

University of Baltimore
Graduate Catalog
2015-16

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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.

Academic Calendar Fall 2015–Spring 2017

Fall semester 2015

Classes begin	Aug. 26
End of semester	Dec. 15*

Spring semester 2016

Classes begin	Jan. 25
Spring break	March 13-20
End of semester	May 15*

Summer session 2016

Classes begin	May 31
End of semester	Aug. 9

Fall semester 2016

Classes begin	Aug. 29
End of semester	Dec. 20*

Spring semester 2017

Classes begin	Jan. 30
Spring break	March 19-26
End of semester	May 23*

* last day of finals

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.

Approximately 48,000 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 16:1 and a personalized system of student advising, UB programs emphasize one-on-one interaction and individual attention for both graduate and undergraduate students. Approximately 80 percent of the full-time faculty hold terminal degrees (Ph.D., J.D., LL.B., D.B.A., D.P.A. and 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 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 Langsdale Library—currently in the preliminary stages 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 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 Maryland Institute College of Art, the Patricia and Arthur Modell Performing Arts Center at the Lyric and the Joseph Meyerhoff Symphony Hall. 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 midtown 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. Also convenient to the University are The Walters Art Museum, the Baltimore Museum of Art and an array of other cultural and historical attractions.

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 and into the leadership of the University. 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 School of Law and the Yale Gordon College of Arts and Sciences, advising the faculty and administration on curricular and related matters. The involvement of these outstanding men and women, along with the University's strong traditions and connections as a professionally oriented institution, offer UB students a wide array of opportunities to work and study within the context of local business, government and nonprofit agencies.

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 also is recognized by the Maryland Higher Education Commission.

All undergraduate and graduate programs within the Merrick School of Business are 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 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.

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 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 with panoramic city views, retail shops, 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.

Barnes & Noble at the University of Baltimore

62 W. Oliver St.

Tel: 410.837.5604

Web: www.ubalt.edu/bookstore

The Barnes & Noble at the University of Baltimore, part of the Fitzgerald at UB Midtown residential/retail site, is located right around the corner from UB's main academic buildings and carries a huge selection of popular titles as well as textbooks and UB merchandise. The store also offers free Wi-Fi and a cafe featuring Starbucks Coffee.

Langsdale Library

H. Mebane Turner Learning Commons

1415 Maryland Ave.

Tel: 410.837.4260

Email: langcirc@ubalt.edu

Web: <http://langsdale.ubalt.edu>

Langsdale Library—currently housed within the H. Mebane Turner Learning Commons while the main facility prepares for a major renovation—serves the UB community through a variety of services and programs, including personalized reference consultations and instruction in research strategies as well as reciprocal borrowing privileges with other Baltimore-area libraries. UB students have access to more than 10 million books and government documents through the University System of Maryland and to more than 34,000 e-journals and 20,000 e-books. Langsdale Library also maintains archival collections including print, audio and video primary resources; current DVDs; leisure reading materials; and a gaming collection.

Langsdale 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 work stations, 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: 410.837.5673

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

The University provides parking facilities for visitors, students and staff who drive to campus. Shuttle arrival times are provided by the NextBus system.

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 Web pages listed above for directions and for more information on parking (including maps) and mass transportation.

DIRECTORIES

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

ACHIEVEMENT AND LEARNING CENTER

Academic Center, Room 113

Tel: 410.837.5383

Fax: 410.837.6244

Email: alc@ubalt.edu

Web: www.ubalt.edu/alc

The services provided by the Achievement and Learning Center support students' academic 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, workshops and prerequisite reviews for prerequisite courses.

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 a nondues-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 PROFESSIONAL DEVELOPMENT 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 Professional Development 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.

CENTER FOR EDUCATIONAL ACCESS

Academic Center, Room 139

Tel: 410.837.4775

Fax: 410.837.4932

Email: cea@ubalt.edu

Web: www.ubalt.edu/cea

The Center for Educational Access coordinates services for students with disabilities. Both full- and part-time students are eligible to use services based on approved documentation of the disability. Services can include but are not limited to sign-language interpreters, accommodated testing, note-takers and alternate formats for textbooks.

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.

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 audio/visual support for campus events and smart classrooms as well as 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.

COUNSELING CENTER

Academic Center, Room 111

Tel: 410.837.5159

Email: counseling@ubalt.edu

Web: www.ubalt.edu/counseling

The Counseling Center delivers mental health services that promote students' personal, social and academic growth. Services include individual and group counseling, crisis intervention, prevention workshops, referral resources and consultation with faculty and staff.

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.

The Diversity and Culture Center offers personal, social and cultural support to students and creates opportunities for them to embrace, celebrate and learn about multiculturalism and internationalism.

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, which are limited. 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.

GRADUATE ADMISSION

Office of Graduate Admission

Academic Center, Room 117

Tel: 410.837.6565, 1.877.ApplyUB (toll free)

Fax: 410.837.4793

Email: gradadmission@ubalt.edu

Web: www.ubalt.edu/gradadmission

The Office of Graduate Admission offers a variety of services to the students, faculty, staff, scholars and researchers who study or work at UB. This office coordinates the admission of graduate students.

HENRY AND RUTH BLAUSTEIN ROSENBERG CENTER FOR STUDENT INVOLVEMENT

UB Student Center, Room 303

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, leadership and community engagement. Options include the Student Government Association, the Student Events Board, leadership programs, volunteer opportunities and a wide variety of student organizations.

INTERNATIONAL ADMISSION

Office of International Admission

Academic Center, Room 117

Tel: 410.837.4777, 1.877.ApplyUB (toll free)

Fax: 410.837.4793

Email: intladmission@ubalt.edu

Web: www.ubalt.edu/international

The Office of International Admission staff includes those who specialize in admission of international students. Admission advice, new student enrollment and immigration assistance are provided to prospective international students by this office.

