students must be in good academic standing. Interinstitutional registration is available only for spring and fall semesters. No admission application is required; details on the interinstitutional registration process can be found in the Academic Policies section and can be obtained from the records office at the student's home school or from the University of Baltimore's Office of Records and Registration.

## VISITING STUDENTS

Students who wish to register for courses and to have final grades transferred to count toward a degree at their home institution may enroll as visiting students. A visiting student is one who is currently enrolled at another institution outside of the USM, a USM student who is part time or a full-time USM student with sophomore standing who wishes to take courses at UB during the summer session or winterim. Full-time USM students with sophomore standing who wish to take courses during the spring or fall semester must follow the interinstitutional registration procedures outlined above.

Applicants for visiting student status must:
- Complete and submit the Application for Visiting Students (available at www.ubalt.edu/admission/forms).
- Pay the required $35 application fee.

The application requires a signature from an official at the applicant's home institution confirming the applicant has completed the prerequisites for the course(s) to be taken, is in good standing at the sending institution and has permission to take courses at UB.

# READMISSION

Students who do not enroll at the University for more than two consecutive semesters, excluding summer sessions, must apply for readmission. For readmission consideration, students must submit a new application form, residency form and application fee. Readmission is not guaranteed. These students are responsible for meeting the admission and degree requirements, and for adhering to the policies and procedures in effect at the time of readmission, not those under which they originally enrolled. The exception is students who have been granted an official leave of absence in advance. For more information, see Continuous Enrollment/Leave of Absence in the Academic Policies section of this catalog.

Applications for readmission from students on academic probation and/or suspension must be approved by the dean (or designee) of the college in which they were enrolled. See Satisfactory/Unsatisfactory Progress in the Academic Policies section of this catalog.

International students who have not enrolled for one or more semesters, excluding summer sessions, must obtain clearance from the Office of Admission before re-enrolling.

Applicants for readmission should be aware of the following:

- Students who have attended another institution since their last period of enrollment at the University of Baltimore and wish to transfer course credit should arrange to submit an official transcript to the Office of Admission directly from the institution granting the course credit.
- Any previous balance due the University must be paid in full before an application for readmission will be considered.

# SECOND BACHELOR'S DEGREE

Students who previously earned a bachelor's degree at either the University of Baltimore or another accredited institution may earn a second bachelor's degree in a different degree program. Students must complete a minimum of 30 credits in residence at the University of Baltimore, applicable only to the second degree, and satisfy all of the departmental requirements for the degree, but they are not required to fulfill General Education or University-wide course requirements. No University of Baltimore courses taken to complete the first bachelor's degree can be retaken to complete the second bachelor's degree.

Credits used to satisfy a first degree at the University of Baltimore may not be applied toward the 30-credit residency requirement for the second degree. In some cases, this policy may require the substitution of courses in the major other than those specified by the second degree's program. Students interested in pursuing a second bachelor's degree should consult with the appropriate program director before making a formal application through the Office of Admission.

A student with a bachelor's degree in criminal justice cannot be admitted into the B.S. in Forensic Studies program with a concentration in police science. A student who has earned a bachelor's degree in business administration at UB or at any institution may not earn a second bachelor's degree in business administration with a different specialization. However, students may pursue a second bachelor's degree in information systems and technology management in the Merrick School of Business.

Students applying for a second degree at UB must submit an application for undergraduate admission (indicating "readmission" if they previously earned a bachelor's degree at UB) and

pay the appropriate application fee. A maximum of 90 transferable credits may count toward the second degree.

## TRANSFER CREDIT POLICIES

All degree or certificate program applicants who transfer to the University of Baltimore receive a formal evaluation of transfer credit from the Office of Records and Registration. Transfer credit can only be awarded from an official transcript sent to the University of Baltimore from the institution that originally granted the course credit. This evaluation will be incomplete if the student is still taking coursework elsewhere. A final evaluation is made upon receipt of official transcripts showing grades and credits from the most recent semester and, if appropriate, the posting of receipt of a degree on the final transcript. Since not all transfer credits may be applicable to the specific degree pursued by a student, students are advised to review courses required for their degree in advance of transfer.

Many of the courses students transfer have already been equated with UB courses, making the transfer process as seamless as possible. However, transfer courses that have not been through the evaluation process are submitted to faculty subject matter experts for review, the result of which will equate the course with an existing UB course, designate the course as an unspecified elective or, in rare cases, determine that the course will not transfer.

The following general policies also apply:

- Credit earned and transferred from a two-year college is limited to 63 credits. Students transferring from a two-year college must complete a minimum of an additional 57 credits to be awarded a bachelor's degree, except in cases where credits transferred are covered by an active articulation agreement with the two-year college.
- Transfer students who have credits from a four-year college may transfer up to 90 credits but may not have more than 70 credits of 100- to 200-level (freshman/sophomore) coursework. To satisfy graduation requirements, students transferring from a four-year college must complete a minimum of 30 credits at the University of Baltimore.
- Transfer students from institutions that do not have regional accreditation will be reviewed individually to determine the transferability, if any, of courses taken.
- Transfer credit is granted if the student has earned the required minimum grade in courses. A grade of D is transferable only if the overall cumulative grade point average is 2.0 or better. Students who earn a D in General Education courses from Maryland public institutions will be able to transfer these credits to fulfill General Education requirements at the University of Baltimore if the sending institution accepts D grades to satisfy General Education requirements. Otherwise, a grade of C- is required for lower-division General Education requirements, and a C is required for lower- and upper-division major requirements as well as for upper-division General Education requirements.
- Developmental/remedial or orientation course credit may be transferred to meet - qualifications for admission, but such credit is excluded from fulfilling graduation requirements.
- A maximum of 12 semester credit hours in occupational/technical courses completed at a regionally accredited college may be transferred and applied toward degree requirements in the general elective category. (This policy does not apply to radiologic technician, nursing or other occupational/technical courses covered by other University policies and agreements.)

- Students who wish to appeal a decision regarding the transferability of a course should first contact the Office of Records and Registration at transfercredit@ubalt.edu. If a satisfactory resolution cannot be reached, the student may then appeal to the appropriate academic dean or, in the case of a General Education course or a graduation requirement, the student should follow the relevant process described in the section below. The third level of appeal for non-General Education/graduation requirement transfer of credit is the provost. Appeals regarding transfer credit must be initiated by students within one year of initial enrollment.
- The student transfer policies adopted by the Maryland Higher Education Commission, applicable to all Maryland public postsecondary educational institutions, are listed in the Policies section of this catalog.

**Please note:**
- Not all transfer credits may be applicable to graduation requirements. All students are required to take the last 30 credits toward the bachelor's degree at the University of Baltimore.
- A maximum of 30 business credits can be used toward a UB arts and sciences or public affairs bachelor's degree.

## TRANSFER CREDIT AND GENERAL EDUCATION REQUIREMENTS

University of Baltimore General Education requirements may be satisfied by transfer courses or by courses taken at the University of Baltimore. Generally, evaluation of applicable transfer credit is done on a course-by-course basis. However, there is flexibility in meeting these requirements under the conditions of and in accordance with the Maryland Higher Education Commission's General Education and Student Transfer Policies. (See the policies website at www.ubalt.edu/policies.) These conditions are as follows:
- Students who transfer from a Maryland public community college with an A.A. or A.S. will automatically fulfill state-mandated General Education requirements at the University of Baltimore. They will be responsible for completing all University of Baltimore General Education requirements in addition to any graduation requirements not already met.
- The General Education credits of students for whom the previous item does not apply will be evaluated on a course-by-course basis in accordance with Maryland Higher Education Commission student transfer policies.
- Transfer students who need to take placement tests to be eligible to enroll in required lower-division composition and/or mathematics courses must do so by their second registration. After their first semester, they will not be permitted to register for any courses without permission until the required lower-division General Education courses in writing and mathematics have been successfully completed.
- Applicants who hold a Maryland registered nurse or radiologic technician license are eligible to have certain General Education requirements satisfied. These include writing, communication, social science and biological/physical sciences. Students must submit a copy of their valid license in addition to their official transcripts. In addition, a maximum of 63 credits will be awarded/satisfied for a valid registered nurse or radiologic technician license in combination with community college credits.

# GENERAL EDUCATION AND GRADUATION REQUIREMENT TRANSFER CREDIT CHALLENGES

**Informal Process**

If an undergraduate student believes a course taken at another institution should satisfy a General Education requirement at UB but the UB transfer evaluation did not indicate that the course would meet a General Education requirement, the student may petition the matter informally to the assistant provost for undergraduate studies to discuss the concern. The student should request the meeting in writing (email is acceptable for this purpose) and keep a copy of the meeting request. All meeting requests must be made before the end of the student's first semester at UB; in the case of a student beginning a new program of study, the request must be made within the student's first semester of the new program of study.

Within 14 calendar days of receiving such a request, the assistant provost for undergraduate studies will set a time to consult informally with the student to discuss the student's concerns. Although this consultation will ideally be held in person, it may also take place by telephone or through email correspondence to accommodate both participants. If the student and the assistant provost are able to reach an agreement about how to address the student's concern during or as a result of the informal consultation, the matter will be considered resolved.

If a student requests a meeting but the assistant provost for undergraduate studies does not respond within 14 calendar days, or if the assistant provost is unavailable to consult in person, by phone or by email within that period, the student may proceed with the formal appeal process described below.

**Formal Process**

If the student's concern about the General Education transfer credit has not been resolved through the informal consultation with the assistant provost for undergraduate studies, the student may present the matter in writing to the chair of the General Education Council of the University Faculty Senate. The council serves as the decision-maker for the request. If a council member has a conflict of interest with regard to the request, the president of the relevant faculty senate will designate an alternate, unbiased representative.

The student's written submission for appeal will:
- state that the consultation requirements of the informal process have been met
- state clearly the reasons for requesting the General Education transfer credit approval
- contain documents, including a course syllabus and the catalog course description from the granting institution, to provide full details of each course for which General Education transfer credit is requested and was initially denied General Education transfer credit.

Within 30 calendar days after receiving a written request from a student, the council will render a written decision as to whether the transfer credit meets a General Education requirement. In the case of a request arriving during a period when the council is not in session (e.g., summer), the council will render a written decision within 30 calendar days after the first meeting of the next academic term when the council meets.

If an undergraduate student believes a course taken at another institution should satisfy a graduation requirement at UB but the UB transfer evaluation did not indicate that the course would meet a graduation requirement, the student may petition the matter informally to the

assistant provost for undergraduate studies to discuss the concern. The student should request the meeting in writing (email is acceptable for this purpose) and keep a copy of the meeting request. All meeting requests must be made before the end of the student's first semester at UB; in the case of a student beginning a new program of study, the request must be made within the student's first semester of the new program of study. The assistant provost for undergraduate studies will consult informally with the student about whether the graduation requirement might be considered to satisfy a graduation, General Education or major requirement and will refer the student to the appropriate person for further action.

If the student's concern about the graduation requirement has not been resolved through informal consultation with the program director, the student may present the matter in writing to the dean of the college or school. The dean or designee serves as the decision-maker for the request.

The student's written submission will:
- state that the consultation requirements of the informal process have been met
- state clearly the reasons for requesting the graduation requirement transfer credit approval
- contain documents, including a course syllabus and the catalog course description from the granting institution, with full details of the course or courses for which graduation requirement transfer credit is requested.

Within 30 calendar days after receiving a written request from a student, the dean will render a written decision on whether the transfer credit meets a graduation requirement.

## ARTSYS AND ARTICULATION AGREEMENTS

Academic programs at Maryland's community colleges are articulated through the ARTSYS program, available online at http://artsys.usmd.edu. ARTSYS is a statewide program that provides detailed, course-to-course transfer information, recommended academic plans for transfer and an unofficial transcript audit. By using the system, a student can better plan for transfer to the University of Baltimore.

In some cases, the University of Baltimore has entered into articulation agreements with individual community colleges. The agreements solidify a course of study and may award additional transfer credit. Copies of these agreements are available online or through a transfer counselor at the community college.

## CREDIT BY METHODS OTHER THAN FOR-CREDIT COLLEGE INSTRUCTION (PRIOR LEARNING, AP, COLLEGE-LEVEL EXAMINATION PROGRAM, IB, DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT, MILITARY CREDITS)

### Credit for Prior Learning

The University of Baltimore's College of Public Affairs, Merrick School of Business and Yale Gordon College of Arts and Sciences will consider awarding credit for prior learning through course challenge examinations, portfolios, accredited noncollegiate programs, military training, International Baccalaureate coursework, and courses or programs completed at accredited institutions in addition to traditional transferred credits from accredited schools. The Office of the Dean in each school/college will house the lists of contacts and programs in the school/colleges

participating in the prior learning award application and evaluation process. Only courses in the student's major or required coursework in a minor will not be considered for prior learning credit review. UB will consider the following as suitable sources for prior learning credit:

- military education and training
- alternative noncollegiate programs
- massive open online courses and other open-source courses.

### College-Level Examination Program Examinations

Since CLEP tests are most often taken to fulfill lower-division requirements, CLEP scores are acceptable for credit before completion of 90 credit hours. Once the student has begun the last 30 credits of study, CLEP scores are no longer acceptable for credit.

### AP Examinations

The University of Baltimore will award credit for AP scores of 3 or higher. For information regarding General Education equivalencies or lower-level elective equivalencies, visit www.ubalt.edu/admission or contact the Office of Admission at 410.837.4777 or admission@ubalt.edu. Enrolling students are required to submit official AP scores from the College Board prior to matriculation to receive credit.

### International Baccalaureate Examinations

UB awards 30 credits and sophomore standing to high school students who complete the full IB diploma. Each applicant's transcript will be reviewed by the Office of Records and Registration to determine how the 30 credits will be applied to the record of the student.

Students who have completed higher-level IB courses without completing the full diploma and have successfully completed the corresponding IB examinations may be entitled to credit at UB. Students should have official exam scores sent from the International Baccalaureate Organization to UB. The Office of Records and Registration will review exam scores and determine credits awarded.

Contact the Office of Admission at 410.837.4777 or admission@ubalt.edu for information. Enrolling students are required to submit official IB scores prior to matriculation to receive credit.

### Defense Activity for Nontraditional Education Support

UB awards credit based on scores on the DANTES Subject Standardized Tests and follows the recommendations of the American Council on Education regarding the amount and type of credit awarded for minimum scores. Those who have training or learning experiences as military personnel and would like additional information should contact the Office of Admission at 410.837.4777 or admission@ubalt.edu.

## RESIDENCY CLASSIFICATION

The USM Board of Regents has established a policy regarding student residency classification for admission, tuition and charge differential. Residency classification shall be determined on the basis of permanent residency.

Students must meet eight criteria before in-state status for admission, tuition and charge differential purposes can be assigned. These criteria are:

1. at least 12 consecutive months of residency in Maryland prior to the start of classes

2. all personal property maintained in Maryland
3. Maryland income tax paid on all taxable income earned for the previous 12 months, if employed
4. registration of motor vehicles in Maryland in accordance with Maryland law
5. possession of a valid Maryland driver's license in accordance with Maryland law
6. Maryland voter registration (if registered to vote)
7. no receipt of any public assistance from a source outside Maryland
8. legal ability under federal and Maryland law to reside permanently in Maryland.

These eight criteria are guidelines of the factors considered in the determination of residency status. It is strongly recommended that students review the complete policy on in-state residency, located in the Policies section of this catalog.

The above policy is subject to change without notification. Changed policies will be recorded in the Office of Admission and in the Office of Records and Registration.

Admission residency applications and petitions for current students who wish to request a change of residency status are available at www.ubalt.edu/admission/forms.

The policy on student residency classification for admission and tuition purposes is approved by the University System of Maryland Board of Regents. The current policy can be found at www.usmd.edu/regents/bylaws/SectionVIII/VIII270.html.

Students may also qualify for in-state status if they are:
- a full-time or part-time (at least 50 percent time) regular employee of the University System of Maryland or a University System of Maryland institution
- the spouse or financially dependent child of a full- or part-time (at least 50 percent time) regular employee of the University System of Maryland or a University System of Maryland institution
- a full-time, active member of the United States armed forces whose home of residency is Maryland, or one who resides or is stationed in Maryland, or the spouse or a financially dependent child of such a person: Students who qualify under this provision will retain in-state status for tuition purposes as long as they are continuously enrolled, regardless of a change in military assignment or status of the active member of the military.
- a veteran who provides documentation that he/she was honorably discharged from the United States armed forces and currently resides or is domiciled in Maryland
- a veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill - Active Duty Program) or chapter 33 (Post-9/11 GI. Bill) of title 38, United States Code, who lives in Maryland while attending a school located in Maryland (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more
- anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Maryland while attending a school located in Maryland (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more
  - anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the same school: The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or release as

described above and must be using educational benefits under either chapter 30 or chapter 33 of title 38, United States Code.

- anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Maryland while attending a school located in Maryland (regardless of his/her formal state of residence)
- anyone using transferred Post-9/11 GI. Bill benefits (38 U.S.C. § 3319) who lives in Maryland while attending a school located in Maryland (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty
- a member of the Maryland National Guard, as defined in the Public Safety Article of the Maryland Annotated Code, who joined or subsequently serves in the Maryland National Guard to provide a critical military occupational skill or be a member of the Air Force Critical Specialty Code as determined by the National Guard
- full- or part-time active members of the Maryland National Guard, regardless of their place of residence, may receive 50 percent reduction in tuition for a maximum of 6 credits per term.
- nonresident University applicants who graduated from a Maryland high school and completed 60 credits or an associate degree at a Maryland community college: These students may be eligible for a nonresident tuition fee differential exemption under legislation passed by the Maryland General Assembly (the Maryland Dream Act).

## NONRESIDENT TUITION FEE DIFFERENTIAL EXEMPTION REQUEST

Any student, other than a nonimmigrant alien within the meaning of U.S.C.§1101(A)(15), who meets all of the following requirements shall be exempt from paying nonresident tuition at all public colleges and universities in Maryland.

**Requirements**

A student must:

- have attended a public or nonpublic high school in Maryland for at least three academic years no earlier than the 2005-06 school year
- have graduated from a public or nonpublic high school in Maryland or received the equivalent of a high school diploma from the state no earlier than the 2007-08 school year
- have attended a community college in Maryland no earlier than the 2010 fall semester and met the requirements for the nonresident tuition exemption policy at the community colleg
- have received an associate degree from or achieved 60 credits at a Maryland community college
- provide the institution with a copy of the affidavit submitted to the community college regarding the filing of an application to become a permanent resident with 30 days after becoming eligible to do so (if applicable)
- provide to the institution documentation that the individual or the individual's parent or legal guardian has filed a Maryland income tax return:
- annually while the individual attended a high school in Maryland
- annually while the individual attended a community college in Maryland

- annually during the period, if any, between graduation from or achieving 60 credits at a Maryland community college and registration at a Maryland public-sector higher-education institution
- annually during the period of attendance at the Maryland public-sector senior higher-education institution
- register at a Maryland public-sector higher-education institution in the state not later than four years after graduating or achieving 6 credits at a Maryland community college.

Information and petition information regarding the Nonresident Tuition Exemption Policy is available at www.ubalt.edu/admission/forms.

# ACADEMIC ADVISING, REGISTRATION AND ACADEMIC POLICIES

## Academic Advising

College of Public Affairs: 410.837.5359
Merrick School of Business: 410.837.4944
Yale Gordon College of Arts and Sciences: 410.837.5351

The University is committed to academic excellence and student success. A professional staff of academic advisers is available in the College of Public Affairs, the Merrick School of Business and the Yale Gordon College of Arts and Sciences. 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.

Students should make an appointment to see an adviser before withdrawing from the University, even if they expect the withdrawal to be temporary.

Incoming students should take writing or math placement examinations before registering for their first semester at the University. Students admitted as freshmen 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 (unless they are transferring with under 24 credits and are admitted as freshmen). 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.

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:

- MATH 83 or 84: Foundational Mathematics
- MATH 111: College Algebra
- MATH 113: Mathematics for Liberal Arts
- MATH 115: Introductory Statistics
- WRIT 100: Reading & Writing Processes for College Composition
- WRIT 101: College Composition
- WRIT 300: Composition & Research.

The University offers foundational courses for students who need additional support to be successful. A primary reason why students should take the placement exams early in their academic career is that a delay in taking the preparatory courses can also delay graduation.

New students who require one or more mathematics courses for their UB undergraduate degree may be exempted from the mathematics placement testing if they meet certain criteria:

- successful completion, with a grade of C or better, within the past three years of foundational/developmental mathematics equivalent to UB MATH 83 or 84: Foundational Mathematics at a previous institution of higher education

*or*

- transfer into UB of college-level elective mathematics credit from either courses successfully completed at another institution of higher education or from CLEP

  *or*

- successful completion, with a grade of B or better, within the past three years of high school courses in calculus, precalculus, algebra II, trigonometry, geometry or statistics/statistical analysis

  *or*

- an SAT score in mathematics of 500 or higher, if the score is no more than three years old.

In all of the above cases, coursework taken at another institution will be evaluated by the mathematics coordinator or the director of the foundational mathematics program to determine if a student can be directly enrolled into credit-bearing mathematics or if a placement exam will be required. If a placement exam is required, the student may be placed into MATH 83 or 84.

Newly admitted students meet with their adviser to determine which credit-bearing mathematics course they will need (e.g., MATH 111, 113 or 115) prior to course registration. Students who enroll in a credit-bearing mathematics course and are not successful are required to repeat the credit-bearing course but do not need to take MATH 83 or 84 or another foundational course. Students may opt to do so.

**Process Notes**

Students admitted to UB who meet the criteria listed above will have a developmental math exemption indicator placed on their student record. The developmental math exemption hold exempts the student from needing a placement test. The newly admitted students meet with their adviser to discuss their mathematics courses thus far and to determine which credit-bearing course they need according to program of study.

The mathematics program collects course descriptions on a regular and recurrent basis from feeder community colleges to determine which are comparable to MATH 83 or 84. All other courses are evaluated on a case-by-case basis.

# ADVISING FOR FRESHMAN STUDENTS

**First-Year and Sophomore Success**
Academic Center, Room 209
Tel: 410.837.4186

Students entering the University as freshmen (with 0 to 23 college credits) are assigned an adviser in the Office of the Executive Vice President and Provost. Freshman students are required to meet with an adviser prior to registering for classes, when considering withdrawal from a class or making any other kind of schedule change, and when preparing to officially apply for a major field of study. For advising appointments, students should contact First-Year and Sophomore Success.

Students admitted as freshmen may declare a major when they successfully complete a minimum of 24 credits of coursework at UB with a 2.0 average or higher and have met all minimum standards for entrance into the chosen major. Students are required to declare a major by the time they have completed 45 credits. Students admitted as freshmen who have

not completed their lower-division General Education courses in writing and mathematics within the first 45 credits may register for subsequent semesters only with permission of the academic adviser. Students with fewer than 24 credits may register for 300- and 400-level courses with permission of an adviser.

## COLLEGE OF PUBLIC AFFAIRS ADVISING

College of Public Affairs
Tel: 410.837.5359

All new students in the College of Public Affairs must meet with the director or adviser of their degree program prior to registration for their first semester. Program directors and advisers assist students in planning their academic careers and selecting appropriate courses to satisfy degree requirements. Students new to a degree program 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:

- students changing their degree program or specialization
- probationary students
- reinstated or readmitted students
- nondegree students
- students registering for an independent study or internship
- students requesting to take more than 9 credits part time and more than 16 full time during a regular semester or 6 credits during a summer session (requires permission from the dean)
- students requesting to take a course at another college or university.

Students are responsible for reviewing carefully the requirements for their chosen degree 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 and Policy Building, Room 112, to provide information and clarification about public affairs programs, policies and procedures.

## MERRICK SCHOOL OF BUSINESS ADVISING

Merrick School of Business
Tel: 410.837.4944

All new candidates will receive a guide to graduation containing a program guide and must meet with an adviser prior to registering for their first semester. Academic advisement is available in the Merrick Advising Center within the William H. Thumel Sr. Business Center, Room 142. The center offers day and evening hours. Scheduled appointments are recommended. To make an appointment, call 410.837.4944. Advisers provide information on Merrick School of Business programs, policies and procedures. Students in online programs 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 of study must be approved. Department chairs and Merrick School

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

Continuing students in good academic standing can register without an adviser's signature and are responsible for following their program guide. Continuing students who must obtain advisement and/or permission to register are:

- students declaring a major
- students changing their program or specialization
- students on academic probation
- readmitted and reinstated students
- nondegree-seeking students
- students registering for an internship, independent study or practicum course
- students requesting to take more than 16 credits during a regular semester or 7 credits during a summer session (requires permission from the Office of the Dean; please see the [Semester Load](#) section of this catalog)
- 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.

# YALE GORDON COLLEGE OF ARTS AND SCIENCES ADVISING

Yale Gordon College of Arts and Sciences
Tel: 410.837.5351

All new students in the Yale Gordon College of Arts and Sciences must meet with the adviser of their degree program prior to registration for their first semester. Program directors and advisers assist students in planning their academic careers and selecting appropriate courses to satisfy degree requirements. Students new to a degree program 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.

Consistent and timely academic advising is strongly related to student success. To enhance the services the college provides to its students and increase the likeliness for success and on-time degree completion, UB implemented mandatory milestone advising for all new undergraduate students beginning in fall 2017.

Milestone advising is anchored by three specific touch points and aligned with the personal, professional and academic goals of students at those points. The touch points are:

- 45 credits: Advisers work with students to further explore the declared major and connect students with support services, clubs and other campus groups to enhance the opportunity to be involved in the UB community.
- 60 credits: Advisers work with students to prepare for internships, global field studies and other experiential learning opportunities. Students will also be reintroduced to the support services offered by the Career and Internship Center.
- 90 credits: Advisers focus on the final steps to graduation and the options for postbachelor's degree completion. Students learn more about the graduate degree programs at UB that fit their goals.

Students who have reached these important milestones must meet with their advisers to discuss their next steps for registration, course scheduling and other key academic topics before they register for classes. Advisers will release the milestone advising service indicator on students' accounts at the conclusion of the advising meetings.

In any case, Yale Gordon College of Arts and Sciences students are ultimately responsible for reviewing the requirements for their chosen degree program and seeking clarification from a program director or adviser if necessary.

In addition, continuing students who must obtain advisement and a departmental and/or dean's office signature before registering are:

- students declaring a major
- students changing their major program or specialization/track
- probationary students
- reinstated or readmitted students
- nondegree students
- students registering for an independent study or internship
- students requesting to take more than 16 credits during a regular semester or 7 credits during a summer session (permission from the Office of the Dean required; please see [Semester Load](#) section of the catalog)
- students requesting to take a course at another college or university.

# PLACEMENT FOR COURSES

**Placement for Lower-Division 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 a placement exam or meet appropriate prerequisites prior to registration and will be notified of testing dates. Transfer students who have satisfied Maryland Higher Education Commission General Education Program requirements in composition and/or mathematics at another college or university are exempt from placement testing for lower-division General Education courses in the satisfied area(s). After their first semester, they will not be permitted to register for any courses without permission until the required lower-division General Education courses in writing and mathematics have been successfully completed. Transfer students who need to take placement tests should contact the Office of Transitions and Community Engagement at 410.837.4186 or 410.837.5915. Students with current documentation of disabilities will be eligible for accommodations, when appropriate. Placement scores are valid for two years in accordance with state guidelines.

**Placement Tests Taken at Another Institution**

Students who have taken placement tests identical to the placement tests used at UB but at another institution within the last two years may request that those test results be used to place them in the appropriate UB courses. Students must provide documentation of any test results that are less than two years old to the Office of Transitions and Community Engagement, which will determine placement based on UB's current required scores.

**Retest Policy**

Students are allowed one retest attempt for the mathematics placement test. A student may retest for mathematics no sooner than two weeks after the initial test date. During that time,

students are encouraged to seek additional assistance and preparation through the Mathematics Learning Center.

**Foundational Course Repeat Policy**
Students are required to earn a PS (C- or better) in any foundational course to progress into the next course. Students who do not earn a PS grade are allowed no more than a total of three attempts. Since MATH 83 or 84 grades are not computed into the GPA, students who repeat this course should not file repeat/replace course forms. If after three attempts, the student still has not achieved a PS grade, 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, following a plan approved by the adviser or the appropriate dean. Once the conditions of the plan are fulfilled, the student may submit a request for reinstatement to the appropriate dean. If approved, the student may be granted permission to register for classes in the next academic semester.

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.

# Registration

Office of Records and Registration
Tel: 410.837.4825
Fax: 410.837.4820
Email: records@ubalt.edu
Web: www.ubalt.edu/records

## SCHEDULE OF CLASSES

The schedule of classes, posted in the MyUB portal and as a PDF online at www.ubalt.edu/records prior to registration each semester, is the official record of the class offerings for the semester. It reflects current academic information necessary for students, faculty and staff to plan for the semester. The schedule of classes, along with registration dates and the academic calendar, can be found on the University's website. Registration throughout the registration period can be accomplished using MyUB, the University's online information and registration system.

Students should be aware that the University does not cancel any student's registration for nonpayment. Students must withdraw from class(es), and failure to do so will create a financial obligation to the University even if the student does not attend class(es). Please review the appropriate policy in the Tuition and Fees section of this catalog or at www.ubalt.edu/bursar.

## REGISTRATION

MyUB-only registration allows students the opportunity to register for the next semester when the largest array of course sections is open. This option will assure students the greatest flexibility in scheduling their classes. During MyUB-only registration, students are restricted to registering online using the MyUB portal. The MyUB-only registration period usually extends for one week. After that, students may register using the MyUB portal or in person.

Students are urged to register early for the following semester. New students who have been officially accepted by the University prior to the registration period may register after receiving the required advisement. Registration is continuous from the initial date announced in the academic calendar and registration schedule through the end of the late registration period. Schedule adjustments, such as add/drop, may also be done during this period according to the calendar established for each term.

During registration, students submit class schedules and have the course selection confirmed. The student will receive a class schedule and a statement of fees at the end of the registration period. The registration will be completed if payment is made in full, payment arrangements have been made, the student has enough financial aid to cover the full balance, the student has enough financial aid to cover half of the full balance and has on file in the Office of the Bursar a signed and approved deferred payment form, or the student has submitted an approved third-party contract by the specified payment deadline.

Students who register and do not withdraw will be held responsible for tuition and fees even if they never attend class.

## LATE REGISTRATION/ADD-DROP

Late registration and final schedule adjustments are allowed during the first week of the 15-week academic term. It is important to be aware that classes are in progress and that some academic work may have been missed.

The add period will extend for the first seven days of the semester. Afterward, a student may add a course only with the permission of the dean or the dean's designee representing the college or program offering the course.

The drop period will extend for the first seven days of the semester. A student dropping a course after the seven-day drop period and prior to the end of the withdrawal period will receive a W grade. The official dates of the late registration period are listed in the academic calendar for each semester.

The above policy relates to a standard 14-week semester with one week of finals. Please refer to the full academic calendar for late registration/add-drop dates for shortened sessions within the semester.

## CANCELLATION OF REGISTRATION

The University reserves the right to cancel any registration for which the student in question has not complied with appropriate procedures, rules and regulations, and the financial requirements of the University. Notably, a student will be dropped from a class roster if the student does not participate in the class by the drop/add deadline. Participation is defined by the faculty member for the class delivery mode. If there is an emergency that prevents a student from participating in an online class or in a face-to-face class during the first week of class, the student should contact the professor and the Office of Records and Registration before the schedule adjustment period ends to discuss whether the student may be retained in the course or added after the class has started. Once the schedule adjustment period ends, however, the student remains on the course roll unless the student takes action to withdraw.

Students should be aware that the University does not cancel any student's registration for nonpayment. Students must withdraw from class(es), and failure to do so will create a financial obligation to the University even if the student does not attend class(es). Please review the appropriate policy in the Tuition and Fees section of this catalog or at www.ubalt.edu/bursar.

## TRANSCRIPTS

The transcript is the official record of a student's academic program. It is released only upon written authorization of the student or by an authorized directive from the judicial system. Students who have unpaid balances may have holds placed on their records, which prevent the release of transcripts and/or diplomas.

# Academic Policies

Office of Records and Registration
Tel: 410.837.4825
Fax: 410.837.4820
Email: records@ubalt.edu
Web: www.ubalt.edu/records

## DEFINITIONS OF UNDERGRADUATE STUDENT STATUS

**Class Standing**
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 freshman has earned between 0 and 29 credits, a sophomore 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.

**Degree Status**
To attain degree-seeking status at the University of Baltimore, a student must be admitted as a degree-seeking or certificate student.

**Students Admitted as Freshmen**
All students who have zero to 23 undergraduate credit hours of college-level courses will participate in First-Year Experience.

**Full-Time Status**
A full-time student is a degree-seeking student who is carrying a minimum of 12 credit hours per semester, fall and spring.

**Part-Time Status**
A part-time student is a degree-seeking student who is carrying fewer than 12 credit hours per semester (fall and spring). In the summer sessions, the allowable credit load is 6 credits, and all students are classified as part time.

**Nondegree Status**
Nondegree students may take a maximum of 9 credits per semester (maximum of six during the 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.

## SATISFACTORY AND UNSATISFACTORY PROGRESS

**Please note:** These policies are for determining satisfactory academic progress. Visit www.ubalt.edu/sap 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.

- 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. Probationary status is a warning that satisfactory progress is in jeopardy.
- 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 registered. 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.
- Students with fewer than 45 earned college credits will be placed in academic jeopardy for the following semester after earning three or more grades below C- (including F in pass/fail courses) in any full-time semester (12 or more credits, including foundational classes), regardless of whether their cumulative GPA is at 2.0 or above after that semester. Students in academic jeopardy must obtain advisement from the appropriate academic adviser before attending classes the following semester or summer session, even if they have already registered. Full-time students in academic jeopardy 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 in academic jeopardy may not take more than 3 credits at any given time during the summer. Students with a cumulative GPA below 2.0 will be restricted to 12 credits in the next enrolled semester if they:
    o place into both foundational math and foundational writing courses.
    o fail a foundational course.
    o are placed in academic jeopardy.
- 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 at least 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.
- 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 appropriate academic dean (see next bullet). For-credit courses taken elsewhere during the period of suspension may be applied to the academic program at UB with prior approval from the appropriate dean's representative if the student is suspended for academic reasons but may not be applied for UB credit if the student is suspended for other reasons. Should a student on academic suspension earn eligible credits at another institution, the grades earned in those courses will not be calculated into the UB GPA, nor will the repeat/replace policy be applied to any course taken elsewhere that is a direct equivalent of a UB course. Students who do not seek prior approval to take a course or courses at another institution are not guaranteed that the course or courses will transfer to the University of Baltimore.
- Reinstatement at the University of Baltimore is not automatic. The suspended student must request reinstatement in writing from the 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.

- A suspended student who has been away from the University for longer than two regular semesters must also apply for readmission after being approved for reinstatement by the appropriate academic dean. Suspended students must meet the requirements of the catalog in effect upon return if they are readmitted.
- A student returning from suspension must receive advising and be cleared by the appropriate academic dean before registering. A reinstatement or readmission on probation approval 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.
- 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 re-entry and/or must fulfill any requirements outlined in the reinstatement or readmission on probation approval. Failure to do so will result in immediate dismissal.
- 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 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 appropriate academic dean must be filed in the student's official record in the Office of Records and Registration.

## GRADES

All students whose names appear on a grade roster, regardless of the length of their 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 undergraduate courses, including First-Year Experience and foundational courses, require midterm grades.

Midterm grades for designated courses must be posted by the end of the sixth week of a regular semester.

**Allowable Grades**

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

| Grade | Quality Points |
| --- | --- |
| *(per credit hour)* | |
| A | 4.00 |
| A- | 3.67 |
| B+ | 3.33 |
| B | 3.00 |
| B- | 2.67 |
| C+ | 2.33 |

| | |
|---|---|
| C | 2.00 |
| C- | 1.67 |
| D+ | 1.33 |
| D | 1.00 |
| D- | 0.67 |
| F* | 0.0 |
| FA** | 0.0 |
| XF*** | 0.0 |

* 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 offered at the University of Baltimore as either satisfactory/unsatisfactory or pass/fail.

** FA: failure due to absences—given if the instructor determines the student was verified as enrolled in the course but has insufficient attendance to pass the course. Insufficient attendance means the student stops attending/participating and misses 20 percent or more of a course (unexcused), or the student fails to meet a more restrictive policy set forth by the instructor in the course syllabus. Students are expected to participate in every class meeting and regularly participate, regardless of delivery method (online, face-to-face, hybrid).

*** 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:

| Grade | Quality 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 |
| S | 0 | Satisfactory Progress (midterm grade only) |
| NS | 0 | Nonsatisfactory Progress (midterm grade only) |
| NG | 0 | No grade given (administrative only) |

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. For an I to be given, a petition form signed by the student, the instructor and

the appropriate dean must be filed with the registrar before term grades are due. When the student completes the assignment, the faculty member assesses the work and submits a change of grade form 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:

- If the grade I was earned in the 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.
- The faculty member assigns the due date for the incomplete work.

A graduating student must have an I grade removed 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.

An incomplete grade will not be considered prior to the official withdrawal deadline of each semester. After this date, an incomplete may be granted at the discretion of the instructor and the appropriate dean's office based on an unanticipated extenuating circumstance.

AU: audit—a registration status allowing students to attend a course without receiving credit. Both graduate and undergraduate students may audit courses. Audit units do not count toward full-time status, nor do audited courses count toward the determination of continuous enrollment. Registration for audit is at the course instructor's discretion, and the instructor is not obligated to grade audit coursework or provide additional support to a student taking a course for audit. Students may change registration in a course from credit to audit or vice versa no later than the last day to drop a course without a W grade. Audit does not count as a course repeat under the course repeat policy.

PS: pass—credit for successful completion of a credit-by-examination challenge course and/or courses offered at the University of Baltimore as satisfactory/unsatisfactory or pass/fail. PS may also be used as a midterm grade to indicate satisfactory progress in the course. The PS is not computed in the student's grade point average.

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.

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.

TG: temporary grade—assigned pending resolution of an academic integrity issue. This grade is posted only upon request of the University judicial officer.

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 the instructor and the dean for exceptional circumstances and/or other academic violations. (This grade is not initiated by the student.)

XC: excluded grade—grade assigned for previous academic work that does not apply to the specific program in which a student is enrolled.

### Grade Changes
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 (I) grades](#) under the preceding section on grades. Grade changes are not accepted after the degree is posted on a student's transcript.

### 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:
* High Honor—those students having no grades lower than an A
* Honor—those students who, for the semester, achieve a 3.25 GPA or higher in addition to having no grades lower than a B.

### 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 16 semester hours in the fall or spring semester, except with special permission from the dean's office. By definition, part-time students can take no more than 11 credit hours per semester. Courses with institutional credit (e.g., foundational 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 credit hours. Students on probation are regulated by the policy on satisfactory and unsatisfactory progress.

In the summer session, the course load cannot exceed 7 credit hours. Any exception to the designated course load must have the written approval of the dean.

## ACCEPTANCE INTO A MAJOR
Students admitted to the University as freshmen may indicate a planned major upon entry. Freshman students may declare a major when they successfully complete a minimum of 24 credits of coursework at UB with a 2.0 average or higher GPA and have met all minimum standards for entrance into the chosen major. All students must declare a major when they have completed 45 credits.

Transfer students declare a major when admitted as degree-seeking students. Students must meet the entry requirements of the intended major at the time of declaration. Transfer students admitted with fewer than 45 credits may declare a major and be assigned to a program adviser upon admission to the University. Transfer students may also elect to enter UB with an undeclared major, but they must declare a major upon attainment of 12 UB credits earned with a 2.0 or higher and successful completion of additional admission standards into the major. Undeclared students will be advised by First-Year and Sophomore Success staff until successful entrance into a major.

A criminal conviction may prevent employment and/or licensure in certain professions.  Students who have criminal convictions are responsible for understanding the requirements of their chosen major, graduate course of study, occupation for which their education program is intended and/or any certificate programs they begin. Catalogs and the UB website provide information on program requirements, and students may speak with advisers and program directors for clarification. State licensing board websites may also post criteria for licensing eligibility and may provide further details about career requirements.

## CHANGE OF ACADEMIC PROGRAM

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

A student may repeat any course in which he/she has received a failing grade. Students are limited to three attempts to successfully complete a course.

A student may repeat a course one time in which he/she has received a grade below a C that was not a failing grade and receive financial aid for that second attempt. A third attempt is permitted at UB, but the attempt will not be eligible for financial aid.

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

Within an upper-division certificate program, a student may not repeat more than one class and earn the credential. If exceptional circumstances occur, the student may repeat a second course with the approval of the program director and the dean of the academic unit.

Within a major, a student may not repeat more than two upper-division courses within five years and earn a degree in the major. If exceptional circumstances occur, the student may appeal to the program director and the dean of the academic unit, and those two parties may approve an alternative.