INTERNATIONAL SERVICES

Office of International Services

Academic Center, Room 115A

Tel: 410.837.4756

Fax: 410.837.6676

Email: intlservices@ubalt.edu

The director of international services provides advising and immigration support to current international students as well as to academic departments and administrative offices that wish to host short-term exchange visitors or hire temporary workers. This staff supports UB's international academic initiatives and provides seminars on employment, tax compliance, orientation to the United States and to UB, and other topics of interest to the University's international community.

STUDENT RIGHTS AND RESPONSIBILITIES

Office of Community Life and the Dean of Students

Academic Center, Room 112

Tel: 410.837.4755

Email: communitystandards@ubalt.edu

Web: www.ubalt.edu/communitylife

Students are expected to conduct themselves in a manner that promotes integrity, health, safety and the welfare of the university community. In support of this expectation, the university has established policies and procedures that apply to all undergraduate, graduate, professional and visiting students as well as those individuals who are not officially enrolled for a particular term, but who have been a student with the university. Students will be held accountable for their conduct at all times, including with regard to actions that may have occurred before/after classes began, between academic terms, during periods of suspension or dismissal, as well as for actions that occurred during their enrollment that are discovered after the student graduates. The University reserves the right to discipline students and/or student organizations for violations of policy regardless of where the misconduct occurs, whether on University premises or off University premises. Both academic and nonacademic violations of University policy are adjudicated using the procedures in the *Student Rights and Responsibilities Guide*, which can be found at www.ubalt.edu/studenthandbook. The Office of Community Life and the Dean of Students is responsible for the oversight of the adjudication process.

Academic Integrity Policy

All members of the University community (students, faculty, administration and staff) must take academic honesty seriously by being well informed, contributing to a climate in which honesty is valued and taking responsible action to discourage dishonesty in the work of others. No member will condone or tolerate cheating, plagiarism, falsification or other acts of academic dishonesty, as these activities negatively affect the community and all its members. For more specific information regarding the policy, see the University's *Student Rights and Responsibilities Guide* at www.ubalt.edu/studenthandbook.

Code of Conduct

Students are expected to maintain a high standard of conduct. Since the University's role is to provide the best possible atmosphere for learning, growth and development, individuals who violate its policies and expectations are subject to review and university sanctions. For more information, see the University's *Student Rights and Responsibilities Guide* at www.ubalt.edu/studenthandbook.

Student Grievances

The University of Baltimore encourages students who feel they have a grievance against another to raise their concerns directly with the other person or people involved at the earliest possible time. Many problems can be understood and solved through direct discussion. Attempting to do so early increases the chance that any differences will be addressed in a healthy and constructive manner. When it is not possible to resolve matters between parties, students may use the University grievance procedures to

seek review of complaints involving University faculty, administrators, staff or students, and to obtain a fair and timely resolution. Students may file a grievance with regard to University policies, academic grades and decisions made by or practices of faculty, administrators or staff members that the student alleges to be unfair.

Specific procedures for each type of grievance are outlined in the University's *Student Handbook*, found at www.ubalt.edu/studenthandbook.

OFF-CAMPUS PROGRAMS AT THE UNIVERSITIES AT SHADY GROVE

Web: www.ubalt.edu/shadygrove

The University of Baltimore's College of Public Affairs and Yale Gordon College of Arts and Sciences offer a selection of undergraduate, graduate and doctoral programs at the Universities at Shady Grove in Rockville, Md.

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 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 may have differing fees based on their home campus. Scholarships are also available.

THE BOB PARSONS VETERANS CENTER

Academic Center, Room 129

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. In addition to providing a welcoming space for military-affiliated students to study and socialize outside of class, the center and its staff are here to answer questions related to students' military benefits or status, to help facilitate the transition from the military to the classroom and to support military-affiliated students' academic and professional success.

UB HOUSING

Academic Center, Room 110

Tel: 410.837.5434

Email: housing@ubalt.edu

Web: www.ubalt.edu/housing

UB Housing works with students to find their ideal place to live based on their individual needs. Staff members assist students with finding apartments, navigating the leasing process and finding roommates through the roommate connector service.

Almost 300 UB students live in the Varsity, a student-only residence located a block from campus that opened in fall 2012. Other buildings adjacent to campus that are home to large numbers of UB students include the Fitzgerald at UB Midtown, Sutton Place, Queen Anne Belvedere and the Professional Arts Building. In addition, UB Housing works with property managers in the area and provides assistance to UB students who are looking to rent apartments, houses and lofts.

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 the 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 has built relationships with the Baltimore City Police Department and with 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.

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 [Web pages](#).

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

Office of Graduate Admission
Academic Center, Room 117
Tel: 410.837.6565, 1.877.ApplyUB (toll free)
Fax: 410.837.4793
Email: gradadmission@ubalt.edu
Web: www.ubalt.edu/gradadmission

Office of International Admission
Academic Center, Room 117
Tel: 410.837.4777, 1.877.ApplyUB (toll free)
Fax: 410.837.4793
Email: intladmission@ubalt.edu
Web: www.ubalt.edu/international

GENERAL POLICY

Admission to graduate study at the University of Baltimore may be granted to any applicant with a baccalaureate degree from a regionally accredited institution whose academic qualifications indicate promise of success in advanced study. In addition, applicants from non-regionally accredited rabbinical colleges for which we have evidence of academic rigor or which hold national accreditation may be considered for admission. Meeting the minimum requirements does not guarantee admission to the University.

Admission to the University of Baltimore is determined without regard to race, color, religion, age, disability, sex, sexual orientation, gender identification or national origin.

The information provided below is accurate at the time of publication and may change without notice.

MAILING ADDRESS

Please refer to www.ubalt.edu/gradadmission for the current address to which all application supporting materials should be mailed.