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. 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.

An undergraduate student may repeat and have a grade of C- or below replaced for an internship, a Merrick Business School Global Studies course, an independent study course or a Special Topics course up to two times, if the course to be attempted is found by the appropriate dean or his/her designee to be substantially equivalent to the repeated course's required work product and analysis, research and writing requirements.

## WITHDRAWAL POLICIES AND PROCEDURES

A student wishing to withdraw from a course must do so online using MyUB. Students 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 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 prior to the completion of 60 percent of a term (e.g., through the end of the ninth week of the fall or spring semester, or through the fifth week of an eight-week 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. Both the course instructor(s) and the appropriate dean 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 a student's registration for nonpayment. If a student decides not to attend, he or she must formally withdraw through the Office of Records and Registration or online using the MyUB portal. Students should be sure to check their schedule after withdrawing to determine if the withdrawal was processed as requested. If a student does not make payment in full or make payment arrangements with the Office of the Bursar by the established payment due dates, that student's account will be charged a late payment fine.

## DROP FOR NONATTENDANCE BY DROP/ADD DATE

A student will be dropped from a class roster if the student does not participate in the class by the drop/add deadline and the faculty member indicates in the electronic class roster that the student never attended. Participation is defined by the faculty member for the class delivery mode. If there is an emergency that prevents a student from participating in an online or face-to-face class during the first week of class, the student should contact the professor and the

Office of Records and Registration before the schedule adjustment period ends to discuss whether the student may be retained in the course or added after the class has started.

## 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 that 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 and winterim), 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 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. (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 with the prior written approval of the appropriate dean or designee at the University of Baltimore. This written approval must be filed in the official student folder maintained in the Office of Records and Registration.

## INTERINSTITUTIONAL 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 regular program at the University of Baltimore, and the student pays 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, contact UB's 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, students should see their adviser or contact the Office of Records and Registration. This program is not available during summer sessions.

## 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 XCs.

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 that are in effect at the time the student first becomes a candidate for an undergraduate degree at the University, with the following conditions:

- 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.
- The student must not take longer than seven calendar years to complete degree requirements after enrolling as a degree candidate. Credits 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.
- If, for whatever reason, including academic suspension or other deficiencies, a student is not enrolled for two consecutive semesters or longer, the student must reapply for admission and meet the requirements of the catalog in effect upon returning and being admitted as a degree candidate.
- If the student changes from one program and/or major to another, the graduation requirements are those that are in effect at the time the student becomes a degree candidate in the new program or major.
- 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 re-enter under the course requirements in effect at the time of original admission to the University of Baltimore, but the student will

be governed, upon his/her return, according to the academic and administrative policies and procedures in effect at the time of re-entry.

- If a leave of absence is granted, a letter of written permission signed by the dean is maintained in the Office of Records and Registration.

## APPLYING FOR GRADUATION

Students are responsible for application for graduation. They must file an application and pay the required fee at the beginning of the semester in which they expect 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. Students should resolve any outstanding problems prior to midsemester, at which time copies of their 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 midsemester. 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 who is not approved must file another graduation application and pay another fee in the future semester in which graduation will occur.

## REUSE OF CREDITS

Up to 12 semester credit hours earned by a student at UB may be applied for up to three distinct UB credentials. Permission of a program director and/or a dean may be required, and continuous enrollment may also be required. For example, a student takes three graduate courses as part of an accelerated bachelor's to master's program and then also seeks to earn a postbaccalaureate certificate that consists of courses contained within the master's degree being pursued. That student may be able to use those 9 credit hours for a B.S., M.S. or postbaccalaureate certificate.

## GRADUATION

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

- fulfilled all General Education, UB undergraduate graduation and degree program requirements
- satisfactorily completed a specific curriculum with a grade point average of 2.0
- acquired a minimum of 120 credit hours
- met any additional requirements of the program from which they expect to receive their degree.

All students must earn the last 30 credits toward a bachelor's 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 at least 3.9, the student is awarded the bachelor's degree summa cum laude; with a cumulative average of at least 3.75 but less than 3.9, magna cum laude; and with a cumulative average of at least 3.5 but less than 3.75, cum laude. Numerous special academic awards are sponsored by the College of Public Affairs, the Merrick School of Business and the Yale Gordon College of Arts and Sciences. Information about these may be obtained from the deans.

# GRADUATION FROM THE HELEN P. DENIT HONORS PROGRAM

For information on graduation requirements for the Helen P. Denit Honors Program, visit www.ubalt.edu/honors.

# ACCELERATED BACHELOR'S/MASTER'S PROGRAMS

Some graduate programs at the University provide accelerated pathways for exceptional undergraduate students of recognized academic ability and educational maturity. To qualify for an accelerated pathway at UB, students must have an undergraduate grade point average of at least 3.5, with at least 15 credits earned at UB, and be admissible to the graduate program to which they are applying for the accelerated option. The undergraduate GPA is calculated using all graded collegiate credits attempted at UB and other institutions over the past five years. At least 15 credits must be upper-division credits (300 level or above). Individual programs may require a certain number of credits to be upper-division credits in the major and for those credits to achieve a certain grade point average. Students should apply for the accelerated option prior to beginning the last 30 credits of their bachelor's degree so that if accepted, they may attempt the graduate credits during the last 30 credits of that degree. Students may not apply before they have successfully complete at least 75 credits, and the grade point average for acceptance will not be calculated until at least 87 credits have been completed. Students interested in an accelerated option should consult with an adviser as soon as possible.

Students admitted to the accelerated option may earn up to 9 graduate credits within the last 30 credits of the bachelor's degree that may be applied to both the student's bachelor's and master's degrees if the student remains continuously enrolled. The program generally requires or advises that specific courses be taken for the 9 credits. The student must maintain a 3.5 grade point average in undergraduate courses and earn at least a 3.0 in the graduate courses to remain in the pathway. Programs may opt not to accept course credits toward the graduate degree if the student did not earn at least a 3.0 in the course. University of Baltimore students in an accelerated pathway pay undergraduate tuition rates for the graduate courses that are completed prior to completion of the bachelor's degree. (Students from other institutions who participate in an articulated bachelor's/master's accelerated program will pay the tuition rate identified in the articulation agreement.) Permission of the undergraduate and graduate program directors and of the assistant dean of the college where the program is located will be required as part of admission to the accelerated pathway.

Students should be aware that graduate courses applied to both undergraduate and graduate degrees at the University may not transfer as graduate credits to another institution.

Unless otherwise indicated, students in accelerated tracks still apply to the graduate program prior to graduation; programs might waive some requirements (e.g., GMAT).

## EARLY ENTRY LAW

UB undergraduates who are accepted as early entry law students into the UB J.D. program will be charged undergraduate rates for the first fall semester and first spring semester in the J.D. program. The students may be full or part time. For more information, see the descriptions of early entry law options later in the catalog.

## ELECTIVE GRADUATE CREDITS

In certain programs, and only on a case-by-case basis, the undergraduate and graduate program directors may allow students with at least a 3.2 grade point average to take up to 6 graduate credits as elective undergraduate credits. These special permissions are not part of accelerated programs, and the credits may count only for undergraduate credit. Undergraduate tuition is charged.

## 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.

## MAKEUP POLICY FOR FINAL EXAMS

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

However, University policy dictates that makeup 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 makeup examination is given is up to the discretion of the individual faculty member.

## ATTENDANCE

Students are expected to attend classes regularly and participate regularly, regardless of delivery method (online, face-to-face, hybrid). 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 failing grade.

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 students to withdraw officially from any class that they cease to attend. Failure to do so will subject a student's records to a grade of FA. A student who stops attending/participating and

misses 20 percent or more of a course (unexcused), or who fails to meet more a restrictive policy set forth by the instructor in the course syllabus will receive an FA.

## ACADEMIC AND ADMINISTRATIVE APPEALS

Students desiring to appeal an academic or administrative decision should consult the UB Policy Guide, found at www.ubalt.edu/policies.

## THE UNIVERSITY OF BALTIMORE UNDERGRADUATE LEARNING GOALS

Students at the University of Baltimore will:
- Apply strategies that enhance professional and personal competence. This set of skills is demonstrated by the ability to:
  - o Recognize the implications of their financial and economic decisions.
  - o Work in teams while filling different roles.
  - o Use digital technology to communicate and investigate.
  - o Find and judge the credibility of different sources of information.
- Connect knowledge with choices and actions that engage others in diverse local and global communities. This set of skills is demonstrated by the ability to:
  - o Make informed choices regarding conflicting situations in their personal and public lives, and to foresee the consequences of these choices.
  - o Recognize the importance of civic engagement in their personal lives and society.
  - o Reflect on how one's own attitudes and beliefs are different from those of other cultures and communities.
  - o Articulate the interconnectedness of global, regional, local and personal interests.
- Acquire knowledge about models of ethical behavior and understand its implications in the development of personal and professional relationships. This set of skills is demonstrated by the ability to:
  - o Make well-reasoned choices regarding conflicting situations in their personal and public lives, and to foresee the consequences of these choices.
  - o Give well-supported reasons for deciding on right moral conduct in an interdependent group.
  - o Apply an ethical decision-making process to social, workplace and personal dilemmas.
- Communicate effectively in various media. This set of skills is demonstrated by the ability to:
  - o Express ideas and facts to others effectively in a variety of written, oral and visual formats.
  - o Communicate in one-on-one and group settings.
  - o Make efficient use of information resources and technology for personal and professional communication.
  - o Comprehend, interpret and analyze texts.
- Think critically and creatively to solve problems and adapt to new environments. This skill is demonstrated by the ability to:
  - o Generate and explore new questions.
  - o Analyze complex issues and make informed decisions.
  - o Synthesize information to arrive at reasoned conclusions.

- o   Evaluate the logic, validity and relevance of data.
- Gather and evaluate information using scientific, quantitative, humanistic and aesthetic methods. This set of skills is demonstrated by the ability to:
  - o   Apply the scientific method to solve relevant problems.
  - o   Use mathematical concepts and techniques that can be applied to other disciplines.
  - o   Use knowledge of humanities in various personal and professional situations.
  - o   Engage with and appreciate aesthetic perspectives.
- Develop an integrated and specialized knowledge and skills base. This set of skills is demonstrated by the ability to:
  - o   Acquire substantial knowledge and understanding of at least one field of study (intellectual depth).
  - o   Compare and contrast approaches to knowledge in different disciplines (intellectual breadth).
  - o   Modify one's approach to an issue or problem based on the contexts and requirements of particular situations (adaptability).

## UNIVERSITY-WIDE REQUIREMENTS FOR UNDERGRADUATE STUDENTS

All undergraduate students at the University of Baltimore are required to meet General Education requirements; these requirements are consistent with the Code of Maryland Regulations. The mission of the University of Baltimore General Education program is to engage undergraduate students in the development of essential skills and competencies that will enable them to make knowledge work. Courses and experiential learning opportunities within this program prepare students to communicate effectively in many different modes; to gather, synthesize and critically evaluate information; to make ethical and evidence-based decisions within real-world contexts; to understand systems and think systemically; and to negotiate divergent and competing perspectives. Spanning the lower division and upper division and featuring high-impact educational practices, the program offers all UB students an integrative experience that transcends individual majors and helps fulfill University-wide learning goals. All undergraduate students at the University of Baltimore are also required to meet graduation requirements.

All General Education courses must be completed with a grade of C- or better, except WRIT 300 and IDIS 302, which must be completed with a grade of C or better. The passing grade for upper-division General Education courses and graduation requirements is determined by the guidelines of the program under which the course is offered.

### Courses Meeting More Than One Requirement

Depending on the course, graduation requirement courses may also count toward General Education credits and/or credits in the major degree program. Students should consult with their adviser to be certain that they are meeting all graduation requirements to complete the degree program. Note that the following exceptions may apply:

- Under Maryland regulations, undergraduate students may not satisfy more than one General Education requirement with a single 3-credit course.
- Academic programs may have rules limiting application of courses in the major toward more than one requirement.

**Transfer Credit for General Education**

Students may complete upper-division General Education requirements and graduation requirements by earning a C or higher in equivalent upper-division (300- or 400-level) courses at other institutions. Equivalency is determined by General Education leadership in consultation with the General Education Council. (Please see the Transfer Students section of this catalog.)

**Students beginning in fall 2017 are required to meet General Education requirements and graduation requirements as follows:**

**General Education Requirements (38 credits)**

Students must meet credit requirements in each of the following General Education areas. UB courses that can be used to fulfill the requirements are indicated on the UB General Education web page; those lists are kept current, as additional courses may be added over time. In the online course descriptions, each course that may be used to satisfy a General Education requirement is designated using the following coding system. Some courses have prerequisites. Codes are in **BOLD**; numbers in parentheses represent number of required credits for that General Education area:

- **AH**       Arts and Humanities (6)
- **AHE**      Upper-Division Ethics (6)
- **SBS**      Social and Behavioral Sciences (6)
- **MA**       Mathematics (3)
- **COMP**    English Composition (3)
- **UCOMP**   Upper-Division Writing (3)
- **BPS**      Biological and Physical Sciences Nonlab (3)
- **BPSL**     Biological and Physical Sciences Lab (4)
- **ELECGE**   General Education Electives (7).

**Graduation Requirements**

Students must complete UB's graduation requirements in the following areas. Codes are in **BOLD**:

- Information Literacy (**IL**)
- Technological Fluency (**TF**)
- Oral Communication (**OC**)
- Global Awareness and Diverse Perspectives (**GD**)
- Capstone Experience.

UB courses that can be used to fulfill the requirements are indicated on the UB General Education webpage; those lists are kept current, as additional courses may be added over time.

**Students beginning in fall 2016 and spring 2017, and students beginning prior to fall 2016 who have opted in to the new General Education program with adviser approval, are required to meet General Education requirements as follows:**

- Arts & Humanities [**AH**] (6)
- Arts & Humanities - Ethics [**AHE**] (3)
- Social and Behavioral Sciences [**SBS**] (6)
- Biological and Physical Sciences [**BPS**] and [**BPSL**] (7)
- Mathematics [**MA**] (3)

- English Composition [**COMP**] and Upper-Division Writing [**UCOMP**] (6)
- General Education Electives [**ELECGE**] (7+).

UB courses that can be used to fulfill the requirements are indicated on the UB General Education web page; those lists are kept current, as additional courses may be added over time.

**Students beginning between fall 2014 and spring 2016 are required to meet General Education requirements as follows:**
- Quantitative and Qualitative Thinking (13)
- Critical Thinking and Ethical Reasoning (6)
- Communication (9)
- Global and Intercultural Knowledge (6)
- Humanistic and Aesthetic Thinking (6)
- Personal and Professional Skills (3).

UB courses that can be used to fulfill the requirements are indicated on the UB General Education web page; those lists are kept current, as additional courses may be added over time.

**Students beginning before fall 2013 are required to meet General Education requirements as follows:**
- Take each of these courses:
  - English Composition (3)
  - Mathematics (3)
  - Oral Communication (3)
  - Literature (3)
  - History *or* Philosophy (3)
  - Fine Arts (3)
  - Computer Literacy (3)
  - Social and Behavioral Science 1 (3)
  - Social and Behavioral Science 2 (3)
  - Biological and Physical Science
  - Laboratory course (4)
  - Nonlaboratory course (3).
- Complete these courses with a grade of C or better:
  - Advanced Expository Writing (WRIT 300, including prereqs)
  - Ethical Issues in Business and Society (IDIS 302).

**For students in the College of Public Affairs and the Yale Gordon College of Arts and Sciences only, complete one of the following:**
- World Cultures (IDIS 301)
- Arts and Ideas (IDIS 304) (required if no lower-level General Education course in fine arts).

UB courses that can be used to fulfill the requirements are indicated on the UB General Education web page; those lists are kept current, as additional courses may be added over time.

**Policy on Course Substitution on the Basis of Disability**

The University of Baltimore, in keeping with Section 504 of the Rehabilitation Act of 1973 as amended (P.L. 93-112.P.L.93-516) and the American with Disabilities Act of 1990, provides the following process for students with documented disabilities to seek a course substitution for a General Education course, UB graduation requirement course or program elective.

Although a specific General Education course may be substituted based on an evaluation, the General Education requirement will remain. If a General Education course is substituted based on a disability, the General Education requirement must be fulfilled through one of the following methods to ensure General Education competencies are met:

1. oral or written test
2. portfolio
3. alternative course.

A General Education course, program elective or graduation requirement substitution will be considered on a case-by-case, individual basis. A substitution may be granted based on an evaluation of the student's inability to meet normal course requirements and when no adequate substitution can be established. Courses may not be substituted if that mediation would fundamentally alter the nature of the student's program of study. Approval of a substitution for General Education or a graduation requirement requires review of the relevant area definition, area student learning outcomes, the list of course requirements for that area and the program outcomes for the major the student wishes to pursue.

Any determination regarding essential course/program requirements is made after a reasonable deliberation by an individual(s) with relevant training, knowledge and experience in the subject area/course of study that includes a careful, thoughtful and rational review of the academic program, its requirements and available options/alternatives as essential requirements. Those making such decisions will be knowledgeable and informed about—or will make the decision based upon documentation received from a person who is knowledgeable and informed about—the nature of the applicant's/student's disability; the effect of that disability on the applicant's/student's performance in the program, including the consideration of academic requirements; and the existence of any modifications or auxiliary aids to assist the applicant/student in completing the program. The evaluation will include an interactive process with the applicant or student.

Thus, unless there is an unusual circumstance, the student's academic program director makes the decision about the substitution after conversation with the student, the student's adviser and the director of the Office of Disability and Access Services. The program director shares this decision with the office director, who in turn shares the information with the appropriate staff member(s) in the Office of Records and Registration to ensure that degree audit is updated. If the program director has questions pertaining to the graduate requirement area student learning outcomes and an appropriate substitution, it is recommended that the director consult with the chair of the General Education Council.

A reasonable modification or adjustment that will enable the applicant/student to meet essential program requirements will be considered. However, substituting a specific course does not reduce the number of credits required for completion of a degree or program, nor does it change the need to fulfill UB graduation requirements. The full number of credits required by the program must be earned for graduation.

**Process**

The following is provided as an outline of the steps to request a course substitution of a General Education course or program elective on the basis of a disability:

1. The student with the disability must be registered with the Office of Disability and Access Services prior to the first attempt/registration of the course in question and must have provided accurate documentation of the disability. This documentation must meet the criteria set forth by this office pertinent to the specific disability. Guidelines can be found on the office's website at http://www.ubalt.edu/das. Additional information may be required.

2. It is recommended that students:
   a. Discuss concerns and plans with their academic adviser so it is understood how a General Education, graduation requirement or elective course substitution would impact the sought-after degree.
   b. If they have an accommodation need that would prompt a substitution, contact the program director and copy the director of the Office of Disability and Access Services at das@ubalt.edu.
   c. Meet with the director of the Office of Disability and Access Services to discuss the impact of their disability on learning and possible accommodations. The director will review the current documentation and advise students on possible additional testing/documentation if necessary.

3. The student shall complete the UB Course Substitution Request form, which can be found in the college's dean's office, and submit it along with a detailed written statement that includes the rationale for the substitution and other relevant information, such as experiences with previous related coursework, whether the student met with the discipline representative (e.g., program director), what accommodations were discussed and why participation would still be limited in the class.

4. Upon receipt of the request and all required documentation, the director of the Office of Disability and Access Services shall convene a committee to review the request. The committee will consist of the director or a designee, the dean of the school/college or designee, a program director or designee from the student's academic program, and a faculty member from the content area/discipline of the course. The office director will inform the student in writing of the decision within 15 working days from the receipt of the request and the required documentation. The decision letter shall include information on the appeal procedure and timeline.

5. The student may appeal a negative decision to the assistant provost for undergraduate studies or designee. A written appeal must be received by the Office of the Executive Vice President and Provost within 180 days of receipt of the decision of the committee and the relevant documents. The appeal letter shall include a summary of the request and the sought-after remedy. It shall be sent along with a copy of the original request and the committee's decision letter to: Office of the Executive Vice President and Provost, AATTN: Asst. Provost for Undergraduate Studies, University of Baltimore, 1420 N. Charles St., Baltimore, MD 21201 or to flgade@ubalt.edu. A decision shall be rendered within 12 business days of the receipt of the required appeal documents.

**Course Substitution Deadlines**

Students requiring a substitution of coursework as a reasonable accommodation must request this accommodation according to the following deadlines:

- by the end of the fourth semester for students entering the University of Baltimore as a freshman or prior to declaring a major, whichever is first (in case a substitution presents problems for an intended major)
- by the end of the second semester for students entering the university as a transfer student or upon completion of 45 credits.

Relevant forms are available from the Office of Disability and Access Services.

# FIRST-YEAR EXPERIENCE

Students admitted to UB under freshman standards must have earned fewer than 24 academic credits at another institution of higher education. These students participate in First-Year Experience.

The work of First-Year Experience takes place under a set of guiding principles:

- Provide small-class experiences and common courses, linked to each other and to a relevant societal context.
- Develop students' learning abilities in key areas (effective communication, information literacy, technological competence, developing a knowledge and skills base, personal management and ethical discernment).
- Guide students regarding academic requirements, the resources and opportunities of the University, their social and academic responsibilities and their future careers.
- Show respect for three dimensions of the student experience: students' struggles to attend college, participate actively in the classroom and understand a new standard for learning that involves students' ownership of their education.

In their early college curriculum, students take General Education courses in science, mathematics, composition, humanities, social sciences and information literacy; a first-year seminar that provides a chance to practice academic success skills; 100- and 200-level courses in the majors or electives; and foundational courses in writing and mathematics.

Students who enter with 24 or fewer credits must complete IDIS 101: First-Year Seminar: Introduction to University Learning and INFO 110: Introduction to Information Literacy, and must participate in a First-Year Learning Community in the first semester.

Students are encouraged to formally declare a major after they have completed 24 credits and must do so once they have completed 45 credits.

**Components of the First-Year Experience**

<u>Learning Communities</u>

Learning communities are the centerpiece of the First-Year Experience. All freshman students choose two learning communities—one each semester of the first year. The curricular coherence provided by thematically linked courses provides an excellent environment for student success. An important goal for learning communities is building social and intellectual connections from what students know when they come to UB, to what they learn in their first and second years, to what they learn in their major areas of study, and, eventually, to how they act as responsible and educated professionals, citizens and family members.

Learning communities help students to participate more fully in their own learning, interact more often and more deeply with faculty and staff, and, most importantly, develop academic maturity and self-confidence as they move toward their major fields of study. Critical thinking, reading and writing skills help students engage in knowledge that works.

In rare circumstances, students may withdraw from one or more Learning Community courses with the written approval of an academic adviser  and in consultation with the Learning Community faculty members. However, choosing to drop a course may require the student to participate in another Learning Community.

Students who have completed a credit-bearing learning styles and study skills course at another institution of higher education with a grade of C or better may request a waiver from the IDIS 101 requirement by providing appropriate documentation (transcript and course description) to their academic adviser.

First-Year Seminar

The required IDIS 101: First-Year Seminar: Introduction to University Learning is a 3-credit academic course that helps students to develop key skills, knowledge and habits of mind necessary for academic and professional success. In an active learning environment, first-semester students and their instructors explore the nature and practice of intellectual inquiry in a university environment. Applied exercises reinforce core study/learning skills in the context of real-time demands, while structured self- and group reflection develop concurrent skills in personal, academic and professional goal-setting. Students become more intentional, lifelong learners with skills in teamwork and critical thinking that can become fundamental elements of personal effectiveness in increasingly complex and globalized communities and work environments.

Co-Curricular Learning

UB students' undergraduate learning experiences are complemented by a calendar of out-of-classroom activities designed to help them to carry what they learn in the classroom into real-world environments. These activities include field trips, special speakers, leadership opportunities and service learning experiences. These co-curricular activities reinforce classroom learning; they help students to become more proficient thinkers, communicators, problem-solvers, creative learners and ethical decision-makers. An important goal of co-curricular activities is to increase students' engagement: The more connected students feel to UB, the more likely they are to persist and succeed in their ambitions.

# COLLEGE OF PUBLIC AFFAIRS

Roger E. Hartley, dean

Laura Wilson-Gentry, associate dean
Megan Manley, assistant dean for advising, enrollment and student success
Nikita Anderson, academic program coordinator
Tylis Cooper, academic program coordinator
Theresa Mina, academic program coordinator
Kristen Tull, academic program coordinator
www.ubalt.edu/cpa

The College of Public Affairs awards certificates and bachelor's, master's and doctoral degrees that prepare students for successful professional careers in the complex and diverse workplace of today and tomorrow. We provide our graduates with the theoretical knowledge and substantive skills they need to succeed and thrive in the organizations in which they work and to apply those skills to the problems they encounter. They learn to analyze administrative decisions, organizational issues and societal problems from multiple perspectives and clearly communicate their thoughts and rationale to colleagues, senior management and stakeholders in ways that promote successful resolutions to problems.

The College of Public Affairs' faculty members improve their fields through the students they teach and the research they contribute to expanding the knowledge base. They apply their expertise to helping public, nonprofit, health care and third-sector organizations and to addressing pressing policy issues. They bring what they learn in the field back to the University to inform and enhance their students' classroom experiences.

The college was established in 2010—incorporating existing, long-standing degree programs—as part of the University's initiative to enhance UB's distinction in the fields of public administration, criminal justice, and health and human services; to build upon institutional strengths in public service, applied research and interdisciplinary collaboration; and to continue the development of distinctive, robust and contemporary degree programs.

The college is home to the Schaefer Center for Public Policy, established in 1985. The center's mission is to bring the University's academic expertise to bear in solving problems faced by local, state, federal and nonprofit organizations. The center has a reputation for excellence in providing research, consulting and professional development services to help leaders and policymakers in the Baltimore metropolitan area, Maryland and beyond better manage their resources and programs. Through hundreds of sponsored research projects over the past 25 years, the center has provided opportunities for faculty members and students to engage in applied learning and research, positively impacting Maryland's public sector.

## SCHOOLS WITHIN THE COLLEGE

The College of Public Affairs is multidisciplinary in nature and comprises three distinct academic units. Faculty and staff members come from a variety of academic backgrounds, including criminal justice, health, public administration, public policy, human services administration, conflict management, political science and international affairs. Through its teaching, research and public service activities, the college educates tomorrow's leaders, informs public

policymakers and improves the management effectiveness and operational efficiency of both public and nonprofit organizations.

- **School of Criminal Justice**
  Debra Stanley, executive director

  Gabriela Wasileski, program director, B.S. in Criminal Justice
  Charles Tumosa, program director, B.S. in Forensic Studies, Certificate in Forensic Document Analysis
  Charles Tumosa, program director, Certificate in Crime Scene Investigation
  Heather Pfeifer, program director, M.S. in Criminal Justice
  vacant, program director, M.S. in Forensic Science - High Technology Crime (Baltimore campus)
  Nima Zahadat, program director, M.S. in Forensic Science - High Technology Crime (Universities at Shady Grove)
  Patrick Hughes, program director, M.P.S. in Justice Leadership and Management

  With its vibrant, urban location, the University of Baltimore is strategically positioned to take full advantage of its stimulating environment, promoting practical applications of its programs of study. The School of Criminal Justice orients its academic priorities toward integration with the real world, capitalizing on the very real city that acts as an extended classroom. With complementary emphases on applied research, policy and administration, the School of Criminal Justice offers undergraduate programs leading to degrees in both criminal justice and forensic studies, and in certificates in crime scene investigation and forensic document analysis, and to graduate programs leading to degrees in criminal justice, forensic science - high technology crime, and justice leadership and management. In addition, the school offers a graduate trauma-informed certificate. In collaboration with the UB School of Law, the school also offers a dual-degree J.D./M.S. in Criminal Justice program and a dual-degree J.D./M.S. in Negotiations and Conflict Management. The University was the second institution in the nation to have both its graduate and undergraduate programs in criminal justice certified by the Academy of Criminal Justice Sciences.

- **School of Health and Human Services**
  Tina DiFranco, executive director

  Alan Weisman, program director, B.S. in Health Systems Management
  vacant, program director, M.S. in Health Systems Management
  Tiffaney Parkman, program director, B.A. in Human Services Administration
  Bridal Pearson, program director, M.S. in Human Services Administration

  With our nation's health care system increasingly in the public eye and under scrutiny, management of our health and human services has never been so important. The School of Health and Human Services' programs incorporate interdisciplinary, practical approaches—emphasizing in-service learning through internships and field experiences—into managing health care and human services in the public, private and nonprofit

sectors. The school offers undergraduate programs in health systems management and human services administration. An accelerated bachelor's/master's option is also offered in both fields. The school offers graduate programs in health systems management and human services administration, as well as a postbaccalaureate Certificate in Health Systems Management.

- **School of Public and International Affairs**
  Ivan Sascha Sheehan, executive director

  Lorenda Naylor, program director, B.A. in Government and Public Policy
  Jessica Sowa, program director, Master of Public Administration (M.P.A.)
  Rae Tan, program director, M.S. in Negotiations and Conflict Management
  vacant, program director, M.S. in Nonprofit Management and Social Entrepreneurship
  Aaron Wachhaus, program director, Doctor of Public Administration (D.P.A.)

  With its abundance of government, public-sector and nonprofit organizations, the Baltimore-Washington metropolitan region is an ideal location to immerse oneself in public and international affairs. The School of Public and International Affairs offers undergraduate programs leading to degrees in government and public policy and in international studies. It also offers graduate programs leading to a master's degree in public administration accredited by the Network of Schools of Public Policy, Affairs and Administration; master's degrees in negotiations and conflict management, global affairs and human security, and nonprofit management and social entrepreneurship; a doctoral degree in public administration; and an M.P.A./J.D., offered in collaboration with the UB School of Law.

# SCHAEFER CENTER FOR PUBLIC POLICY

Ann Cotten, director
Mary Lovegrove, assistant director

As the pre-eminent public policy research center in Maryland, the Schaefer Center for Public Policy is committed to providing unbiased, nonpartisan research and professional development services; connecting faculty members with public-sector organizations through applied research and professional development programs; and providing students with opportunities to apply what they learn in the classroom to real-world challenges. The center's principal services include program evaluation, policy research, strategic planning, needs assessment, staffing analysis and work force planning, opinion research, conflict management consulting and professional development.

The center enhances the University's academic environment by encouraging faculty and student applied research, fostering interdisciplinary research teams, and supporting educational conferences. In addition, the center offers annual graduate fellowships and student employment experiences that provide students with unique opportunities to work closely with faculty members and researchers while gaining real-world experience through participation in center projects.

For more information, visit www.ubalt.edu/schaefercenter.

## STUDENTS

The approximately 1,790 men and women enrolled in the College of Public Affairs—slightly less than half of them in undergraduate programs—represent about 19 percent of the total University of Baltimore student population.

About 52 percent of the college's undergraduate students are enrolled full time. Many of the remainder are already working in a wide variety of careers, and most of the college's students—whether undergraduate or graduate, full or part time—balance job, family and school responsibilities. Some students are seeking to advance their current careers, while others are preparing to change careers. This diversity of age and experience is an important and invigorating part of classroom and campus life.

## FACULTY

College of Public Affairs faculty members are leaders in teaching, research, scholarship and service to the community. Full-time faculty members teach both graduate and undergraduate courses; conduct sponsored research; publish papers and articles; and engage in public service as consultants, board members and volunteers. The college's teaching faculty also includes a cadre of adjunct professors who are leading professionals in dozens of professions in government, nonprofit organizations and businesses. These adjunct faculty members help to ensure that our students are well-prepared to meet the challenges of today's professional workplace.

## FACILITIES

Classrooms, laboratories and faculty offices for the College of Public Affairs are located in the Liberal Arts and Policy Building, in the Academic Center and in the H. Mebane Turner Learning Commons. The college shares the University of Baltimore's Robert L. Bogomolny Library and the Office of Technology Services with other components of the University.

The fourth floor of the Academic Center houses the state-of-the-art Jami R. Grant Forensic Laboratories—forensics instrumentation and microscopy laboratories—with classroom space; the labs were developed to serve as overflow labs for the Baltimore Police Department.

## UNDERGRADUATE PROGRAMS

All programs are open to transfer students.

- Crime Scene Investigation (CERT)—Available to students once they have completed a minimum of 60 credits; may require that additional criteria be met, and courses to fulfill this major may not be available during the day.
- Criminal Justice (B.S.)
- Forensic Document Analysis (CERT)—This upper-division certificate is available to students in the School of Criminal Justice who have met the prerequisite requirements necessary to enroll in 400-level FSCS courses.
- Forensic Studies (B.S., with concentrations in forensic science and police science)—Available to students once they have completed a minimum of 56 credits; may require that additional criteria be met, and courses to fulfill this major may not be available during the day.
- Government and Public Policy (B.A.)

- Health Systems Management (B.S.)—Available to students once they have completed a minimum of 56 credits; may require that additional criteria be met, and courses to fulfill this major may not be available during the day.
- Human Services Administration (B.A.)

**Note:** See the Academic Policies and Information section below for descriptions of these programs in the above-listed alphabetical order.

## HELEN P. DENIT HONORS PROGRAM
Both faculty members and students in the College of Public Affairs actively participate in the Helen P. Denit Honors Program. See the honors program section or visit www.ubalt.edu/honors.

## ACADEMIC POLICIES AND INFORMATION
**University-Wide Degree Requirements**
See the University-Wide Degree Requirements section of this catalog.

**Collegewide Degree Requirements**
All College of Public Affairs bachelor's degree candidates are required to:
- Complete a minimum of 120 credits, including the specific requirements of their major, with a minimum cumulative grade point average of 2.0.
- Apply no more than 63 credit hours of community college coursework toward - graduation.
- Earn a minimum grade of C (2.0) in all courses required for the major, including courses that are regarded as electives in the major. Some programs may have additional requirements or standards, which are specified in the program requirements in this catalog.
- Apply no more than 30 credits in business courses toward requirements for the bachelor's degree.
- Complete the last 30 credit hours required for the degree at the University of Baltimore.

**Note:** Any deviation from the program requirements described in the catalog requires the written permission of the dean of the College of Public Affairs.

## ACADEMIC MINORS
Students who have completed 24 credit hours with a 2.0 cumulative GPA may declare a minor, which is a cohesive set of courses designed by faculty members to provide students with an opportunity to cultivate skills and knowledge through concentrated study in an area that is not the major. Minors may focus on one discipline or may be interdisciplinary; they require 15 to 21 credits. Completing a minor is optional, and students should seek the guidance of an academic adviser when selecting a minor to understand how the minor requirements may be completed in conjunction with their degree.

For more information about minors offered and further requirements, see Academic Minors.

## OPTIONS AND REQUIREMENTS FOR UNDERGRADUATE STUDENTS TAKING GRADUATE COURSES

Undergraduate students who have a minimum cumulative GPA of 3.2 and have completed at least 90 credits applicable to a degree (senior standing) may request enrollment in graduate courses as part of their undergraduate degree. Enrollment requires the approval of the directors of both the undergraduate and graduate programs in question. With this arrangement, undergraduate students are permitted to take a maximum of 6 credit hours at the graduate level; these credits are applied strictly to the undergraduate degree.

Undergraduate students taking graduate courses being applied to an undergraduate degree pay usual undergraduate tuition. Consequently, all application and approval forms must be completed prior to registration.

## ACCELERATED BACHELOR'S/MASTER'S OPTION

Undergraduate students of recognized academic ability and educational maturity may fulfill the combined requirements of the college's bachelor's and master's degrees via a variety of accelerated bachelor's/master's options. This is different from applying to enroll in graduate courses as part of the undergraduate degree, as described above.

This accelerated option requires a minimum of 141 credits to complete both degrees, depending on the requirements of individual programs. A maximum of 9 graduate credits, completed at the undergraduate level, may be applied simultaneously to the requirements for the bachelor's and master's degrees. In some cases, students may cross disciplines. Those interested should discuss their proposals with the appropriate program directors.

To qualify for an accelerated pathway at UB, students must have an undergraduate grade point average of at least 3.5, with at least 15 credits earned at UB, and be admissible to the graduate program to which they are applying for the accelerated option. The undergraduate GPA is calculated using all graded collegiate credits attempted at UB and other institutions over the past five years. At least 15 credits must be upper-division credits (300 level or above). Individual programs may require a certain number of credits to be upper-division credits in the major and require students to achieve a certain grade point average for those credits. Students should apply for the accelerated option prior to beginning the last 30 credits of their bachelor's degree so that if accepted, they may attempt the graduate credits during the last 30 credits of that degree. Students may not apply before they have successfully complete at least 75 credits, and the grade point average for acceptance will not be calculated until at least 87 credits have been completed. Students interested in an accelerated option should consult with an adviser as soon as possible.

To take advantage of the option, students need to submit an application, available in the deans' offices, for an accelerated bachelor's/master's program. The application has signature areas for the approval of the appropriate dean and the graduate and undergraduate program directors. Students must elect to take advantage of the option prior to beginning the last 30 credits of their undergraduate degree.

Students taking advantage of this accelerated option may register for up to 9 credits of graduate coursework during the last 30 hours of their undergraduate degree. The undergraduate and graduate program directors will select the appropriate graduate courses for each student upon election of the option. These courses may not include independent study or research, individual research, directed study, thesis, internship or practicum courses. Changes

in the program of study require approval of both the undergraduate and graduate program directors.

Students must be in continuous enrollment at the University of Baltimore for this agreement to remain in effect. They must also maintain a 3.5 undergraduate GPA and at least a 3.0 graduate GPA. Those who fail to maintain the eligibility requirements will be dropped from the accelerated option. Applicability (if any) of graduate courses to the undergraduate degree will be determined on an individual basis. Students should be aware that graduate courses applied to both undergraduate and graduate degrees at the University may not transfer as graduate credits to another institution.

In addition to electing the accelerated bachelor's/master's option, a separate application for admission to the graduate program (including payment of applicable fees) must be completed during the final semester of the bachelor's degree program. Admission to the graduate program must be effective the first regular semester after completing the credits required for the bachelor's degree so that there is no break in studies.

## GRADUATE PROGRAMS

**Doctoral Program**
- Public Administration (D.P.A.)

**Master's Degree Programs**
- Criminal Justice (M.S.)
- Forensic Science - High Technology Crime (M.S.)
- Global Affairs and Human Security (M.A.)
- Health Systems Management (M.S.)
- Human Services Administration (M.S.)
- Justice Leadership and Management (M.P.S.)
- Negotiations and Conflict Management (M.S.)
- Nonprofit Management and Social Entrepreneurship (M.S.)
- Public Administration (M.P.A.)

**Dual-Degree Programs**
- J.D./M.S. in Criminal Justice
- J.D./M.P.A.
- J.D./M.S. in Negotiations and Conflict Management

**Graduate Certificate Program**
- Health Systems Management
- Trauma-Informed Certificate

## LAW SCHOOL AUTOMATIC ADMIT OPTION

Students who graduate from a University of Baltimore undergraduate program with a cumulative cross-institutional grade point average of 3.35 or better as computed by the Credential Assembly Service and an LSAT score of 154 or better can be automatically admitted into the entering class of the UB School of Law following their graduation.

Admission is for the fall semester only (note that the law school cannot make an admission decision until students have completed 75 credits of undergraduate coursework), and a completed application must be submitted by April 1. Students should take the LSAT no later than February of the calendar year in which they would like to enter law school.

Note that if students answer yes to any of the character and fitness questions on the UB School of Law application, they are not eligible for automatic admission; instead, their application will be forwarded to the admission committee for a complete review. Character and fitness questions concern information regarding academic and disciplinary probation, criminal offenses, civil suits and employment termination.

The UB School of Law does not ensure acceptance into the full-time day program; students may be admitted to the full-time day program, the part-time day program or the evening program.

The law school reserves the right to increase the grade point average and the LSAT score required on an annual basis.

For more information about this option, contact the Office of Law Admissions at 410.837.4459 or lawadmissions@ubalt.edu.

## LAW SCHOOL EARLY ENTRY OPTION

Available to students enrolled in the B.A. in Government and Public Policy program, this option allows students' first year of enrollment at the University of Baltimore School of Law to fulfill the requirements of their last year of undergraduate study. It requires a cumulative cross-institutional grade point average of 3.35 or better as computed by the Credential Assembly Service and an LSAT score of 150 or better. This option is available only if students are continuously enrolled at the University from their undergraduate major into their law school education.

To pursue the option, students must complete the 93 undergraduate credits required for their degree and complete a minimum of 33 credits at UB, excluding AP, IB, DANTES, CLEP or challenge examinations. Students must complete all lower- and upper-division General Education requirements, and apply to the UB School of Law. Admission is for the fall semester only (note that the law school cannot make an admission decision until students have completed 75 credits of undergraduate coursework), and a completed application must be submitted by April 1. Students should take the LSAT no later than February of the calendar year in which they would like to enter law school.

Note that students must apply for graduation during the last semester of their first year of law school to receive their bachelor's degree.