THE APPLICATION PROCESS

An applicant must submit the following required items by the stated application deadline to be considered for admission to a graduate program at the University of Baltimore:

- the UB graduate online application with accompanying application fee. (Apply online at www.ubalt.edu/apply.)
- applicants who wish to be considered for in-state tuition rates must complete a Maryland in-state residency status form
- an official transcript sent directly from all colleges or universities attended. The transcripts are

required for all undergraduate and graduate work attempted, whether or not a degree was earned from an institution. For students who attended the University of Baltimore, admission personnel will obtain the UB transcript directly from the registrar. Supplementary transcripts for coursework that is in progress at the time of application should be submitted as soon as possible. Students are responsible for arranging to have their official transcripts sent. One official transcript must show a bachelor's degree earned (or proof of the degree in progress) at a regionally accredited U.S. institution, a rabbinical college or an internationally recognized institution.

The University of Baltimore does not evaluate foreign transcripts. Applicants who attended a college or university outside the United States must arrange at their own expense to have their academic records evaluated on a course-by-course basis by a U.S. credentials evaluation service that is a member of the National Association of Credential Evaluators. Certified English translations must accompany transcripts in a language other than English. The University may require some applicants to provide additional information such as syllabi and course descriptions.

- proof of English competency for international students for whom English is not their first language. Please refer to the English-language proficiency policy below. Test of English as a Foreign Language (TOEFL) scores (or other English-language exam scores) are considered valid for two years from the test date.

Additional Application Materials

Additional credentials are required by most programs. Please visit www.ubalt.edu/gradadmission for the specific program requirements.

- letters of recommendation, generally from former professors or employers (may be required for some programs); a downloadable form is available as part of UB's online application, found at www.ubalt.edu/admission/forms.
- statement of interest/ personal statement (may be required for some programs)
- interview (may be required for some programs)
- portfolio (may be required for some programs)
- standardized test scores

Students applying for a graduate program in business (MBA, M.S.) must submit official scores from the Graduate Management Admissions Test (GMAT). GMAT information may be obtained from the Graduate Management Admissions Council at www.mba.com. The University of Baltimore reporting code is DDP-XC-03. To be considered for GMAT waiver, a student must have a) an advanced degree, or b) the combination of an undergraduate grade point average of 3.25 or higher and five years or more of progressive professional experience, or c) an undergraduate grade point average of 3.5 or higher from a college or university with an AACSB-accredited business school. A personal interview with a graduate business program adviser and a note from the applicant's direct supervisor summarizing progressive professional experience may be required, and the student must complete and submit the GMAT waiver form.

Official Graduate Record Examination (GRE) general test scores must be submitted by applicants to the master's program in applied psychology, the master's program in interaction design and information architecture, and the doctoral programs in public administration and information and interaction design. GRE information may be obtained from Educational Testing at www.gre.org. The University of Baltimore reporting code is 5810.

Some graduate programs may request test scores from individual applicants to better assess their potential for successful graduate study.

Substitution of GMAT or GRE scores with an alternative test score routinely used for entry to graduate programs (e.g., MAT) may be done with the approval of the admission committee for the program.

GRE, GMAT and LSAT (if substituted by the program) scores are considered valid for five years from the test date.

APPLICATION REVIEW

Application review will begin when the complete admission application and supporting materials are received. Delays in receiving the necessary credentials will cause delays in making a decision on the application. Admission decisions are based on review of the total application packet. Individual academic programs are responsible for reviewing applications for admission. Admission personnel communicate the decision to the candidate.

Admission personnel may check the accuracy of any document submitted as part of the application.

APPLICANTS TO MORE THAN ONE PROGRAM/DUAL-DEGREE PROGRAMS

Students may enroll in only one University of Baltimore graduate program at a time. The exception to this is students applying to dual-degree programs (e.g., MBA/J.D., J.D./M.S. in Criminal Justice; J.D./M.P.A., J.D./M.S. in Negotiations and Conflict Management). All students applying to the dual-degree programs in the School of Law must apply separately to the J.D. and the graduate program. Students may not enroll in graduate courses during the first year of law school. Please visit <http://law.ubalt.edu> for more details.

CERTIFICATE STUDENTS

A student admitted to a graduate/post-baccalaureate certificate program may take no more credits than that certificate program requires until formal application and admission to another program is completed.

FINAL COMPLETION OF THE ADMISSION APPLICATION

Applicants may apply during their senior year of undergraduate study. Acceptance will be based on official transcripts that reflect all but the last term recorded. Applicants should submit their course schedule for the final semester with their application for admission.

If the applicant is admitted and then permitted to register before the receipt of the final official transcript from a prior institution, she or he must submit a final official transcript no later than 30 days after the beginning of the student's first semester as a UB graduate student.

Note: The admission process requires an official transcript to be sent by each institution attended.

If a student's admission file is not completed within the first semester of graduate study at UB, a hold (negative service indicator) will be placed on the student's record. The student will not be permitted to register for courses until all official documents required for admission have been received.

DEADLINES

Applications for nonterminal degrees are reviewed on a rolling basis. Candidates are encouraged to complete the application process early.

International applicants are encouraged to apply six to 12 months prior to the start of the semester in which they plan to enroll.

The following terminal degree programs admit for the fall semester only and require that applications and supporting documents be received by the following deadlines for consideration:

- D.S. and D.P.A.: April 1
- M.F.A. in Integrated Design: Feb. 1
- M.F.A. in Creative Writing & Publishing Arts: Feb. 1.

Applications with supporting credentials may be considered after the aforementioned deadlines contingent upon space availability, the strength of the applicant's credentials and sufficient processing time.

Applicants who wish to be considered for fellowships or assistantships should contact the Office of Graduate Admission (410.837.6565, gradadmission@ubalt.edu) or the Office of International Admission (410.837.4777, intladmission@ubalt.edu), as appropriate, for information on when to submit applications and supporting credentials. Candidates who apply after this deadline will be considered for funding on a contingent basis.