If students answer yes to any of the character and fitness questions on the UB School of Law application, they are not eligible for early entry; instead, their application will be forwarded to the admission committee for a complete review. Character and fitness questions concern information regarding academic and disciplinary probation, criminal offenses, civil suits and employment termination.

Law school admission may be into the full-time day program or the part-time day program, as determined by the School of Law.

The law school reserves the right to increase the grade point average and the LSAT score required on an annual basis.

For more information about this option, contact the Office of Law Admissions at 410.837.4459 or lawadmissions@ubalt.edu.

For more detailed information about B.A. in Government and Public Policy requirements, see the [program description](#).

## SECOND BACHELOR'S DEGREES

Students who have previously earned a bachelor's degree, at either the University of Baltimore or another accredited institution, may earn a second bachelor's degree in a different degree program. Students must complete a minimum of 30 credits in residence at the University of Baltimore, applicable only to the second degree, and satisfy all of the departmental requirements for the degree, but they are not required to fulfill General Education or University-wide course requirements. No University of Baltimore courses taken to complete the first bachelor's degree can be retaken to complete the second bachelor's degree.

Credits used to satisfy a first degree at the University of Baltimore may not be applied toward the 30-credit residency requirement for the second degree. In some cases, this policy may require the substitution of courses in the major other than those specified by the second degree program. Students interested in pursuing a second bachelor's degree should consult with the appropriate program director before making a formal application through the Office of Admission. Information about applying for a second bachelor's degree may be found in the [Admission](#) section of this catalog.

## INDEPENDENT STUDY

To meet student interests and need, programs within the College of Public Affairs offer independent study courses.

Students must obtain the permission of their program director before registering for an independent study course; the instructor supervising the independent study should also have agreed to the student's enrollment.

## ACADEMIC ADVISING

Consistent and timely academic advising is strongly related to student success. To enhance the services the college provides to its students and to increase the likeliness for success and on-time degree completion, UB implemented mandatory milestone advising for all new undergraduate students beginning fall 2017.

Milestone advising is anchored by three specific touch points and aligned with the personal, professional and academic goals of students at those points:

- 45 credits: Advisers will work with students to further explore the declared major and connect students with support services, clubs and other campus groups to enhance the opportunity to be involved in the UB community.
- 60 credits: Advisers will work with students to prepare for internships, global field studies and other experiential learning opportunities. Students will also be reintroduced to the support services offered by the Career and Internship Center.
- 90 credits: Advisers will focus on the final steps to graduation and the options for postbachelor's degree completion. Students will learn more about the graduate degree programs at UB that fit with their goals.

Students who have reached these important milestones must meet with their advisers to discuss their next steps for registration, course scheduling and other key academic topics before

they register for classes. Advisers will release the milestone advising service indicator on students' accounts at the conclusion of the advising meetings.

# CRIME SCENE INVESTIGATION, UPPER-DIVISION UNDERGRADUATE CERTIFICATE

*Available to students once they have completed a minimum of 60 credits; may require that additional criteria be met, and courses to fulfill this major may not be available during the day.*
www.ubalt.edu/crimescene

Charles Tumosa, program director
FACULTY: Tumosa
ADJUNCT FACULTY: Bailey, O'Dell

Demand is growing nationwide for crime scene investigators, both in security and police fields. These fields require investigators who not only are familiar with the procedures to record and process crime scenes appropriately but also have the relevant investigative skills. This 12-credit, four-course undergraduate certificate program offers students the courses necessary to become a crime scene investigator within the police framework and can be completed in one year or less.

The certificate is ideally suited to students who have a different undergraduate degree and are interested in changing their career paths, who are currently crime scene investigators but lack the academic credentials and require continuing education, or who do not possess a science degree and are looking for an alternative path to becoming a crime scene investigator.

Students in the program learn how to protect and secure a crime scene, fully document the crime scene using text and photography, record and collect evidence, maintain the scientific integrity of the evidence in addition to the legal chain of custody, and present and defend the findings of the investigation within a legal framework, either in courts or in deposition.

This certificate is not certified for financial aid eligibility as a stand-alone program; if you apply to and enroll in this program only, financial aid cannot be used.

**Facilities**
Students in the Crime Scene Investigation program complete laboratory coursework in the University's Jami R. Grant Forensic Laboratories, which feature state-of-the-art instrumentation and serve as reserve crime labs for the Baltimore Police Department. In these laboratories, students learn the basics of evidence collection, processing and analytical techniques. In addition, students work with professionals from local and federal agencies to gain a practical understanding of current investigative procedures and techniques. University facilities include a full law library that gives students access to a wide range of legal resources.

**Admission Requirements**
Applicants must meet the University's general admission requirements as well as the following program-specific requirements:
- a 2.0 cross-institutional cumulative grade point average
- a minimum of 60 transferable credits

- successful completion of CRJU 200: Criminal Justice or an equivalent course, or experience in a law enforcement agency, as determined by the program director.

**Certificate Requirements (12 Credits)**

| | |
|---|---|
| FSCS 307 | Crime Scene Investigation |
| FSCS 440 | Advanced Crime Scene Investigation |
| FSCS 460 | Forensic Photography |
| FSCS 482 | Moot Court and Trial Advocacy for Forensics |

# B.S. IN CRIMINAL JUSTICE
www.ubalt.edu/criminology

Gabriela Wasileski, program director
FACULTY: Cantora, Kinlock, Pfeifer, Ross, Seabrook, Stanley, Wasileski, Wright

The B.S. in Criminal Justice program is administered through the School of Criminal Justice. The University of Baltimore is only the second institution in the nation to have both its undergraduate and graduate criminal justice programs certified by the Academy of Criminal Justice Sciences. The key objective of the criminal justice program is to meet the educational needs of people planning criminal justice careers and those of people already in criminal justice careers. The program is designed to build on and complement prior academic work and professional experience. The program integrates theory and practice in the study of crime and criminal justice.

The program's coursework is designed to ensure that all majors develop a basic grounding in the substance and methods of the field while being provided with sufficient flexibility to pursue individual interests.

The criminal justice core encompasses surveys of the criminal justice system, criminological theory, professional studies, research design and analysis, and a capstone course integrates the materials from the other core courses in a special project completed by each student.

Area courses ensure that a student's upper-level work in criminal justice includes at least one course focusing on each of the major components of the criminal justice system—law enforcement, courts and law, and corrections—while minimizing possible course duplication with lower-division courses taken elsewhere.

Elective courses, which may focus on such subjects as prevention and comparative criminal justice systems, broaden the study of criminal justice beyond discussion of U.S. criminal justice systems. Other electives, focusing on such subjects as white-collar crime and victimology, provide in-depth analysis of specific topics and issues. The internship, required of preservice students with no prior criminal justice internship experience, is designed to ensure that students experience direct contact with criminal justice operations while having the opportunity to explore career interests.

**Admission Requirements**
See the Admission section of this catalog.

**Degree Requirements**

In addition to fulfilling the requirements of the major, all bachelor's degree candidates are required to fulfill the collegewide degree requirements outlined under College of Public Affairs, Academic Policies and Information.

**Information Literacy**

Students in the B.S. in Criminal Justice program will meet the University of Baltimore information literacy graduation requirement by the successful completion of one of the following:
- CRJU 304    Criminal Justice Professional Studies (3)
- IDIS 110      Introduction to Information Literacy (3).

**General Education Requirements**

In the face of pressing economic and social challenges, it is critical that University of Baltimore graduates be able to communicate effectively in many different modes; gather, synthesize and critically evaluate information; make ethical and evidence-based decisions within real-world contexts; understand systems and think systemically; and negotiate divergent and competing perspectives.

See the University-Wide Degree Requirements for details regarding General Education requirements at the University of Baltimore.

For this major, the preferred General Education courses to satisfy the social and behavioral science requirement is CRJU 200: Criminal Justice.

**Criminal Justice Program Requirements (42 credits)**

CRJU 200        Criminal Justice (3)
MATH 115        Introductory Statistics (3)

**Core Courses (15 credits)**

CRJU 301        The Contemporary Criminal Justice System (3)
CRJU 302        Criminal Justice Research Methods (3)
CRJU 304        Criminal Justice Professional Studies (3)[1]*
CRJU 306        Criminological Perspectives (3)[2]
CRJU 485        Advanced Criminal Justice Studies (3)

*CRJU 304 satisfies the information literacy graduation requirement.
[1] Students must pass the upper-division writing placement test prior to enrolling in CRJU 304. This course must be taken within the first 18 credits in the major. Students who earn a B+ or better in WRIT 300 are exempt from taking CRJU 304 and will instead be required to take an additional 3-credit elective.
[2] Prerequisite of CRJU 200, completion of writing placement exam and a qualifying score of 300.

**Area Courses (9 credits)**

*Law Enforcement*
One of the following:
CRJU 320        Police Administration (3)
CRJU 420        Special Problems in Policing (3)

*Courts and Law*
One of the following:
CRJU 330          Criminal Law (3)
CRJU 430          Juvenile Justice (3)
CRJU 432          Criminal Courts (3)

*Corrections*
One of the following:
CRJU 341          Correctional Perspectives (3)
CRJU 441          Special Problems in Corrections (3)
CRJU 442          Community Corrections (3)

## Major Electives (12 credits)
Students complete four 300- or 400-level CRJU courses, and they may select from among the area courses they did not complete as requirements. Students can also select up to 6 credits of 300- to 400-level forensic science courses. Students who have not worked in the field and have not previously taken a criminal justice internship must complete CRJU 490: Criminal Justice Internship as a discipline elective.

## General Electives

IDIS 101          First-Year Seminar: Introduction to University Learning (3)
                  *freshmen only; transfer students replace this with a different elective*

    Complete as many courses as necessary from any discipline to fulfill your 120-credit requirement to graduate.

### Accelerated Bachelor's/Master's Option
Students who qualify may apply to take up to 9 graduate credits that apply to both this undergraduate degree and the M.S. in Criminal Justice. Contact the program director for information and also see Accelerated Bachelor's/Master's Option.

### Law School Automatic Admit Option
Qualified graduates of all UB undergraduate programs can be automatically admitted to the UB School of Law following their graduation through the University's automatic admit option. For more information, see Law School Automatic Admit Option.

# FORENSIC DOCUMENT ANALYSIS, UPPER-DIVISION UNDERGRADUATE CERTIFICATE
A 12-credit certificate program is available in forensic document analysis. The certificate is designed for degreed students looking to change their career path or as continuing education for present criminal justice professionals without the academic credentials, and can provide an alternate path to forensic document analysis proficiency for those without science backgrounds.

**Certificate Requirements**

FSCS 462        Introduction to Document Examination (3)

FSCS 464        Handwriting Analysis (3)

FSCS 480        Forensic Documentation (3)

FSCS 482        Moot Court and Trial Advocacy for Forensics (3)


# B.S. IN FORENSIC STUDIES

Available to students once they have completed a minimum of 56 credits; may require that additional criteria be met, and courses to fulfill this major may not be available during the day.
www.ubalt.edu/forensics

Charles Tumosa, program director
FACULTY: Tumosa
ADJUNCT FACULTY: Bailey, Hall, Lilly, Mabrey, Moore, Rosenblatt, Southall

The B.S. in Forensic Studies program, offered by the School of Criminal Justice, incorporates science, criminal investigation and the law to provide a comprehensive understanding of the evidentiary process. This academic approach familiarizes students with the major components of the criminal justice process, from the investigation and collection of crime scene evidence to its scientific evaluation and subsequent presentation in court. The program offers broad preparation in substantive areas of the field with the opportunity for an in-depth exploration of forensic science or police science.

Developed in partnership with the Baltimore Police Department, the curriculum includes theoretical and applied coursework. This partnership provides experiential learning opportunities with law enforcement and scientific personnel to produce graduates with the skills and experience needed to assume positions as either forensic science specialists or criminal investigators.

Students enter the B.S. in Forensic Studies program from diverse backgrounds, contributing an array of skills and knowledge that enlivens the learning process. Students in the police science concentration are seeking employment in law enforcement or are pursuing a bachelor's degree to advance in their field. They enter the program with coursework in criminal justice, the social sciences or general studies. The forensic science concentration attracts students who are searching for a way to apply their interests and background in science to a compelling, practical career. These students may have an associate degree in a physical science or have completed lower-level coursework in chemistry, physics and biology.

**Facilities**

The fields of forensic and police science are becoming increasingly sophisticated, with rapidly changing technologies accelerating this trend.

Students in the B.S. in Forensic Studies program complete laboratory coursework in the University's Jami R. Grant Forensic Laboratories, which feature state-of-the-art instrumentation and serve as reserve crime labs for the Baltimore Police Department. In these laboratories, students learn the basics of evidence collection, processing and analytical techniques. In addition, students work with professionals from local and federal agencies to gain a practical

understanding of current investigative procedures and techniques. University facilities include a full law library that gives students access to a wide range of legal resources.

**Admission Requirements**

Forensic studies is a selective major with limited enrollment based on the space available. Applicants must meet the University's general admission requirements as well as the following program-specific requirements:

- a cross-institutional GPA of 2.75 or better
- completion of COSC 100: Introduction to Computer Technologies, INSS 100: Computer Information Systems or an equivalent transferable course; this course also fulfills a General Education requirement.

Special consideration may be given to other applicants whose GPA is at least 2.7 and who have at least five years' relevant professional experience. In these cases, a resume is required, and an interview with the program director may be requested.

Applicants who do not meet these criteria for admission but do meet requirements for undergraduate admission may select the B.S. in Criminal Justice program. If these students earn a cross-institutional cumulative GPA of 2.75 within 24 credits of admission to UB, they may petition for a change of major to the B.S. in Forensic Studies program. If they wish to enter the forensic science concentration, they must also have met the sciences requirements (see below) at that time.

See also the [Admission](#) section of this catalog and specific information for concentrations below.

**Pre-Registration Requirement**

For either concentration, a background check and urinalysis must be completed prior to initial registration. Information about this requirement is sent with the letter of admission. Degree requirements are listed separately for each concentration.

## FORENSIC SCIENCE CONCENTRATION

This concentration prepares professionals to work in laboratory settings on the scientific analysis of evidence and thus requires a strong background in the physical sciences. It includes the following prerequisite lab courses:

- Biology I
- Chemistry I and II
- Organic Chemistry I and II
- Physics I and II.

Forensic science concentration applicants must have completed at least five of these science courses with a GPA of 2.5 and have no science grade lower than C (2.0). Preference is given to students who have completed all seven science courses with the specified standards.

When a student is admitted without having met all science prerequisites, the time required to complete the degree will be extended by at least one semester.

Special consideration may be given to other applicants whose overall GPA is at least 2.7, meet the science requirements outlined here and have at least five years of relevant professional experience. In these cases, a resume is required, and an interview with the program director may be requested.

Spring admission may prolong the completion of the degree by at least one semester because of the course scheduling sequence.

## Degree Requirements

In addition to fulfilling the requirements of the major, all bachelor's degree candidates are required to fulfill the collegewide degree requirements outlined under College of Public Affairs, Academic Policies and Information.

## Information Literacy

Students in the B.S. in Forensic Studies program will meet the University of Baltimore information literacy graduation requirement by the successful completion of:

- IDIS 110    Introduction to Information Literacy (3).

## General Education Requirements

In the face of pressing economic and social challenges, it is critical that University of Baltimore graduates be able to communicate effectively in many different modes; gather, synthesize and critically evaluate information; make ethical and evidence-based decisions within real-world contexts; understand systems and think systemically; and negotiate divergent and competing perspectives.

See the University-Wide Degree Requirements for details regarding General Education requirements at the University of Baltimore.

## Forensic Science Concentration Requirements (42-54 credits)

### Core Courses (45 credits)

Because the work of police and forensic specialists overlaps, it is important for each professional to understand the vocabulary and procedures of the other. This understanding facilitates communication and fosters cooperation in work settings. The required foundation courses, taken by all students, provide this background. Specifically, the classes help students develop a basic understanding of science, investigation and the law.

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|---|---|
| FSCS 301 | Forensic Science (3) |
| FSCS 307 | Crime Scene Investigation (3) |
| FSCS 400 | Laboratory Safety and Quality Assurance (3) |
| FSCS 403 | Trace Evidence (4) |
| FSCS 404 | Arson Investigation and Glass Analysis (4) |
| FSCS 405 | Microscopy (4) |
| FSCS 407 | Instrumental Analysis (4) |
| FSCS 409 | Drug Analysis (4) |
| FSCS 410 | Forensic Serology (4) |
| FSCS 456 | Chemistry of Death (3) |
| FSCS 480 | Forensic Documentation (3) |
| FSCS 482 | Moot Court and Trial Advocacy for Forensics (3) |
| FSCS 487 | Field Internship in Forensic Science (3) |

**Major Electives (9 credits)**
To complete the forensic science requirements, choose three courses from among these approved forensic studies or criminal justice electives. Courses are not offered every semester; students should consult the class schedule for current information.

*Forensic Studies Electives*
FSCS 440        Advanced Evidence Collection (3)
FSCS 454        Death Investigation (3)
FSCS 455        Homicide Investigation (3)
FSCS 460        Forensic Photography (3)
FSCS 462        Introduction to Document Examination (3)
FSCS 464        Handwriting Analysis (3)
FSCS 466        Instrumental Methods in Document Examination (3)
FSCS 484        Art and Forensics (3)
FSCS 497        Topics in Forensics (3)

*Criminal Justice Electives*
CRJU 302        Criminal Justice Research Methods (3)
CRJU 306        Criminological Perspectives (3)
CRJU 320        Police Administration (3)
CRJU 390        Victimology (3)
CRJU 408        Crime and Delinquency Prevention (3)
CRJU 420        Special Problems in Policing (3)
CRJU 432        Criminal Courts (3)
CRJU 456        Drugs and Crime (3)
CRJU 464        Criminal Justice Issues (3)
CRJU 470        Biosocial Perspectives in Criminology (3)

**General Electives**
Complete as many courses as necessary from any discipline to fulfill your 120-credit requirement to graduate.

## POLICE SCIENCE CONCENTRATION
This concentration focuses primarily on the legal and procedural aspects of criminal investigation. No specific preparatory courses are required.

**Degree Requirements**
In addition to fulfilling the requirements of the major, all bachelor's degree candidates are required to fulfill the collegewide degree requirements outlined under College of Public Affairs, Academic Policies and Information.

**Information Literacy**
Students in the B.S. in Forensic Studies program will meet the University of Baltimore information literacy graduation requirement by the successful completion of:
- IDIS 110      Introduction to Information Literacy (3).

**General Education Requirements**
In the face of pressing economic and social challenges, it is critical that University of Baltimore graduates be able to communicate effectively in many different modes; gather, synthesize and critically evaluate information; make ethical and evidence-based decisions within real-world contexts; understand systems and think systemically; and negotiate divergent and competing perspectives.

See the University-Wide Degree Requirements for details regarding General Education requirements at the University of Baltimore.

**Police Science Concentration Requirements (42 credits)**
**Core Courses (24 credits)**
Because the work of police and forensic specialists overlaps, it is important for each professional to understand the vocabulary and procedures of the other. This understanding facilitates communication and fosters cooperation in work settings. The required foundation courses, taken by all students, provide this background. Specifically, the classes help students develop a basic understanding of science, investigation and the law.

CRJU 301     The Contemporary Criminal Justice System (3)
FSCS 301     Forensic Science (3)
FSCS 307     Crime Scene Investigation (3)
FSCS 480     Forensic Documentation (3)
FSCS 482     Moot Court and Trial Advocacy for Forensics (3)
FSCS 418     Mathematical Applications in Police Science (3)
FSCS 496     Field Internship in Police Science (3)
CRJU 330     Criminal Law (3)

**Courts and Investigation Required Courses (9 credits)**
FSCS 424     Fourth Amendment: Interpretation and Application (3)
FSCS 426     Innovative Investigative Techniques (3)
FSCS 430     Specialty Warrants, Wiretaps and Historical Conspiracies (3)

**Major Electives (9 credits)**
To complete the police science requirements, choose three courses from among these approved forensic studies or criminal justice electives. Courses are not offered every semester; students should consult the class schedule for current information.

*Forensic Studies Electives*
FSCS 410     Forensic Serology (4)
FSCS 454     Death Investigation (3)
FSCS 460     Forensic Photography (3)
FSCS 497     Topics in Forensics (3)
FSCS 498     Laboratory Topics in Forensics (4)

*Criminal Justice Electives*
CRJU 302     Criminal Justice Research Methods (3)
CRJU 306     Criminological Perspectives (3)

| CRJU 320 | Police Administration (3) |
| CRJU 390 | Victimology (3) |
| CRJU 408 | Crime and Delinquency Prevention (3) |
| CRJU 420 | Special Problems in Policing (3) |
| CRJU 432 | Criminal Courts (3) |
| CRJU 456 | Drugs and Crime (3) |
| CRJU 464 | Criminal Justice Issues (3) |
| CRJU 470 | Biosocial Perspectives in Criminology (3) |

**General Electives**
Complete as many courses as necessary from any discipline to fulfill your 120-credit requirement to graduate.

**Law School Automatic Admit Option**
Qualified graduates of all UB undergraduate programs can be automatically admitted to the UB School of Law following their graduation through the University's automatic admit option. For more information, see Law School Automatic Admit Option.

# B.A. IN GOVERNMENT AND PUBLIC POLICY
www.ubalt.edu/publicpolicy

Lorenda A. Naylor, program director
FACULTY: Barqueiro, Darling, Haynes, Gourrier, Larrison, Naylor, Thomas, Uzochukwu, Wachhaus, Willis, Wilson-Gentry, Wyatt-Nichol
ADJUNCT FACULTY: Brown, McGrath

The B.A. in Government and Public Policy program is administered through the School of Public and International Affairs. The program focuses on political institutions and processes, with particular applications to Maryland government and politics. Students gain a strong foundation in government and public policy, and their role in society.

   A major in government and public policy offers students a broad-based education, which equips them to adapt to a wide variety of careers. This is particularly true for students seeking careers in state and local government, corporate public affairs, the federal bureaucracy, the foreign service, campaign management and organizations that monitor political processes or seek to influence the content of public policy.

   Government and public policy is also a solid undergraduate major for students preparing for law school. Although no one discipline can best prepare students for the legal profession, specific courses in government and public policy illuminate the critical relationships between law and politics. The program regularly offers courses in American political institutions, constitutional law, administrative law, judicial processes, civil liberties, political theory, public administration and international relations. Combined with other offerings in government and public policy, philosophy, history, economics, business and English, such courses establish a curriculum that provides the broad-based knowledge needed by those entering the legal - profession.

The B.A. in Government and Public Policy program allows students flexibility to develop their individual interests while emphasizing basic theories and methodological techniques. The approach to the study of governmental processes and public administration is applied, research-oriented and practical. Students have an opportunity to gain experience working in government agencies, political campaigns, court systems, legislative bodies and other related organizations through internships that provide academic credit.

National honor societies Pi Sigma Alpha and Pi Alpha Alpha provide opportunities for networking and fellowship through discussion groups, speaker series and an annual awards ceremony.

### Admission Requirements
See the Admission section of this catalog.

### Degree Requirements
In addition to fulfilling the requirements of the major, all bachelor's degree candidates are required to fulfill the collegewide degree requirements outlined under College of Public Affairs, Academic Policies and Information.

### Information Literacy
Students in the B.A. in Government and Public Policy program will meet the University of Baltimore information literacy graduation requirement by the successful completion of one of the following:
- GVPP 408   Methods in Government and Public Policy (3)
- IDIS 110      Introduction to Information Literacy (3).

### General Education Requirements
In the face of pressing economic and social challenges, it is critical that University of Baltimore graduates be able to communicate effectively in many different modes; gather, synthesize and critically evaluate information; make ethical and evidence-based decisions within real-world contexts; understand systems and think systemically; and negotiate divergent and competing perspectives.

See the University-Wide Degree Requirements for details regarding General Education requirements at the University of Baltimore.

### Government and Public Policy Program Requirements (48 credits)
**Core Courses (24 credits)**
GVPP 201       American Government (3)
GVPP 210       Introduction to International Studies (3)*
One course in economics beyond the General Education requirements (3)
One course in history or philosophy beyond the General Education requirements (3)
GVPP 408       Methods in Government and Public Policy (3)
GVPP 499       Senior Seminar (3)
One GVPP course in international studies (3)
One GVPP course in political theory (3)

**Major Electives (24 credits)**
Complete eight courses approved by a faculty adviser; students who have a career interest in public policy and administration, public law, or applied politics should take at least 9 credits in one of the first three areas below.

*Public Policy and Administration*
GVPP 315      Public Policy Analysis (3)
GVPP 320      Public Administration (3)
GVPP 322      Bureaucracy and Public Policy (3)
GVPP 324      American Public Policy (3)
GVPP 326      Urban Politics and Public Policy (3)
GVPP 423      Public Budgeting and Personnel Administration (3)
GVPP 425      Administrative Law and Processes (3)
GVPP 427      Foundations of Democracy II (3)
HSMG 373      Health Policy and Politics (3)

*Public Law and American Constitutional Systems*
GVPP 340      Constitutional Law (3)
GVPP 341      Civil Liberties and the Bill of Rights (3)
GVPP 344      American Presidency (3)
GVPP 345      The Legislative Process (3)
GVPP 348      State and Local Government (3)
GVPP 381      American Political Thought (3)
GVPP 426      Foundations of Democracy I (3)

*Applied Politics*
GVPP 360      Parties, Campaigns and Elections (3)
GVPP 362      Media and Government (3)
GVPP 461      Maryland Government Processes and Politics (3)
GVPP 463      Interest Group Politics and Lobbying (3)
GVPP 465      Survey Research and Public Opinion Analysis (3)

*Other Major Electives*
GVPP 382      Political Ideologies (3)
GVPP 384      Comparative Government (3)
GVPP 385      World Politics (3)
GVPP 386      American Foreign Policy (3)
GVPP 410      Race and Politics (3)*
GVPP 470/471 Individual Research (3)
GVPP 479      Special Topics in International Studies (3)
GVPP 480      Environmental Politics and Policy (3)
GVPP 481      Globalization (3)
GVPP 482      Topics in Political Theory (3)
GVPP 483      African Politics, Culture and Society (3)
GVPP 484      International Political Economy (3)
GVPP 485      The Far East in World Affairs (3)

GVPP 486      The Middle East (3)
GVPP 487      Western Europe (3)
GVPP 488      Commonwealth of Independent States/China in World Affairs (3)
GVPP 489      International Organization (3)
GVPP 490/491 Internship (3)
GVPP 493      Honors Seminar (3)
GVPP 497      Topics in Government and Public Policy (1-6)

* satisfies global awareness and diverse perspectives graduation requirement

**General Electives**
IDIS 101      First-Year Seminar: Introduction to University Learning (3)
              *freshmen only; transfer students replace this with a different elective*

   Complete as many courses as necessary from any discipline to fulfill your 120-credit requirement to graduate.

**Accelerated Bachelor's/Master's Option**
Students who qualify may apply to take up to 9 graduate credits that apply to both this undergraduate degree and the M.A. in Global Affairs and Human Security program or the M.P.A. program. Contact the appropriate program director for information and also see Accelerated Bachelor's/Master's Option.

**Law School Automatic Admit Option**
Qualified graduates of all UB undergraduate programs can be automatically admitted to the UB School of Law following their graduation through the University's automatic admit option. For more information, see Law School Automatic Admit Option.

## GOVERNMENT AND PUBLIC POLICY LAW SCHOOL EARLY ENTRY OPTION

Students who qualify complete 93 hours of undergraduate credits and an additional 27 hours of law school credits to attain the 120 credits required for the bachelor's degree. See Law School Early Entry Option for more information about the qualifications and requirements that govern this option.

**Degree Requirements**
In addition to fulfilling the requirements of the major, all bachelor's degree candidates are required to fulfill the collegewide degree requirements outlined under College of Public Affairs, Academic Policies and Information.

**Information Literacy**
Students in the B.A. in Government and Public Policy program will meet the University of Baltimore information literacy graduation requirement by the successful completion of:
- IDIS 110    Introduction to Information Literacy (3)
- GVPP 408  Methods in Government and Public Policy (3).

**General Education Requirements**

In the face of pressing economic and social challenges, it is critical that University of Baltimore graduates be able to communicate effectively in many different modes; gather, synthesize and critically evaluate information; make ethical and evidence-based decisions within real-world contexts; understand systems and think systemically; and negotiate divergent and competing perspectives.

See the [University-Wide Degree Requirements](#) for details regarding General Education requirements at the University of Baltimore.

## Government and Public Policy Law School Early Entry Option Program Requirements (36 credits)

**Core Courses (24 credits)**

GVPP 201        American Government (3)

GVPP 210        Introduction to International Studies (3)*

One course in economics beyond the General Education requirements (3)

One course in history or philosophy beyond the General Education requirements (3)

GVPP 408        Methods in Government and Public Policy (3)

GVPP 499        Senior Seminar (3)

One GVPP course in international studies (3)

One GVPP course in political theory (3)

## Law School Early Entry Electives (12 credits)

Students who are interested in the practice of law in Maryland should have a strong background in American and Maryland governmental structures and processes. Therefore, strongly recommended courses include:

GVPP 341        Civil Liberties and the Bill of Rights (3)

GVPP 344        American Presidency (3)

GVPP 345        The Legislative Process (3)

GVPP 348        State and Local Government (3)

GVPP 362        Media and Government (3)

GVPP 381        American Political Thought (3)

GVPP 426        Foundations of Democracy I (3)

GVPP 427        Foundations of Democracy II (3)

GVPP 461        Maryland Government Processes and Politics (3)

GVPP 463        Interest Group Politics and Lobbying (3)

**General Electives**

IDIS 101        First-Year Seminar: Introduction to University Learning (3)
*freshmen only; transfer students replace this with a different elective*

Complete as many courses as necessary from any discipline to fulfill your 120-credit requirement to graduate.

* Satisfies global awareness and diverse perspectives graduation requirement.

# B.S. IN HEALTH SYSTEMS MANAGEMENT

Available to students once they have completed a minimum of 56 credits; may require that additional criteria be met, and courses to fulfill this major may not be available during the day. This program is also offered Saturdays at the Universities at Shady Grove.
www.ubalt.edu/healthsystemsmanagement

Alan Weisman, program director
FACULTY: DiFranco, Gammon, Gillingham, Y. Kang, Lyles, Molinari, Naylor, Weisman

The B.S. in Health Systems Management program is housed in the School of Health and Human Services. It is offered in a face-to-face format Saturdays at the University of Baltimore campus and at the Rockville, Maryland, campus of the Universities at Shady Grove. Courses are offered in the fall, spring and summer semesters, online and in the classroom.

This program is designed to provide the initial undergraduate education for professional careers in health services management. Health care administration education requires a strong liberal arts foundation to prepare health service managers for leadership roles in a complex, diverse and multicultural society. The program combines a classic liberal education with conceptual and technical competence in the health systems management field.

Providing students with sound conceptual and practical knowledge of management skills is a key focus of health systems management. A general awareness of the interplay of social, political, economic, technological, cultural and environmental factors of health services management and administration is pivotal for current and future managers. The program develops managerial knowledge, analytical ability and communication skills and graduates students who are technically competent and well-rounded. In addition to preparing students for managerial positions in health services administration, this degree also qualifies them for entry into graduate and professional schools.

The program is certified by the Association of University Programs in Health Administration. In accordance with the association's recommendations, the curriculum specifically provides:

- an understanding of the organization, financing and delivery of health services within a multidisciplinary context
- an understanding and assessment of the health status of populations, including determinants of health and disease and factors influencing the use of health services
- an understanding of the values and ethical issues associated with the practice of health services administration that will foster the development of ethical analysis skills
- opportunities to develop leadership potential
- experience in economics, financial policy, quantitative analysis, organizational theory and practice, human and information resources, assessment of organizational performance, and knowledge of methods to ensure continuous improvement in the quality of services provided.

The B.S. in Health Systems Management program is offered on Saturdays and online, and some courses in other disciplines may also be taken online and during the week on the Baltimore campus. The curriculum can be completed in two years by students entering with an associate degree (A.A./A.S.) or 56 transferable credits. Registered nurses and radiologic technologists who are licensed in Maryland are awarded 60 transfer credits.

## Admission Requirements

Students applying to the B.S. in Health Systems Management program must have a minimum of 56 transferable credits. For more information, see the Admission section of this catalog.

## Degree Requirements

In addition to fulfilling the requirements of the major, all bachelor's degree candidates are required to fulfill the collegewide degree requirements outlined under College of Public Affairs, Academic Policies and Information.

## Information Literacy

Students in the B.S. in Health Systems Management program will meet the University of Baltimore information literacy graduation requirement by the successful completion of one of the following:

- HSMG 300  Health Indicators
- IDIS 110    Introduction to Information Literacy.

## General Education Requirements

In the face of pressing economic and social challenges, it is critical that University of Baltimore graduates be able to communicate effectively in many different modes; gather, synthesize and critically evaluate information; make ethical and evidence-based decisions within real-world contexts; understand systems and think systemically; and negotiate divergent and competing perspectives.

See the University-Wide Degree Requirements for details regarding General Education requirements at the University of Baltimore.

## Health Systems Management Program Requirements (42 credits)

**Core Courses (33 credits)**

HSMG 300      Health Indicators (3)
HSMG 370      Overview of Health Care Delivery Systems (3)
HSMG 371      Principles of Health Care Management I (3)
HSMG 372      Principles of Health Care Management II (3)
HSMG 373      Health Policy and Politics (3)
HSMG 376      Quantitative Methods for Health Care Managers (3)
HSMG 472      Introduction to Quality Performance and Improvement in Health Care (3)
HSMG 477      Health Care Law and Risk Management (3)
HSMG 492      Internship (3)
HSMG 498      Strategic Management in Health Care (3)

*One of the following:*

HSMG 490      Survey Research and Data Analysis for Health Services Administration (3)
HSMG 491      Health Planning and Program Evaluation (3)

**Business Requirements (9 credits)**

HSMG 301      Introduction to Health Economics (3)
HSMG 302      Statistics for Health Administration (3)
HSMG 303      Health Finance (3)

**General Electives**

Complete as many courses as necessary from any discipline to fulfill your 120-credit requirement to graduate. Some recommended courses to support students' knowledge and skills in health systems management include:

HSMG 378    Introduction to Global Health (3)
FIN 331       Financial Management (3)
INSS 300     Management Information Systems (3)
MKTG 301    Marketing Management (3).

**Accelerated Bachelor's/Master's Option**

Students who qualify may apply to take up to 9 graduate credits that apply to both this undergraduate degree and the M.S. in Health Systems Management. Contact the program director for information and also see Accelerated Bachelor's/Master's Option.

**Law School Automatic Admit Option**

Qualified graduates of all UB undergraduate programs can be automatically admitted to the UB School of Law following their graduation through the University's automatic admit option. For more information, see Law School Automatic Admit Option.

# B.A. IN HUMAN SERVICES ADMINISTRATION

www.ubalt.edu/humanservicesadministration

Tiffaney Parkman, program director
FACULTY: Collins, Gillingham, Molinari, Parkman, Pearson

Offered through the School of Health and Human Services, this program is designed to provide students with specific knowledge and practical skills in human services within the context of a broad, interdisciplinary liberal arts education. The core curriculum is designed to address the ever-changing needs of human services organizations. The program affords in-service personnel an opportunity for increased professionalism, career advancement and higher education. For others, it offers preprofessional career preparation.

   Students with an associate degree in human services should find this program particularly appealing, but such associate degree programs are not a requirement for admission to this bachelor's degree program.

**Admission Requirements**
See the Admission section of this catalog.

**Degree Requirements**
In addition to fulfilling the requirements of the major, all bachelor's degree candidates are required to fulfill the collegewide degree requirements outlined under College of Public Affairs, Academic Policies and Information.

**Information Literacy**

Students in the B.A. in Human Services program will meet the University of Baltimore information literacy graduation requirement by the successful completion of one of the following:

- HSER 350    Social Research Methods for Human Services
- IDIS 110      Introduction to Information Literacy.

**General Education Requirements**

In the face of pressing economic and social challenges, it is critical that University of Baltimore graduates be able to communicate effectively in many different modes; gather, synthesize and critically evaluate information; make ethical and evidence-based decisions within real-world contexts; understand systems and think systemically; and negotiate divergent and competing perspectives.

See the [University-Wide Degree Requirements](#) for details regarding General Education requirements at the University of Baltimore.

**Human Services Administration Program Requirements (42 credits)**

**Major Requirements (30 credits)**

HSER 100          Introduction to Human Services (3)
HSER 200          Models of Effective Helping (3)
HSER 340          Case Management and Documentation (3)
HSER 350          Social Research Methods for Human Services (3)
HSER 400          Field Practicum (3)
(must be completed by preservice students who do not transfer to UB with college-level human services internship credits)
HSER 420          Program Design and Proposal Writing (3)
HSER 430          Fundraising and Grant Writing (3)
HSER 440          Evaluation of Human Services Programs (3)
HSER 450          Human Services Management (3)
HSER 470          Senior Seminar and Portfolio (3)

**Major Electives (12 credits)**

Students may select major electives from among GVPP, HSMG, PHIL, PSYC and SOCI courses due to the interdisciplinary nature of the human services field. Other relevant courses may be taken with the permission of the program director.

HSER 300          Grass Roots Strategies of Social Change in Human Services (3)
HSER 310          Family System Dynamics (3)
HSER 320          Gender and the Work Environment (3)
HSER 330          Human Services Delivery Systems and Diversity (3)*
HSER 360          Social Policy and the American Policy Process (3)
HSER 410          Ethics and Empathy for Public Servants (3)
GVPP 322          Bureaucracy and Public Policy (3)
GVPP 345          The Legislative Process (3)
GVPP 348          State and Local Government (3)
HSMG 378          Introduction to Global Health (3)
PSYC 205          Human Development (3)

PSYC 210        Interpersonal Psychology (3)
PSYC 215        Human Sexuality (3)
PSYC 220        Stress Identification and Management (3)
PSYC 355        Interviewing Psychology (3)
PSYC 360        Cross-Cultural Psychology (3)

**General Electives**
IDIS 101        First-Year Seminar: Introduction to University Learning (3)
                *freshmen only; transfer students replace this with a different elective*


Complete as many courses as necessary from any discipline to fulfill your 120-credit requirement to graduate.


* satisfies global awareness and diverse perspectives graduation requirement


**Accelerated Bachelor's/Master's Option**
Students who qualify may apply to take up to 9 graduate credits that apply to both this undergraduate degree and the M.S. in Human Services Administration. Contact the program director for information and see Accelerated Bachelor's/Master's Option.

**Law School Automatic Admit Option**
Qualified graduates of all UB undergraduate programs can be automatically admitted to the UB School of Law following their graduation through the University's automatic admit option. For more information, see Law School Automatic Admit Option.

# MERRICK SCHOOL OF BUSINESS

Murray Dalziel, dean

Marilyn Oblak, associate dean
Kathea Smith, assistant dean, enrollment, academic affairs and student services
Web: www.ubalt.edu/merrick

## MISSION

The Merrick School of Business' mission is to use its urban education hub to offer practical, career-minded and globally engaged business education that inspires professional and entrepreneurial growth. Its students learn to make a positive impact from faculty members who develop compelling knowledge that influences communities, businesses, professions and scholars. The school's vision is to be known for serving students from deeply diverse backgrounds who become successful entrepreneurs and professionals.

   The Merrick School of Business is an AACSB International-accredited school and was recognized by *U.S. News & World Report* as providing one of the nation's best undergraduate business programs and online MBA programs. The Merrick School of Business focuses on continuing a trajectory of academic excellence. The school continues its efforts to transform and empower students while remaining true to our legacy of serving nontraditional and first-generation college students.

## ORGANIZATION

The Office of the Dean is responsible for the administration of the Merrick School of Business, maintaining relationships with the business community, and student and academic advising. The business school is organized into four academic departments:

- **Accounting, Economics and Finance**
  Phillip Korb, department chair

- **Information Systems and Decision Science**
  Danielle Fowler, department chair

- **Management and International Business**
  Lisa Stickney, department chair

- **Marketing and Entrepreneurship**
  Ven Sriram, department chair.

## ACCREDITATION

The Merrick School of Business is accredited by AACSB International, the accrediting body for schools of business. AACSB International accreditation is the mark of excellence in educational programs in business, awarded only when rigorous standards for courses, curricula, faculty and resources have been met. The University of Baltimore is also accredited by the Middle States Commission on Higher Education and recognized by the Maryland Higher Education Commission.

## STUDENTS

Approximately 1,500 students are enrolled in programs in the Merrick School of Business. The average age of undergraduate students is approximately 30. More than 80 percent of students work full or part time. Because of the level of maturity and the professional experience of students, the interchange of ideas in the classroom is lively and highly informative.

## FACULTY

Merrick School of Business faculty members bring to the classroom exceptional professional and academic credentials. Ninety percent of the faculty members possess a doctorate in their fields. In addition, Merrick School of Business faculty members have professional certifications and extensive professional work experience with business, government or nonprofit organizations. Professors combine a dedication to teaching with significant research and professional and community service activities.

   Our faculty members adhere to the high-quality standards of teaching mandated by AACSB International accreditation, and their teaching efforts consistently rate exceptionally high on internal measures of teaching excellence.

## FACILITIES

The Merrick School of Business is located within the William H. Thumel Sr. Business Center at North Charles Street and Mount Royal Avenue on the University of Baltimore campus. This six-story building features wireless internet access and contains 16 classrooms, all of which are "smart rooms" featuring state-of-the-art display capabilities; five seminar rooms for small-group discussion; a 200-seat auditorium with simultaneous translation capability; catering and meeting facilities; a student lounge; offices for the school's faculty and administration; and a computer lab for student use.

## CENTERS AND INSTITUTES

The Merrick School of Business houses the following centers and institutes:
- the Center for Entrepreneurship and Innovation
- the Jacob France Institute.

## GENERAL POLICIES AND INFORMATION

### Admission and Transfer

Merrick School of Business students must meet all University admission requirements. A grade of D is transferable only if the school at which the course was taken accepts a D grade in fulfillment of General Education requirements. The student's cumulative grade point average also must be 2.0 or higher on a 4.0 scale.

   A maximum of 6 lower-level transfer credits may be applied to any specialization in the B.S. in Business Administration and the B.S. in Information Systems and Technology Management programs. Such courses can transfer only if the prerequisites, content and requirements are equivalent to those of the courses required by the University of Baltimore.

   Students seeking admission to the accounting specialization in the B.S. in Business Administration program must have a cross-cumulative GPA of 2.5 or higher at the time of admission. Transfer credit is granted for courses equivalent to Principles of Accounting I and II

when the student has grades of C (2.0 on a 4.0 scale) or higher in those courses. A maximum of 6 lower-level transfer credits may be applied to the accounting specialization.

Students seeking admission to the finance specialization of the B.S. in Business Administration program must have a cross-cumulative GPA of 2.25 or higher at the time of admission.

### Validation Requirement

Students are not required to repeat upper-division courses if the prerequisites, content and requirements are deemed by the faculty to be equivalent to those of similar courses taken at other institutions within the first 60 credits of their academic careers. At faculty discretion, - students may be required to take advanced-level work in the discipline for which such courses serve as prerequisites.

### Technology Proficiency Requirements

Students enrolling in undergraduate Merrick School of Business programs must have a working knowledge of Windows-based systems and basic functional competence with spreadsheets, word processing, email and web browsing. While in their program, students will attain levels of computer fluency that will permit them to make better use of information technology when doing research, processing information, communicating, solving problems and making decisions. These proficiencies are reinforced throughout the curriculum and provide a sound basis for lifelong learning and career enhancement.

### Nondegree Student Status

For information about the admission of nondegree students, please see Nondegree Status in the Academic Policies section of this catalog. Nondegree students registering for 300- or 400-level business courses must have written approval from the Merrick School of Business to register. Contact the Merrick Advising Center for assistance.

### Internships

Internships allow students to apply their education to real-world practice in their chosen field. Internships are typically part-time positions in which students work at least 120 hours over the course of a semester. Interns gain valuable experience, have the opportunity to obtain academic credit and may even get paid. The internship should be related to a student's academic and career interests. The Merrick School of Business offers an internship course in each discipline.

For more information, including a list of faculty internship advisers, forms required to receive academic credit and details on how to get started, please visit www.ubalt.edu/merrickinternships. Students should consult their guide to graduation and their academic adviser to determine how to integrate the internship course into their program of study.

### Independent Study Policy

Independent study provides students with the opportunity to conduct individual work that is planned with a faculty member who helps set goals, develop a study plan and guide progress. Students are limited to a maximum of 6 independent study credits per degree program. To register for an independent study course, students must:

- Consult with the Merrick Advising Center for degree applicability.

- Be within 30 hours of graduation.
- Have a minimum GPA of 3.0.
- Complete an independent study form.
- Submit a two- to three-page proposal, approved by the faculty member responsible for the independent study and the appropriate department chair.
- Register for the appropriate independent study course.

## ACADEMIC ADVISING

Academic advising is available in the Merrick Advising Center, William H. Thumel Sr. Business Center, Room 142, with daytime and evening hours. Scheduled appointments are recommended (call 410.837.4944). Advisers provide information on Merrick School of Business programs, policies and procedures. Subsequent to admission, students are assigned an academic adviser for consultation throughout the program. All new students and students enrolling in business programs for the first time are required to meet with their academic adviser. All students will receive a guide to graduation that includes a program checklist detailing all required courses. Students in the online program who do not have access to campus will be advised electronically.

Consistent and timely academic advising is strongly related to student success. To enhance the services we provide to our students and to increase the likeliness for success and on-time degree completion, UB requires mandatory milestone advising for all new undergraduate students as of fall 2017.

Milestone advising is anchored by three specific touch points and aligned with the personal, professional and academic goals of students at those points:

- 45 credits: Advisers will work with students to further explore the declared major and connect students with support services, clubs and other campus groups to enhance the opportunity to be involved in the UB community.
- 60 credits: Advisers will work with students to prepare for internships, global field studies and other experiential learning opportunities. Students will also be reintroduced to the support services offered by the Career and Internship Center.
- 90 credits: Advisers will focus on the final steps to graduation and the options for postbachelor's degree completion. Students will learn more about the graduate degree programs at UB that fit with their goals.

Students who have reached these important milestones must meet with their advisers to discuss their next steps for registration, course scheduling and other key academic topics before they register for classes. Advisers will release the milestone advising service indicator on students' accounts at the conclusion of the advising meetings.

Continuing students in good academic standing can register without an adviser's signature and are responsible for meeting their own program requirements. Continuing students who must obtain advisement are:

- students declaring a major
- students changing their degree program or specialization
- students enrolling after an absence of more than two consecutive semesters
- nondegree-seeking students
- readmitted and reinstated students
- students on academic probation

- students registering for an internship, independent study or practicum course
- students requesting to take a course at another college or institution
- students requesting to take more than 16 credits during a regular semester or 7 credits during a summer session (permission from the Office of the Dean required; please see Semester Load section of the catalog).

Although an adviser can assist students in planning their academic program, students are ultimately responsible for knowing and meeting curriculum requirements. Upon completion of 90 credits, students should contact the Merrick Advising Center to request a graduation evaluation.

## SATISFACTORY/UNSATISFACTORY PROGRESS

A student who attempts 12 or more credits while enrolled in any Merrick School of Business program and earns a GPA of less than 2.0 will be placed on academic probation. In this instance, the student must abide by University of Baltimore academic and financial aid policies on satisfactory and unsatisfactory progress. Once placed on probation, students have 12 credit hours to raise their cumulative GPA to the required 2.0; failure to do so will result in academic suspension. Please also see the Academic Policies section of this catalog.

## SECOND BACHELOR'S DEGREES

Students who have previously earned a bachelor's degree, at either the University of Baltimore or another accredited institution, may earn a second bachelor's degree in a different degree program. Students must complete a minimum of 30 credits in residence at the University of Baltimore, applicable only to the second degree, and satisfy all of the departmental requirements for the degree, but they are not required to fulfill General Education or University-wide course requirements. No University of Baltimore courses taken to complete the first bachelor's degree can be retaken to complete the second bachelor's degree.

Credits used to satisfy a first degree at the University of Baltimore may not be applied toward the 30-credit residency requirement for the second degree. In some cases, this policy may require the substitution of courses in the major other than those specified by the second degree program. Students interested in pursuing a second bachelor's degree at the University of Baltimore should consult with the appropriate program adviser before making a formal application through the Office of Admission.

Information about applying for a second bachelor's degree may be found in the Admission section of this catalog.

## ACADEMIC MINORS

Students who have completed 24 credit hours with a 2.0 cumulative GPA may declare a minor. A minor is a cohesive set of courses designed by faculty to provide students with an opportunity to cultivate skills and knowledge through concentrated study in an area that is not the major. Minors may focus on one discipline or may be interdisciplinary; they require 15 to 18 credits. Completing a minor is optional, and students should seek the guidance of an academic adviser when selecting a minor to understand how the minor requirements may be completed in conjunction with their degree.

For more information about minors offered and further requirements, see the Academic Minors section. Please note that some minors may require a 2.5 cumulative GPA.

## ACCELERATED B.S./MBA/M.S.

Undergraduate students of recognized academic ability and educational maturity may combine the requirements for an undergraduate business degree with those of a master's degree in the Merrick School of Business. A maximum of 9 graduate credits, completed during the last 30 credits of undergraduate study, may be applied simultaneously to the requirements for both the bachelor's and the master's degrees. Those interested should discuss their options with their academic adviser.

To be eligible for the accelerated B.S./MBA/M.S., students must have an undergraduate grade point average of at least 3.5, with at least 15 credits earned at UB, and be admissible to the graduate program to which they are applying for the accelerated option. The undergraduate GPA is calculated using all graded collegiate credits attempted at UB and other institutions over the past five years. At least 15 credits must be upper-division credits (300 level or above). Individual programs may require a certain number of credits to be upper-division credits in the major and for those credits to achieve a certain grade point average. Students should apply for the accelerated option prior to beginning the last 30 credits of their bachelor's degree so that if accepted, they may attempt the graduate credits during the last 30 credits of that degree. Students may not apply before they have successfully complete at least 75 credits, and the grade point average for acceptance will not be calculated until at least 87 credits have been completed. Students interested in an accelerated option should consult with an adviser as soon as possible. To remain in the program once accepted, students must maintain a 3.5 GPA in their undergraduate coursework and a 3.0 GPA in their graduate coursework.

In applying for the program, students must secure the approval of the dean's representative, the undergraduate chair and the graduate chair involved, and develop an approved course plan prior to beginning the last 30 credits of their undergraduate degree. The application is on the UB website.

Courses taken in the accelerated B.S./MBA/M.S. will be determined by the Merrick School of Business and may not include independent study/research, directed study, thesis or internship courses. Changes in the program of study require the approval of the dean's representative.

Students must be in continuous enrollment at the University of Baltimore for this agreement to remain in effect. Those who fail to maintain the eligibility requirements will be dropped from the accelerated option. Applicability (if any) of graduate courses to the undergraduate degree will be determined on an individual basis. Students should be aware that graduate courses applied to both undergraduate and graduate degrees at the University of Baltimore may not transfer as graduate credits to another institution.

Participation in the accelerated B.S./MBA/M.S. does not guarantee admission to any University of Baltimore graduate program. Unconditional admission to the Merrick School of Business graduate programs requires an appropriate score on the GMAT and a completed application. The completed 9 graduate credits may count toward any postbachelor's degree certificate or degree program if applicable. Applications for admission and payment of applicable fees to the graduate program must be made during the semester immediately prior to the completion of the credits required for the bachelor's degree. Admission to the graduate program will be effective the semester after completing the credits for the bachelor's degree.

## LAW SCHOOL AUTOMATIC ADMIT OPTION

Students who graduate from a University of Baltimore undergraduate program with a cumulative cross-institutional grade point average of 3.35 or better as computed by the Credential Assembly Service and an LSAT score of 154 or better can be automatically admitted into the entering class of the UB School of Law following their graduation.

Admission is for the fall semester only (note that the law school cannot make an admission decision until students have completed 75 credits of undergraduate coursework). Students should take the LSAT no later than February of the calendar year in which they would like to enter law school and submit their application for admission no later than April 1.

Note that if students answer yes to any of the character and fitness questions on the UB School of Law application, they are not eligible for automatic admission; instead, their application will be forwarded to the admission committee for a complete review. Character and fitness questions concern information regarding academic and disciplinary probation, criminal offenses, civil suits and employment termination.

The UB School of Law does not ensure acceptance into the full-time day program; students may be admitted to the full-time day program, the part-time day program or the evening program. The law school reserves the right to increase the grade point average and the LSAT score required on an annual basis.

For more information about this option, contact the Office of Law Admissions at 410.837.4459 or lawadmissions@ubalt.edu.

## LAW SCHOOL EARLY ENTRY OPTION

Available to students enrolled in the B.S. in Business Administration program, this option allows students' first year of enrollment at the University of Baltimore School of Law to fulfill the requirements of their last year of undergraduate study. It requires a cumulative cross-institutional grade point average of 3.5 or better as computed by the Credential Assembly Service and an LSAT score of 155 or better. This option is available only if students are continuously enrolled at the University from their undergraduate major into their law school education.

To pursue this option, students must complete the 90 undergraduate credits required for their degree and a minimum of 34 credits at UB, excluding AP, IB, DANTES, CLEP or challenge examinations. Students must complete all lower- and upper-division General Education requirements and business program requirements, and apply to the UB School of Law. Admission is for the fall semester only; note that the law school cannot make an admission decision until students have completed 75 credits of undergraduate coursework. Students should take the LSAT no later than February of the calendar year in which they would like to enter law school and submit their application for admission no later than April 1. Note that students must apply for graduation during the last semester of their first year of law school to receive their bachelor's degree.

If students answer yes to any of the character and fitness questions on the UB School of Law application, they are not eligible for automatic admission; instead, their application will be forwarded to the admission committee for a complete review. Character and fitness questions concern information regarding academic and disciplinary probation, criminal offenses, civil suits and employment termination.

Law school admission may be into the full-time or part-time day program, as determined by the School of Law. The law school reserves the right to increase the grade point average and the LSAT score required on an annual basis.

For more information about this option, contact the Office of Law Admissions at 410.837.4459 or lawadmissions@ubalt.edu.

# HELEN P. DENIT HONORS PROGRAM

Visit www.ubalt.edu/honors for complete details on the honors program and its eligibility requirements.

The Merrick School of Business offers a Business Honors Program and an Accounting Honors Program as part of the University's Helen P. Denit Honors Program. These programs are designed to produce leaders in business and accounting. They offer the opportunity for an enriched curriculum, small class sizes and exceptional internship opportunities. Students in these programs have the opportunity to interact closely with faculty members and alumni in informal settings and to visit employer sites on special honors field trips. Honors students may use graduate-level coursework to fulfill honors program requirements as part of an accelerated B.S./master's degree program.

# STUDENT ORGANIZATIONS/HONOR SOCIETIES

The University of Baltimore maintains affiliations with many national honor societies, with membership usually based on superior academic achievement. In addition, the University also sponsors many clubs and supports affiliations with national organizations. Business students may find the following honor societies and clubs of special interest:

- Beta Alpha Psi (accounting, finance and information systems honor society)
- Beta Gamma Sigma (business honor society)
- Coalition of UB Entrepreneurs
- Marketing Club
- Mu Kappa Tau (marketing honor society)
- Sigma Iota Epsilon (management honor society)
- Sigma Nu Tau (entrepreneurship honor society)
- UB Investment Society.

# UNDERGRADUATE PROGRAMS

Kathea Smith, assistant dean, enrollment, academic affairs and student services
Michael Swaby-Rowe, manager, undergraduate advising
Imani Grant, academic adviser
Dawn Taylor, academic adviser
Shawnte Ware, academic adviser

- Accounting (B.S.): pending Maryland Higher Education Commission approval for spring 2019
- Business Administration (B.S.) with specializations in accounting, data analytics, entrepreneurship, entrepreneurship fellows, finance, general business, international business, management, human resource management, marketing, and real estate and economic development
- Information Systems and Technology Management (B.S.)

- Real Estate and Economic Development (B.S.): no longer accepting applications

## CERTIFICATE PROGRAM
- Upper-Division Certificate in Accounting

## GRADUATE PROGRAMS
**Master's Degree Programs**
- Master of Business Administration (MBA)
- Online Master of Business Administration (MBA)
- Accounting and Business Advisory Services (M.S.) (with Towson University)
- Online Accounting and Business Advisory Services (M.S.)
- Business-Finance (M.S.)
- Taxation (M.S.)

**Cooperative MBA Programs**
- MBA/J.D. (with the University of Baltimore School of Law and the University of Maryland School of Law)
- MBA/M.S. in Nursing (with the University of Maryland School of Nursing)
- MBA/Pharm.D. (with the University of Maryland School of Pharmacy)

**Graduate Certificate Programs**
- Accounting Fundamentals
- Business Fundamentals
- Business Valuation
- Forensic Accounting and Valuation Services (no longer accepting applications)
- Government Financial Management
- Internal Audit Services
- Organizational Leadership

## REPEAT COURSE POLICY
Students are limited to three attempts to successfully complete all lower- and upper-division business core courses and specialization courses required by the degree program.

## GRADUATION REQUIREMENTS
Students must meet all University and Merrick School of Business graduation requirements, and file for graduation no later than the beginning of their last semester (the exact date is specified in the academic calendar that is published for each semester).

## SCHOOLWIDE DEGREE REQUIREMENTS
All Merrick School of Business bachelor's degree candidates are required to:
- Complete a minimum of 120 credits that satisfy Maryland Higher Education Commission General Education, business core and specialization requirements.
- Apply no more than 63 credit hours of community college work toward graduation, except in specific, articulated programs.

- Earn a minimum grade of C- in all lower-level General Education requirements taken at UB and a minimum grade of C (2.0) in all upper-level General Education requirements.
- Earn a minimum grade of C in all lower- and upper-division business core requirements and all specialization courses required by the degree program (including courses that are regarded as business electives); some programs may have additional requirements or standards that are specified in the program requirements.
- Earn a minimum cumulative grade point average of C (2.0).
- Earn the final 30 credit hours required for the degree at the University of Baltimore.

**Note:** Any deviation from the program requirements described in the catalog requires the written permission of the dean of the Merrick School of Business.


# B.S. IN ACCOUNTING
## *pending Maryland Higher Education Commission approval (anticipated spring 2019)

**Program Goals And Learning Objectives**
The goal of the B.S. in Accounting program at the Merrick School of Business is to produce students with the capacity to compete and be productive in today's complex business environment. The program will provide high-quality accounting education that develops the skills required to meet the needs of employers.

Specifically, as a result of the education they receive at the Merrick School of Business, our graduates will have:

- **Goal 1 - Accounting professional competencies**: Students will attain the skills and knowledge necessary to be professionals in the field of accounting and to take the Certified Public Accountant exam.
- **Goal 2 - Analytical thinking and problem-solving skills:** Students will possess the analytical and critical thinking skills needed by accounting professionals.
- **Goal 3 - Effective communication:** Students will have the skills to communicate both financial and nonfinancial information persuasively, professionally, and in a clear and concise manner.
- **Goal 4 - Ethical perspective:** Students will incorporate ethical considerations in their decision-making.
- **Goal 5 - An understanding of information technology:** Students will use information systems and technology to solve business and accounting problems.

**Degree Requirements**
The requirements for the B.S. in Accounting are grouped into two categories: lower- and upper-division requirements.

Students who transfer from community colleges typically complete the lower-division requirements by following an articulated transfer program. All students' transcripts are evaluated course by course to ensure the maximum transferability of courses taken prior to starting at the Merrick School of Business. Admitted students receive a transfer evaluation from the Office of Admission.

There are 120 credit hours required for this degree, as outlined below. The number of electives required is the number of credits needed to complete the 120-credit minimum requirement after meeting the specific course requirements. Below is a brief summary of General Education requirements. Please see the General Education section of this catalog for further details. University-wide graduation requirements are noted with the corresponding courses.

**University-Wide General Education Requirements**
See the University-Wide Degree Requirements section for details regarding General Education requirements at the University of Baltimore.

**Lower-Division Business Core Requirements (24 credits)**
ACCT 201      Introduction to Financial Accounting (3)
ACCT 202      Introduction to Managerial Accounting (3)
BULA 151      Business Law (3)
CMAT 303      Oral Communications in Business (*or* CMAT 201) (3) [CMAT/COMM/ELECGE]
ECON 200      The Economic Way of Thinking (3) [SOSC/Q&Q/SBS]
MATH 111      College Algebra (3) [MATH/Q&Q/MA]
MATH 115      Introductory Statistics (3) [MATH/Q&Q/MA]
OPRE 202      Statistical Data Analysis (3)

**Upper-Division Business Core Requirements (22 credits)**
Today's managers need to keep pace with a continuously changing business environment. Each professional is equipped with a unique set of skills and experiences. The business core teaches the functional skills needed to navigate the ever-changing world of business. The course numbers are for courses taught at UB. These courses are required of all business administration students, with the exception of students choosing the accounting specialization. The accounting core and competency courses are listed separately under the section for the specialization in accounting. Students transferring with an articulated A.A. or A.S. may have completed most of the lower-division business core requirements.

ECON 308      Money and Banking (3)
FIN 330       Excel for Financial Analysis (3)
FIN 331       Financial Management (3)
INSS 300      Management Information Systems (3) [COSC/CTEK/ELECGE] (GR-IL/TF)
MGMT 301      Management and Organizational Behavior (3)
MGMT 315      Human Resource Management (3)
MGMT 330      Personal and Professional Business Skills for Business (1)
MGMT 339      Process and Operations Management (3)
MKTG 301      Marketing Management (3) (GR-IL)

*Choose one of the following to complete the Global Business Elective Requirements:*
        FIN 433        International Financial Management (3)
        MGMT 302       Global Business Environment (3) (GR-GD).

**Accounting Requirements (33 credits)**
ACCT 301      Intermediate Accounting I (3)

ACCT 302       Intermediate Accounting II (3)
ACCT 306       Cost Accounting (3)
ACCT 310       Intermediate Accounting III (3)
                 *This is the capstone course and is taken in the last semester.*
ACCT 401       Auditing (3)
ACCT 403       Advanced Financial Reporting (3)
ACCT 405       Income Taxation (3)
Approved ACCT Elective (ACCT 495 recommended) (3)
Approved ACCT Elective (3)
Approved ACCT Elective (3)
Approved ACCT Elective (3)

# B.S. IN BUSINESS ADMINISTRATION
www.ubalt.edu/bsba

**Program Goals And Learning Objectives**
The goal of the B.S. in Business Administration program at the Merrick School of Business is to produce students with the capacity to compete and be productive in today's complex business environment. The program will provide high-quality management education that develops the skills required to meet the diverse needs of employers in a variety of areas in business.

Specifically, as a result of the education they receive at the Merrick School of Business, our graduates will have:

- **Goal 1 - A broad knowledge of business disciplines:** Students will obtain general knowledge and acquire proficiency in the key functional areas of business.
- **Goal 2 - A global perspective:** Students will analyze international business environments and formulate global adaptation strategies.
- **Goal 3 - Effective communication skills:** Students will demonstrate an acceptable level of written and oral communication skills.
- **Goal 4 - Analytical thinking and problem-solving skills:** Students will demonstrate problem-solving skills, supported by appropriate analytical and quantitative techniques.
- **Goal 5 - An ethical perspective:** Students will understand the importance of behaving ethically in their professional lives.
- **Goal 6 - Team Skills and dynamics:** Students will understand group and individual dynamics in organizations.
- **Goal 7 - An understanding of information technology:** Students will demonstrate competency in the use of technology.

**Degree Requirements**
The requirements for the B.S. in Business Administration are grouped into two categories: lower- and upper-division requirements.

Students who transfer from community colleges typically complete the lower-division requirements by following an articulated transfer program. All students' transcripts are evaluated course by course to ensure the maximum transferability of courses taken prior to starting at the Merrick School of Business. Admitted students receive a transfer evaluation from the Office of Admission.

There are 120 credit hours required for this degree, as outlined below. The number of electives required is the number of credits needed to complete the 120-credit minimum requirement after meeting the specific course requirements. Below is a brief summary of General Education requirements. Please see the General Education section of this catalog for further details. University-Wide graduation requirements are noted with the corresponding courses.

**University-Wide General Education Requirements**
See the University-Wide Degree Requirements section for details regarding General Education requirements at the University of Baltimore.

**Lower-Division Business Core Requirements (24 credits)**
ACCT 201        Introduction to Financial Accounting (3)
ACCT 202        Introduction to Managerial Accounting (3)
BULA 151        Business Law (3)
CMAT 303        Oral Communications in Business (*or* CMAT 201) (3) [CMAT/COMM/ELECGE]
ECON 200        The Economic Way of Thinking (3) [SOSC/Q&Q/SBS]
MATH 111        College Algebra (3) [MATH/Q&Q/MA]
MATH 115        Introductory Statistics (3) [MATH/Q&Q/MA]
OPRE 202        Statistical Data Analysis (3)

**Upper-Division Business Core Requirements (31 credits)**
Today's managers need to keep pace with a continuously changing business environment. Each professional is equipped with a unique set of skills and experiences. The business core teaches the functional skills needed to navigate the ever-changing world of business. The course numbers are for courses taught at UB. These courses are required of all business administration students, with the exception of students choosing the accounting specialization. The accounting core and competency courses are listed separately under the section for the specialization in accounting. Students transferring with an articulated A.A. or A.S. may have completed most of the lower-division business core requirements.

ECON 305        Managerial Economics (3)
FIN 331         Financial Management (3)
INSS 300        Management Information Systems (3) [COSC/CTEK/ELECGE] (GR-IL/TF)
MGMT 301        Management and Organizational Behavior (3)
MGMT 302        Global Business Environment (3) (GR-GD)
MGMT 315        Human Resource Management (3)
MGMT 330        Personal and Professional Business Skills for Business (1)
MGMT 339        Process and Operations Management (3)
MKTG 301        Marketing Management (3) (GR-IL)
OPRE 315        Business Application of Decision Science (3)
MGMT 475        Strategic Management (3) (GR-CAP)
                *This is the capstone course and is taken in a student's last semester.*

**Specialization Requirements (15-21 credits)**
A specialization allows students to tailor their degree program to their advantage, perhaps by completing their B.S. with a sampling of specified courses across business disciplines with a

general business specialization or by choosing one of eight defined specializations, providing in-depth knowledge in a particular area of business.

Students can choose a defined specialization in accounting, computer information systems, finance, entrepreneurship, entrepreneurship fellows, management, human resource management, international business or marketing.

Each specialization allows students to pursue an area of in-depth study. The number of business elective credits required for each specialization varies from 15 to 21 credits. The maximum number of lower-level (200-level) courses that can count toward a specialization is six.

### Electives
The number of electives required is the number of credits needed to complete the 120-credit minimum requirement after meeting the specific program and specialization requirements. This number will vary and will be determined at the initial advising appointment.

## GENERAL BUSINESS SPECIALIZATION
www.ubalt.edu/generalbusiness

Students may choose a 15-credit customized specialization, in lieu of one of the more formal specializations defined below, by choosing courses that include at least the following:
- one course from each of three areas, denoted by different course abbreviation codes (e.g., ACCT, ECON, ENTR, FIN, INSS, MGMT, MKTG or REED)
- two additional business electives
- approval of electives by the Merrick Advising Center.

The B.S. with the general business specialization provides students with a maximum amount of flexibility in course options and in the availability of online courses.

## ACCOUNTING SPECIALIZATION
www.ubalt.edu/accounting

FACULTY: Demarest, Gaynor, Korb, Pevzner, White, Williams

A maximum of 6 lower-level transfer credits, excluding ACCT 302: Intermediate Accounting II, may be applied to the accounting specialization. A minimum grade of C is required in ACCT 302: Intermediate Accounting II.

For prerequisites, refer to the individual listings in the online course descriptions, found at www.ubalt.edu/coursedescriptions.

### Upper-Division Business Core Requirements (28 credits)
ECON 305  Managerial Economics (3)
FIN 331   Financial Management (3)
INSS 300   Management Information Systems (3) [COSC/CTEK/ELECGE] (GR-IL/TF)
MGMT 301  Management and Organizational Behavior (3)
MGMT 302  Global Business Environment (3) (GR-GD)
MGMT 315  Human Resource Management (3)

MGMT 330     Personal and Professional Skills for Business (1)
MKTG 301     Marketing Management (3) (GR-IL)

*Choose two of the following:*
    OPRE 315     Business Application of Decision Science (3)
    MGMT 339     Process and Operations Management (3)
    MGMT 475     Strategic Management (3) (GR-CAP).

## Accounting Specialization Requirements (27 credits)
**Required Courses (21 credits)**
ACCT 301     Intermediate Accounting I (3)
ACCT 302     Intermediate Accounting II (3)
ACCT 306     Cost Accounting (3)
ACCT 310     Intermediate Accounting III (3)
    *This is the capstone course and is taken in the last semester.*
ACCT 401     Auditing (3)
ACCT 403     Advanced Financial Reporting (3)
ACCT 405     Income Taxation (3)

**Electives (6 credits)**
Chose two of any upper-division 3-credit accounting courses that are not required (ACCT 495 recommended).

# COMPUTER INFORMATION SYSTEMS SPECIALIZATION
FACULTY: Aggarwal, Fowler, Mirani, Scornavacca

**Effective fall 2018: No longer accepting applications to this program. Students interested in information systems-related programs should investigate the specialization in data analytics or the B.S in Information Systems and Technology Management program.**

    The computer information systems specialization provides the student with skills necessary to develop and support an information system in an organization. Students receive instruction in a variety of information technologies, including exposure to appropriate hardware and software design, and selection and business issues related to technology. Students may choose electives from several advanced courses in information systems.

    The University, with the cooperation of local businesses, has established internship and co-op programs with opportunities in the area of information systems. This program is highly recommended for all students who have no work experience in computer systems. A substantial number of students attending the University of Baltimore hold full-time jobs related to computer and information systems in many local business organizations.

**Computer Information Systems Specialization Requirements (21 credits)**
For prerequisites, refer to the individual listings in the online course descriptions, found at www.ubalt.edu/coursedescriptions.

**Required Courses (18 credits)**

INSS 209        Introduction to Programming (3)*
INSS 225        Structured Programming Using Procedural Languages (3)*
INSS 315        Information Technology (3)
INSS 406        Systems Analysis and Logical Design (3)
INSS 421        Design of Database Management Systems (3)
INSS 427        Business Data Communications (3)

* These courses may be replaced by 6 credit hours of programming language approved by the Merrick Advising Center and the department chair.

**Elective (3 credits)**
*One of the following:*
INSS 370        Project Management (3)
INSS 401        Internet and Business (3)
INSS 422        Business Intelligence (3)
INSS 431        Electronic Commerce (3)
INSS 453        Internet and Network Security (3)
INSS 470        IT Service Delivery (3)
INSS 495        Internship in Information Systems (3)
INSS 497        Special Topics in Information Systems (3)
INSS 499        Independent Study (3)

# DATA ANALYTICS SPECIALIZATION
www.ubalt.edu/dataanalytics

FACULTY: Aggarwal, Fowler, Mirani, Scornavacca

The data analytics specialization provides the student with skills necessary to analyze and interpret data in a variety of fields. Students receive instruction in a variety of areas, such as project management and business intelligence. Students may choose electives from several advanced courses in information systems. This specialization is designed for business majors desiring strong quantitative and technological skills.

**Data Analytics Specialization Requirements (15 credits)**
For prerequisites, refer to the individual listings in the online course descriptions, found at www.ubalt.edu/coursedescriptions.

**Required Courses (6 credits)**
INSS 310        Coding for Data Analytics (3)
OPRE 320      Predictive Analytics (3)

**Electives (9 credits)**
*Three of the following:*
INSS 370        Project Management (3)

| INSS 406 | Systems Analysis and Design (3) |
| INSS 421 | Design of Database Management Systems (3) |
| INSS 422 | Business Intelligence (3) |
| INSS 495 | Internship in Information Systems (3) |
| INSS 497 | Special Topics in Information Systems (3) |
| INSS 499 | Independent Study (3) |

# ENTREPRENEURSHIP SPECIALIZATION
www.ubalt.edu/entrepreneurship

FACULTY: Lingelbach, Weiss

Entrepreneurs discover and create opportunities, generating the bulk of new jobs and wealth in today's global economy. As a result, they help to drive innovation and organizational change in Maryland, across the nation and around the world. Entrepreneurship is a universal activity that can take place anywhere humans gather to conduct business: in existing organizations, in new ventures created by teams or through self-employment. Even in large, established organizations, employees who understand how to think entrepreneurially possess a distinct competitive edge in the hiring and promotion process. Current estimates suggest that more than 40 percent of today's students will found or co-found an entrepreneurial venture sometime in their careers, making entrepreneurship the most rapidly growing course of study in American business schools.

The entrepreneurship specialization of the B.S. in Business Administration program enables students to think entrepreneurially. Students complete five courses: a required three-course sequence and two electives. Required courses explore the key concepts in this discipline and help students learn to develop new business and product opportunities. Ultimately, students will be empowered to launch a new venture either as a stand-alone entity or as part of an existing organization. Taught primarily by full-time academics who have also started and financed new ventures, these courses provide a unique interdisciplinary experience, drawing on relevant insights from the finance, accounting, marketing, management, economics and operations disciplines.

**Entrepreneurship Specialization Requirements (15 credits)**
For prerequisites, refer to the individual listings in the online course descriptions, found at www.ubalt.edu/coursedescriptions.

**Required Courses (9 credits)**
| ENTR 300 | The Entrepreneurial Experience (3) |
| ENTR 320 | Opportunity Assessment and Development (3) |
| ENTR 450 | Entrepreneurial Organization, Planning and Implementation (3) |

**Electives (6 credits)**
*Two of the following:*
| COSC 405 | The Business of Game Development (3) |
| ENTR 460 | Social Enterprise (3) |
| ENTR 497 | Special Topics in Entrepreneurship (3) |

FIN 430          Entrepreneurial Organization and Finance (3)
MKTG 430      Personal Selling (3)
MKTG 440      Product Management (3)

# ENTREPRENEURSHIP FELLOWS PROGRAM (COHORT PROGRAM)
www.ubalt.edu/gazelles

FACULTY: Lingelbach, Weiss

The Entrepreneurship Fellows Program is a full-time cohort program that offers a new way to educate the next generation of entrepreneurs. The program balances classroom theory with practical, hands-on experience by allowing students to work side by side with expert entrepreneurs and faculty members.

The Entrepreneurship Fellows Program is a two-year program with a 15-credit upper-division specialization. In contrast with the existing entrepreneurship specialization, the program focuses on identifying and developing "expert entrepreneurs," each of whom will launch one viable new venture upon or prior to graduation. This specialization may be pursued as a minor by students outside of the Merrick School of Business.

Enrollment in the program is limited to students meeting admission standards. Please visit www.ubalt.edu/merrick for the most current information on admission and scholarship requirements.

## Required Courses (12 credits)
ENTR 320       Opportunity Assessment and Development (3)
ENTR 390       Entrepreneurial Mentorship (1) (taken three times)
ENTR 490       Entrepreneurial Strategy (3)
FIN 430          Entrepreneurial Organization and Finance (3)

The cohort piece of the program is organized into four practicums. The practicums are taken in the following sequence:

1. Entrepreneurship Practicum One: Entrepreneurial Opportunities and Markets (4 credits) (taken fall semester of year one)
   ENTR 320       Opportunity Assessment and Development (3)
   ENTR 390       Entrepreneurship Mentorship (1)

2. Entrepreneurship Practicum Two: Human Capital in a New Venture (4 credits) (taken spring semester of year one)
   ENTR 390       Entrepreneurship Mentorship (1)
   MGMT 301     Management and Organizational Behavior (3)

3. Entrepreneurship Practicum Three: Economics of New Venture Financing (4 credits) (taken fall semester of year two)
   ENTR 390       Entrepreneurship Mentorship (1)
   FIN 430        Entrepreneurial Organization and Finance (3)

4. Entrepreneurship Practicum Four: Entrepreneurial Strategy (3 credits)
   ENTR 490       Entrepreneurial Strategy (3)

Students are also required to complete all remaining General Education and business core requirements.

# FINANCE SPECIALIZATION
www.ubalt.edu/finance

FACULTY: Chen, Isberg, Morse, Nguyen, Yu, Yunus

The finance specialization provides students with a solid foundation on which to build successful professional careers. Regardless of the student's primary area of interest, an understanding of the financial forces and interdependencies in today's world is essential for every graduate of a sound business program. Students need to acquire the tools necessary to make informed decisions and continue on a path of lifelong learning and intellectual development.

Upon successful completion of this program, students will be prepared for career opportunities with domestic and international corporations, financial institutions, and governmental and educational organizations. Specific areas of employment might include economic forecasting and analysis, bank management, capital investment analysis, security analysis, working capital management, portfolio management, real estate management, and various other managerial and professional staff positions with financial institutions. The logical and rigorous arguments in finance also provide excellent preparation for graduate work or law school.

**Finance Specialization Requirements (15 credits)**
For prerequisites, refer to the individual listings in the online course descriptions, found at www.ubalt.edu/coursedescriptions.

**Required Courses (12 credits)**
FIN 330      Excel for Financial Analysis (3)
FIN 333      Investment Analysis and Portfolio Management (3)
FIN 433      International Financial Management (3)
FIN 450      Financial Modeling and Communication (3)

**Elective (3 credits)**
*One of the following:*
FIN 430      Entrepreneurial Organization and Finance (3)
FIN 470      Real Estate Investments (3)
FIN 471      Real Estate Finance (3)
FIN 495      Internship in Finance (3)
FIN 497      Special Topics in Finance (3)

# INTERNATIONAL BUSINESS SPECIALIZATION
www.ubalt.edu/internationalbusiness
FACULTY: Mersha, Pezeshkan, Sawhney, Sriram

The Merrick School of Business offers this interdisciplinary international business specialization in recognition of the increasing need for global awareness and expertise. Students first take MGMT

465: International Management to develop an analytical base for exploring the complex issues of international business. This course emphasizes the underlying rationale for trade, investment entry strategies and global management. Students then choose four courses to focus on more specific skills applicable to the international arena.

In addition to developing skills in international business, students gain a broader understanding of the environment in which global business is conducted by drawing on the resources of the University's College of Public Affairs and Yale Gordon College of Arts and Sciences.

**International Business Specialization Requirements (15 credits)**
For prerequisites, refer to the individual listings in the online course descriptions, found at
www.ubalt.edu/coursedescriptions.

**Required Courses (6 credits)**
ECON 409      International Economics (3)
MGMT 465      International Management (3)

**Electives (9 credits)**
*Three of the following courses:*
FIN 433           International Financial Management (3)
IDIS 301           World Cultures (3)
INSS 431          Electronic Commerce (3)
MGMT 496      International Business Practicum (3)
MGMT 498      Global Field Study (3)
MKTG 407       International Marketing (3)
approved electives (3-6 credits)*

* Students may choose up to two electives not specifically listed above, including MGMT 497: Special Topics in Management (for international internships and other special studies). Students must meet the prerequisites for each elective and obtain the approval of the department chair, demonstrating how these electives would assist the student in achieving career goals.

# MANAGEMENT AND HUMAN RESOURCE MANAGEMENT SPECIALIZATIONS
www.ubalt.edu/management

FACULTY: Adlakha, Bento, Carter, Mersha, Peters, Pezeshkan, Richardson, Siklar, Stickney, Wynne

The two programs in the field of management help students build the managerial knowledge and ability needed to operate in an international world of information, innovation and entrepreneurship. Students are exposed to concepts involved in the solution of human, organizational and business problems.

Nearly all activities in an organization involve some form of management of employees, finances, raw materials or information. Managers must be creative people who can motivate and guide others in the achievement of organizational goals. They are the leaders who establish departmental objectives consistent with the organizational mission or vision, develop plans and

procedures, orchestrate the work of their human resources, foster teamwork and ultimately influence the productivity of their organizations.

These programs emphasize the importance of understanding the business environment and how it is affected by social, political and economic events and trends. Students learn the skills and responsibilities of management, with a particular emphasis on the influence managers can exercise on changing conditions, productivity, morale and attitudes. Accordingly, the goal of the management program is to teach the student to become an efficient, well-rounded manager who is capable of assessing the work situation, initiating proper action with sensitivity to work force diversity, and achieving objectives under a multitude of conditions in business and public enterprises. Clearly, the art and science of management are not restricted merely to job-related functions but also can be applied to everyday situations.

## Management Specialization Requirements (15 credits)

For prerequisites, refer to the individual listings in the online course descriptions, found at www.ubalt.edu/coursedescriptions.

### Required Course (3 credits)
MGMT 465      International Management (3)

### Electives (9 credits)
*Any three of the following:*
ENTR 300      The Entrepreneurial Experience (3)
MGMT 400      Human Resource Analysis and Communications (3)
MGMT 410      Employment Relations Law (3)
MGMT 415      Compensation and Performance Management (3)
MGMT 419      Seminar in Human Resource Management (3)
MGMT 425      Employee and Labor Relations (3)
MGMT 430      Quality and Productivity Management (3)
MGMT 445      Service Operations (3)
MGMT 495      Internship in Management (3)
MGMT 496      International Business Practicum (3)
MGMT 497      Special Topics in Management (3)
MGMT 498      Global Field Study (3)
MGMT 499      Independent Study (3)

### Business Elective (3 credits)
Take one recommended non-MGMT 300- or 400-level business course offered by the Merrick School of Business.