ADMISSION CLASSIFICATIONS

Admission is granted to applicants meeting program requirements and having strong credentials indicative of success in graduate study.

Conditional: A student who does not meet the minimum requirements for a program may be granted conditional admission. Conditions will be outlined in the student's admission letter. Unconditional admission may be granted upon satisfactory completion of the stated conditions within the first 9 credit hours in the graduate program.

APPEALS

Appeals regarding an admission decision will be coordinated by the Office of Graduate Admission.

NONDEGREE-SEEKING STUDENTS

Students may apply for nondegree status for various reasons, including personal enrichment, job or certification requirements, or to prepare for graduate school. A downloadable application is available at www.ubalt.edu/admissionforms. To apply, students must complete and submit an application, a \$35 nonrefundable application fee and their college transcript.

Nondegree admission is granted by the program in which courses will be taken. Students should check with individual programs before submitting an application to be sure that nondegree students are permitted to register for courses in a program and space is available. Nondegree students may only take 6 credit hours while in this status. Only 6 credit hours as a nondegree student are transferable into a graduate degree program, and credits earned in one UB graduate program may not necessarily be accepted by another UB program. If a nondegree student wishes to be granted admission to a degree program, the student must submit a new application and application fee and meet the requirements for the program. Admission is not guaranteed, and all required materials must be submitted by the stated deadline.

In general, financial aid, assistantships, fellowships or tuition support are not available to nondegree students. The Merrick School of Business permits nondegree admission only to students with a master's degree in business.

VISITING STUDENTS

Students who wish to register for courses and have their final grades transferred to their home institutions may enroll as visiting students. To do so, students should complete a visiting student application (available at www.ubalt.edu/admissionforms) and submit a \$35 nonrefundable application fee.

FOREIGN TRANSCRIPTS

The University of Baltimore does not evaluate foreign transcripts. Applicants who attended a college or university outside the United States must arrange at their own expense to have their academic records evaluated on a course-by-course basis by a U.S. credentials evaluation service that is a member of the National Association of Credential Evaluators. Certified English translations must accompany transcripts in a language other than English. The University may require some applicants to provide additional information such as syllabi and course descriptions.

ENGLISH-LANGUAGE PROFICIENCY POLICY

Applicants who are non-native English speakers and who have not earned a degree from a U.S. regionally accredited 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 International Admission.

- **Test of English as a Foreign Language (TOEFL):** A score of 550 or higher on the paper-based test (PBT) or 79 or higher on the Internet-based test (iBT) is required for graduate 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 graduate admission. IELTS information is available at <http://www.ielts.org>. An institutional school code is not required.

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 (ESL) 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](#). 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 residency for tuition purposes by the Offices of Admission and to the provision of immigration and visa services to applicants by the Office of International 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 admission to the Office of International Admission, 1420 N. Charles St., Baltimore, MD 21201-5779; tel: 410.837.4777 (or toll-free in the United States at 1.877.ApplyUB); fax: 410.837.4793; e-mail: intladmission@ubalt.edu; Web: www.ubalt.edu/international:

- a graduate application form
- an application fee (nonrefundable)
- official transcripts sent directly by each college or university previously attended
- an independent course-by-course evaluation report of foreign transcripts by a U.S. credential evaluation service, if applicable (see [Foreign Transcripts](#) section); the transcript must be evaluated by a member of the National Association of Credential Evaluators
- evidence of English-language proficiency, if applicable (see [English Language Proficiency Policy](#) section)
- a completed I-20 Request Form, DS-2019 Request Form or Non-Immigrant 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 International Admission provides visa assistance to prospective, admitted and enrolled international students. The Form I-20 (Certificate of Eligibility for Non-Immigrant 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 9 credit hours each term during the fall and spring semesters.

For more information and to obtain the appropriate forms, contact the Office of International Admission at 410.837.4777 (or toll-free in the United States at 1.877.ApplyUB) or intladmission@ubalt.edu.

ADMISSION DEFERMENT

Applicants who are admitted but do not enroll in the term for which admission was granted may defer to the next major semester. A request for deferment must be made in writing to the Office of Graduate Admission (email is acceptable). This office will provide confirmation when the deferment has been processed.

If the student does not attend the semester in which deferment was granted, the student must reapply.

APPLICATION REACTIVATION

Applicants who did not complete their admission file or who were not granted admission for a specific term may reactivate their application by completing a new application for admission and residency form and submitting the required application fee to be considered for admission for any future semester. If more than 12 months have elapsed since the last application, new supporting documents such as transcripts, resumes, statements and letters of recommendation must be submitted.

Official test scores (e.g., GRE, GMAT) will remain on file and are considered valid for five years from the test date. Official TOEFL scores will remain on file and are considered valid for two years from the test date. Admission for reactivating students is not guaranteed, and application materials must be received by the stated deadline.

CHANGE OF PROGRAM

Applicants may change the program indicated on the application for graduate admission one time. When a program change is processed, applicants must meet the admission requirements of the new program including submission of any additional supporting documents required. In addition, applicants may wish to submit a revised statement or other supporting information (as required by the new program) to support their admission to the new program.

READMISSION

Students who have not enrolled for more than two consecutive semesters must apply for readmission. The exception is students who have been granted an official leave of absence in advance. For readmission consideration, students must submit a new admission application form, residency form and application fee.

Students must be in good academic standing at the time of the last attendance at the University of Baltimore and must be in good academic standing at any college or university attended since their last enrollment at UB. Students who have attended another institution since their last enrollment at the University of Baltimore must have an official transcript sent directly to the Office of Graduate Admission. Readmission is not guaranteed, and application materials must be received by the stated deadline.

If approved for readmission, students will be required to meet the admission and course requirements as well as all policies and procedures in effect at the time of readmission. 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 appropriate program director and by the appropriate academic dean's office. Students requesting readmission from academic probation and/or suspension should also see [Satisfactory/Unsatisfactory Progress](#) in the [Academic Policies](#) section of this catalog.