## Human Resource Management Specialization Requirements (15 credits)
For prerequisites, refer to the individual listings in the online course descriptions, found at www.ubalt.edu/coursedescriptions.

### Required Courses (6 credits)
MGMT 410      Employment Relations Law (3)

MGMT 415      Compensation and Performance Management (3)

**Electives (9 credits)**
*Any three of the following:*
MGMT 400      Human Resource Analysis and Communications (3)
MGMT 419      Seminar in Human Resource Management (3)
MGMT 425      Employee and Labor Relations (3)
MGMT 495      Internship in Management (3)
MGMT 497      Special Topics in Management (3)

# MARKETING SPECIALIZATION
www.ubalt.edu/marketing

FACULTY: Pitta, Randhawa, Sriram, van Vliet

Businesses and not-for-profit organizations must build relationships with their customers and create, deliver, capture and communicate the value of their offerings. To grow, they must constantly innovate and embrace new technologies in an increasingly competitive global market. Marketing careers include advertising and promotions managers, account executives, market research managers, market analysts, product managers, transportation managers, sales representatives and public relations officers. Marketing graduates work in new ventures; large corporations; and government, service and nonprofit organizations. Many organizations use marketing techniques and strategies as an important aspect of their management and development.

To prepare students for rewarding careers, the marketing specialization blends theoretical and applied concepts in coursework with hands-on experiences involving case studies of marketing organizations. It also offers internship opportunities with area businesses.

**Marketing Specialization Requirements (15 credits)**
For prerequisites, refer to the individual listings in the online course descriptions, found at www.ubalt.edu/coursedescriptions.

**Required Courses (6 credits)**
MKTG 410      Buyer Behavior and Market Analysis (3)
MKTG 460      Advanced Marketing Management (3)

**Electives (9 credits)**
*Three of the following:*
MKTG 407      International Marketing (3)
MKTG 415      Marketing Communications and Digital Media (3)
MKTG 430      Personal Selling (3)
MKTG 440      Product Management (3)
MKTG 495      Internship in Marketing (3)
MKTG 497      Special Topics in Marketing (3)
MKTG 499      Independent Study (3)

MGMT 498        Global Field Study (3)


## REAL ESTATE AND ECONOMIC DEVELOPMENT SPECIALIZATION
www.ubalt.edu/realestate

FACULTY: Iyer, Yunus

The real estate and economic development specialization provides students with a background in the areas of jobs and economic growth, construction safety, and government, along with working in communities to create better living and work environments for their citizens. In this specialization, students receive a holistic business fundamentals education and in real estate theory and practice. Study includes property taxation, zoning, land-use planning and government-assisted financing programs.

**Real Estate and Economic Development Specialization Requirements (18 credits)**
For prerequisites, refer to the individual listings in the online course descriptions, found at www.ubalt.edu/coursedescriptions.

**Required Courses (15 credits)**
ECON 312        Introduction to Economic Development (3)
REED 312        Real Estate Principles and Transactions (3)
REED 315        Real Estate Law (3)
REED 480        Property Management (3)
FIN 471         Real Estate Finance (3)
                *This is the real estate capstone.*

Elective (3 credits)
*Choose one of the following:*
REED 475        Real Estate Market Analysis (3)
FIN 470         Real Estate Investments (3)
CSCE 401        Community Economic Development (3)
MKTG 430        Personal Selling (3)
REED 495        Internship in Real Estate and Economic Development (3)
REED 497        Special Topics in REED (3)


# B.S. IN INFORMATION SYSTEMS AND TECHNOLOGY MANAGEMENT
www.ubalt.edu/istm

FACULTY: Aggarwal, Fowler, Mirani, Scornavacca

This degree prepares students to become "core IT workers" in the digital economy of the new millennium. It builds on core knowledge of business and technology to deliver key competencies and develop specialized skills needed for successful information systems professionals.

Students will:

- learn how to manage information systems projects, including how to manage risk, calculate return on investment, assess a project as part of an overall IT portfolio, manage vendors and deliver IT as a service
- learn how to define business needs as information system requirements and design solutions to match the enterprise architecture
- learn systems, databases, networking, and web and programming technologies, and apply these technologies to develop solutions for business
- be able to work as end-user support, business analysts, system administrators, database analysts, network specialists, web designers, webmasters or systems analysts and in many other jobs that are being created in today's digital economy.

This degree differs from the B.S. in Business Administration with a specialization in computer information systems in that it has less emphasis on business knowledge and more in-depth coverage of information systems technologies and management.

**Program Goals And Learning Objectives**

*Mission Statement:* The B.S. in Information Systems and Technology Management program at the Merrick School of Business delivers key business competencies and develops specialized skills needed for successful information systems professionals. It emphasizes the application of information systems technology to business, and provides students with the knowledge and skills to enhance their job performance and allow for meaningful professional career advancement in the information technology area.

Graduates will have:

- **Goal 1** - **Competencies in the application of technologies:** Students will demonstrate proficiency in the key information systems technologies used in organizations.
- **Goal 2** - **Understanding of the environment of information systems development and deployment:** Students will demonstrate their understanding of the managerial and organizational issues and practices surrounding information systems.
- **Goal 3** - **Effective communication skills:** Students will demonstrate an acceptable level of written and oral communication skills.
- **Goal 4** - **An ethical perspective:** Students will understand the importance of behaving ethically in their professional lives.
- **Goal 5** - **Team skills and dynamics:** Students will understand group and individual dynamics in organizations.

**Degree Requirements**

There are 120 credit hours required for this degree, as outlined below. The number of electives required is the number of credits needed to complete the 120-credit minimum requirement after meeting the specific program requirements.

**University-Wide General Education Requirements**

See the University-Wide Degree Requirements for details regarding General Education requirements at the University of Baltimore. University-wide graduation requirements are noted with the corresponding courses.

## Lower-Division Core Requirements (30 credits)

ACCT 201     Introduction to Financial Accounting (3)
ACCT 202     Introduction to Managerial Accounting (3)
BULA 151     Business Law (3)
CMAT 303     Oral Communication in Business (*or* CMAT 201) (3) [CMAT/COMM/ELECGE]
                    (GR-OC)
ECON 200     The Economic Way of Thinking (3) [SOSC/Q&Q/SBS]
INSS 209     Introduction to Programming Language (3)*
INSS 225     Structural Programming Using Procedural Languages (3)*
MATH 111     College Algebra (3) [MATH/Q&Q/MA]
MATH 115     Introductory Statistics (3) [MATH/Q&Q/MA]
OPRE 202     Statistical Data Analysis (3)

* These courses may be replaced by 6 credit hours of programming language approved by the Merrick Advising Center and the department chair.

## Upper-Division Core Requirements (19 credits)

INSS 300     Management Information Systems (3) [COSC/CTEK/ELECGE] (GR-IL/TF)
MGMT 301     Management and Organizational Behavior (3)
MGMT 330     Personal and Professional Skills for Business (1)
OPRE 315     Business Applications of Decision Science (3)
MGMT 302     Global Business Environment (3) (GR-GD)

*Select two of the following:*
FIN 331     Financial Management (3)
MGMT 339     Process and Operations Management (3)
MKTG 301     Marketing Management (3)
MKTG 430     Personal Selling (3).

## Information Systems and Technology Management Requirements (24 credits)

For prerequisites, refer to the individual listings in the online course descriptions, found at www.ubalt.edu/coursedescriptions.

INSS 370     Project Management (3)
INSS 406     Systems Analysis and Logical Design (3)
INSS 421     Design of Database Management Systems (3)
INSS 422     Business Intelligence (3)
INSS 427     Business Data Communications (3)
INSS 470     IT Service Delivery (3) (GR-CAP)

*Two of the following:*
    INSS 401     Internet and Business (3)
    INSS 431     Electronic Commerce (3)
    INSS 453     Internet and Network Security (3)
    INSS 454     Operating Systems (3)
    INSS 495     Internship in MIS (3)

INSS 497          Special Topics in Information Systems (3)
INSS 499          Independent Study (3)


# B.S. IN REAL ESTATE AND ECONOMIC DEVELOPMENT
FACULTY: Iyer, Yunus

**Effective fall 2018: No new applications accepted for this program. Students interested in real estate and economic development should pursue the Bachelor of Science in Business Administration specialization in real estate and economic development.**

Students in the B.S. in Real Estate and Economic Development program will demonstrate:
- a basic professional competency in the vocabulary, concepts and tools of analysis needed by real estate professionals
- the appropriate communication skills used by real estate professionals; this skill set includes writing case analyzes, memoranda, financial reports and market opportunity analyses citing accounting and other data
- the ability to access and utilize information available from a variety of online and electronic media, as well as the ability to use spreadsheets fluently to estimate forecasts, cash flows and appreciation
- analytical and critical thinking skills by solving a variety of complex real estate-related problems requiring students to identify salient issues; obtain, screen and select relevant information and data; frame and conduct an analysis; and report findings and/or recommendations
- an ability to identify ethical issues and problems related to real property transfer and situations involving conflict, explain the impact on the conduct of business and society as a whole, and articulate solutions in the context of an ethical model.


**Program Goals And Learning Objectives**
The goal of the B.S. in Real Estate and Economic Development program at the Merrick School of Business is to provide students with a rigorous education that prepares them for successful careers in real estate investment, commercial property development and/or management, mortgage banking, commercial lending and related fields.
   Graduates will have:
- **Goal 1 - Real estate professional competencies:** Students will obtain and integrate knowledge and competencies of real estate professionals.
- **Goal 2 - Research skills:** Students will possess the research skills necessary to study issues in commercial real estate and economic development.
- **Goal 3 - Effective communication skills:** Students will demonstrate the appropriate communication skills used by real estate professionals. This skill set includes writing case analyses, memoranda, financial reports and market opportunity analyses citing accounting and other data.
- **Goal 4 - Analytical thinking and problem-solving skills:** Students will demonstrate problem-solving skills, supported by appropriate analytical and quantitative techniques.
- **Goal 5 - An ethical perspective:** Students will understand the importance of behaving ethically in their professional lives.

**Degree Requirements**
There are 120 credit hours required for this degree, as outlined below. The number of electives required is the number of credits needed to complete the 120-credit minimum requirement after meeting the specific program requirements.

**University-Wide General Education Requirements**
See the University-Wide Degree Requirements for details regarding General Education requirements at the University of Baltimore. University-Wide graduation requirements are noted with the corresponding courses.

**Lower-Division Business Requirements (24 credits)**
ACCT 201     Introduction to Financial Accounting (3)
ACCT 202     Introduction to Managerial Accounting (3)
BULA 151     Business Law (3)
CMAT 303     Oral Communication in Business (*or* CMAT 201) (3) [CMAT/COMM/ELECGE] (GR_OC)
ECON 200     The Economic Way of Thinking (3) [SOSC/Q&QSBS]
MATH 111     College Algebra (3) [MATH/Q&Q/MA]
MATH 115     Introductory Statistics (3) [MATH/Q&Q/MA]
OPRE 202     Statistical Data Analysis (3)

**Business Fundamental Requirements (13 credits)**
FIN 330      Excel for Financial Analysis (3)
FIN 331      Financial Management (3)
INSS 300     Management Information Systems (3) [COSC/CTEK/ELECGE] (GR-IL/TF)
MGMT 330     Personal and Professional Skills for Business (1)
MKTG 301     Marketing Management (3)

**Real Estate Core Requirements (18 credits)**
ECON 312     Introduction to Economic Development (3) (GR-GD)
FIN 471      Real Estate Finance (3) (GR-CAP)
             *This is the capstone course and is taken in the student's last semester.*
REED 312     Real Estate Principles and Transactions (3)
REED 315     Real Property Law (3)
REED 475     Real Estate Market Analysis (3)
REED 480     Property Management (3)

**Real Estate Electives (15 credits)**
*Two of the following:*
CSCE 401     Economic and Community Development (3)
FIN 470      Real Estate Investments (3)
MKTG 430     Personal Selling (3)
REED 495     Internship in Real Estate and Economic Development (3)
REED 497     Special Topics (3)

**<u>Approved Program Electives</u>**
*Three of the following:*
ACCT 301　　　Intermediate Accounting I (3)
ACCT 302　　　Intermediate Accounting II (3)
CSCE 301　　　Introduction to Nonprofit Leadership (3)
GVPP 320　　　Public Administration (3)
GVPP 322　　　Bureaucracy and Public Policy (3)
GVPP 326　　　Urban Politics and Public Policy (3)
GVPP 348　　　State and Local Government (3)
GVPP 461　　　Maryland Government Processes and Politics (3)
HIST 382　　　History of Baltimore (3)
MGMT 301　　　Management and Organizational Behavior (3)

**Additional Electives**
Students needing additional elective courses to reach the 120-credit requirement are encouraged to select courses to meet their individual needs and interests. Suggested areas are government, community studies and civic engagement, finance, accounting and marketing. Students are encouraged to discuss their choices with their academic adviser.

# CONSTRUCTION MANAGEMENT SPECIALIZATION
**Effective fall 2018: No new applications accepted for this program. Students seeking to transfer into this specialization should speak with an admission counselor or academic adviser.**

The construction management specialization within the B.S. in Real Estate and Economic Development program creates a pathway for students who have already taken courses in construction management at a community college and are now seeking to earn their bachelor's degree to further their knowledge of real estate.

　　Upon transferring a maximum of 15 credits of construction management from an approved community college to the University of Baltimore, students will have already satisfied the specialization requirements for the program. These 15 credit hours will satisfy the real estate program electives outlined above. Students must then fulfill the General Education requirements, lower-division business requirements, business fundamental requirements and real estate core requirements. Students should note that they are allowed to transfer a maximum of 63 total credit hours from a community college toward their UB program.

　　Students can transfer construction management credits from the following institutions and programs:
- Anne Arundel Community College: A.A.S. in Construction Management
- Baltimore City Community College: A.A.S. in Construction Supervision
- Community College of Baltimore County: A.A.S. in Construction Management
- College of Southern Maryland: A.A.S. in Construction Management Technology
- Howard Community College: A.A.S. in Architectural and Construction Management.

# UPPER-DIVISION CERTIFICATE IN ACCOUNTING
www.ubalt.edu/cpaprep

The upper-division Certificate in Accounting provides the necessary coursework to allow students who do not have the equivalent of an undergraduate degree in accounting to sit for the CPA exam. In addition, this certificate program may be used by students who want to have evidence on their resumes of meeting job requirements that request applicants have the equivalent of an undergraduate degree in accounting or at least 24 accounting credits. The program is 24 to 30 credits, depending upon whether students have previously taken the introductory accounting courses. Admission to this certificate requires a previously earned bachelor's degree. Students may transfer equivalent courses for ACCT 201 and ACCT 202 and a maximum of 6 credit hours of upper-division requirements with approval of the program director.

**Learning Objectives**
Upon completion of the certificate, students will be able to identify and apply the key accounting and ethics concepts identified by the Maryland Board of Public Accountancy in the following areas:
- financial accounting
- auditing, cost/managerial accounting and U.S. federal income taxation
- business ethics, including the social responsibility of business professionals and corporate social responsibility.

**Transferable Credits (6 credits)**

ACCT 201      Introduction to Financial Accounting (3)
ACCT 202      Introduction to Managerial Accounting (3)

**Program Requirements (24 credits)**

ACCT 301      Intermediate Accounting I (3)
ACCT 302      Intermediate Accounting II (3)
ACCT 306      Cost Accounting (3)
ACCT 310      Intermediate Accounting III (3)
ACCT 401      Auditing (3)
ACCT 403      Advanced Financial Reporting (3)
ACCT 405      Income Taxation (3)
IDIS 302      Ethical Issues in Business and Society (3)

# YALE GORDON COLLEGE OF ARTS AND SCIENCES

Christine Spencer, dean

Deborah Kohl, associate dean
Ronald Castanzo, assistant dean for advising, enrollment management and student success
www.ubalt.edu/cas

## INNOVATION, DISCOVERY AND ENRICHMENT

The Yale Gordon College of Arts and Sciences awards bachelor's, master's and doctoral degrees, and postbaccalaureate and post-master's certificates that encourage innovation and discovery, and enrich the intellectual lives of the college's students and faculty members. Through interdisciplinary and discipline-based programs in the arts, humanities, and social and natural sciences, the college offers visionary, integrative learning and teaching environments enhanced with rapidly evolving information and communication technologies. Our graduates learn to be reflective, skilled communicators adept at addressing contemporary problems within an ethical framework and able to adapt to a changing world. Well-prepared for the world of work, our students become broadly informed and deeply engaged in local, regional and world communities.

The college was founded in 1937 as a junior college emphasizing the liberal arts. In 1961, it became a four-year institution offering day and evening classes; 1974 marked the introduction of its first graduate program. In 1975, it became an upper-division college and graduate school. Now that the University offers four-year programs, the college continues its commitment to offering a variety of unparalleled graduate programs and outstanding undergraduate programs.

In 1982, the College of Liberal Arts was named for Yale Gordon, a University of Baltimore alumnus and businessman who understood the central importance of the humanities in higher education and in the life of a community. With his wife, Peggy, he established the Peggy and Yale Gordon Trust, which supports organizations such as the Yale Gordon College of Arts and Sciences that are dedicated to advancing the humanities. In 2010, the college was renamed the Yale Gordon College of Arts and Sciences to reflect a strengthened, expanded foundation of General Education and arts and sciences courses to enhance student success.

Although teaching and learning are of primary focus, the college places considerable importance on research and public service for both faculty members and students. Theoretical and applied research among faculty members enhances the quality of our academic programs and ensures the competitiveness of our students and graduates in the workplace and beyond.

As a public institution, the college recognizes its responsibility to the state and to the Baltimore metropolitan area. The work of the Ampersand Institute for Words & Images, various specific projects undertaken in conjunction with enterprises like CityLit Project, and programs like legal and ethical studies and integrated arts as well as those contributing to game design and counselor education have an impact on the growth and development of the community that reaches far beyond the campus borders.

# DIVISIONS AND SCHOOLS

The college comprises four academic units: three divisions and a school. All units award bachelor's and master's degrees; some offer certificates and doctoral degrees. Each unit includes opportunities for interdisciplinary studies as a platform for cross-divisional innovation.

- **Division of Applied Behavioral Sciences**
  Sharon Glazer, division chair

  Kristen Eyssell, program director, B.A. in Psychology
  Courtney Gasser, program director, M.S. in Applied Psychology, counseling psychology concentration
  Thomas Mitchell, program director, M.S. in Applied Psychology, industrial and organizational psychology concentration
  John Donahue, program director, Certificate in Professional Counseling Studies

  Educating students for life and for work, the Division of Applied Behavioral Sciences is committed to offering educational and professional programs of the highest quality to meet the emerging needs of students, the community and the region. The Division of Applied Behavioral Sciences offers an undergraduate program leading to a degree in psychology, an accelerated B.A./M.S. option and a graduate program leading to a degree in applied psychology, with specialization tracks in counseling psychology (offering practitioner and science specializations) and industrial/organizational psychology (offering unique study abroad opportunities). Additionally, the division offers a postmaster's certificate program in professional counseling studies, which prepares students for Maryland state and national licensure as licensed clinical professional counselors (LCPCs).

- **Division of Legal, Ethical and Historical Studies**
  Elizabeth Nix, division chair

  Nicole Hudgins, program director, B.A. in History
  Joshua Kassner, program director, B.A. in Jurisprudence
  Steven Scalet, program director, B.A. in Philosophy, Society and Applied Ethics
  Michele Cotton, program director, M.A. in Legal and Ethical Studies

  Law, ethics and history are woven into our society. The Division of Legal, Ethical and Historical Studies offers undergraduate and graduate degree programs that examine these areas of study from various perspectives. It offers undergraduate programs leading to degrees in history and jurisprudence, and a graduate program leading to a degree in legal and ethical studies. Special emphasis is given to the study of ideas and ethics as well as to regional, economic and cultural studies. The division is closely affiliated with the University's Hoffberger Center for Professional Ethics.

- **Division of Science, Information Arts and Technologies**
  Ronald Castanzo, division chair

Giovanni Vincenti, program director, B.S. in Applied Information Technology
Stanley Kemp, program director, B.A. in Environmental Sustainability and Human Ecology
Sujan Shrestha, program director, B.S. in Simulation and Game Design
Greg Walsh, program director, M.S. in Interaction Design and Information Architecture, certificates in Digital Media Production, Library Technologies and User Experience (UX) Design
Kathryn Summers, program director, D.S. in Information and Interaction Design

Focusing on three of the increasingly important science, technology and mathematics (STEM) disciplines and meeting the work force demand for those who possess the knowledge and skills to practice them, the Division of Science, Information Arts and Technologies offers academic programs designed for students with interests in science and computer-related areas, and the mathematics that supports them. These interests range from information technology; usability studies; system development; and game, simulation and interaction design, to environmental studies that encompass science, ethics and politics, to the exploration of humans' interactions with the planet. The division offers undergraduate programs leading to degrees in applied information technology, environmental sustainability and human ecology, and simulation and game design. It also offers graduate programs leading to a doctoral degree in information and interaction design and a master's degree in interaction design and information architecture. It offers postbachelor's certificates in digital media production, user experience design and library technologies.

- **Klein Family School of Comunications Design**
  Stephanie Gibson, division chair and director, Ampersand Institute for Words & Images

  Julie Simon, program director, B.A. in Digital Communication
  Jane Delury, program director, B.A. in English
  Ian Power, program director, B.A. in Integrated Arts
  Diedre Badejo, program director, B.A. in Interdisciplinary Studies
  Betsy Boyd, program director, M.F.A. in Creative Writing & Publishing Arts
  Amy Pointer, program director, M.F.A. in Integrated Design
  T.J. O'Donnell, program director, M.A. in Integrated Design and Certificate in Digital Communication

  Making ideas public—that's how the Klein Family School of Communications Design defines its mission. Its programs start conversations: between creativity and pragmatism, between traditional humanities and our technology-focused world, between the practical and the ideal. The school promotes learning as both a key to and a function of life, with programs that explore the connection between art and commerce, words and images, and old and new media. The school offers undergraduate programs leading to degrees in digital communication, integrated arts, English and interdisciplinary studies. Graduate degrees include an M.A. in Integrated Design, an M.F.A. in Creative Writing & Publishing Arts, an M.F.A. in Integrated Design and a Certificate in Digital Communication.

## STUDENTS

The approximately 1,850 men and women enrolled in the Yale Gordon College of Arts and Sciences—about two-thirds of them in undergraduate programs—represent about 30 percent of the total University of Baltimore student population.

About two-thirds of the college's undergraduate students are enrolled full time. Many of the remainder are already working in a wide variety of careers, and most of the college's students—whether undergraduate or graduate, full time or part time—balance job, family and school responsibilities. Some students are seeking advancement in their current careers; others are preparing to change careers. This diversity of age and experience is an important and invigorating part of campus life. Classes take place during the day and in the evening, and most undergraduate majors can be completed entirely in the day, in the evening or through a schedule combining these.

## FACULTY

College of Arts and Sciences faculty members are leaders in teaching, research, scholarship and service to the community. Full-time faculty members teach both graduate and undergraduate courses, conduct sponsored research, publish papers and articles, and engage in public service as consultants, board members and volunteers. The college's teaching faculty also includes a cadre of adjunct professors who are leading professionals and practitioners in dozens of fields—from government to the arts, nonprofit organizations to businesses. These adjunct faculty members contribute in significant ways to creating and advancing professional applications of the arts and sciences. A number of the University's administrative staff also serve as adjunct faculty members.

## FACILITIES

Classrooms, laboratories and faculty offices for the Yale Gordon College of Arts and Sciences are located in the Learning Commons, the Academic Center, and the Liberal Arts and Policy Building. The college shares the University of Baltimore's Robert L. Bogomolny Library and the Office of Technology Services with other components of the University.

A gift of psychology professor emeritus William Wagman and his wife, Althea, the William and Althea Wagman Laboratory on the second floor of the Academic Center North includes a sensory deprivation room, an individual testing room, a wet lab and a computer intranet system. Division of Applied Behavioral Sciences students can use the lab for independent and classroom research.

Advanced laboratories in the Klein Family School of Communications Design support student work in graphic design, electronic publishing, motion graphics, digital imaging, audio/video studio production and postproduction editing. Laboratories include high-end Apple computers; an array of quality printers, including those for large-scale posters; a professional mounting and lamination system; and connections for digital cameras, camcorders, high-end photo-quality scanners and other equipment. The multiroom facility offers easy access to state-of-the-art software for graphic design; image creation, correction and manipulation; digital audio and video mixing and postproduction; animation; and web design.

Laboratories in the Division of Science, Information Arts and Technologies support work in biology, earth and environmental science, PC and network administration, information security, hypermedia, game design, application development for mobile technologies and usability

research. Facilities include a general science laboratory and an environmental sciences lab with state-of-the-art facilities (a designated Biosafety Level 2 research facility) that supports both faculty and student research projects. The information security lab provides students with access to networking hardware, including network switches, firewalls, intrusion detection systems and VPN servers. The UB User Research Lab, a high-tech teaching and research laboratory specializing in human-centered research studies, provides an environment for understanding the user experience in various contexts; provides user research services to academic researchers, graduate students and businesses; and contributes valuable research findings to the professional and user research community. The UB Game Lab and the Digital Whimsy Lab support research in game development and user experience; provide space for collaborative, industry-standard prototyping and group design; and support knowledge-based applied research using immersive, visualization and interactive game technology.

## UNDERGRADUATE PROGRAMS

- Applied Information Technology (B.S.)
- Digital Communication (B.A.)
- English (B.A., with specializations in literature and culture; creative writing; professional writing, editing and publishing; and applied rhetoric)
- Environmental Sustainability and Human Ecology (B.A.)
- History (B.A.)
- Integrated Arts (B.A.)
- Interdisciplinary Studies (B.A.)
- Jurisprudence (B.A.)
- Philosophy, Society and Applied Ethics (B.A.)
- Psychology (B.A.)
- Simulation and Game Design (B.S.)

**Note:** Descriptions of these programs follow academic policies and information in the above-listed alphabetical order.

## HELEN P. DENIT HONORS PROGRAM

Both faculty members and students in the Yale Gordon College of Arts and Sciences participate actively in the Helen P. Denit Honors Program. See the honors program section or visit www.ubalt.edu/honors.

## ACADEMIC POLICIES AND INFORMATION

**University-Wide Degree Requirements**
See the University-Wide Degree Requirements section of this catalog.

**Collegewide Degree Requirements**
All Yale Gordon College of Arts and Sciences bachelor's degree candidates are required to:
- Complete a minimum of 120 credits, including the specific requirements of their major, with a minimum cumulative grade point average of 2.0.
- Apply no more than 60 credit hours of community college work toward graduation.

- Earn a minimum grade of C (2.0) in all courses required for the major, including courses that are regarded as electives in the major. Some programs may have additional requirements or standards, which are specified in the program requirements in this catalog.
- Apply no more than 30 credits in business courses toward requirements for the bachelor's degree.
- Complete the last 30 credit hours required for the degree at the University of Baltimore.

**Note:** Any deviation from the program requirements described in the catalog requires the written permission of the dean of the Yale Gordon College of Arts and Sciences.

## ACADEMIC MINORS

Students who have completed 24 credit hours with a 2.0 cumulative GPA may declare a minor, which is a cohesive set of courses designed by faculty members to provide students with an opportunity to cultivate skills and knowledge through concentrated study in an area that is not the major. Minors may focus on one discipline or may be interdisciplinary; they require 15 to 21 credits. Completing a minor is optional, and students should seek the guidance of an academic adviser when selecting a minor to understand how the minor requirements may be completed in conjunction with their degree.

For more information about minors offered and further requirements, see Academic Minors.

## OPTIONS AND REQUIREMENTS FOR UNDERGRADUATE STUDENTS TAKING GRADUATE COURSES

Undergraduate students who have a minimum cumulative GPA of 3.2 and have completed at least 90 credits applicable to a degree (senior standing) may request enrollment in graduate courses as part of their undergraduate degree. Enrollment requires the approval of the directors of both the undergraduate and graduate programs in question. With this arrangement, undergraduate students are permitted to take a maximum of 6 credit hours at the graduate level, and these credits are applied strictly to the undergraduate degree.

Undergraduate students taking graduate courses being applied to an undergraduate degree pay usual undergraduate tuition. Consequently, all application and approval forms must be completed prior to registration.

## ACCELERATED BACHELOR'S/MASTER'S OPTION

Undergraduate students of recognized academic ability and educational maturity may fulfill the combined requirements of the college's bachelor's and master's degrees via a variety of accelerated bachelor's/master's options. This is different from applying to enroll in graduate courses as part of the undergraduate degree, as described above.

This accelerated option requires a minimum of 141 credits to complete both degrees, depending on the requirements of individual programs. A maximum of 9 graduate credits, completed at the undergraduate level, may be applied simultaneously to the requirements for the bachelor's and master's degrees. In some cases, students may cross disciplines. Those interested should discuss their proposals with the appropriate program directors and their adviser.

To qualify for an accelerated pathway at UB, students must have an undergraduate grade point average of at least 3.5, with at least 15 credits earned at UB, and be admissible to the graduate program to which they are applying for the accelerated option. The undergraduate GPA is calculated using all graded collegiate credits attempted at UB and other institutions over the past five years. At least 15 credits must be upper-division credits (300 level or above). Individual programs may require a certain number of credits to be upper-division credits in the major and for those credits to achieve a certain grade point average. Students should apply for the accelerated option prior to beginning the last 30 credits of their bachelor's degree so that if accepted, they may attempt the graduate credits during the last 30 credits of that degree. Students may not apply before they have successfully completed at least 75 credits, and the grade point average for acceptance will not be calculated until at least 87 credits have been completed. Students interested in an accelerated option should consult with an adviser as soon as possible. Permission of the undergraduate and graduate program directors and of the dean of the college (or designee) will be required as part of admission application to the accelerated pathway. (The application is on the UB website.)

Students admitted to the accelerated option may earn up to 9 graduate credits within the last 30 credits of the bachelor's degree that may be applied to both the student's bachelor's and master's degrees if the student remains continuously enrolled. Students taking advantage of this accelerated option may register for up to 9 credits of graduate coursework during the last 30 hours of their undergraduate degree. The undergraduate and graduate program directors will select the appropriate graduate courses for each student upon election of the option. These courses may not include independent study or research, individual research, directed study, thesis, internship or practicum courses. Changes in the program of study require approval of both the undergraduate and graduate program directors. The student must maintain a 3.5 grade point average in undergraduate courses and earn at least a 3.0 in the graduate courses to remain in the pathway. Programs may opt not to accept course credits toward the graduate degree if the student did not earn at least a 3.0 in the course.

Students must be in continuous enrollment at the University of Baltimore for this agreement to remain in effect. Those who fail to maintain the eligibility requirements will be dropped from the accelerated option. Applicability (if any) of graduate courses to the undergraduate degree will be determined on an individual basis. Students should be aware that graduate courses applied to both undergraduate and graduate degrees at the University may not transfer as graduate credits to another institution.

In addition to electing the accelerated bachelor's/master's option, a separate application for admission to the graduate program (including payment of applicable fees) must be completed during the final semester of the bachelor's program. Admission to the graduate program must be effective the first regular semester after completing the credits required for the bachelor's degree so that there is no break in studies.

## GRADUATE PROGRAMS

**Doctoral Program**
- Information and Interaction Design (D.S.)

**Master's Programs**
- Applied Psychology (M.S. with concentrations in counseling psychology and in industrial and organizational psychology)
- Creative Writing & Publishing Arts (M.F.A.)
- Integrated Design (M.A.)
- Integrated Design (M.F.A.)
- Interaction Design and Information Architecture (M.S.)
- Legal and Ethical Studies (M.A.)

**Graduate Certificate Programs**
- Digital Communication
- Digital Media Production
- Library Technologies
- Professional Counseling Studies
- User Experience (UX) Design

## LAW SCHOOL AUTOMATIC ADMIT OPTION

Students who graduate from a University of Baltimore undergraduate program with a cumulative cross-institutional grade point average of 3.35 or better as computed by the Credential Assembly Service and an LSAT score of 154 or better can be automatically admitted into the entering class of the UB School of Law following their graduation.

Admission is for the fall semester only (note that the law school cannot make an admission decision until students have completed 75 credits of undergraduate coursework), and a completed application must be submitted by April 1. Students should take the LSAT no later than February of the calendar year in which they would like to enter law school.

Note that if students answer yes to any of the character and fitness questions on the UB School of Law application, they are not eligible for automatic admission; instead, their application will be forwarded to the admission committee for a complete review. Character and fitness questions concern information regarding academic and disciplinary probation, criminal offenses, civil suits and employment termination.

The UB School of Law does not ensure acceptance into the full-time day program; students may be admitted to the full-time day program, the part-time day program or the evening program.

The law school reserves the right to increase the grade point average and the LSAT score required on an annual basis.

For more information about this option, contact the Office of Law Admissions at 410.837.4459 or lawadmissions@ubalt.edu.

## LAW SCHOOL EARLY ENTRY OPTION

Available to students enrolled in the B.A. in History, the B.A. in Jurisprudence or the B.A. in Philosophy, Society and Applied Ethics programs, this option allows students' first year of enrollment at the University of Baltimore School of Law to fulfill the requirements of their last year of undergraduate study. It requires a cumulative cross-institutional grade point average of 3.5 or better as computed by the Credential Assembly Service and an LSAT score of 155 or better. This

option is available only if students are continuously enrolled at the University from their undergraduate major into their law school education.

To pursue the option, students must complete the 93 undergraduate credits required for their degree and complete a minimum of 33 credits at UB, excluding AP, IB, DANTES, CLEP or challenge examinations. Students must complete all lower- and upper-division General Education requirements and apply to the UB School of Law. Admission is for the fall semester only (note that the law school cannot make an admission decision until students have completed 75 credits of undergraduate coursework), and a completed application must be submitted by April 1. Students should take the LSAT no later than February of the calendar year in which they would like to enter law school.

Note that students must apply for graduation during the last semester of their first year of law school to receive their bachelor's degree.

If students answer yes to any of the character and fitness questions on the UB School of Law application, they are not eligible for early entry; instead, their application will be forwarded to the admission committee for a complete review. Character and fitness questions concern information regarding academic and disciplinary probation, criminal offenses, civil suits and employment termination.

Law school admission may be into the full-time day program or the part-time day program, as determined by the School of Law.

The law school reserves the right to increase the grade point average and the LSAT score required on an annual basis.

For more information about this option, contact the Office of Law Admissions at 410.837.4459 or lawadmissions@ubalt.edu.

For more detailed information about B.A. in History program requirements, see the program description. For B.A. in Jurisprudence program requirements, see the program description. For B.A. in Philosophy, Society and Applied Ethics program requirements, see the program description.

## SECOND BACHELOR'S DEGREES

Students who have previously earned a bachelor's degree, at either the University of Baltimore or another accredited institution, may earn a second bachelor's degree in a different degree program. Students must complete a minimum of 30 credits in residence at the University of Baltimore, applicable only to the second degree, and satisfy all of the departmental requirements for the degree, but they are not required to fulfill General Education or University-wide course requirements. No University of Baltimore courses taken to complete the first bachelor's degree can be retaken to complete the second bachelor's degree.

Credits used to satisfy a first degree at the University of Baltimore may not be applied toward the 30-credit residency requirement for the second degree. In some cases, this policy may require the substitution of courses in the major other than those specified by the second degree program. Students interested in pursuing a second bachelor's degree should consult with the appropriate program director before making a formal application through the Office of Admission . Information about applying for a second bachelor's degree may be found in the Admission section of this catalog.

## INDEPENDENT STUDY

Students may pursue independent research with faculty members through independent or directed study courses. Each academic discipline within the Yale Gordon College of Arts and Sciences offers an independent study course that is described in the online course description, found at www.ubalt.edu/coursedescriptions. Students must obtain permission of their program director and the supervising faculty member before registering for an independent study course.

# B.S. IN APPLIED INFORMATION TECHNOLOGY

Available to students once they have completed a minimum of 56 credits; may require that additional criteria be met, and courses to fulfill this major may not be available during the day. Visit www.ubalt.edu/ait for more information.

Giovanni Vincenti, program director
FACULTY: Ketel, Vincenti
ADJUNCT FACULTY: Abakaev, Brown, Carpenter, Denner, Mayfield, Satzinger, Suter

In the B.S. in Applied Information Technology program, you'll explore networking, developing desktop and server-based applications, and building and supporting websites, learning cutting-edge IT technologies at a much deeper level than that of traditional IT certification training.

While earning an IT certification is not a requirement of this program, we encourage you to do so in conjunction with your degree. You should be able to complete at least one major IT certification by the time you graduate from the program.

In this program, students will:

- gain a working knowledge of computer networks
- learn how to develop information technology security solutions
- solve problems using current programming languages
- learn how to administer operating systems
- implement relational databases that support web-based applications.

### Facilities
The Division of Science, Information Arts and Technologies maintains several PC labs supporting programming, network administration and information security.

### Admission Requirements
See the Admission section of this catalog.

### Degree Requirements
In addition to fulfilling the requirements of the major, all bachelor's degree candidates are required to fulfill the collegewide degree requirements outlined under Yale Gordon College of Arts and Sciences, Academic Policies and Information.

### Information Literacy
Students in the B.S. in Applied Information Technology program will meet the University of Baltimore information literacy requirement by the successful completion of one of the following:

- COSC 324  Designing for Humans (3)

- INFO 110    Introduction to Information Literacy (3).

## General Education Requirements (43 credits)

In the face of pressing economic and social challenges, it is critical that University of Baltimore graduates be able to communicate effectively in many different modes; gather, synthesize and critically evaluate information; make ethical and evidence-based decisions within real-world contexts; understand systems and think systemically; and negotiate divergent and competing perspectives.

See the University-Wide Degree Requirements section for details regarding General Education requirements at the University of Baltimore.

For this major, the required General Education course to satisfy the mathematics requirement is MATH 111: College Algebra.

## Applied Information Technology Requirements (69 credits)
### Applied Information Technology Core (39 Credits)

COSC 151     Computer Programming I (3)
COSC 155     Internet Technologies: Mastering the Basics (3)
COSC 210     Computer Hardware/Software Support (3)
COSC 212     Introduction to Linux (3)
COSC 251     Computer Programming II (3)
COSC 310     Fundamentals of Computer Networks (3)
COSC 324     Designing for Humans (3)
COSC 332     Fundamentals of Computer Security (3)
COSC 351     Object-Oriented Programming (3)
COSC 356     Database Systems (3)
COSC 401     The TCP/IP Protocol Suite (3)
COSC 461     IT Project Management (3)

*and one of the following:*

COSC 312     Administering and Supporting a Network Operating System (3)
COSC 412     Unix/Linux Administration (3)

### Capstone (3 credits)

COSC 490     Practicum in Information Technology (3)

### Math Requirements (9 credits)

MATH 201     Calculus I (3)
MATH 303     Applied Probability and Statistics (3)
MATH 321     Mathematical Structure for Information Technology (3)

### Tracks (18 credits)

Choose one of the following two tracks:

### Application Development and Programming

COSC 434     Web and Database Security (3)
COSC 451     Object-Oriented Analysis and Design (3)

COSC 453     Advanced Web Development (3)
COSC 456     Advanced Database Systems (3)
COSC 457     Mobile Applications Programming (3)

*One of the following:*
    COSC 432     Information Assurance and Security (3)
    COSC 433     Network Security (3)
    COSC 435     Digital Forensics for Information Technology (3)

## Information Security and Assurance
COSC 430     Legal Issues in High Technology Crime (3)
COSC 432     Information Assurance (3)
COSC 433     Network Security (3)
COSC 434     Web and Database Security (3)
COSC 435     Digital Forensics for Information Technology (3)

*One of the following:*
    COSC 453     Advanced Web Development (3)
    COSC 456     Advanced Database Systems (3)
    COSC 457     Mobile Applications Programming (3)

## General Electives
Complete as many courses as necessary from any discipline to fulfill your 120-credit requirement to graduate.

## Accelerated Bachelor's/Master's Option
Students who qualify may apply to take up to 9 graduate credits that apply to both this undergraduate degree and the M.S. in Interaction Design and Information Architecture. Contact the program director for information and see Accelerated Bachelor's/Master's Option.

## Law School Automatic Admit Option
Qualified graduates of all UB undergraduate programs can be automatically admitted to the UB School of Law following their graduation through the University's automatic admit option. For more information, see Law School Automatic Admit Option.

# B.A. IN DIGITAL COMMUNICATION
www.ubalt.edu/digitalcommunicationmajor

Julie Simon, program director
FACULTY: Delury, Fountain, Gibson, Keohane, Leyva, Meikle, O'Donnell, Pointer, Rhee, Simon, Yarrison
ADJUNCT FACULTY: Burkhart, P. Kopelke, Patschke

The Digital Communication program—housed in the Klein Family School of Communications Design—leads to a B.A. Digital, mobile and social media are now integral to the communication

strategies of businesses, nonprofit organizations and government agencies. Employers are looking to hire communication specialists versed in writing, media design and production, public relations and strategy development as they relate to the technologies of the 21st century.

In this program, students learn how to write and design effectively for digital media; explore the impact of digital technologies on 21st-century communication, business, arts and culture; examine business applications of digital media; perfect strategies for informing and persuading audiences; and think critically and creatively to solve problems and adapt to new technology environments.

The program is designed for people who are entering freshmen or transferring from community colleges and four-year schools, as well as for working professionals who want to develop their digital communication skills further, either for continued advancement in their present careers or as preparation for a career change.

Students enter the program from a variety of backgrounds, including production areas, such as graphic design, photography and video, as well as business, English and other humanities disciplines. Once in the program, students broaden their information and skills base.

Through a set of seven core courses that provide a broad-based, practical understanding of communication in the 21st century, students explore the history, theory and impact of communication media, especially digital and social media. They then choose a seven-course specialization.

### Facilities
Klein Family School of Communications Design facilities include state-of-the-art Apple laboratories in the Liberal Arts and Policy Building. Students have access to digital cameras and audio recorders; industry-standard software for graphic design and image creation, correction and manipulation; audio and video postproduction; animation; and web design.

### Admission Requirements
See the Admission section of this catalog.

### Degree Requirements
In addition to fulfilling the requirements of the major, all bachelor's degree candidates are required to fulfill the collegewide degree requirements outlined under Yale Gordon College of Arts and Sciences, Academic Policies and Information.

### Information Literacy
Students in the B.A. in Digital Communication program will meet the University of Baltimore information literacy requirement by the successful completion of one of the following:
- CMAT 353  Research Methods in Digital Communication
- INFO 110   Introduction to Information Literacy.

### General Education Requirements (38-43 credits)
In the face of pressing economic and social challenges, it is critical that University of Baltimore graduates be able to communicate effectively in many different modes; gather, synthesize and critically evaluate information; make ethical and evidence-based decisions within real-world contexts; understand systems and think systemically; and negotiate divergent and competing perspectives.

See the [University-Wide Degree Requirements](#) for details regarding General Education requirements at the University of Baltimore.

**Digital Communication Program Requirements (48 credits)**
**Core Courses (21 credits)**
CMAT 353      Research Methods in Digital Communication (3)
CMAT 342      The Rhetoric for Digital Communication (3)
CMAT 352      Media Literacy (3)
CMAT 451      Communication Technologies (3)
CMAT 485      Seminar in Digital Communication (3)

*One of the following advanced writing courses:\**
ENGL 321      Argument & Persuasion (3)
ENGL 322      Techniques of Popularization (3)
ENGL 323      Writing, Editing & Publishing (3)
ENGL 324      Public Relations Writing (3)
ENGL 325      Introduction to Journalism (3)
ENGL 326      Writing for Digital Media (3)
ENGL 390      Syntax, Semantics & Style (3)

*Additional advanced writing options for students already accepted into the M.A. in Integrated Design program:*
PBDS 603      Editorial Style (3)
PBDS 604      Writing for the Marketplace (3)
PBDS 605      Public & Private Language (3)
PBDS 611      The Craft of Popularization (3)
PBDS 691      The Art of the Interview (3)
PBDS 692      Writing for Digital Environments (3)

*One of the following background and ideas courses:\**
ENGL 337      Great Plays (3)
ENGL 338      Modern Drama (3)
ENGL 341      American Literature to 1900 (3)
ENGL 344      American Literature Since 1900 (3)
ENGL 346      The American Dream (3)
ENGL 348      Multiethnic American Literature (3)
ENGL 350      Topics in African American Literature (3)
ENGL 351      Ancient Mythology & Modern Myth (3)
ENGL 354      Love in Literature (3)
ENGL 361      The Hero & the Quest (3)
ENGL 364      Shakespeare: Kings, Knaves & Fools (3)
ENGL 365      Shakespeare: Love, Myth & Metamorphosis (3)
ENGL 391      Topics in Language & Society (3)
ENGL 450      The Great Moderns (3)
CMAT 371      Mass Media & Society (3)
CMAT 381      News & Documentary (3)

*counts as either B&I (Background & Ideas) or advanced writing or area of focus credit*

**Upper-Division Areas of Focus (21 credits)**
Choose seven courses from the following list(s). Students may take 300- to 400-level classes from one area for a more specialized degree or from many areas for a more generalized experience. Courses to be determined by the student and her/his adviser, based on entrance qualifications and career objectives.

**Media Design and Production**
Students are highly encouraged to take a mix of first- and second-level courses. Two courses at the second level are recommended.

First-Level Courses
CMAT/
ENGL 333       Media Genres (3)
CMAT 357       Principles of Design (prereq: Computer Graphics Competency**)(3)
CMAT 358       Digital Design (prereq: Computer Graphics Competency**) (3)
CMAT 364       Digital Photography (prereq: CMAT 212 or equivalent) (3)
CMAT 366       Producing Sound Portraits (3)
CMAT 368       Photojournalism (3)
CMAT 369       Digital Video (3)
CMAT 392       Media Branding (prereq: Computer Graphics Competency**) (3)

Second-Level Courses
CMAT 456       Motion Graphics (prereq: CMAT 357, CMAT 358) (3)
CMAT 457       Advanced Print Design (prereq: CMAT 357) (3)
CMAT 458       Project Management (3)
CMAT 459       Print Production (prereq: CMAT 357) (3)
CMAT 459       Advanced Digital Design (prereq: CMAT 358) (3)
CMAT 374       Magazine Design (prereq: CMAT 357, CMAT 358) (3)
CMAT 469       Advanced Digital Video (prereq: CMAT 369) (3)
COSC 402       Interactive Narrative (prereq: COSC 320) (3)
[Advanced PBDS courses by permission]

**Digital Theory and Culture**
CMAT/
ENGL 333       Media Genres (3)
CMAT 371       Mass Media & Society (3)
CMAT 381       Representing Reality: News & Documentary (3)
CMAT 392       Media Branding (prereq: CMAT 212) (3)
CMAT 453       Media and Community (3)
CMAT 475       Media Criticism (3)
ENGL 325       Introduction to Journalism (3)
ENGL 332       Literature and Film (3)
ENGL 391       Topics in Language & Society (3)
ENGL 392       The Archaeology of Language (3)

ENGL 395       Narrative Discourse (3)
GVPP 362       Media and Government (3)
[Advanced PBDS courses by permission]

## Public Relations
CMAT 303       Oral Communication in Business (3)
CMAT 320       Argumentation & Debate (3)
CMAT/
ENGL 333       Media Genres (3)
CMAT 371       Mass Media & Society (3)
CMAT 369       Video Production (3)
CMAT 357       Principles of Design (prereq: Computer Graphics Competency**) (3)
CMAT 358       Digital Design (prereq: Computer Graphics Competency**) (3)
CMAT 368       Photojournalism (3)
CMAT 391       Public Relations Strategies (3)
CMAT 392       Media Branding (prereq: CMAT 212) (3)
CMAT 458       Project Management (3) *or* ENTR 300: The Entrepreneurial Experience
ENGL 321       Argument & Persuasion (3)
ENGL 322       Techniques of Popularization (3)
ENGL 323       Writing, Editing & Publishing (3)
ENGL 324       Public Relations Writing (3)
ENGL 325       Introduction to Journalism (3)
ENGL 326       Writing for Digital Media (3)
ENGL 390       Syntax, Semantics & Style (3)
ENGL 391       Topics in Language & Society (3)
ENGL 393       Topics in Advertising (3)
ENGL 392       Archaeology of Language (3)
ENGL 402       Copy Editing & Document Design (3)
MGMT 300       Organizational Behavior (3)
MGMT 305       Managing Human Resources (3)
MKTG 301       Marketing Management (3)
MKTG 430       Personal Selling (3)
MKTG 410       Buyer Behavior (3)
MKTG 415       Marketing Communication and Digital Media (3)
INSS 401       Internet and Business (3)
[Advanced PBDS courses by permission]

## Media Writing
ENGL 321       Argument & Persuasion (3)
ENGL 322       Techniques of Popularization (3)
ENGL 323       Writing, Editing & Publishing (3)
ENGL 324       Public Relations Writing (3)
ENGL 325       Introduction to Journalism (3)
ENGL 326       Writing for Digital Media (3)
ENGL 330       Legal Writing & Rhetoric (3)
ENGL 363       Creative Writing Workshop: Screenwriting (3)

| ENGL 386 | Creative Writing Workshop: Journalism (3) |
| ENGL 390 | Syntax, Semantics & Style (3) |
| ENGL 391 | Topics in Language & Society (3) |
| ENGL 392 | Archaeology of Language (3) |
| COSC 402 | Interactive Narrative (prereq: COSC 320) (3) |

**Other Electives (applies to all groupings)**

| CMAT 407 | Internship (3) |
| CMAT 489 | Directed Independent Study (3) |
| CMAT 490 | Honors Project (3) |
| CMAT 493 | Honors Seminar (3) |
| CMAT 497 | Special Topics in Communication (3) |

You also need to complete the professional attendance and computer graphics competency requirements, as indicated below.

\*\* suggested courses for pre-majors

### General Electives

| IDIS 101 | First-Year Seminar: Introduction to University Learning (3) |
| | *freshmen only; transfer students replace this with a different elective* |

Complete as many courses as necessary from any discipline to fulfill your 120-credit requirement to graduate.

### Professional Attendance Requirement

During their tenure at the University of Baltimore, digital communication majors must attend at least five co-curricular activities related to the major. These could include lectures, workshops or conferences; professional association meetings; and a wide assortment of other events. Approved events are posted and announced in advance.

### Computer Graphics Competency Requirement

Students may satisfy the requirement by:
- the successful completion of CMAT 211: Computer Graphics: Publishing and CMAT 212: Computer Graphics: Imaging
- approved transfer credit
- computer graphics competency examination (make arrangements by speaking with the program director or with your adviser).

### Accelerated Bachelor's/Master's Option

Students who qualify may apply to take up to 9 graduate credits that apply to both this undergraduate degree and the M.A. in Integrated Design or the M.S. in Interaction Design and Information Architecture. Contact the program director for information and see Accelerated Bachelor's/Master's Option.

**Law School Automatic Admit Option**
Qualified graduates of all UB undergraduate programs can be automatically admitted to the UB School of Law following their graduation through the University's automatic admit option. For more information, see Law School Automatic Admit Option

# B.A. IN ENGLISH
www.ubalt.edu/english

Jane Delury, program director
FACULTY: Badejo, Boyd, Delury, Kopelke, Leyva, Matanle, Meikle, Simon, Watkins, Winik, Yarrison, Zeleny

The B.A. in English program is housed in the Klein Family School of Communications Design. Students majoring in English choose from four specializations: literature and culture; professional writing, editing and publishing; creative writing; and applied rhetoric. Sharing a core of six courses, all specializations emphasize the development of the critical thinking and communication skills that are necessary for success in the world of work and in the pursuit of advanced degrees. The major prepares its students for positions in publications and communications—media production, graphic design, electronic publishing, writing, editing and public relations, for example—and provides a sound basis for graduate work in areas such as literature, rhetoric, creative writing and the law.

Extracurricular opportunities for English majors include Sigma Tau Delta (the national English honor society); the literary magazine, *Skelter*; and the University newspaper, the *UB Post*. The division is also affiliated with CityLit Project and with the literary journal *Passager*.

**Admission Requirements**
See the Admission section of this catalog.

**Degree Requirements**
In addition to fulfilling the requirements of the major, all bachelor's degree candidates are required to fulfill the collegewide degree requirements outlined under Yale Gordon College of Arts and Sciences, Academic Policies and Information.

Transfer students may apply up to 9 credits of 200-level courses in literature taken elsewhere to count toward the 36 credits required for the program. For students transferring with 300- and 400-level courses, at least 18 credits in the program must be taken at the University of Baltimore. Any special exceptions to these requirements must have the permission of both the division chair and the dean of the college. The literature specialization has no lower-division prerequisites.

**Information Literacy**
Students in the B.A. in English program will meet the University of Baltimore information literacy requirement by the successful completion of one of the following:
- ENGL 498   Seminar in English
- INFO 110   Introduction to Information Literacy.

## General Education Requirements (43 credits)

In the face of pressing economic and social challenges, it is critical that University of Baltimore graduates be able to communicate effectively in many different modes, as well as gather, synthesize and critically evaluate information; make ethical and evidence-based decisions within real-world contexts; understand systems and think systemically; and negotiate divergent and competing perspectives.

See the [University-Wide Degree Requirements](#) for details regarding General Education requirements at the University of Baltimore.

## English Program Requirements (42 credits)
### Core Courses (24 credits)

ENGL 301      Introduction to English Studies (3)

ENGL 498      Seminar in English (3)

*One of the following multiethnic or women's literature courses (3):*

| | |
|---|---|
| ENGL 313 | Worlds Beyond the West (3) |
| ENGL 319 | Topics in International Literature (3) |
| ENGL 348 | Multiethnic American Literature (3) |
| ENGL 349 | American Identities: Explorations in the Past & Present (3) |
| ENGL 350 | Topics in African American Literature (3) |
| ENGL 360 | Major Authors (if appropriate topic, approved by semester) (3) |
| ENGL 371 | Women's Literary History (3) |
| ENGL 372 | Topics in Women's Literature (3) |
| ENGL 374 | Austen, the Brontes & Woolf: Rooms of Their Own (3) |
| ENGL 400 | Literature in Society (3) |
| ENGL 497 | Topics in Literature (if appropriate topic, approved by semester) (3) |

*One of the following period and context courses (3):*

| | |
|---|---|
| ENGL 311 | Wells of the Past: Classical Foundations (3) |
| ENGL 341 | American Literature to 1900 (3) |
| ENGL 342 | Melville, Poe & Whitman: American Voyagers (3) |
| ENGL 344 | American Literature Since 1900 (3) |
| ENGL 346 | The American Dream (3) |
| ENGL 360 | Major Authors (3) |
| ENGL 361 | The Hero & the Quest (3) |
| ENGL 362 | Dante, Chaucer & Cervantes: Three Versions of Pilgrimage (3) |
| ENGL 366 | Milton, Blake & Yeats: Poet as Prophet (3) |
| ENGL 374 | Austen, the Brontes & Woolf: Rooms of Their Own (3) |
| ENGL 400 | Literature in Society (3) |
| ENGL 421 | The Elizabethan Renaissance: In the Green World (3) |
| ENGL 431 | The Metaphysical Moment: From T.S. Eliot to John Donne (3) |
| ENGL 432 | The Age of Reason (3) |
| ENGL 441 | The Romantic Imagination (3) |
| ENGL 442 | The Victorian Paradox (3) |
| ENGL 450 | The Great Moderns (3) |

*One of the following:*

       ENGL 364        Shakespeare: Kings, Knaves & Fools (3)

       ENGL 365        Shakespeare: Love, Myth & Metamorphosis (3)

*One of the following (3):*

       ENGL 392        The Archaeology of Language (3)

       ENGL 395        Understanding Narrative (3)

*Two additional 300- or 400-level ARTS, CMAT or ENGL courses (6)*

## Specializations (18 credits)

Students complete one of the following specializations.

# LITERATURE & CULTURE SPECIALIZATION

The literature & culture specialization fosters the development of critical thinking and interpretive skills through the study of literary works, aesthetics and historical perspectives from around the world.

**Required (12)**

ENGL 397        Reading Strategies (3)

Two additional period and context courses (6)

One additional multiethnic/women's literature course (3)

*One of the following British literature courses (3):*

       ENGL 358        Tolkien: Master of Fantasy (3)

       ENGL 360        Major Authors (if appropriate topic, approved by semester) (3)

       ENGL 364        Shakespeare: Kings, Knaves & Fools (3)

       ENGL 365        Shakespeare: Love, Myth & Metamorphosis (3)

       ENGL 366        Milton, Blake & Yeats: Poet as Prophet (3)

       ENGL 374        Austen, the Brontes & Woolf: Rooms of Their Own (3)

       ENGL 421        The Elizabethan Renaissance: In the Green World

       ENGL 431        The Metaphysical Moment: from T.S. Eliot to John Donne (3)

       ENGL 432        The Age of Reason (3)

       ENGL 441        The Romantic Imagination (3)

       ENGL 442        The Victorian Paradox (3)

       ENGL 450        The Great Moderns (3)

       ENGL 497        Topics in Literature (if appropriate topic, approved by semester) (3)

*One of the following American literature courses (3):*

       ENGL 338        Modern Drama (3)

       ENGL 341        American Literature to 1900 (3)

       ENGL 342        Melville, Poe & Whitman: American Voyagers (3)

       ENGL 344        American Literature Since 1900 (3)

       ENGL 346        The American Dream (3)

       ENGL 348        Multiethnic American Literature (3)

| ENGL 349 | American Identities: Explorations in the Past & Present (3) |
| ENGL 350 | Topics in African American Literature (3) |
| ENGL 360 | Major Authors (if appropriate topic, approved by semester) (3) |
| ENGL 497 | Topics in Literature (if appropriate topic, approved by semester) (3) |

## PROFESSIONAL WRITING, EDITING & PUBLISHING SPECIALIZATION

The professional writing, editing & publishing specialization concentrates on the in-demand editing, writing and publishing skills valuable in almost every academic, governmental, nonprofit and business setting. Through coursework in areas such as public relations writing, writing for the media, copyediting and document design, and graphic design—often taught by practicing professionals—students develop a repertoire of skills. An internship may serve as a gateway to a career after graduation. Students who are interested in expanding their career options may elect courses in graphic or electronic design offered through the digital communication program.

**Required (12)**

| CMAT 211 | Computer Graphics: Publishing (3) |
| ENGL 323 | Writing, Editing & Publishing (3) |
| ENGL 390 | Syntax, Semantics & Style (3) |
| ENGL 402 | Copy Editing & Document Design (3) |

*Two of the following (6):*

| ENGL 322 | Techniques of Popularization (3) |
| ENGL 325 | Introduction to Journalism (3) |
| ENGL 330 | Legal Rhetoric & Writing (3) |
| ENGL 326 | Writing for Digital Media (3) |
| ENGL 324 | Public Relations Writing (3) |
| ENGL 321 | Argument & Persuasion (3) |
| ENGL 407 | Internship in Professional Writing *or* ENGL 408: Internship in University Publications (1-3) |

## CREATIVE WRITING SPECIALIZATION

The creative writing specialization nurtures and refines creativity across multiple genres, with particular attention to the importance of audience and of the editing process. In addition, creative writers are encouraged to attend readings by accomplished contemporary writers sponsored by the University's M.F.A. in Creative Writing & Publishing Arts program. In the required ENGL 401: Publication & Performance course, all majors collaborate in editing and producing the University's literary magazine, *Skelter*.

*Required (3):*

| ENGL 401 | Publication & Performance (3) |

*Two of the following (6):*

| ENGL 315 | The Short Story (3) |
| ENGL 316 | Modern Poetry (3) |

| ENGL 317 | The Novel (3) |
| ENGL 320 | Contemporary Literature (3) |
| ENGL 332 | Literature & Film (3) |
| ENGL 338 | Modern Drama (3) |

*Three of the following (9):*

| ENGL 363 | Creative Writing Workshop: Screenwriting (3) |
| ENGL 387 | Creative Writing Workshop: Memoir (3) |
| ENGL 386 | Creative Writing Workshop: Creative Journalism (3) |
| ENGL 382 | Creative Writing Workshop: Poetry (3) |
| ENGL 383 | Creative Writing Workshop: Fiction (3) |
| ENGL 385 | Creative Writing Workshop: Playwriting (3) |
| ENGL 388 | Creative Writing Workshop: Special Topics (3) |

## APPLIED RHETORIC SPECIALIZATION

The applied rhetoric specialization develops the skills necessary for professions in law, communications and business by promoting the analysis of language and the interdisciplinary study of literature, writing, popular culture and communications.

**Required (3)**

CMAT 342    The Rhetoric of Digital Communication (3)

*One of the following (3):*

| ENGL 392 | The Archaeology of Language (3) |
| ENGL 395 | Understanding Narrative (3) |

*Take one to complete the core courses and one to complete this specialization.*

*Two of the following (6):*

| ENGL 356 | Literature & Law (3) |
| ENGL 400 | Literature in Society (3) |
| ENGL 321 | Argument & Persuasion (3) |
| ENGL 330 | Legal Writing & Rhetoric (3) |

*Two of the following (6):*

| CMAT 352 | Media Literacy (3) |
| CMAT 371 | Mass Media & Society (3) |
| ENGL 331 | Popular Genres (3) |
| ENGL 333 | Media Genres (3) |

### General Electives

IDIS 101    First-Year Seminar: Introduction to University Learning (3)
*freshmen only; transfer students replace this with a different elective*

Complete as many courses as necessary from any discipline to fulfill your 120-credit requirement to graduate, including this recommended elective:

ENGL 200    The Experience of Literature or another 200-level literature course (3).

**Accelerated Bachelor's/Master's Option**
Students who qualify may apply to take up to 9 graduate credits that apply to both this undergraduate degree and the M.A. in Integrated Design or the M.F.A. in Creative Writing & Publishing Arts. Contact the program director for information and see Accelerated Bachelor's/Master's Option.

**Law School Automatic Admit Option**
Qualified graduates of all UB undergraduate programs can be automatically admitted to the UB School of Law following their graduation through the University's automatic admit option. For more information, see Law School Automatic Admit Option.

# B.A. IN ENVIRONMENTAL SUSTAINABILITY AND HUMAN ECOLOGY
www.ubalt.edu/environmental

Stanley Kemp, program director
FACULTY: Castanzo, Gerlowski, Haynes, Kassner, Kemp, Kohl, Pecher, Porter

Students in the environmental sustainability and human ecology program study—often through hands-on learning—the interrelationships of people and their environment from scientific, social, ethical and public policy perspectives.

From a science perspective, they gain a solid understanding of environmental science terminology, concepts and techniques. They explore the diversity of life and ecosystems of the world, and they participate in hands-on study of the Chesapeake Bay watershed. Students also study the effects of urban center growth on local ecosystems and focus on the concept of sustainable development.

Adding social sciences to the mix, students gain a cross-cultural perspective on how human populations adapt technologically, socially and psychologically to their environments, and how people alter the living and nonliving worlds around them. Cultural heritage preservation is also a significant component of the program.

Combining this with policy studies, students learn how environmental public policy is formulated, how it affects the health of the environment and how it's shaped by ecological considerations. They also examine the ethical and legal implications of the use, treatment and potential destruction of the natural environment.

When they graduate, students are prepared to deal with the real problems facing communities worldwide, from Baltimore to cities in the developing world. They go on to work in fields as varied as environmental compliance, permitting, environmental hygiene, environmental interpretation, education, environmental consulting, natural resource preservation and protection for government and nonprofit sectors, cultural heritage preservation, cultural resource management and museum curation in private, government and nonprofit sectors.

**Facilities**
On the fourth floor of the Academic Center, a general science laboratory with 24 workstations provides a hands-on environment for students to put their knowledge into practice. On the second floor of the same building, the environmental science laboratory contains equipment

and materials that allow environmental science faculty members and students to investigate local ecosystems at molecular, microscopic and organismal levels. Just down the hall from this lab is the cultural resource management lab, where archaeology and heritage preservation research is performed. The newest facilities addition is the mesocosm experimental lab on the basement floor of the H. Mebane Turner Learning Commons.

### Admission Requirements
See the [Admission](#) section of this catalog.

### Degree Requirements
In addition to fulfilling the requirements of the major, all bachelor's degree candidates are required to fulfill the collegewide degree requirements outlined under [Yale Gordon College of Arts and Sciences, Academic Policies and Information](#).

### Information Literacy
Students in the B.A. in Environmental Sustainability and Human Ecology program will meet the University of Baltimore information literacy requirement by the successful completion of:
- INFO 110          Introduction to Information Literacy (3).

### General Education Requirements (43 credits)
In the face of pressing economic and social challenges, it is critical that University of Baltimore graduates be able to communicate effectively in many different modes; gather, synthesize and critically evaluate information; make ethical and evidence-based decisions within real-world contexts; understand systems and think systemically; and negotiate divergent and competing perspectives.

See the [University-Wide Degree Requirements](#) for details regarding General Education requirements at the University of Baltimore.

### Environmental Sustainability and Human Ecology Program Requirements (60-61 credits)
Note that 16-19 credits of the environmental sustainability and human ecology program requirements can be satisfied by General Education requirements.

### Core Courses (37 credits)
Biological and Environmental Sciences Foundation (7 credits)
ENVS 201          Human Ecology (3)*
BIOL 121          Fundamentals of Biology (4)*

Social Sciences (21 credits)
ANTH 110          Cultural Anthropology (3)*
ANTH 222          Human Environmental Adaptations (3)
ANTH 365          Human Population Dynamics (3)
ECON 100          Economics of Contemporary Issues (3)*
PSYC 100          Introduction to Psychology (3)*
PSYC 375          Environmental Psychology (3)
SOCI 303          Urban Sociology (3)

<u>Humanities (3 credits)</u>
PHIL 280        Environmental Ethics (3)*

<u>Government and Public Policy (6 credits)</u>
GVPP 315        Public Policy Analysis (3)
GVPP 480        Environmental Politics and Policy (3)

*16 of these credits can also satisfy General Education requirements.*

**Environmental Science Track (24 credits)**
<u>Physical Sciences (3 credits)</u>
PHSC 101        Earth in Focus (3)*

<u>Environmental Science (15 credits)</u>
ENVS 221        Science of the Environment (4)*
ENVS 285        Environmental Chemistry (4)
ENVS 300        Greater Baltimore Urban Ecosystems: Field Investigations (4)
ENVS 375        Molecular Genetics and Biotechnology in Society (4)
ENVS 420        Research Seminar in Environmental Science (2)
ENVS 490        Special Projects in Environmental Sciences (3)

*19 credits of General Education requirements can be fulfilled between core courses and environmental science track courses.

**Anthropology Track (23-24 credits)—*suspended; no longer admitting new students***
ANTH 201        Introduction to Archaeology (3)
ANTH 202        Introduction to Archaeology Laboratory (1)
ANTH 320        Forensic Anthropology (4)
ANTH 410        Cultural Resource Management (3)
ANTH 490        Internship in Cultural Resource Management (3-4)
ANTH 499        Special Projects in Anthropology (3)

**Electives**
ANTH 115        Human Origins (3)
ANTH 295        Historical Archaeology (3)
ANTH 440        Anthropological Theory (3)
ANTH 488        Special Topics in Anthropology (3)

**<u>General Electives</u>**
IDIS 101        First-Year Seminar: Introduction to University Learning (3)
                *Freshmen only; transfer students replace this with a different elective*

Complete as many courses as necessary from any discipline to fulfill your 120-credit requirement to graduate.

**Law School Automatic Admit Option**

Qualified graduates of all UB undergraduate programs can be automatically admitted to the UB School of Law following their graduation through the University's automatic admit option. For more information, see Law School Automatic Admit Option.

# B.A. IN HISTORY

www.ubalt.edu/history

Nicole Hudgins, program director
FACULTY: Carney, Davis, Hudgins, Nix, Sawyer, Yi
ADJUNCT FACULTY: Brunson, Gamber, Trumpbour

The B.A. in History program is administered through the Division of Legal, Ethical and Historical Studies. The program provides students with a broad background in the global and American past. It sharpens the analytical and communication skills necessary for advanced training and career development. As such, it has thrived as one of the traditional programs of study for students who go on to careers in law, government, business, education, nonprofit organizations and other professions.

The program is also designed for students who wish to pursue graduate work in the humanities, social sciences or other professional fields. The program is a flexible one. It includes basic coverage of period courses in American, Asian and European history, plus more specialized thematic courses in the history of law, business and ideas.

In addition, students may select the program's specialization in public history leading to a B.A. in History with a specialization in public history. Public history is the professional application of historical methods, skills, research and presentation in settings outside the classroom. Public historians work in museums, archives, government agencies, historical societies, living history sites, preservation groups, businesses and nonprofit organizations of all kinds, either independently or in partnership with academic institutions. Students in the public history specialization combine standard history coursework with public history courses, seminars, independent research and an internship designed to introduce them to various specialties within the field as they gain practical experience in a variety of professional settings where historians work. The public history specialization requires 15 credits, including a foundation course on local history, two public history core courses and two specialized electives.

There are also plenty of opportunities for directed research through independent studies, internships at local historical agencies or museums, and a senior seminar. Moreover, students working on such projects find easy access to some of the best archival and other resources in the Greater Baltimore region.

**Admission Requirements**

See the Admission section of this catalog.

**Degree Requirements**

In addition to fulfilling the requirements of the major, all bachelor's degree candidates are required to fulfill the collegewide degree requirements outlined under Yale Gordon College of Arts and Sciences, Academic Policies and Information.

A maximum of 6 transfer credits in history, taken at the 200 level or above, can be applied to the history major with the approval of the program director. In addition, major requirements must be completed with a grade of C or better for students to qualify for graduation.

History has no lower-division prerequisites.

**Information Literacy**

Students in the B.A. in History program will meet the University of Baltimore information literacy requirement by the successful completion of one of the following:
- HIST 295        The Historian's Toolkit (3)
- INFO 110        Introduction to Information Literacy (3).

**General Education Requirements (43 credits)**

In the face of pressing economic and social challenges, it is critical that University of Baltimore graduates be able to communicate effectively in many different modes; gather, synthesize and critically evaluate information; make ethical and evidence-based decisions within real-world contexts; understand systems and think systemically; and negotiate divergent and competing perspectives.

See the University-Wide Degree Requirements for details regarding General Education requirements at the University of Baltimore.

**History Program Requirements (36 credits)**

These requirements must be completed with a grade of C or better for students to qualify for graduation.

**Core Courses (6 credits)**

HIST 295        The Historian's Toolkit (3)
HIST 495        Senior Seminar in History (3)

**Major Requirements (30 credits)**

*Two of the following courses (6 credits):*
HIST 101        World History to 1500 (3)
HIST 102        World History Since 1500 (3)
HIST 111        Early America (3)
HIST 112        Modern America (3)
HIST 121        World History of Art to 1500 (3)
HIST 122        World History of Art Since 1500 (3)

*One of the remaining courses above or one of the following courses (3 credits):*
HIST 197        Conflicts in History (3)
HIST 204        African American History to 1865
HIST 205        African American History Since 1865
HIST 240        Everyday Lives (3)
HIST 290        Great Issues in History (3)

*Four of the following courses:*
**Topics in American History (12 credits)**

| | | |
|---|---|---|
| HIST 308 | History of American Business (3) |
| HIST 340 | American Legal History (3) |
| HIST 350 | History of U.S. Foreign Relations (3) |
| HIST 370 | Old South and Slavery (3) |
| HIST 375 | The Civil War and Reconstruction (3) |
| HIST 377 | New South and Civil Rights (3) |
| HIST 380 | The Chesapeake World (3) |
| HIST 381 | American Cities (3) |
| HIST 382 | History of Baltimore (3) |
| HIST 383 | Community History (3) |
| HIST 385 | U.S. Women's History (3) |
| HIST 395 | Introduction to Historiography |
| HIST 396 | Introduction to Public History |
| HIST 420 | America Since 1940 (3) |
| HIST 434 | American Constitutional History (3) |
| HIST 468 | American Political History (3) |
| HIST 482 | Introduction to Historical Preservation (3) |
| HIST 496 | Seminar in Public History (3) |

*Three of the following courses:*
**Topics in the History of the Wider World (9 credits)**

| | | |
|---|---|---|
| HIST 310 | Ancient Civilizations (3) |
| HIST 311 | Emergence of Europe (3) |
| HIST 312 | Age of Revolution (3) |
| HIST 313 | Europe, 1815-1914 (3) |
| HIST 314 | Europe, 1914-45 (3) |
| HIST 315 | Europe Since 1945 (3) |
| HIST 324 | Modern China (3) |
| HIST 326 | Modern Japan (3) |
| HIST 328 | Modern Korea (3) |
| HIST 331 | English Law to 1689 (3) |
| HIST 332 | English Law Since 1689 (3) |
| HIST 354 | History of Germany (3) |
| HIST 440 | History of Common Law (3) |
| HIST 466 | History of Africa (3) |
| HIST 474 | Women and the Family in European History (3) |

*The following courses, depending on the instructor's preference, may be taught either as Topics in American History or Topics in the History of the Wider World courses and may be applied to those requirements as appropriate:*

| | | |
|---|---|---|
| HIST 344 | World War II (3) |
| HIST 390 | Film and History (3) |
| HIST 438 | Great Trials in History (3) |
| HIST 445 | Topics in the History of Religion (3) |

| HIST 460 | The Cold War, 1945-90 (3) |
| HIST 477 | Technology and History (3) |
| HIST 490 | Internship (3) |
| HIST 492 | Independent Study (1-3) |
| HIST 493 | Honors Seminar (3) |
| HIST 494 | Honors Project (3-6) |
| HIST 497 | Special Topics in History (3) |

### Accelerated Bachelor's/Master's Option
Students who qualify may apply to take up to 9 graduate credits that apply to both this undergraduate degree and the M.A. in Legal and Ethical Studies. Contact the program director for information and see Accelerated Bachelor's/Master's Option.

### Law School Automatic Admit Option
Qualified graduates of all UB undergraduate programs can be automatically admitted to the UB School of Law following their graduation through the University's automatic admit option. For more information, see Law School Automatic Admit Option.

### History—Law School Early Entry Option
Students who qualify complete 93 hours of undergraduate credits and an additional 27 hours of law school credits to attain the 120 credits required for the bachelor's degree. See Law School Early Entry Option for information about the qualifications and requirements that govern this option.

### Degree Requirements
In addition to fulfilling the requirements of the major, all bachelor's degree candidates are required to fulfill the collegewide degree requirements outlined under Yale Gordon College of Arts and Sciences, Academic Policies and Information.

### Information Literacy
Students in the B.A. in History program will meet the University of Baltimore information literacy requirement by the successful completion of one of the following:
- HIST 295     The Historian's Toolkit (3)
- INFO 110     Introduction to Information Literacy (3).

### General Education Requirements (43 credits)
In the face of pressing economic and social challenges, it is critical that University of Baltimore graduates be able to communicate effectively in many different modes; gather, synthesize and critically evaluate information; make ethical and evidence-based decisions within real-world contexts; understand systems and think systemically; and negotiate divergent and competing perspectives.

See the University-Wide Degree Requirements for details regarding General Education requirements at the University of Baltimore.

<u>**History Law School Early Entry Option Requirements (24 credits)**</u>
**Core Courses (9 credits)**
HIST 295          The Historian's Toolkit (3)
HIST 495          Senior Seminar in History (3)


*And one of the following legal history courses:*
          HIST 331          English Law to 1689 (3)
          HIST 332          English Law Since 1689 (3)
          HIST 340          American Legal History (3)
          HIST 434          American Constitutional History (3)
          HIST 440          History of Common Law (3)
          HIST 438          Great Trials in History (3)
          HIST 497          Special Topics in History (only if legal topic is covered here) (3)


**Major Electives (15 credits)**
*Any five HIST courses of 300-level or higher with advisement from the program director*


Complete as many courses as necessary from any discipline to fulfill your 93-credit requirement to complete the Law School Early Entry Option.


# OPTIONAL SPECIALIZATION IN PUBLIC HISTORY (optional 15 credits)
Students majoring in history may choose to complete this specialization in public history, which is the professional application of historical methods, skills, research and presentation in settings outside the classroom. Public historians work in museums, archives, government, historical societies, living history sites, preservation groups, businesses and nonprofit organizations of all kinds, either independently or in partnership with academic institutions.
    Students can fulfill this specialization through Topics in American History core courses, major electives and/or general electives; this does not require completion of additional credits beyond those of the history program.


**Foundation Requirement (3 credits)**
*One of the following:*
HIST 380          The Chesapeake World (3)
HIST 382          History of Baltimore (3)


**Public History Core Requirements (6 credits)**
HIST 396          Introduction to Public History (3)
HIST 490          Internship (3)


**Specialized Electives (6 credits)**
*Two courses from the following with advisement from the program director:*
HIST 496          Seminar in Public History (highly recommended) (3)
CMAT 369          Digital Video (3)
CMAT 381          Representing Reality: News & Documentary (3)
CMAT 455          Hypermedia (3)

GVPP 300      American Political Institutions (3)
GVPP 322      Bureaucracy and Public Policy (3)
GVPP 326      Urban Politics and Public Policy (3)
GVPP 348      State and Local Government (3)
GVPP 461      Maryland Government Processes and Politics (3)
MGMT 301      Management and Organizational Behavior (3)
MGMT 315      Human Resource Management (3)
MKTG 301      Marketing Management (3)
PSYC 355      Interviewing Psychology (3)
SOCI 302      The American Family in Perspective (3)
SOCI 303      Urban Sociology (3)
WRIT 330      Writing, Editing & Publishing (3)

**General Electives**
IDIS 101      First-Year Seminar: Introduction to University Learning (3)
              *freshmen only; transfer students replace this with a different elective*

Complete as many courses as necessary from any discipline to fulfill your 120-credit requirement to graduate.

# B.A. IN INTEGRATED ARTS
www.ubalt.edu/integratedarts

Ian Power, program director
FACULTY: Delury, K. Kopelke, Matanle, O'Donnell, Oldenburg, Pointer, Simon, Watkins, Yarrison, Zeleny
ADJUNCT FACULTY: Brandeberry, DeMull, Eide, Jones, Stroupe

The B.A. in Integrated Arts program, administered through the Klein Family School of Communications Design, invites students to experience arts production and performance while studying arts analysis, arts presenting and arts management. Students concentrate in one or more art forms that interests them most—whether it be visual art, music, theater, design, creative writing, filmmaking, etc. When they graduate, students are prepared to work for businesses, nonprofit organizations and government agencies that deal in, represent or interact with artists and the arts—perhaps in addition to managing their own freelance artistic career. Students also are well-prepared for graduate-level study in business and the arts.

Students take courses in arts production and performance; history, appreciation and analysis of the arts; government and business as they relate to the arts; and technology's impact on and importance to the arts. The major allows students opportunities to work with the city's theaters, museums, galleries, musical venues and arts advocacy groups, shadowing and assisting artists, attending exhibits and performances, and interning with artists or arts-related organizations. All integrated arts students are required to complete foundation courses, a senior project and an internship.

**Admission Requirements**
See the See the [Admission](#) section of this catalog.

**Degree Requirements**
In addition to fulfilling the requirements of the major, all bachelor's degree candidates are required to fulfill the collegewide degree requirements outlined under [Yale Gordon College of Arts and Sciences, Academic Policies and Information](#).

**Information Literacy**
Students in the B.A. in Integrated Arts program will meet the University of Baltimore information literacy requirement by the successful completion of:
- INFO 110    Introduction to Information Literacy (3).

Transfer students should take both ARTS 201 and WRIT 300 to satisfy the information literacy requirement.

## General Education Requirements (43 credits)
In the face of pressing economic and social challenges, it is critical that University of Baltimore graduates be able to communicate effectively in many different modes; gather, synthesize and critically evaluate information; make ethical and evidence-based decisions within real-world contexts; understand systems and think systemically; and negotiate divergent and competing perspectives.

See the [University-Wide Degree Requirements](#) for details regarding General Education requirements at the University of Baltimore.