Any balance due to the University must be paid in full before an application for readmission will be processed.

International students who have been absent for one or more semesters (excluding summer session) must obtain clearance from the Office of International Admission before re-enrolling.

FINANCIAL SUPPORT

Scholarships and Financial Aid

Merit scholarships up to \$3,000 are awarded to select incoming graduate students with exemplary past academic records. Graduate students who wish to be considered for a scholarship must submit application materials by the deadlines posted on the Office of Financial Aid Web page at www.ubalt.edu/financialaid. This office can also provide information on other financial aid sources for graduate students.

Student Employment

The Student Employment Program is designed to provide opportunities for students to earn money by working part time while they are enrolled in college. There are three components to student employment: on-campus employment, off-campus employment and graduate assistantships. Enrolled students may be hired to work in academic and administrative offices in a variety of jobs. Student wages may be paid with Federal Work-Study (FWS) monies if the student is eligible for financial aid and enrolled at least half time (6 credits). Student assistants also may be paid with funds from the hiring department's operations budget. Graduate assistants are paid through University and departmental funds. For more information, visit www.ubalt.edu/studentemployment.

TRANSFER CREDIT

The following regulations govern the awarding of credit for graduate work completed at other regionally accredited colleges or universities:

- In the College of Arts and Sciences and in the College of Public Affairs, a maximum of 12 graduate semester credits may be accepted by the program director if the courses are relevant to the student's major. Students should check the program description on the college's website and with their program director for exceptions to this policy that permit fewer transfer credits.
- In the Merrick School of Business, a maximum of 6 credits at the 600/700 level may be accepted from another AACSB International-accredited university (if applicable) for a specific program. Such credits must be earned beyond the preparatory level.

- The student must include with the transfer credit request a copy of the catalog course descriptions. Additional evidence, such as course syllabi, may also be submitted to support the request.
- Transfer credits will be evaluated only for students granted unconditional admission, and an official transcript must be provided as documentation.
- The transfer of credit after a student has enrolled at the University will be permitted only if the student applies in writing to the program director for permission prior to enrolling in the course. Generally, approval will be given for courses that are not offered by the University of Baltimore during the period of the student's attendance.
- All transfer credits must be completed with a grade of B or higher.
- Grades for courses taken outside the University of Baltimore will not be applied to a student's GPA at the University. Only credit hours are transferable. After degree status has been granted at UB, written permission of the dean is required to attempt courses at another institution. A copy of this permission must be contained in the official student file maintained in the Office of Records and Registration. Courses taken at another institution cannot be used as a repeat of a course already attempted at the University of Baltimore.
- For information about transferring credit from one UB graduate program to another, please refer to the section on [Change of Graduate Program](#) in the [Academic Policies](#) section of this catalog.

An applicant is considered officially enrolled at the University on the date registered for class. Degree requirements are based on requirements in effect at the student's first term of entry in a degree or certificate program at the University of Baltimore.

PROGRAM ADMINISTRATION

A graduate program director or department chair administers each graduate program. The name of each program director appears with the program description on the program's webpages.

Students enrolled in degree programs are strongly encouraged to meet with their advisers prior to each registration period for approval of course selection. Nondegree students must also have their course selection approved by the program director.

MORE INFORMATION

Requests for more information should be addressed to the Office of Graduate Admission or to the Office of International Admission, as appropriate. Prospective students may also contact the Office of Graduate Admission (410.837.6565, gradadmission@ubalt.edu) or the Office of International Admission (410.837.4777, intladmission@ubalt.edu).

CERTIFICATION OF AUTHENTICITY

As part of the application, students must affirm that the information provided and any additional information submitted related to the admission process is complete, accurate and true. Applicants must understand that submitting false or incomplete information on any part of the application for admission

or any related materials may be cause for denial of admission, cancellation of registration or revocation of a degree. Any submitted materials related to a student's application become the property of the University of Baltimore and cannot be returned or forwarded to a third party. If admitted, students must agree to abide by all University policies and procedures and to honor the academic integrity policy and the student code of conduct of the University of Baltimore.

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; therefore, a professional staff of academic advisers is available in the College of Public Affairs, in the Merrick School of Business and in 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.

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 in 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 during a regular semester or 6 credits during a summer session (requires permission from the dean; please see the [Course Load](#) section of this catalog)
- 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 for 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 111, 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

Academic advisement is available in the Merrick Advising Center, located in the William H. Thumel Sr. Business Center, Room 142. The center offers both day and evening hours. Scheduled appointments are recommended; to make an appointment, call 410.837.4944. Advisers provide information on School of Business programs, policies and procedures. 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. Students in online programs and who do not have access to the campus will be advised electronically. Academic advisers assist students in selecting appropriate courses to satisfy degree requirements. Students are advised that any deviation from their program of study must be approved. Department chairs and School of Business faculty are also available to assist students in planning their academic program and to discuss career goals.

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

- students changing their program or specialization
- students on academic probation
- readmitted students
- nondegree students
- students registering for an internship, independent study or practicum course
- students requesting to take more than 9 credits during a regular semester or 6 credits during a summer session (requires permission from the Office of the Dean; please see the [Course Load](#) section of this catalog)
- students requesting to take a course at another college or university
- students reinstated from suspension.

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 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 in 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 during a regular semester or 6 credits during a summer session (requires permission from the dean; please see the [Course Load](#) section of this catalog)
- 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 also are available in the Office of Advising, H. Mebane Turner Learning Commons, Room 103, to provide information and clarification about the college's programs, policies and procedures.

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 MyUB 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.

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

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.

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 two weeks of the 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 14 days of the semester. A student dropping a course after the 14-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. 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 and is released only upon written authorization of the student or by an authorized directive from the judicial system.