## Integrated Arts Program Requirements (48 credits)
**Foundation Requirements (6 credits)**
ARTS 201        The Arts in Society (3)
ARTS 202        Technology & the Arts (3)

**Production Classes (9 credits)**
*Three of the following courses from the same general area of study, or speak with your adviser about alternative options:*
ARTS 297        Topics in the Arts I (3)
ARTS 397        Topics in Integrated Arts (3)
ARTS 489        Independent Study in Integrated Arts (3)
CMAT 211        Computer Graphics: Publishing (3)
CMAT 212        Computer Graphics: Imaging (3)
CMAT 215        Introduction to Design (3)
CMAT 216        History of Graphic Design (3)
CMAT 357        Principles of Design (3)
CMAT 358        Digital Design (3)
CMAT 364        Digital Photography (3)
CMAT 366        Producing Sound Portraits (3)
CMAT 368        Photojournalism (3)
CMAT 369        Digital Video (3)

| CMAT 456 | Multimedia Design & Production (3) |
| CMAT 469 | Advanced Audio Video Production (3) |
| COSC 150 | Introduction to Game Design (3) |
| COSC 155 | Internet Technologies: Mastering the Basics (3) |
| COSC 160 | Graphics for Game Design (3) |
| COSC 260 | Introduction to 3-D Graphics (3) |
| COSC 410 | 3-D Modeling (3) |
| COSC 414 | Audio in Games (3) |
| CMAT 334/ | |
| ENGL 334 | Oral Interpretation of Literature (3) |
| ENGL 215 | Introduction to Creative Writing (3) |
| WRIT 363/ | |
| CMAT 363 | Creative Writing Workshop: Screenwriting (3) |
| ENGL 382 | Creative Writing Workshop: Poetry (3) |
| ENGL 383 | Creative Writing Workshop: Fiction (3) |
| ENGL 385 | Creative Writing Workshop: Playwriting (3) |
| ENGL 387 | Creative Writing Workshop: Memoir (3) |
| ENGL 388 | Creative Writing Workshop: Special Topics (3) |
| ENGL 401 | Publication & Performance (3) |

## Analysis Classes (9 credits)

*Three of the following courses, or speak with your adviser about alternative options:*

| ARTS 101 | Music & Arts as Craft (3) |
| ARTS 121 | World Music (3) |
| ARTS 297 | Topics in the Arts I (if appropriate topic, approved by semester) (3) |
| ARTS 304 | Arts & Ideas (3) |
| ARTS 397 | Topics in Integrated Arts (3) |
| ARTS 489 | Independent Study in Integrated Arts (3) |
| CMAT 130 | Baltimore in the Media (3) |
| CMAT 231 | Decoding Media (3) |
| CMAT 271 | Interpreting Pop Culture (3) |
| CMAT 333/ | |
| ENGL 333 | Media Genres (3) |
| CMAT 475 | Media Criticism (3) |
| COSC 460 | Games, Simulations and Society (3) |
| ENGL 200 | The Experience of Literature (3) |
| ENGL 250 | Origins: In Search of Self (3) |
| most ENGL/literature courses | |

## Professional Application Classes (9 credits)

*Three of the following courses:*

| ARTS 351 | The Business of Being an Artist (3) |
| ARTS 352 | Essentials of Arts Management (3) |
| ARTS 397 | Special Topics in Integrated Arts (3) |
| ARTS 489 | Independent Study in Integrated Arts (3) |
| CSCE 301 | Introduction to Nonprofit Leadership (3) |

| CSCE 302 | Fundamentals of Grant Writing (3) |
| CSCE 400 | Nonprofit Management (3) |
| ECON 200 | The Economic Way of Thinking (3) |
| ECON 305 | Managerial Economics (3) |
| ENTR 300 | The Entrepreneurial Experience (3) |
| ENTR 320 | Opportunity Assessment and Development (3) |
| FIN 300 | Personal Finance (3) |
| FIN 331 | Financial Management (3) |
| GVPP 320 | Public Administration (3) |
| GVPP 324 | American Public Policy (3) |
| GVPP 463 | Interest Group Politics and Lobbying (3) |
| MGMT 301 | Management and Organizational Behavior (3) |
| MGMT 315 | Human Resource Management (3) |
| MKTG 301 | Marketing Management (3) |
| MKTG 415 | Marketing Communication (3) |
| MKTG 460 | Advanced Marketing Management (3) |

any advanced management course

**Major Electives (9 credits)**
*An additional three courses from among the production classes, analysis classes and professional application classes*

**Capstone Requirements (6 credits)**
| ARTS 475 | Internship (3) |
| ARTS 476 | Senior Seminar (3) |

**General Electives**
| IDIS 101 | First-Year Seminar: Introduction to University Learning (3) |
| | *freshmen only; transfer students replace this with a different elective* |

Complete as many courses as necessary from any discipline to fulfill your 120-credit requirement to graduate.

**Law School Automatic Admit Option**
Qualified graduates of all UB undergraduate programs can be automatically admitted to the UB School of Law following their graduation through the University's automatic admit option. For more information, see Law School Automatic Admit Option.

# B.A. IN INTERDISCIPLINARY STUDIES
www.ubalt.edu/interdisciplinary

Diedre Badejo, program director
ADVISORY BOARD AND AFFILIATED FACULTY: faculty and staff members across the Yale Gordon College of Arts and Sciences, the College of Public Affairs, and the Merrick School of Business

The B.A. in Interdisciplinary Studies program, the University's DIY major, allows students to create a course of study anchored by three areas of individualized study, including wide-ranging and inventive combinations of academic disciplines. The program is designed for students whose intellectual interests and professional goals are best served by extended study in more than one discipline.

Students construct a cohesive program around themes, topics or areas of concentration not confined to a single discipline, thereby allowing flexibility not found in a standard program.

The program also includes an honors track that allows greater opportunity for students to create an individualized major, working closely with a B.A. in Interdisciplinary Studies program faculty member throughout the program. Students who graduate from this track attain special recognition at the commencement exercises for having completed honors-level work. Students should consult with the Interdisciplinary Studies and honors program directors for additional information.

**Important note:** Students should not confuse the Interdisciplinary Studies program with various University course requirements that use the IDIS course code, such as IDIS 101, 301 and 302. The interdisciplinary studies major, in contrast, requires IDIS 201: Introduction to Interdisciplinary Studies and IDIS 497: Interdisciplinary Studies Portfolio, then draws on courses across the curriculum. Thus, the IDIS subject code includes interdisciplinary courses that are not specific to the major, some of which serve to meet graduation and General Education requirements.

### Admission Requirements
See the Admission section of this catalog.

### Degree Requirements
In addition to fulfilling the requirements of the major, all bachelor's degree candidates are required to fulfill the collegewide degree requirements outlined under Yale Gordon College of Arts and Sciences, Academic Policies and Information.

### Information Literacy
Students in the B.A. in Interdisciplinary Studies program will meet the University of Baltimore information literacy requirement by the successful completion of:
- INFO 110    Introduction to Information Literacy (3).

### General Education Requirements (43 credits)
In the face of pressing economic and social challenges, it is critical that University of Baltimore graduates be able to communicate effectively in many different modes; gather, synthesize and critically evaluate information; make ethical and evidence-based decisions within real-world contexts; understand systems and think systemically; and negotiate divergent and competing perspectives.

See the University-Wide Degree Requirements for details regarding General Education requirements at the University of Baltimore.

### Program Plan Requirement
A degree candidate develops a program plan through coursework requirements for IDIS 201: Introduction to Interdisciplinary Studies. This plan becomes the foundation for creating a unified and cohesive course of study throughout the interdisciplinary studies major. This program plan

then becomes the platform for developing a final capstone learning portfolio as part of the coursework for IDIS 497: Interdisciplinary Studies Portfolio.

**Interdisciplinary Studies Requirements (42 credits)**
IDIS 201          Introduction to Interdisciplinary Studies (3)

**Concentration Areas (36 credits)**
First concentration area (12 credits minimum/300-level or above)
Second concentration area (12 credits minimum/300-level or above)
Third concentration area (12 credits minimum/300-level or above)

Areas of individualized study may be drawn from any major or minor offered at the University of Baltimore and from disciplines not offered at the University of Baltimore with the approval of the program director. At least one of the three areas of concentration must be an arts and sciences discipline.

**Capstone Portfolio (3 credits)**
IDIS 497          Interdisciplinary Studies Portfolio (3)

Students in this capstone course practice articulating their individualized major to prospective employers, graduate schools and others by developing resumes, cover letters and a polished portfolio that represents their work as interdisciplinary majors.

**General Electives**
Students who plan to major in interdisciplinary studies are strongly advised to use these elective credits to fulfill all introductory and premajor requirements in the disciplines that they intend to use as areas of individualized study in their planned Interdisciplinary studies program. Interdisciplinary studies students must fulfill all prerequisites that apply to courses selected for use in concentration areas (see above).
    Complete as many courses as necessary from any discipline to fulfill your 120-credit requirement to graduate.

**Law School Automatic Admit Option**
Qualified graduates of all UB undergraduate programs can be automatically admitted to the UB School of Law following their graduation through the University's automatic admit option. For more information, see Law School Automatic Admit Option.

# B.A. IN JURISPRUDENCE
www.ubalt.edu/jurisprudence

Steven Scalet, program director
FACULTY: Carney, Cotton, Guy, Kassner, Sawyer, Scalet, Taggart

The B.A. in Jurisprudence program is a selective, interdisciplinary academic program designed for students who are serious about their studies, many of whom go on to law school, graduate

school, public service or law-related careers in the private sector. Students in this major examine topics related to law and legal theory through a core set of philosophy classes, as well as history, literature, government and public policy, and other interdisciplinary classes. Students strengthen decision-making, analytic thinking and writing, problem-solving and leadership skills. This major reflects the commitments of many universities in the United States and abroad: to create a flexible and interdisciplinary course of study in the humanities and social sciences that focuses on different aspects of law for students interested in law-related careers. At UB, the jurisprudence major emphasizes an applied liberal arts approach to understanding the law, which also serves as excellent preprofessional preparation for careers in the law and law-related fields. The program is administered by the B.A. in Philosophy, Society and Applied Ethics program through the Division of Legal, Ethical and Historical Studies.

Qualified students may seek early admission to the UB School of Law upon completion of 93 credits through the Law School Early Entry Option, which allows students to begin studying law prior to the completion of the bachelor's degree and to substitute the first year of law school for the senior year of college.

**Admission Requirements**

Jurisprudence is a selective major that grants admission to all qualified applicants. Applicants must meet the University's general admission requirements and the program-specific admission requirement of a cross-institutional cumulative GPA of 3.0 or better. This requirement applies to students admitted under freshman standards and transfer students.

Applicants who do not meet this criterion for admission to the Jurisprudence program but meet requirements for undergraduate admission or for choosing an academic major may select another major. If, between the time of first admission to UB and the successful completion of 72 credits applicable to the degree (including transfer credits), such students raise their cross-institutional cumulative GPA to 3.0, they may petition for a change of major to the B.A. in Jurisprudence program. See the Academic Policies section of this catalog.

Transfer students are not required to have majored in any particular field of study or have taken any particular course of study, but all jurisprudence majors must meet any course requirements for the B.A. in Jurisprudence program as outlined in this catalog with either acceptable transfer credits or credits earned at UB.

Applicants who are interested in the 93-credit Law School Early Entry Option are cautioned to read UB School of Law requirements for this option carefully (see www.ubalt.edu/prelaw) and seek advisement regarding their current standing and progress toward meeting these requirements.

Freshmen and sophomores who are interested in this major should meet with the Jurisprudence program director as part of the transition process to an academic major. Transfer students must meet with the Jurisprudence program director prior to their first registration at UB.

**Degree Requirements**

In addition to fulfilling the requirements of the major, all bachelor's degree candidates are required to fulfill the collegewide degree requirements outlined under Yale Gordon College of Arts and Sciences, Academic Policies and Information.

**Information Literacy**

Students in the B.A. in Jurisprudence program will meet the University of Baltimore information literacy requirement by the successful completion of:

- INFO 110    Introduction to Information Literacy (3).

## General Education Requirements (43 credits)

In the face of pressing economic and social challenges, it is critical that University of Baltimore graduates be able to communicate effectively in many different modes; gather, synthesize and critically evaluate information; make ethical and evidence-based decisions within real-world contexts; understand systems and think systemically; and negotiate divergent and competing perspectives.

See the [University-Wide Degree Requirements](#) for details regarding General Education requirements at the University of Baltimore.

## Jurisprudence Program Requirements (57 credits)

**Required Courses (12 credits)**

JPLA 200        Introduction to Jurisprudence (3)
PHIL 301        Ethics (3)
PHIL 316        Logic of Language (3)
JPLA 498        Capstone Project (3)

**Foundational Electives (9 credits)**

one 100- or 200-level course in American government
one 100- or 200-level course in American history
one 100- or 200-level course in philosophy

Other courses may be substituted with the permission of the program director. Students may substitute a paralegal degree for the foundational electives with the permission of the program director.

**Advanced Electives (36 credits)**

Please contact the B.A. in Jurisprudence program academic coordinator for the most recent list of courses that satisfy each category, as course options and availability change across years. Courses may also be substituted with the permission of the program director.

## English, Writing and Communication (6 credits)

*Two of the following:*

CMAT 303        Oral Communication in Business (3)
ENGL 351        Ancient Myth: Paradigms & Transformations (3)
ENGL 356        Literature & Law (3)
ENGL 364        Shakespeare: Kings, Knaves & Fools (3)
ENGL 365        Shakespeare: Love, Myth & Metamorphosis (3)
ENGL 432        The Age of Reason (3)
WRIT 314        Argument & Persuasion (3)

## Government and Public Policy (12 credits)
*Four of the following:*
GVPP 300      American Political Institutions (3)
GVPP 340      Constitutional Law (3)
GVPP 341      Civil Liberties and the Bill of Rights (3)
GVPP 345      The Legislative Process (3)
GVPP 381      American Political Thought (3)
GVPP 382      Political Ideologies (3)
GVPP 384      Comparative Government (3)
GVPP 425      Administrative Law and Process (3)
GVPP 490/491 Internship (3)

## History (12 credits)
*Four of the following:*
HIST 312      Age of Revolution (3)
HIST 331      English Law to 1689 (3)
HIST 332      English Law Since 1689 (3)
HIST 340      American Legal History (3)
HIST 377      New South and Civil Rights (3)
HIST 434      American Constitutional History (3)
HIST 438      Great Trials in History (3)
HIST 440      History of Common Law (3)
HIST 468      American Political History (3)
HIST 490      Internship (3)
HIST 492      Independent Study (1-3)

## Philosophy (6 credits)
*Two of the following:*
PHIL 317      Ancient Philosophy (3)
PHIL 319      Modern Philosophy (3)
PHIL 320      20th-Century Philosophy (3)
PHIL 419      Religions in America (3)
PHIL 490      Theories of Justice (3)
PHIL 492      Independent Study (1-6)
PHIL 496      International Law and Morality (3)

These jurisprudence courses may be substituted for any advanced electives:
JPLA 400      Topics (3)
JPLA 496      Internship (3)

## General Electives
IDIS 101      First-Year Seminar: Introduction to University Learning (3)
               *freshmen only; transfer students replace this with a different elective*

Complete as many courses as necessary from any discipline to fulfill your 120-credit requirement to graduate.

## Accelerated Bachelor's/Master's Option
Students who qualify may apply to take up to 9 graduate credits that apply to both this undergraduate degree and the M.A. in Legal and Ethical Studies. Contact the B.A. in Jurisprudence program academic coordinator for information and see Accelerated Bachelor's/Master's Option.

## Law School Automatic Admit Option
Qualified graduates of all UB undergraduate programs can be automatically admitted to the UB School of Law following their graduation through the University's automatic admit option. For more information, see Law School Automatic Admit Option.

## Jurisprudence—Law School Early Entry Option
Students who qualify complete 93 hours of undergraduate credits and an additional 27 hours of law school credits to attain the 120 credits required for the bachelor's degree. See Law School Early Entry Option for information about the qualifications and requirements that govern this option. Please meet with the Jurisprudence program academic coordinator for the major requirements through the early entry option.

# B.A. IN PHILOSOPHY, SOCIETY AND APPLIED ETHICS
www.ubalt.edu/philosophy

Steven Scalet, program directors
FACULTY: Cotton, Guy, Kassner, Scalet, Taggart

The B.A. in Philosophy, Society and Applied Ethics program prepares students for lifelong personal fulfillment, civic engagement and professional success through an interdisciplinary curriculum that is grounded in the practical application of philosophical methods and understandings, and is committed to experiential learning. Students in this unique interdisciplinary major enroll in a core of philosophy classes that integrate with courses in another subfield. The major requirements are flexible, tailored to students' interests and designed to broaden a student's exposure to and engagement with ideas, policy debates and important topics in public life. The major is administered by the B.A. in Philosophy, Society and Applied Ethics program through the Division of Legal, Ethical and Historical Studies.

In consultation with a faculty adviser, students majoring in philosophy, society and applied ethics choose one of five tracks: student-designed; philosophy and public affairs; philosophy, economics and business; philosophy, sustainability and the environment; or applied ethics and professional life.

No matter the track, students in the program will encounter coursework that develops:
- **practical skills** in critical thinking, constructive dialogue and written expression necessary to thrive in a career
- **enduring questions** from the philosophical tradition tailored to address personal, social and institutional challenges in today's world
- **lifelong learning** that fits an undergraduate education into a larger life plan.

Students develop critical thinking, analytic writing and problem-solving skills through core philosophy courses that emphasize rigorous analysis and coursework outside the philosophy curriculum for understanding and resolving real-world problems.

Career and graduate school options for students in this major are diverse, depending on the track chosen. Details are provided within track requirements (below).

## Admission Requirements
See the [Admission](#) section of this catalog.

## Degree Requirements
In addition to fulfilling the requirements of the major, all bachelor's degree candidates are required to fulfill the collegewide degree requirements outlined under [Yale Gordon College of Arts and Sciences, Academic Policies and Information](#).

## Information Literacy
Students can meet the University of Baltimore information literacy requirement by the successful completion of any of the following:
- INFO 110   Introduction to Information Literacy (3)
- PHIL 100   Introduction to Philosophy
- PHIL 140   Contemporary Moral Issues.

## General Education Requirements (43 credits)
In the face of pressing economic and social challenges, it is critical that University of Baltimore graduates be able to communicate effectively in many different modes; gather, synthesize and critically evaluate information; make ethical and evidence-based decisions within real-world contexts; understand systems and think systemically; and negotiate divergent and competing perspectives.

See the [University-Wide Degree Requirements](#) for details regarding General Education requirements at the University of Baltimore.

## Philosophy, Society and Applied Ethics Program Requirements (36 credits)
### Core Requirements (9 credits)
The following 9 credits are required for all tracks:

*One of the following:*
PHIL 100   Introduction to Philosophy (3)
PHIL 140   Contemporary Moral Issues (3)
PHIL 150   Critical Thinking Arguments (3)

*One of the following:*
PHIL 280   Environmental Ethics (3)
PHIL 317   Ancient Philosophy (3)
PHIL 319   Modern Philosophy (3)
PHIL 320   20th-Century Philosophy (3)

*Required:*
PHIL 499   Capstone in Philosophy, Society and Applied Ethics (3)

The major includes an experiential learning requirement that can be satisfied in one of many ways. See the program director for details. In addition, students complete one of the following tracks.

**Student-Designed Track Requirements (27 credits)**
The student-designed track allows students to integrate their core study of philosophy with a subfield drawn from any major or minor at the University of Baltimore, under the direction of a faculty adviser. A wide range of career paths is associated with this track, indicated by the careers connected to the relevant subfield. For example, the student-designed track can be well-suited to careers in communications, entrepreneurship, journalism, law, teaching, advocacy work and government, as well as further graduate study.

<u>Required Courses (27 credits)</u>
Five 200- to 400-level philosophy courses, at least one of which must be 400-level (15)
Four electives from a chosen subfield, drawing on any major or minor at UB other than philosophy; student identifies a course of interdisciplinary study approved by program faculty (12)

**Philosophy and Public Policy Track Requirements (27 credits)**
The track in philosophy and public policy is well-suited for careers in public service or the nonprofit sector. This track also provides training for graduate study in public policy, law, public affairs, political theory or philosophy.

<u>Philosophy Courses Related to Public Policy (9 credits)</u>
*Three of the following:*
PHIL 250     Social and Political Philosophy (3)
PHIL 280     Environmental Ethics (3)
PHIL 302     Philosophy of Community (3)
PHIL 490     Theories of Justice (3)
PHIL 496     International Law and Morality (3)

<u>Required Courses (18 credits)</u>
Two additional 200- to 400-level philosophy courses, at least one of which must be 400 level (6)
Four elective courses in public affairs; must be approved by a faculty adviser in consultation with the College of Public Affairs (12)

## PHILOSOPHY, ECONOMICS AND BUSINESS TRACK REQUIREMENTS (27 CREDITS)
The track in philosophy, economics and business is well-suited for careers in business and management, where strong critical thinking and oral and written communication skills are essential. This track also serves to expand opportunities for professional development within a given career, law school or further graduate study in interdisciplinary graduate programs that combine philosophy, politics and economics.

### Philosophy Courses Related to Economics and Business (6 credits)
*Two of the following:*
PHIL 250        Social and Political Philosophy (3)
PHIL 280        Environmental Ethics (3)
PHIL 490        Theories of Justice (3)

### Required Courses (21 credits)
Three additional 200- to 400-level philosophy courses, at least one of which must be 400-level (9)
Four elective courses in business or economics; must be approved by a faculty adviser in consultation with the Merrick School of Business (12)

## PHILOSOPHY, SUSTAINABILITY AND THE ENVIRONMENT TRACK REQUIREMENTS (27 CREDITS)
The track in philosophy, sustainability and the environment is well-suited for careers in advocacy for environmental causes, the nonprofit sector or environmentally related businesses.

### Philosophy Courses Related to Sustainability and the Environment (9 credits)
*Three of the following:*
PHIL 250        Social and Political Philosophy (3)
PHIL 309        Eastern Religions (3)
PHIL 419        Religions in America (3)
PHIL 490        Theories of Justice (3)
PHIL 496        International Law and Morality (3)

### Required Courses (18 credits)
PHIL 280        Environmental Ethics (3)

Two additional 200- to 400-level philosophy courses, at least one of which must be 400 level (6)
Three elective courses in sustainability and the environment; must be approved by a faculty adviser in
   consultation with the B.A. in Environmental Sustainability and Human Ecology program director (9)

## APPLIED ETHICS AND PROFESSIONAL LIFE TRACK REQUIREMENTS (27 CREDITS)
The track in applied ethics and professional life is well-suited for career advancement in careers where ethics and compliance are of particular importance, including government contracting, finance, accounting and human resource management, among other professions.

### Philosophy Courses Related to Ethics and Professional Life (9 credits)
*Three of the following:*
PHIL 250        Social and Political Philosophy (3)
PHIL 301        Ethics (3)
PHIL 302        Philosophy of Community (3)
PHIL 305        Professional Ethics in Human Services (3)

PHIL 490        Theories of Justice (3)
PHIL 495        Existentialism (3)

**Required Courses (18 credits)**
Two additional 200- to 400-level philosophy courses, at least one of which must be 400-level (6)
Four elective courses in professional development, other than philosophy courses; must be
approved by a faculty adviser in consultation with the philosophy program director (12)

**Law School Early Entry Option**
Many students pursue philosophy degrees as preparation for law school. There is no better major
when it comes to performance on the LSAT, the test used as a primary determinant of a
prospective student's candidacy for law school. The University of Baltimore offers a unique
opportunity for undergraduate students at UB. Qualified students may seek early admission to
the UB School of Law upon completion of 93 credits through the Law School Early Entry Option,
which allows students to begin studying law prior to the completion of the bachelor's degree
and to substitute the first year of law school for the senior year of college. B.A. in Philosophy,
Society and Applied Ethics program students interested in the early entry program should speak
with their academic adviser(s) about this option and which track best suits them.

# B.A. IN PSYCHOLOGY
[www.ubalt.edu/psychology](www.ubalt.edu/psychology)

Kristen Eyssell, program director
FACULTY: Donahue, Eyssell, Farley, Frederick, Gasparini, Gasser, Glazer, Mitchell, Shaffer, Sohelian
ADJUNCT FACULTY: Harvey, Mowrer, Williams

The B.A. in Psychology program is housed in the Division of Applied Behavioral Sciences. The
program provides students with broad exposure to the theoretical, methodological, quantitative
and applied aspects of psychology. The program enables students to prepare for admission to
graduate school and build skills necessary for careers in psychology and related fields. Faculty
members have a wide variety of research interests and professional skills in counseling,
behavioral neuroscience, social psychology, cognitive psychology, industrial/organizational
psychology, and research methods and data analysis. As part of the program, all students
complete a signature capstone experience under the direction of a faculty member, either an
in-depth, student-generated research project or a psychology-based internship. In addition,
undergraduate students and faculty members frequently engage in collaborative research
teams in the Wagman Applied Psychology Laboratory. The undergraduate program sponsors a
local chapter of Psi Chi, the international honor society in psychology.

**Admission Requirements**
See the [Admission](Admission) section of this catalog.

**Degree Requirements**
In addition to fulfilling the requirements of the major, all bachelor's degree candidates are required to fulfill the collegewide degree requirements outlined under Yale Gordon College of Arts and Sciences, Academic Policies and Information.

A maximum of 12 credits may be transferred to UB as meeting major requirements or major electives. The program director will evaluate and determine applicable coursework.

**Information Literacy**
Students in the B.A. in Psychology program will meet the University of Baltimore information literacy requirement by the successful completion of one of the following:
- INFO 110    Introduction to Information Literacy (3)
- PSYC 200    Introduction to Professional Practices (3)
- PSYC 308    Research Methods and Statistics I (3)
- PSYC 309    Research Methods and Statistics II (3).

## General Education Requirements (43 credits)
In the face of pressing economic and social challenges, it is critical that University of Baltimore graduates be able to communicate effectively in many different modes; gather, synthesize and critically evaluate information; make ethical and evidence-based decisions within real-world contexts; understand systems and think systemically; and negotiate divergent and competing perspectives.

See the University-Wide Degree Requirements for details regarding General Education requirements at the University of Baltimore.

For this major, the preferred General Education course to satisfy one of the two social and behavioral sciences requirements is PSYC 100: Introduction to Psychology.

## Psychology Program Requirements (45 credits)
### Major Requirements (6 credits)
PSYC 100        Introduction to Psychology (3)
PSYC 200        Introduction to Professional Practices (3)

**Behavioral Science Core (12 credits)**
PSCY 300        History and Systems of Psychology (3)
PSYC 308        Research Methods and Statistics I (3)*
PSYC 309        Research Methods and Statistics II (3)*
PSYC 490        Senior Project in Psychology (3)**

\* must be taken sequentially.
\*\* requires successful completion of all other courses in the Behavioral Science Core.

**Distributive Psychology Requirement (12 credits)**
*Two courses in one of these areas, and one course in each of the remaining areas:*

**Psychology as a Social Science**
PSYC 210        Interpersonal Psychology (3)
PSYC 250        Social Psychology (3)

| PSYC 260 | Psychology of Religion and Spirituality (3) |
| PSYC 335 | Theories of Personality (3) |
| PSYC 360 | Cross-Cultural Psychology (3) |
| PSYC 365 | Psychology of Gender (3) |

## Psychology as a Natural Science

| PSYC 205 | Human Development (3) |
| PSYC 345 | Cognitive Psychology (3) |
| PSYC 415 | Evolutionary Psychology (3) |
| PSYC 425 | Sensation and Perception (3) |
| PSYC 430 | Physiological Psychology (3) |

## Applied Psychology

| PSYC 320 | Industrial and Organizational Psychology (3) |
| PSYC 325 | Forensic Psychology (3) |
| PSYC 330 | Health Psychology (3) |
| PSYC 340 | Counseling Psychology (3) |
| PSYC 380 | Community Psychology (3) |

## Major Electives (15 credits)

At least five additional PSYC courses selected from the three distributive psychology areas above and/or from the following list of courses (or other courses approved by the program director and division chair), at least 3 credits of which must be earned in 400-level courses

| PSYC 215 | Human Sexuality (3) |
| PSYC 220 | Stress Identification and Management (3) |
| PYSC 230 | Behavior Modification in Applied Settings (3) |
| PSYC 240 | Educational Psychology (3) |
| PSYC 270 | Positive Psychology (3) |
| PSYC 297 | Topics in Psychology |
| PSYC 315 | Motivation (3) |
| PSYC 350 | Abnormal Psychology (3) |
| PSYC 355 | Interviewing Psychology (3) |
| PSYC 370 | Psycholinguistics (3) |
| PSYC 375 | Environmental Psychology (3) |
| PSYC 400 | Theories of Learning |
| PSYC 403 | Training and Development (3) |
| PSYC 404 | Organizational Consulting (3) |
| PSYC 405 | Tests and Measurements (3) |
| PSYC 413 | Psychopathology (3) |
| PSYC 493 | Honors Seminar (3) |
| PSYC 494 | Honors Project (3-6) |
| PSYC 497 | Topics in Psychology (3) |
| PSYC 499 | Special Projects in Psychology (1-3) |

**General Electives**

IDIS 101　　　First-Year Seminar: Introduction to University Learning (3)
　　　　　　　*freshmen only; transfer students replace this with a different elective*

Complete as many courses as necessary from any discipline to fulfill your 120-credit requirement to graduate.

**Accelerated Bachelor's/Master's Option**
Students who qualify may apply to take up to 9 graduate credits that apply to both this undergraduate degree and the M.S. in Applied Psychology. Contact the program director for information and see Accelerated Bachelor's/Master's Option.

**Law School Automatic Admit Option**
Qualified graduates of all UB undergraduate programs can be automatically admitted to the UB School of Law following their graduation through the University's automatic admit option. For more information, see Law School Automatic Admit Option.

# B.S. IN SIMULATION AND GAME DESIGN
www.ubalt.edu/games
This transfer program is also offered on weekdays at the Universities at Shady Grove.

Sujan Shrestha, program director
FACULTY: Blodgett, Cahn, Harper, Oldenburg, Shrestha, Summers, Walsh
ADJUNCT FACULTY: Coughlin, Falcone, Hill, McDonough, Owens, Pizza, Sauchuk, Satzinger, Schall, Thomas

The B.S. in Simulation and Game Design program is offered through the Division of Science, Information Arts and Technologies. This program allows students with a strong interest in interactive software to refine their skills and understanding while they prepare for a range of career opportunities. Coursework focuses on the design and development of games, both for entertainment and learning. Students participate in development teams, building interactive software for education, training and research, as well as for the game industry. They also choose from one of two tracks to specialize in industry areas, fostering key roles in team projects. Along the way, they acquire a foundation for further study in areas such as applied information technology.
　　Tracks from which students can choose include:
- **Technical Art:** For those who want to build their skill sets with 3-D modeling and animation, and with integrating them into game engines, this track prepares students to become technical artists who work with programmers and artists. The track focuses on higher-level 3-D skills and requires visual artistic talent. Admission into the technical art track requires the student to submit a portfolio of work for review. The program adviser will provide submission requirements.
- **Coding and Development:** This area of specialization is ideal for students who want to improve their scripting and logic skills in preparation for a career as a game developer, turning ideas into functional videogames and simulations. Whether students have a ton

of ideas that they do not yet have the coding skills to implement or are advanced coders that want to take their skills to the next level, this program will helps students advance their capabilities and make them an asset to their team.

**Facilities**
The Division of Science, Information Arts and Technologies maintains several computer labs supporting programming, network administration, information security, 3-D graphics and computer game development for game consoles, desktop and laptop computers, and mobile devices.

**Admission Requirements**
Students applying to the program at the Universities at Shady Grove must have a minimum of 60 transferable credits. For more information, see the Admission section of this catalog.

**Degree Requirements**
In addition to fulfilling the requirements of the major, all bachelor's degree candidates are required to fulfill the collegewide degree requirements outlined under Yale Gordon College of Arts and Sciences, Academic Policies and Information.

**Information Literacy**
Students in the B.S. in Simulation and Digital Entertainment program will meet the University of Baltimore information literacy requirement by the successful completion of one of the following:
- COSC 324  Designing for Humans (3)
- INFO 110    Introduction to Information Literacy (3).

If you have not completed an articulated program at one of the state's community colleges, you must meet the University's general requirements for transfer and satisfy the following course requirements:
- a college-level course in introductory game design theory and application (COSC 150: Introduction to Game Design)
- a college-level course in standard publishing technologies for the web, such as HTML/CSS (COSC 155: Internet Technologies: Mastering the Basics)
- a college-level course in 2-D graphics or digital imaging (COSC 160: Graphics for Game Design or CMAT 212: Computer Graphics: Imaging)
- a college-level course in scripting for interaction design (COSC 250: Game Scripting)
- a college-level course in 3-D modeling and/or animation (COSC 260: Introduction to 3-D Graphics).

These prerequisite requirements can be met by courses at the University of Baltimore but are not offered at the Universities at Shady Grove. If you are applying to the program at Universities at Shady Grove, you must have a minimum of 60 transferable credits and satisfy these prerequisites *before* enrolling in UB classes.

**General Education Requirements (43 credits)**
In the face of pressing economic and social challenges, it is critical that University of Baltimore graduates be able to communicate effectively in many different modes; gather, synthesize and critically evaluate information; make ethical and evidence-based decisions within real-world

contexts; understand systems and think systemically; and negotiate divergent and competing perspectives.

See the [University-Wide Degree Requirements](#) for details regarding General Education requirements at the University of Baltimore.

For this major, the preferred General Education course to satisfy the mathematics requirement is MATH 111: College Algebra.

**Simulation and Digital Entertainment Program Requirements (48 credits)**
**Core Courses (33 credits)**

| | | |
|---|---|---|
| COSC 150 | Introduction to Game Design (3) | |
| COSC 155 | Internet Technologies: Mastering the Basics (3) | |
| COSC 160 | Graphics for Game Design (3)* | |
| COSC 250 | Game Scripting (3) | |
| COSC 260 | Introduction to 3-D Graphics (3) | |
| COSC 315 | Programming for Interactive Design (3)** | |
| COSC 320 | Game Concept and Design (3) | |
| COSC 324 | Designing for Humans (3) | |
| COSC 370 | Level Design (3) | |
| COSC 405 | The Business of Game Development (3) | |
| COSC 440 | Frontiers of Game Design (3) | |

\* CMAT 212: Computer Graphics: Imaging may substitute as an equivalent course.
\** Transfer students who have taken a college course in C# programming may substitute COSC 351: Object-Oriented Programming, a course in the Java programming language.

*One of the following games criticism courses:*

| | |
|---|---|
| COSC 390 | Game Journalism |
| COSC 402 | Interactive Narrative |
| COSC 407 | Social Media and Games |
| COSC 408 | History of Video Games |

*One of the following serious games courses:*

| | |
|---|---|
| COSC 330 | Games for Learning |
| COSC 477 | Community-Focused Game Design |

**Content Tracks (15 credits)**
Students complete one of the following tracks.

**Technical Art**

| | |
|---|---|
| COSC 380 | Advanced Topics in Art and Animation (3) |
| COSC 410 | Intermediate 3-D Art and Production (3) |
| COSC 420 | Advanced 3-D Art and Production (3) |
| COSC 469 | Game Development Project I (3) |
| COSC 470 | Game Development Project II (3) |

## Coding and Development

COSC 415      Coding Tools for Designers (3)
COSC 418      Design of Multiplayer Games (3)
COSC 445      Practical Game Programming (3)
COSC 469      Game Development Project I (3)
COSC 470      Game Development Project II (3)

## General Electives (30 credits)

IDIS 101      First-Year Seminar: Introduction to University Learning (3)
             *freshmen only; transfer students replace this with a different elective*

Complete as many courses as necessary from any discipline to fulfill your 120-credit requirement to graduate.

## Accelerated Bachelor's/Master's Option

Students who qualify may apply to take up to nine graduate credits that apply to both this undergraduate degree and the M.S. in Interaction Design and Information Architecture. Contact the program director for information and see Accelerated Bachelor's/Master's Option.

## Law School Automatic Admit Option

Qualified graduates of all UB undergraduate programs can be automatically admitted to the UB School of Law following their graduation through the University's automatic admit option. For more information, see Law School Automatic Admit Option.

# ACADEMIC MINORS

www.ubalt.edu/minors

## APPLIED RHETORIC, MINOR (15 credits)

Jane Delury, faculty contact

This minor is a perfect fit for you if you're preparing for law school or are in such majors as jurisprudence and criminal justice. This minor is ideal for students interested in developing the close reading and communication skills needed for professions in law, communication and business.

### Requirements and Guidelines
- This minor requires students to have completed at least 24 credits with a minimum cumulative grade point average of 2.0.
- Students may use a maximum of 6 credits to satisfy both major (degree) and minor requirements.
- Students must earn at least a C (2.0) in each course they apply to the minor.

### Applied Rhetoric Course Requirements (15 credits total)
ENGL 392      The Archaeology of Language (3)
ENGL 395      Understanding Narrative (3)

*One of the following:*
      CMAT 342      The Rhetoric of Digital Communication (3)
      CMAT 352      Media Literacy (3)
      CMAT 371      Mass Media & Society (3)

*Two of the following:*
      ENGL 331      Popular Genres (3)
      ENGL 333      Media Genres (3)
      ENGL 356      Literature & Law (3)
      ENGL 400      Literature in Society (3)
      ENGL 321      Argument & Persuasion (3)
      ENGL 330      Legal Writing & Rhetoric (3)

## CREATIVE WRITING, MINOR (15 credits)

Jane Delury, faculty contact

Cultivate a creative life while you focus on your career-oriented major. This minor allows you to produce original works of fiction, nonfiction, poetry and other genres as you develop your imagination and hone your writing, editorial and analytical skills.

### Requirements and Guidelines

- This minor requires students to have completed at least 24 credits with a minimum cumulative grade point average of 2.0.
- Students may use a maximum of 6 credits to satisfy both major (degree) and minor requirements.
- Students must earn at least a C (2.0) in each course they apply to the minor.

**Minor Requirement (3 credits)**
WRIT 215          Introduction to Creative Writing (3)

*Two of the following (6):*
ENGL 315        The Short Story (3)
ENGL 316        Modern Poetry (3)
ENGL 317        The Novel (3)
ENGL 320        Contemporary Literature (3)
ENGL 332        Literature & Film (3)
ENGL 338        Modern Drama (3)

*Three of the following (9):*
ENGL 363        Creative Writing Workshop: Screenwriting (3)
ENGL 387        Creative Writing Workshop: Memoir (3)
ENGL 386        Creative Writing Workshop: Creative Journalism (3)
ENGL 382        Creative Writing Workshop: Poetry (3)
ENGL 383        Creative Writing Workshop: Fiction (3)
ENGL 385        Creative Writing Workshop: Playwriting (3)
ENGL 388        Creative Writing Workshop: Special Topics (3)

# HISTORY MINOR (15 credits)
Nicole Hudgins, faculty contact

Complete at least 15 credits of history courses with a minimum cumulative grade point average of 2.0.
   Students may use a maximum of 6 credits to satisfy both major (degree) and minor requirements. Transfer students may transfer as many as 6 credits into the minor but must take a minimum of 9 credits toward the minor at UB. Students must earn at least a C (2.0) in each course they apply to the minor.

**History Minor Requirements (15 credits)**
*History core requirement (3 credits):*
HIST 295        The Historian's Toolkit (3)

*Choose two of the following (6 credits):*
HIST 101        World History to 1500 (3)
HIST 102        World History Since 1500 (3)
HIST 111        Early America (3)
HIST 112        Modern America (3)

| HIST 121 | World History of Art to 1500 (3) |
| HIST 122 | World History of Art from 1500 (3) |
| HIST 197 | Conflicts in History (3). |

*Complete both of the following (6 credits):*
one 200-level or higher HIST course (must be 3 credits)
one 400-level or higher HIST course (must be 3 credits).

**History majors are not eligible for this minor.**

# LITERATURE AND CULTURE MINOR (15 credits)
Jane Delury, faculty contact

Take time away from your textbooks for great literature. Supplement your major by developing strong reading and analytical skills while also engaging with a variety of interesting and challenging literary works.

**Requirements and Guidelines**
- This minor requires students to have completed at least 24 credits with a minimum cumulative grade point average of 2.0.
- Students may use a maximum of 6 credits to satisfy both major (degree) and minor requirements.
- Students must earn at least a C (2.0) in each course they apply to the minor.

**Minor Requirement (3)**
ENGL 397    Literary Theory & Interpretation (3)

*Two of the following period and context courses (6):*
| ENGL 311 | Wells of the Past: Classical Foundations (3) |
| ENGL 341 | American Literature to 1900 (3) |
| ENGL 342 | Melville, Poe & Whitman: American Voyagers (3) |
| ENGL 344 | American Literature Since 1900 (3) |
| ENGL 346 | The American Dream (3) |
| ENGL 360 | Major Authors (3) |
| ENGL 361 | The Hero & the Quest (3) |
| ENGL 362 | Dante, Chaucer & Cervantes: Three Versions of Pilgrimage (3) |
| ENGL 366 | Milton, Blake & Yeats: Poet as Prophet (3) |
| ENGL 374 | Austen, the Brontes & Woolf: Rooms of Their Own (3) |
| ENGL 400 | Literature in Society (3) |
| ENGL 421 | The Elizabethan Renaissance: In the Green World (3) |
| ENGL 431 | The Metaphysical Moment: From T.S. Eliot to John Donne (3) |
| ENGL 432 | The Age of Reason (3) |
| ENGL 441 | The Romantic Imagination (3) |
| ENGL 442 | The Victorian Paradox (3) |
| ENGL 450 | The Great Moderns (3) |

**Electives (6)**
*Two 300- or 400-level ENGL courses (WRIT/writing courses may not be used)*

# MOBILE APPLICATION DEVELOPMENT MINOR
Giovanni Vincenti, faculty contact

The importance our phones and tablets play in our daily lives is increasing exponentially every year. This minor will give you the foundations in programming that are essential to developing mobile applications for smartphones and tablets, preparing you to thrive in today's technology-driven job market. You will work with Java-based technologies to create Android applications, learning skills that can easily and quickly be ported to other platforms, such as iOS.