Academic Policies

Office of Records and Registration

Tel: 410.837.4825

Fax: 410.837.4820

Email: records@ubalt.edu

Web: www.ubalt.edu/records

PROGRAM ADVISING AND REQUIREMENTS FOR GRADUATION

Students are advised that any deviation from the approved program of study must be certified in writing by the appropriate dean or dean's designee. Readmitted students must have their program of study reviewed by the dean or designee upon re-entering the University.

GRADES

All students whose name appears 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.

Allowable Grades

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

<i>Grade</i>	<i>Quality Points (per credit hour)</i>
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
F*	0.00
FA**	0.00
XF***	0.00

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

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

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

The following grades are not used in computing the GPA:

<i>Grade</i>	<i>Quality Points</i>	<i>Explanation</i>
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

I: incomplete—given when a student is temporarily prevented from completing required coursework by unanticipated extenuating circumstances, such as illness or major changes in the demands of a job. A petition, signed by the student, the instructor and the appropriate dean, must be filed with the instructor, who will then submit the petition to the registrar. The I grade will be changed to an F if a grade change form is not submitted by the instructor to the Office of Records and Registration according to the following schedule:

- 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.

A graduating student must remove an I grade within 60 calendar days after the last day of the student's last semester; otherwise, the student's graduation application will be withdrawn at that time and another application must be submitted for the following semester.

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—Audit is 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 taken at the University of Baltimore as satisfactory/unsatisfactory or pass/fail. 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; only posted 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 which does not apply to the specific program in which a student is enrolled.

GRADE CHANGES

All graduate semester and summer grades become final 60 calendar days after the last day of that semester. Students should review the [policy on incomplete grades](#) under the preceding section on grades. Grade changes are not accepted after the degree is posted on a student’s transcript.

ACADEMIC AND ADMINISTRATIVE APPEALS

Students desiring to appeal an academic or administrative decision should consult the *UB Student Handbook*, found at www.ubalt.edu/studenthandbook.

SATISFACTORY AND UNSATISFACTORY PROGRESS

Note: These policies are for determining satisfactory academic progress. Review the [Financial Assistance](#) section of this catalog to determine the standards for satisfactory progress for eligibility for receiving or continuing to receive financial assistance.

To be approved for graduation, a graduate student must have a cumulative GPA of 3.0. A student is making satisfactory academic progress toward completion of his/her program as long as a cumulative GPA of 3.0 or higher is maintained. Requirements for specific grades in certain courses within a program may also exist. Moreover, additional academic policies might exist within specific programs. Students are responsible for understanding these additional policies and discussing them with program advisers.

- A student who attempts 6 or more credits at the University of Baltimore and earns less than a 3.0 will be placed on academic probation. Notification of this action will be from the appropriate dean's office. It is the responsibility of each student to check the transcript when grades are posted at the end of each semester and to keep personal contact information current with UB. Probationary status is a warning that satisfactory progress is in jeopardy.
- A student who is placed on probation must obtain advisement from the appropriate academic adviser before attending classes the following semester or summer session, even if the student has already preregistered. At the discretion of the appropriate academic dean, a student on probation may take up to 6 credits. Students on probation may not take more than 3 credits at any given time during the summer.
- A student who has been placed on academic probation because of a deficient grade point average will be allowed up to 6 semester hours to obtain a cumulative GPA of 3.0. If the student does not reach a GPA of 3.0 or higher by the time these additional credit hours are accumulated, the student will be suspended.
- A suspended student may not register for classes at the University of Baltimore for at least one semester (nor may the student attend summer sessions) until reinstated by the appropriate academic dean (see bullet immediately below). In addition, for-credit courses taken elsewhere during this time require permission and may not be applied to the academic program at UB.
- Reinstatement at the University of Baltimore is not automatic. The suspended student must request reinstatement in writing from the appropriate graduate program director and appropriate academic dean by Oct. 15 for the spring semester, by April 15 for the fall semester or by March 15 for the summer session. As a condition of reinstatement, a suspended student may be required to successfully complete certain remedial or prerequisite courses at the University of Baltimore or another institution of higher education.
- If the suspended student has been away from the University for more than two regular semesters (i.e., fall and spring semesters), the student must also apply for readmission. A suspended student must meet the requirements of the new catalog in effect upon return if he or she is readmitted.
- A student returning from suspension must receive advising and be cleared by the appropriate program director and academic dean's office before registering. The terms for reinstatement or readmission must include a specific plan for academic recovery and must be approved by the

adviser and the appropriate dean 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 a grade of B (3.0) or higher in each course taken in the semester after re-entering and must fulfill the plan for academic recovery as determined by the academic program. Failure to do so will result in immediate dismissal.

WITHDRAWAL POLICIES AND PROCEDURES

Students withdraw online using the MyUB system and should always confirm the completion of their withdrawal by reviewing their schedule after submitting the withdrawal.

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.

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 withdraw online using the MyUB portal. 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.

MAKE-UP POLICY FOR FINAL EXAMS

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

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

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

ATTENDANCE

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

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

CHANGE OF GRADUATE PROGRAM

Graduate students in good academic standing (see the [Satisfactory and Unsatisfactory Progress section](#) of this catalog) may elect to change administratively from the current degree program to another degree program with certain exceptions. Students may not change administratively into the following degree programs, but must apply for admission to them: M.S. in Applied Psychology, M.F.A. in Integrated Design, M.F.A. in Creative Writing & Publishing Arts, Doctor of Science in Information and Interaction Design, Doctor of Public Administration, and all graduate business programs. Students may seek an administrative change from one Merrick School master's program to another Merrick School master's program without having to apply for readmission.

Students seeking an administrative change from one program to another must complete a change of program/specialization form available in the Office of Records and Registration. The student presents that form to the director of the intended new program. This program director in the College of Arts and Sciences or in the College of Public Affairs or the graduate program adviser in the Merrick School of Business will review the student's qualifications and, when able to approve the change, sign that form, which must also be signed by the dean of the College of Arts and Sciences or College of Public Affairs or the graduate program adviser in the Merrick School of Business. To make a decision, the director or adviser of the new program may also require submission of any materials that are currently required for admission to that program and which are not already in the student's official file.

The program director or adviser may accept into the new program a maximum of 12 credits in which the student has earned a B (3.0) or better grade. For the M.F.A. in Integrated Design, the program director or adviser may accept a maximum of 24 credits only if transferred from the University of Baltimore's M.A. in Publications Design program. For those credits earned at the University of Baltimore and approved for credit in the new program, the program director or adviser must decide to either accept all such credits with grades or to accept all such credits without grades on a case-by-case basis.

Note: If the student changes from one program and/or major to another, his/her graduation requirements are those that are in effect at the time he or she becomes a degree candidate in the new program or major.

REPEATED COURSES

While a student may repeat any course in which he or she has received a grade of C+, C, C-, or F (not B- or higher), the student may replace only one grade. If a second attempt is made to replace a grade, the replacement grade will be calculated into the student's GPA regardless of whether it is higher or lower than the original grade. The grade for the replacement attempt will appear on the transcript within the semester in which the course is repeated.

Students who repeat courses to replace grades do so at their own risk. For example, a student repeating a C-graded course who receives an F for the second attempt will lose the points earned for the C, and the F grade will be the grade that will be computed into the GPA. Further, if the student receives a W (withdrawn) for the second attempt, the W will not replace the original grade.

If a second attempt is meant to replace a grade, a student must file a repeat course form at the time he or she registers for the second attempt. Failure to obtain the dean's approval and to file the repeat course form will result in both the original and repeated grades being computed into the GPA.

If a student repeats a course for a purpose other than replacing a grade, a repeat course form does not need to be filed. In such cases, the grade achieved in the original course as well as the grade(s) earned in the re-taking of the course will be calculated in the student's GPA. Students should be aware that earning C+, C, C- or F grades that are computed into the GPA may result in their placement on probation, suspension or academic dismissal. (See [Satisfactory or Unsatisfactory Progress](#) under the [Academic Policies](#) section.)

Grades of C+, C, C-, and F earned at the University of Baltimore dictate that the class must be repeated at the University of Baltimore. Grades will not be changed on the basis of work taken elsewhere. The repeated course must be the original course; a substitute course will not be acceptable for a grade change.

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

CONTINUOUS ENROLLMENT/LEAVE OF ABSENCE

Doctoral Students

An advanced doctoral candidate may make an administrative leave of absence request when one 3-credit course needed for continuation in the program is not available in the semester in which the student may need to enroll in the course to continue progress toward the degree. The advanced doctoral student will be covered under the continuous enrollment policy during the period of the administrative leave, as is the case with personal leave. The advanced doctoral student initiates the request, after consultation with the program director, as early as the preregistration period and no later than 30 days prior to the start of classes in the fall or spring semester. The dean may approve the administrative leave of absence request when no alternative course or independent study project may be determined. The advanced doctoral student may be granted the administrative leave only once within the seven years to earn the doctoral degree, and the administrative leave of absence does not interrupt or stop the seven years allowed between initial registration and graduation. A document granting permission will be forwarded from the dean to the Office of Records and Registration with a copy on file in the program office.

CONTINUOUS ENROLLMENT/LEAVE OF ABSENCE

Master's Students

A master's student has seven years to complete any preparatory/foundation requirements and all degree requirements (including internships, comprehensive examinations and/or a final project or thesis) at the University of Baltimore. Degree-seeking students are expected to register for courses each semester (excluding summer) on a continuous basis to maintain the degree requirements in effect at the time of their initial enrollment. The University recognizes, however, that a student may encounter extenuating circumstances that require a temporary interruption of studies. Under such circumstances, a student may be absent for as long as two consecutive semesters (excluding summers) without jeopardizing continuous enrollment status.

If a student feels that it is necessary to be absent for more than two consecutive semesters (excluding summer), the student must receive an approved leave of absence to maintain continuous

enrollment under the degree requirements in effect at the time of initial enrollment. To be considered for a leave of absence, a student must make a request to the program director and the appropriate dean in advance of the third semester's absence. Upon reviewing the reasons for the request, the dean may grant an approved leave of absence.

If a student who is absent for more than two consecutive semesters does not obtain an approved leave of absence, the student will be required to 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 the student returns to the University.

There is no limit to the number of times a student may be absent from the University and still maintain continuous enrollment status. However, the semesters in which a student fails to enroll will be counted toward the seven-year limit for completing degree requirements.

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 will begin when the student is readmitted to the University. A student should read closely [Catalog Under Which Students Graduate](#) in this section of the catalog for information concerning whether credit hours more than seven years old will be applied toward graduation requirements.

If the seven-year time frame allotted for the degree has been exhausted but the student has not completed the degree requirements, the student must either seek readmission or make an appeal for an extension. Any request for extension of the seven-year time must be made in writing to the program director and the dean at least 30 days prior to the expiration of the seven-year time period. Such requests must include a plan for completion of the degree requirements within a reasonable time frame that must be agreed to by both the program director and the student. Each request will be evaluated and may either be granted or denied by the dean.

GRADUATE INDIVIDUAL RESEARCH COURSE ENROLLMENT PROCEDURES

The student must meet with an instructor to have a topic and course plan approved for sponsorship. The proposed topic of study, study procedures and time schedule should be clearly delineated. Once endorsed by the instructor, the proposal is submitted to the appropriate department or division chair for approval before the beginning of the academic term. The deadline for proposal approval is the second day of classes in the term.

To successfully complete an individual research undertaking, the student must submit a "finished product" (e.g., paper, report or portfolio) to the sponsoring instructor. A copy will be forwarded to the department chair to be kept on file.