**Course Code**
Computer science (COSC). Descriptions and prerequisites for individual courses are detailed in the  online course descriptions, found at [www.ubalt.edu/coursedescriptions](www.ubalt.edu/coursedescriptions).

**Requirements**
Applied Information Technology majors are not eligible for this minor.

**Minor Requirements (15 credits)**
COSC 151      Computer Programming I (3)
COSC 251      Computer Programming II (3)
COSC 324      Designing for Humans (3)
COSC 351      Object-Oriented Programming (3)
COSC 457      Mobile Application Development (3)

# PHILOSOPHY MINOR
Steven Scalet, faculty contact

Philosophy courses are excellent preparation for law, business and many other professions. These courses develop analytic thinking, clear and concise writing, strong communication skills, and openness to different ways of looking at the world—all of which help students become more successful in their careers, no matter the field. Students are exposed to civil discourse; write about important local, national and global ideas; and study great works of philosophy and social science. Classes emphasize dynamic interaction for addressing big questions, such as, "What sort of life should I seek? What makes laws and a social system just or unjust? Are there reasoned ways to sort through the most fundamental questions that matter to me most?" The philosophy minor can integrate with any major on campus, encouraging both depth and practical applications related to your major area of study.

   The philosophy minor is administered by the B.A. in Philosophy, Society and Applied Ethics program through the Division of Legal, Ethical and Historical Studies. The B.A. program allows students additional study of philosophy while choosing a track in a subfield outside of it. The

program also administers the jurisprudence major with degree requirements that have significant crossover with the philosophy minor.

**Minor Requirements (15 credits)**
**Required Courses (6 credits)**
*One of the following:*
PHIL 101         Introduction to Philosophy (3)
PHIL 140         Contemporary Moral Issues (3)
PHIL 150         Critical Thinking and Arguments (3)

*One of the following:*
      PHIL 317         Ancient Philosophy (3)
      PHIL 319         Modern Philosophy (3)
      PHIL 320         20th-Century Philosophy (3)

**Electives (9 credits)**
Students complete three philosophy elective courses at the 200 level or higher, only one of which can be a 200-level course, and one **must** be a 400-level course. In addition, students must earn, across the courses that make up their minor (required and elective), at least 9 credits toward the minor with courses at the 300 or 400 level.

# POPULAR CULTURE MINOR (15 credits)
Julie Simon, faculty contact

Students are immersed in rapidly evolving, far-reaching expressions of shared cultures. The construction of self, groups, popular icons and culturally significant phrases are but a tweet away, and the ease with which these media can be engaged does not diminish their social impact. Through this minor, students learn to read, interpret, critique and utilize various media to become more savvy consumers of popular culture. They examine a variety of media—from print, film and television to popular music and video games—that focus on representations of historical figures and events, families, racial and ethnic groups, and political issues. Along the way, they learn about the historical, social, business and governmental forces that affect popular culture, as well as the psychological motivations for embracing or rejecting aspects of popular culture.

**Minor Requirements**
Digital communication majors are not eligible for this minor.

**Minor Requirements (15 credits)**
CMAT 271         Interpreting Pop Culture (3)
CMAT 352         Media Literacy (3)

*One of the following:*
ARTS 230         The Art of Film (3)
CMAT 231         Decoding Media (3)

ENGL 332      Literature & Film (3)

*One of the following:*
    CMAT 371      Mass Media & Society (3)
    CMAT 381      Representing Reality: News & Documentary (3)

*One of the following:*
    CMAT 333/
    ENGL 333      Media Genres (3)
    CMAT 363/
    ENGL 363      Creative Writing Workshop: Screenwriting (3)
    COSC 460      Games, Simulations and Society (3)
    ENGL 346      The American Dream (3)
    ENGL 392      The Archaeology of Language (3)
    GVPP 362      Media and Government (3)
    HIST 390      Film and History (3)
    WRIT 211      Popular Writing (3)
    Special topics courses, as appropriate

# PROFESSIONAL WRITING MINOR (15 credits)
Jane Delury, faculty contact

Perfect your writing for whatever career you choose. This minor allows you to supplement your major by developing strong communications and writing skills in a range of media and genres.

### Requirements and Guidelines
- This minor requires students to have completed at least 24 credits with a minimum cumulative grade point average of 2.0.
- Students may use a maximum of 6 credits to satisfy both major (degree) and minor requirements.
- Students must earn at least a C (2.0) in each course they apply to the minor.

### Minor Requirements (6)
ENGL 323      Writing, Editing & Publishing (3)
ENGL 390      Syntax, Semantics & Style (3)

*Three of the following (9):*
    CMAT 211      Computer Graphics: Publishing (3)
    CMAT 374      Magazine Design (3)
    ENGL 321      Argument & Persuasion (3)
    ENGL 386      Creative Writing Workshop: Creative Journalism
    ENGL 322      Techniques of Popularization (3)
    ENGL 324      Public Relations Writing (3)
    ENGL 325      Introduction to Journalism (3)
    ENGL 326      Writing for Digital Media (3)

ENGL 402        Copy Editing & Document Design (3)

## SECURITY AND NETWORK ADMINISTRATION MINOR
Giovanni Vincenti, faculty contact

Information technology is the application of computing and communication technologies in industry, government, business and entertainment, and it is now a vital part of any organization. In the 21st century, organizations rely heavily on those who can use IT applications software competently and professionally.

As the interconnection of global information networks expands, this interdisciplinary minor in computing, communication networks, computer system administration and security technologies provides students with theoretical and practical foundations in networking, computer system administration and security scenarios.

Upon completing this minor, students are prepared, with additional review, to pursue A+ and Network+ industry certifications. Actual certification would require successful completion of the certification examinations.

### Course Code
Computer science (COSC). Descriptions and prerequisites for individual courses are detailed in the  online course descriptions, found at www.ubalt.edu/coursedescriptions.

### Minor Requirements
Applied information technology majors are not eligible for this minor.

### Minor Requirements (18 credits)
### Required Courses (12 credits)
COSC 210        Computer Hardware/Software Support (3)
COSC 310        Fundamentals of Computer Networks (3)
COSC 332        Fundamentals of Computer Security (3)
COSC 430        Legal Issues in High Technology Crime (3)

### Electives (6 credits)
*Two of the following:*
COSC 312        Administering and Supporting a Network Operating System (3)
COSC 401        The TCP/IP Protocol Suite (3)
COSC 432        Information Assurance (3)
COSC 433        Network Security (3)
COSC 435        Digital Forensics for Information Technology (3)

## WEB DEVELOPMENT MINOR
Giovanni Vincenti, faculty contact

In a society driven by internet-based technologies, the ability to create and maintain websites is essential in any domain. This minor will give students the foundations in programming that are

essential to professional excellence all around the world. Topics discussed will include HTML, JavaScript, CSS, PHP, Python, Java and MySQL, giving students skills in the most popular programming technologies in today's economy.

**Course Code**
Computer science (COSC). Descriptions and prerequisites for individual courses are detailed in the  online course descriptions, found at www.ubalt.edu/coursedescriptions.

**Minor Requirements**
Applied information technology majors are not eligible for this minor.

**Minor Requirements (18 credits)**
COSC 151      Computer Programming I (3)
COSC 155      Internet Technologies: Mastering the Basics (3)
COSC 251      Computer Programming II (3)
COSC 324      Designing for Humans (3)
COSC 351      Object-Oriented Programming (3)
COSC 453      Advanced Web Development (3)

# COURSE DESCRIPTIONS

**Identifying General Education Courses**
In the online Course Descriptions, each course that may be used to satisfy a General Education requirement is designated using the following coding system (codes are in **BOLD**):

**WRIT**   English Composition
**MATH**   Mathematics

**Arts and Humanities**
**ENGL**   Literature
**CMAT**   Oral Communication
**HIPL**    History or Philosophy
**ART** Fine Arts
**SOSC**   Social and Behavioral Sciences
**GSCI**   Biological and Physical Sciences

For further information about the University's General Education, see the University-Wide Degree Requirements section of this catalog as well as the description of your degree program.
    Other courses may have been designated as meeting General Education requirements since the printing of this catalog; please contact your academic adviser for more information.

# ADDITIONAL STATE AND UB POLICIES

## UNIVERSITY SYSTEM OF MARYLAND POLICY ON STUDENT CLASSIFICATION FOR ADMISSION AND TUITION PURPOSES

The policy on student classification for admission and tuition purposes is approved by the University System of Maryland Board of Regents. The current policy can be found at www.usmd.edu/regents/bylaws/SectionVIII/VIII270.html.

## MARYLAND HIGHER EDUCATION COMMISSION GENERAL EDUCATION AND TRANSFER POLICIES

These policies apply only to public institutions of higher education and can be found online at https://mhec.maryland.gov.

**13B.06.01.02**
*.02 Definitions.*

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

    (1) "A.A. degree" means the Associate of Arts degree.

    (2) "A.A.S. degree" means the Associate of Applied Sciences degree.

    (3) "A.A.T. degree" means the Associate of Arts in Teaching degree.

    (4) "A.F.A. degree" means the Associate of Fine Arts degree.

    (5) "Arts" means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice.

    (6) "A.S. degree" means the Associate of Sciences degree.

    (7) "A.S.E. degree" means the Associate of Science in Engineering degree.

    (8) "Associate degree" includes an:

      (a) A.A. degree

      (b) A.S. degree

      (c) A.A.S. degree

      (d) A.A.T. degree

(e) A.F.A. degree

(f) A.S.E degree.

(9) "Biological and physical sciences" means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret and apply scientific data, and to an understanding of the relationship between scientific theory and application.

(10) "Cumulative grade point average" means the average of grades received for completed coursework at all institutions attended.

(11) "English composition courses" means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.

(12) "General education" means the foundation of the higher-education curriculum providing a coherent intellectual experience for all students.

(13) "General education program" means a program that is designed to:

   (a) Introduce undergraduates to the fundamental knowledge, skills and values that are essential to the study of academic disciplines.

   (b) Encourage the pursuit of lifelong learning.

   (c) Foster the development of educated members of the community and the world.

(14) "Humanities" means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life.

(15) "Mathematics" means courses that provide students with numerical, analytical, statistical and problem-solving skills.

(16) "Native student" means a student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.

(17) "Parallel program" means the program of study or courses at one institution of higher education that has parallel courses and comparable objectives as those at another higher-education institution, for example, a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a four-year institution of higher education.

(18) "Receiving institution" means the institution of higher education at which a transfer student currently desires to enroll.

(19) "Recommended transfer program" means a planned program of courses, both general education and courses in the major, taken at a community college, which is applicable to a baccalaureate program at a receiving institution, and ordinarily the first half of the baccalaureate degree.

(20) "Reverse transfer" means a process whereby credits that a student earns at any public senior higher-education institution in the state toward a bachelor's degree are transferrable to any community college in the state for credit toward an associate degree.

(21) "Sending institution" means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.

(22) "Social and behavioral sciences" means courses that are concerned with the examination of society and the relationships among people within a society.

(23) "Transfer student" means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution that are applicable for credit at the institution the student is entering.

**13B.06.01.02-1**
*.02-1 Admission of Transfer Students to Public Institutions.*

A. Admission to Institutions.

(1) Subject to §B of this regulation, a student attending a public institution who has completed an associate degree or who has completed 60 or more semester hours of credit may not be denied direct transfer to another public institution if the student attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent at the sending institution, except as provided in §A(4) of this regulation.

(2) Subject to §B of this regulation, a student attending a public institution who has not completed an associate degree or who has completed fewer than 60 semester hours of credit is eligible to transfer to a public institution regardless of the number of credit hours earned if the student:

(a) Satisfied the admission criteria of the receiving public institution as a high school senior.

(b) Attained at least a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent at the sending institution.

(3) Subject to §B of this regulation, a student attending a public institution who did not satisfy the admission criteria of a receiving public institution as a high school senior but who has earned sufficient credits at a public institution to be classified by the receiving public institution as a

sophomore shall meet the stated admission criteria developed and published by the receiving public institution for transfer.

(4) If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions shall be:

(a) Based on criteria developed and published by the receiving public institution on the institution's website.

(b) Made to provide fair and equal treatment for native and transfer students.

B. Admission to Programs.

(1) A receiving public institution may require additional program admission requirements to some programs if the standards and criteria for admission to the program:

(a) Are developed and published by the receiving public institution.

(b) Maintain fair and equal treatment for native and transfer students.

(2) Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at a receiving public institution granting the baccalaureate degree.

C. Receiving Institution Program Responsibility.

(1) The faculty of a receiving public institution is responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.

(2) A receiving public institution may set program requirements in major fields of study which simultaneously fulfill general education requirements.

(3) A receiving public institution, in developing lower-division coursework, shall exchange information with other public institutions to facilitate the transfer of credits into its programs.

(4) A receiving public institution shall ensure that any changes to program standards and criteria for admission and the transfer of credits maintain the fair and equal treatment of native and transfer students, and are communicated in a timely manner.

**13B.06.01.03**

*.03 General Education Requirements for Public Institutions.*

A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter, and incorporate the general education knowledge and skills required by the Middle States Commission on Higher Education's Standards for Accreditation. No later than Aug. 1, 2017, a public institution shall satisfy the general education requirement by:

(1) Requiring each program leading to the A.A. or A.S. degree to include not less than 28 and not more than 36 semester hours, and each baccalaureate degree program to include not less than 38 and not more than 46 semester hours of required core courses, with the core requiring, at a minimum, coursework in each of the following five areas:

(a) Arts and humanities

(b) Social and behavioral sciences

(c) Biological and physical sciences

(d) Mathematics

(e) English composition.

(2) Conforming with COMAR 13B.02.02.16D(2)(b)—(c).

B. Each core course used to satisfy the distribution requirements of §A(1) of this regulation shall carry at least three semester hours.

C. General education programs of public institutions shall require at least:

(1) Two courses in arts and humanities

(2) Two courses in social and behavioral sciences

(3) Two science courses, at least one of which shall be a laboratory course

(4) One course in mathematics, having performance expectations demonstrating a level of mathematical maturity beyond the Maryland College and Career Ready Standards in Mathematics (including problem-solving skills, and mathematical concepts and techniques that can be applied in the student's program of study)

(5) One course in English composition, completed with a grade of C- or better.

D. Institution-Specific Requirements.

(1) In addition to the five required areas in §A of this regulation, a public institution may include up to eight semester hours in coursework outside the five areas. These courses may be

integrated into other general education courses or may be presented as separate courses. Examples include but are not limited to health, diversity and computer literacy.

(2) Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in §A(1) of this regulation.

E. General education programs leading to the A.A.S. degree shall include at least 18 semester hours from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one three-semester-hour course from each of the five areas listed in §A(1) of this regulation

**13B.06.01.04**
*.04 Transfer of General Education Credit.*

A. Transfer of Credit to Another Public Institution.

(1) Credit earned at any public institution in the state is transferable to any other public institution if the:

(a) Credit is from a college or university parallel course or program.

(b) Grades in the block of courses transferred average 2.0 or higher.

(c) Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.

(2) If a native student's "D" grade in a specific course is acceptable in a program, then a "D" earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of "C" or better in a required course, the transfer student shall also be required to earn a grade of "C" or better to meet the same requirement.

B. Credit Earned in or Transferred from a Community College.

(1) Except as provided in §B(5) of this regulation, at least 60 credits but not more than 70 credits of general education, elective and major courses that a student earns at any community college in the state toward an associate's of art or an associate's of science degree shall be transferrable to any public senior higher-education institution in the state for credit toward a bachelor's degree.

(2) To be transferrable, a credit shall have been earned in accordance with the student's degree plan.

(3) Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at the receiving

public institution granting the degree if successfully completed in accordance with the receiving institution's policies governing native students in the same program.

(4) Students earning an A.A.S. or A.F.A. degree shall have their credits evaluated in a manner that maximizes the transfer of articulated and elective credit.

(5) A community college and a public senior higher-education institution may provide in an articulation agreement for the transfer of credits in addition to credits transferred under §B(1) of this regulation.

C. Nontraditional Credit.

(1) The assignment of credit for AP, CLEP or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the state minimum requirements.

(2) Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis according to the same standards that apply to native students at the receiving institution:

(a) Technical courses from career programs

(b) Course credit awarded through articulation agreements with other segments or agencies, which should be developed in collaboration with all public institutions, including course credit awarded by articulation with Maryland public secondary schools

(c) Credit awarded for clinical practice or cooperative education experiences

(d) Credit awarded for life and work experiences

(e) Credit awarded for training, coursework or education through the military.

(3) The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.

(4) The receiving institution shall inform a transfer student of the procedures for validation of coursework for which there is no clear equivalency. Examples of validation procedures include American Council on Education (ACE) recommendations, portfolio assessment, credit through challenge, examinations and satisfactory completion of the next course in sequence in the academic area.

(5) The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower-division level that the receiving institution offers at the upper-division level. The validated credits earned for the course shall be substituted for the upper-division course.

D. Program Articulation

   (1) Recommended transfer programs shall be developed through collaboration between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan for seamless transfer. These programs constitute freshman/sophomore level coursework to be taken at the community college in fulfillment of the receiving institution's lower-division coursework requirement.

   (2) Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

E. Reverse Transfer of Credit

   (1) Subject to §E(2) of this regulation, a community college shall accept for reverse transfer any credits that an individual earned at a public senior institution up to 45 credits. Credits in excess of 45 credits may be accepted in accordance with the community college's policy.

   (2) To be eligible for the transfer of credit under §E(1) of this regulation, a student shall have completed at least 15 credits at the community college to which the credits are transferred.

   (3) Community colleges and public senior institutions shall develop a process to identify students eligible for reverse transfer at no cost to the student.

F. Transfer of General Education Credit

   (1) A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student's sending institution as provided by this chapter.

   (2) A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.

   (3) Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.

   (4) A Maryland community college shall accept 28-36 credits of general education as specified in Regulation .03(C) of this chapter as completion of the general education requirements at the community college, without further review or the need for a course-by-course match.

   (5) The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division general education credits described in Regulation .03 of this chapter at a public institution for any general education courses successfully completed at the sending institution.

(6) Except as provided in Regulation .03M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10-18 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.

(7) Each public institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.

(8) Associate's Degrees.

(a) While there may be variance in the numbers of hours of general education required for associate's degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.

(b) A student possessing an associate degree who transfers into a receiving institution with fewer than the total number of general education credits designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in Regulation .03M of this chapter, the total general education credits for baccalaureate degree-granting public receiving institutions may not exceed 46 credits.

(9) Student Responsibilities. A student is held:

(a) Accountable for the loss of credits that:

(i) result from changes in the student's selection of the major program of study

(ii) were earned for remedial coursework

(iii) exceed the total course credits accepted in transfer as allowed by this chapter.

(b) Responsible for meeting all requirements of the academic program of the receiving institution.

**13B.06.01.05**
*.05 Academic Success and General Well-Being of Transfer Students.*

A. Sending Institutions.

(1) Community colleges shall encourage their students to complete the associate degree in a recommended transfer program that includes both general education courses and courses applicable toward the program at the receiving institution.

(2) Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.

(3) The sending institution shall:

(a) Provide to community college students information about the specific transferability of courses and programs to four-year colleges.

(b) Transmit information about transfer students who are capable of honors work or independent study to the receiving institution.

(c) Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.

B. Receiving Institutions.

(1) Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.

(2) A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.

(3) A receiving institution shall evaluate the transcript or transcripts of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results within 20 working days of the receipt of all official transcripts. The receiving institution shall inform a student of the courses that are acceptable for transfer credit and the courses that are applicable to the student's intended program of study.

(4) A transfer student shall be provided the same opportunity as a native student to pursue the program and degree requirements that were in effect at the time that the student enrolled at the sending institution provided they have been continuously enrolled and otherwise meet the same requirements of the native student.

**13B.06.01.06**
.06 Programmatic Currency

A. Maryland public institutions shall collaborate to develop and provide to students current and accurate information on transferable programs and courses.

B. Upon approval of new baccalaureate programs, recommended transfer programs shall be developed with each community college.

C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both two-year and four-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent coursework successfully completed at a community college.

**13B.06.01.07**
*.07 Transfer Mediation Committee.*

A. Sending and receiving institutions that disagree on the transferability of general education courses as defined by this chapter shall submit their disagreements to the secretary, who shall appoint a Transfer Mediation Committee to adjudicate the disagreement. Members appointed to the Transfer Mediation Committee shall be representative of the public four-year colleges and universities and the community colleges.

B. The Transfer Mediation Committee shall address general education issues at the course or curricular level, not individual student cases. As appropriate, the Committee shall consult with faculty on curricular issues.

C. The findings of the Transfer Mediation Committee are considered binding on both parties.

**13B.06.01.08**
*.08 Appeal Process.*

A. Notice of Denial of Transfer Credit by a Receiving Institution.

(1) Except as provided in §A(2) of this regulation, a receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than midsemester of the transfer student's first semester, if all official transcripts have been received at least 15 working days before midsemester.

(2) If transcripts are submitted after 15 working days before midsemester of a student's first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.

(3) A receiving institution shall include in the notice of denial of transfer credit:

(a) A statement of the student's right to appeal

(b) A notification that the appeal process is available in the institution's catalog.

(4) The statement of the student's right to appeal the denial shall include notice of the time limitations in §B of this regulation.

B. A student believing that the receiving institution has denied the student transfer credits in violation of this chapter may initiate an appeal by contacting the receiving institution's transfer coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.

C. Response by Receiving Institution.

   (1) A receiving institution shall:

      (a) Establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit.

      (b) Respond to a student's appeal within 10 working days.

   (2) An institution may either grant or deny an appeal. The institution's reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.

   (3) Unless a student appeals to the sending institution, the written decision in §C(2) of this regulation constitutes the receiving institution's final decision and is not subject to appeal.

D. Appeal to Sending Institution.

   (1) If a student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on the student's behalf by contacting the transfer coordinator of the sending institution.

   (2) A student shall make an appeal to the sending institution within 10 working days of having received the decision of the receiving institution.

E. Consultation Between Sending and Receiving Institutions.

   (1) Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.

   (2) As a result of a consultation in this section, the receiving institution may affirm, modify or reverse its earlier decision.

   (3) The receiving institution shall inform a student in writing of the result of the consultation.

   (4) The decision arising out of a consultation constitutes the final decision of the receiving institution and is not subject to appeal.

13B.06.01.09
*.09 Periodic Review.*
A. Report by Receiving Institution.

(1) A receiving institution shall report annually the progress of students who transfer from two-year and four-year institutions within the state to each community college and to the secretary of the Maryland Higher Education Commission.

(2) An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.

(3) A receiving institution shall include in the reports comparable information on the progress of native students.

B. Transfer Coordinator. A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this chapter and for interpreting transfer policies to the individual student and to the institution.

C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this chapter.

## UNIVERSITY OF BALTIMORE POLICIES
### UB Policy Guide
A variety of policies pertaining to the University and not exclusively to students can be found in the online Policy Guide at [http://www.ubalt.edu/policies/](http://www.ubalt.edu/policies/).

### Privacy
The University complies with the requirements of the Federal Educational Rights and Privacy Act (FERPA), 34CFR Part 99, and the Maryland Public Information Act, State Government Article 10-162.    In compliance with these acts, the University will only release without a student's signature that information that is so designated as directory information. Directory information is defined as the student's name, address, campus email, major, and, if applicable, minor field of study, level (freshman, sophomore, etc.), enrollment status, participation in officially recognized activities and sports, dates of attendance, degrees and awards sought and/or received, and the most recent previous educational institution attended.

The Maryland Public Information Act requires the University to provide directories of its students upon request. Students who do not wish to have directory information released are required to submit that request by filing a Request to Withhold Directory Information form in the Office of Records and Registration prior to the start of each semester.

FERPA provides students with the opportunity to review information contained in their educational records. Offices where students' educational records are kept include the Office of Records and Registration and, in some cases as applicable, the Office of Financial Aid (including veterans' affairs), the Office of Admission, the Office of Law Admissions and the offices of the academic deans. Students who wish to review their records may do so by making an appointment with the appropriate head of the office housing that record.

For additional information about student privacy, visit www.ubalt.edu/ferpa.

**Please note:** The University of Baltimore has the right to the use and reproduction of photographs taken of students while they are enrolled, for present and future use in University publications and marketing efforts, without compensation to the student. A student who does not wish to have a photo used must submit a signed statement to the Office of Records and Registration before the first Friday of each semester.

**Emergency Closing Policy**

A. Consistent with USM 170.0 VI-12.00-Policy on Emergency Conditions: Cancellation of Classes and Release of Employees, the University president has the authority to cancel or otherwise modify class and work schedules because of emergency conditions that may arise because of inclement weather, fire, power failure, civil disorder or other unusual circumstances that may endanger students or employees.

B. Safety is always the number one priority relative to opening or closing announcements, and UB administration endeavors to make those announcements in a timely fashion. Decisions to open or close during emergency conditions are taken seriously and made after appropriate consultations with administrative units, governmental agencies or other experts pertaining to the emergency at hand.

For example, weather in the mid-Atlantic region is unpredictable and variable across the area: Snow totals can range from 1 inch in the west to 11 inches in the south and east. The decision to close or delay during periods of inclement weather is not taken lightly; local and regional forecasts are consulted, and the condition of state roads, as reported by the Maryland Department of Transportation, the Maryland Transportation Authority, the Maryland State Police and the Baltimore City Office of Emergency Management are evaluated prior to making a decision about modifying class and work schedules. Moreover, announcements of other area colleges and universities about their own plans are also reviewed and discussed by administrators. In addition, conditions involving the safety and availability of University parking facilities and the condition of the streets adjacent to the University are assessed. Administrators recognize that weather conditions 20 miles west of UB could be quite different than conditions at the campus. Nevertheless, the final decision rests with the University's goal of accommodating as many of its campus members as possible on a given day.

Our hope is that all of our students, faculty and staff will use their own best judgment about the relative safety of their commute during inclement weather and other emergencies. That is UB's primary concern. When there is a weather emergency or other crisis, faculty members will discuss with their students ways to make up for missed classes or assignments.

C. This policy applies seven days per week.

D. Decisions to cancel or otherwise modify class and work schedules because of emergency conditions will be made by the University president after consulting with the executive vice president and provost, the senior vice president for administration and finance and the chief of police.

E. University administrators understand the importance of making every effort to decide, in a timely fashion, whether to cancel or otherwise modify class and work schedules as the result of weather or other emergency events.

F. **Official** University closing announcements can only be found at:
- the University's text messaging system
- the University's email system
- the University's web page
- emergency notification line at 410.837.4201.

G. When the main campus of UB is closed, online classes will proceed as scheduled unless otherwise indicated by the instructor. Students are expected to communicate with their instructors if a campus closing prevents them from meeting a deadline or participating in class activities.

H. Instructors should indicate on their course syllabus any special instructions for emergencies.
I. Instructors are responsible for making up work as needed to assure the integrity of the credit hours associated with the course. A range of options are available for doing so, including using online tools such as a University learning management system.

J. Closing notifications shall also be posted to the following organizations. Campus members are reminded that announcements in the media are NOT official notifications. See "F" above for official list of notification sources. Notifications include but are not limited to:
1. Baltimore-area radio and TV stations: WBAL Radio 11 (1090 AM/ 97.9 FM), WCAO/WXYV (600 AM/103 FM), WLIF (101.9 FM), WCBM (680 AM), WMIX (106.5 FM), WQSR (102.7 FM), WFSI (107.9 FM-Annapolis), WBAL-TV (11), WJZ-TV (13) and WMAR-TV (2), WBFF-FOX TV (45)
2. Washington-area radio and TV stations WTOP (1500 AM/ 103.5 FM), WGMS (104.1 FM) and WTTG-FOX TV (5).

K. Essential personnel are expected to report when the University is closed due to emergencies. Be guided by the directions of your supervisors.

L. Staff and faculty members with questions about this protocol should request clarification from their immediate supervisors or the Office of Human Resources.

M. The USG facility is not included in this closing policy, as USG has its own emergency closing policy; USG follows the closing decision of the University of Maryland, College Park.

N. The University does not make announcements about individual department or program activities.
1. Departments wishing to communicate cancellation information about specific activities are encouraged to set up their own notification systems, such as recorded telephone messages or telephone trees.
2. Off-campus groups having business or events on campus should be informed by their on-campus contacts how cancellation information will be disseminated and develop their own notification system.

## NONDISCRIMINATION AND SEXUAL MISCONDUCT

**Nondiscrimination Policy**

The University of Baltimore ("UB" or "University") does not discriminate on the basis of—and prohibits discrimination against any member of the University community on the basis of—sex, gender, race, religion, age, disability, national origin, ethnicity, sexual orientation, gender identity or other legally protected characteristics in its policies, programs, activities or employment practices; this includes inquiries regarding Title IX of the Education Amendments of 1972 as amended ("Title IX"), Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. Inquiries or complaints regarding sexual misconduct and other gender-based discrimination, including pregnancy, sexual orientation and gender identity, should be directed immediately to the Title IX coordinator, Anita Harewood, vice president, Office of Government and Community Relations, Academic Center, Room 336, phone: 410.837.4533, T9@ubalt.edu; to the dean of students, Office of Community Life, Academic Center, Room 112, phone: 410.837.4755, communitylife@ubalt.edu; or to the assistant vice president, Office of Human Resources, Charles Royal Building, Third Floor, 410.837.5410, sreed@ubalt.edu. Sexual misconduct and other gender-based discrimination reports will be handled under the following policy and procedures: http://www.ubalt.edu/policies/administrative/II-7.1.pdf.

Inquiries or complaints regarding other forms of discrimination, such as complaints of discrimination on the basis of race, religion, age, disability, national origin, ethnicity or other legally protected characteristics, should be directed immediately to the following offices:

- For inquires or complaints against students, contact the Office of Community Life, Academic Center, Room 112, 1420 N. Charles St., 410.837.4755 communitylife@ubalt.edu.
- For inquires or complaints against faculty or staff members, contact the Office of Human Resources, 1319 N. Charles Street, Charles Royal Building, 3rd Floor, 410.837.5410.

**Sexual Misconduct**

In accordance with Title IX, the University of Baltimore is committed to creating a university setting that is safe from sexual misconduct, including sexual and gender-based harassment, sexual violence, dating violence, domestic violence, sexual exploitation and sexual intimidation. The University actively seeks to prevent issues of sexual misconduct by educating and providing resources to raise awareness of these issues, and recognize, respond and provide support to those who have experienced sexual harassment and/or been the victim of a sexual offense. For complete information, please visit www.ubalt.edu/titleix.

## ACCESSIBILITY TO STUDENTS WITH DISABILITIES POLICY

It is the policy of the University of Baltimore to provide reasonable accommodations for students with disabilities. To provide academic adjustments, proper documentation is required and must be presented to the Office of Disability and Access Services. This documentation is required whether the condition is permanent or temporary (broken leg, etc.).

A student's documentation should be current and must include a diagnosis, recommendations for reasonable and appropriate accommodations, and information regarding how the disability impacts the student in an educational setting. This documentation will be reviewed by Disability and Access Services Staff staff for all students seeking accommodations. This includes undergraduate, graduate and law students. This documentation

will be retained by the office and is not part of the student's permanent academic record. These records will remain in the office's suite for the duration of the student's academic career and are kept confidential. After a period of seven inactive years, the documentation will be destroyed unless the student requests that it be returned.

## BEREAVEMENT POLICY

The University of Baltimore recognizes that students may experience the death of a loved one during the course of an academic term. To promote the general mental health of University of Baltimore students, this policy provides a formal process to allow grieving students the opportunity to be available for their families during times of death and grief.

This policy is not seen as a substitute for good communication between students and their faculty members around missed classes or assignments, but rather as a complement to that communication to assist students when they are grieving.

**Definitions:**

a) Bereavement leave here refers to those days a student may miss classes or assignments because the student is using the Bereavement Policy.

b) Calendar days include all days of the week, including weekends.

c) Group work is a formal assignment in a course that involves the grieving student and at least one other student in the completion of the assignment.

d) Missed academic work includes any assignments or tests in a course that a student would ordinarily be submitting or participating in were the student not using the Bereavement Policy.

e) Significant relationships can include but are not limited to the following:

- uncle(s) or aunt(s)
- cousin(s)
- niece(s) or nephew(s)
- legal in-law(s)
- grandparent(s)
- step-relation individual(s)
- child(ren) or individual(s) for whom the mourner had legal guardianship
- parent(s) or legal guardian(s)
- sibling(s)
- spouse or domestic partner.

f) Travel days will be calendar days.

With appropriate notification as described in this policy, students who opt to use the Bereavement Policy will be permitted up to five calendar days of absence from classes and/or examinations to mourn the loss of an individual with whom they have a significant relationship.

With appropriate notification and permission as described in this policy, a student who has opted to use the Bereavement Policy may have up to two more calendar days excused from class or examination for travel related to the bereavement process. Travel days may be allowed for such trips as going to the home of the deceased, the family home of the student grieving

and/or the location of the funeral/services. Students opting to use the Bereavement Policy can appeal to the professor and/or Office of Community Life and dean of students if more travel days are needed. These requests will be handled on a case-by-case basis.

Unexcused absences already prescribed in a course syllabus should not be used in congruence with the Bereavement Policy.

The student who is mourning should be given a reasonable amount of days to make up any missed academic work.

The assignments a student missed while on bereavement leave should not be subject to deduction in scoring, as long as they are completed in a reasonable, extended period of allotted time. The student is responsible for working with the professor to make up these assignments.

Students who opt to use this policy must be in communication with their professor(s) about their missed assignments by the time they return to campus from bereavement leave.

## NOTIFICATION

A student opting to use the Bereavement Policy must immediately notify via email the dean of students and his or her current course instructors if he or she will be taking bereavement leave. Notification must be made at the beginning of the mourning period (that is, within the first 24 hours, which counts as the first calendar day of the bereavement period).

If the student is engaged in class group work or on any class team, she/he must also notify at least one member of her/his team as soon as the student knows she/he will be taking bereavement leave.

Students using the Bereavement Policy must provide proof of death for the individual(s) who is/are being mourned. Proof of the individual(s) death(s) should be submitted to the dean of students within 14 calendar days from start of the bereavement leave. Failure to provide documentation will result in the absences being considered unexcused.

Documentation of the death or funeral service attended should suffice as evidence of the death. Documentation can include but is not limited to:
- an obituary
- a copy of death certificate
- program from funeral/services
- signed letter of funeral service from the funeral home.

If there are any disputes between faculty members and students when using this policy, the dean of students will be responsible for providing adjudication on the matter. The University of Baltimore's Counseling Center is available to assist students and provide counseling services if so desired by the student.

## IMMUNIZATION AND HEALTH RECORD POLICY

The University of Baltimore does not have mandatory immunization requirements, nor does it require students to submit health records. However, the University strongly encourages all students and other members of the University community to work with their health care provider to be sure they are up to date on all appropriate immunizations, specifically:
- measles, mumps and rubella
- tetanus, diphtheria and pertussis
- meningococcal (meningitis).

## DRUG AND ALCOHOL POLICY

As a member of the University System of Maryland, the University of Baltimore complies fully with the Maryland Drug and Alcohol Abuse Control Plan.

Except where permitted by law, the use, possession, sale, distribution and condition of being under the influence of controlled or illegal substances while on University premises is strictly prohibited.

The use of alcoholic beverages is permitted only in designated areas on campus and provided that such use is in conformity with all applicable alcoholic beverage laws and with the specific University regulations as outlined in the University's Student Handbook, found online at www.ubalt.edu/studenthandbook.

Violations of laws and University regulations regarding the use of controlled/illegal substances and alcohol will be subject to prosecution through both civil authorities and the campus judicial system. The range of University penalties shall include but not be limited to disciplinary reprimand, loss of privilege, probation, suspension and expulsion.

## NO-SMOKING POLICY

Smoking can be hazardous to health for smokers and nonsmokers alike. It can contribute to heart attack, stroke, high blood pressure, emphysema and several forms of cancer. The University of Baltimore has taken positive steps toward providing for all employees and students a smoke-free environment in which smoking is prohibited within all University buildings. This no-smoking policy stresses compliance on the part of employees and students. While it is best to rely on common courtesy for colleagues and classmates to ensure the success of this policy, the University is prepared to enforce it with formal sanctions. Visitors who refuse to comply with this policy will be required to leave University premises.

## CLERY POLICY

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that colleges and universities publish and distribute an annual security report. This report includes campus crime statistics for the previous three years, policy statements concerning crime reporting, access to campus facilities, enforcement and arrest authority of campus police, crime prevention, and procedures to be followed in sexual assault offenses. The act also provides for timely notice to the campus of crimes considered serious and continuous threats to safety, as well as emergency response procedures. Also, the act requires the maintenance of a public crime log of all reported crimes. You may view and download this document by visiting www.ubalt.edu/ubpolice. You may also obtain a paper copy of the report at the UB Police Department, located in the Charles Royal Building, Room 200.

## WAIVER OF TUITION FOR SENIOR CITIZENS OF THE STATE OF MARYLAND

It is the policy of the University System of Maryland to extend special privileges, where practicable, to senior citizens who are residents of the state of Maryland and are enrolled in one of its institutions. The term "senior citizen" includes any individual who is 60 or older, who is retired, whose chief income is derived from retirement benefits and who is not employed full time.

Seniors receive, on a space-available basis, waivers of tuition for not more than three undergraduate or graduate (not law) courses per semester or term. These students are afforded

all services available to regularly enrolled students, as they pay all other fees. Subject to certain conditions, privileges extended to seniors from other USM institutions include waiver of tuition for undergraduate and graduate courses, use of the libraries and other privileges as determined by individual institutions.

Senior citizens at other USM institutions are afforded the following privileges at the University of Baltimore:

- the use of the libraries (subject to restrictions during examination periods)
- admission to all nonticketed public lectures and performances
- discount tickets (subject to restrictions) for events sponsored by the Center for Student Involvement
- eligibility to join, for a fee, Campus Recreation and Wellness.

## CATALOG USE AND INFORMATION

This 2018-19 University of Baltimore Undergraduate Catalog outlines the University's undergraduate programs, courses, policies and procedures that were in effect as of June 30, 2018. Subsequent changes to policies and procedures may cause certain information in this catalog to become outdated. Hence, this catalog is not to be construed by the student as a contract, except in terms of the policy titled Catalog Under Which Students Graduate (as detailed in the Academic Policies section) and in terms of the student's compliance with all current policies and procedures of the University.

UB students are informed of changes or additions to academic and financial policies that may affect them through announcements by email or on appropriate University websites and, in some cases, through mail correspondence or separately printed posters, bulletins, notices or other communication vehicles.

The University of Baltimore reserves the right to make policy and program changes as necessary. Students are urged to review all University-produced correspondence, class schedules, mailings, posters and other literature to keep fully informed.

# FACULTY AND ADMINISTRATION

Faculty profiles, which include degrees earned and teaching and research interests, can be found in alphabetical order linked from the following websites:

- [Yale Gordon College of Arts and Sciences](#)
- [Merrick School of Business](#)
- [College of Public Affairs](#)
- [UB School of Law](#).

## UNIVERSITY SYSTEM OF MARYLAND BOARD OF REGENTS

The University of Baltimore is a constituent university of the University System of Maryland. The USM is governed by a Board of Regents, whose 17 members are appointed by the governor (http://www.usmd.edu/regents/members/). The chancellor of the USM is Robert Caret.

## UB ADMINISTRATION

Kurt L. Schmoke, President
J.D., Harvard University
Diploma, Social Anthropology, Oxford University
B.A., Yale University

Darlene B. Smith, Executive Vice President and Provost
Ph.D., University of Maryland, College Park
MBA, University of Baltimore
B.S., University of Baltimore
A.A., Anne Arundel Community College

Beth Amyot, Vice President of Administration and Finance
MBA, West Virginia University
B.S., West Virginia University

Catherine Andersen, Vice Provost
Ph.D., Indiana University
M.S., Hofstra University
B.S., Ohio University

David F. Bobart, Vice President for Technology and Chief Information Officer
B.A., The Johns Hopkins University

Anita Harewood, Vice President for Government and Public Affairs
J.D., Georgetown University Law Center
B.S., University of Maryland, College Park

Victoria Reid, Vice President for Enrollment Management and Marketing

MBA, University of South Carolina
B.A., University of Colorado

Theresa Silanskis, Vice President for Institutional Advancement
M.P.A., University of Baltimore
B. A., Saint Mary's College of Maryland

Christine Spencer, Dean, Yale Gordon College of Arts and Sciences
Sc.D., Harvard University, School of Public Health
S.M., Harvard University, School of Public Health
B.A., Bard College

Murray M. Dalziel, Dean, Merrick School of Business
Ph.D., Harvard University
M.A., University of Edinburgh

Ronald Weich, Dean, School of Law
J.D., Harvard University
B.A., Columbia University

Roger Hartley, Dean, College of Public Affairs
Ph.D., University of Georgia
M.A., University of Georgia
B.S., Indiana University Bloomington

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