CATALOG UNDER WHICH STUDENTS GRADUATE

The requirements for graduation for a graduate student at the University of Baltimore are those that are in effect at the time the student first becomes a candidate for a graduate 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 must 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 stop attending the University temporarily because of an extraordinary life event, he or she may request in writing a leave of absence and permission to re-enter under original course and degree requirements; however, the student will be governed, upon his/her return, according to the academic and administrative policies and procedures listed in effect at the time of re-entry.
- If a leave of absence is granted, a letter of written permission must be signed by the dean.

APPLYING FOR GRADUATION

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

Students are advised to meet with their program director or adviser no later than the beginning of their last semester to make sure their course selections are correct. Each student should resolve any outstanding problems prior to midsemester, at which time copies of his or her records are submitted to the academic dean for clearance. It is the student's responsibility to make sure that all transcripts are in and that any pending grade changes or incompletes are resolved and in the Office of Records and Registration prior to 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 for graduation must file another graduation application and pay another fee in the future semester in which graduation will occur.

COURSE LOAD

Full-Time Status

A full-time student is a degree candidate who is carrying a minimum of 9 credit hours per semester (day or evening). A student wishing to carry a credit load of more than 9 credit hours may do so with the written permission of the dean.

Part-Time Status

A part-time student is a degree candidate who is carrying fewer than 9 credit hours per semester (day or evening).

TIME LIMITATION

The student must not take longer than seven calendar years to complete a graduate program at the University of Baltimore after enrolling as a degree candidate. Credit hours accumulated in 600/700-level courses (or their equivalent) that are older than seven years shall normally not be applied toward the graduation requirements, except upon approval of the program director and academic dean.

DISSERTATIONS

Doctoral Students

Doctoral programs require a dissertation—a significant work that contributes to the body of knowledge in a theoretical or applied sense. Specific regulations concerning necessary requirements for a dissertation should be obtained from the program’s director.

Dissertation courses and the related continuous enrollment courses are graded P/F. Students are cautioned that a CS (continuing studies) grade will be given at the end of each semester for courses that are dissertation (numbered 899) or continuous enrollment (numbered 898) and for which the work is not yet complete. Students who have not completed the dissertation but who have exhausted the number of credits required for the degree are required to register for the 1-credit continuous enrollment course each semester until all work is complete. This registration entitles students to faculty assistance while completing the dissertation, to use of University facilities such as the libraries and computer labs, to purchase of a parking permit and, if applicable, to maintenance of their legal student visa status in the United States. Failure to maintain continuous enrollment has serious consequences for completion of the degree because readmission is not guaranteed if a student stops attending without having been granted a leave of absence. Students should refer to the [Continuous Enrollment/Leave of Absence](#) and [Catalog Under Which Students Graduate](#) sections of this catalog for policies regarding interrupted graduate study.

Each dissertation submitted as a partial requirement for a degree must be preserved in a prescribed manner in Langsdale Library. A final grade cannot be given for the credits earned and neither is the work considered complete until the dissertation has been finally approved by the faculty committee and the required materials have been submitted to Langsdale Library. The library requires two bound copies of the text of any dissertation and pays for binding those volumes; the student is required to pay for one copy of any text document for the academic program and may purchase additional copies for his or her own use. For some dissertations, electronic records in an appropriate format must also be submitted to the library and the program. Details of these required submissions may be obtained from the appropriate program director.

In addition to the submission to Langsdale Library outlined above, each doctoral dissertation submitted as a partial requirement for a degree must be submitted to ProQuest/UMI Dissertation Publishing for inclusion in its electronic database as well as the Langsdale Library. ProQuest/UMI publishes and archives dissertations and theses, sells copies on demand and maintains the definitive

bibliographic record for more than 2 million doctoral dissertations and master's theses. The student pays UMI/ProQuest directly for this listing. Further instructions for submission may be found at <http://langsdale.ubalt.edu/thesis>. Students may also wish to copyright their work.

The submissions to Langsdale Library and ProQuest/UMI are not optional; the grades for the 899 dissertation course and hence graduation are contingent upon these submissions.

THESES AND FINAL PROJECTS

Master's Students

Some master's programs may require theses or final projects; others may require comprehensive examinations. Specific regulations concerning necessary qualifications for these degree options should be obtained from the program's director.

Thesis/final project courses and the related continuous enrollment courses are graded P/F. Students are cautioned that a CS (continuing studies) grade will be given at the end of each semester for courses that are thesis (numbered 799) or continuous enrollment (numbered 798) and for which the work is not yet complete. Students who have not completed the thesis or final project but who have exhausted the number of credits required for the degree are required to register for a 1-credit continuous enrollment course each semester until all work is complete. Failure to do so can have serious consequences for completion of the degree. This registration entitles students to faculty assistance in completing the thesis, to use of University facilities such as the library and computer labs, and, if applicable, to maintenance of their legal student visa status in the United States. Students should refer to the [Continuous Enrollment/Leave of Absence](#) and [Catalog Under Which Students Graduate](#) sections of this catalog for policies regarding interrupted graduate study.

Each thesis or final project submitted as a partial requirement for a degree must be preserved in a prescribed manner in Langsdale Library. A final grade cannot be given for the credits earned and neither is the work considered complete until the thesis or project has been finally approved by the faculty committee and the required materials have been submitted to Langsdale Library. The library requires two bound copies of the text of any thesis or final project and pays for binding those volumes; the student is required to pay for one copy of any text document for the academic program and may purchase additional copies for his or her own use. For some theses or final projects, CDs containing electronic records or actual creative products must also be submitted to the library and the program. Details of these required submissions may be obtained from the appropriate program director.

In addition to submitting hard copies to Langsdale Library, master's students may opt to submit an electronic copy of their thesis to Pro Quest/UMI Dissertation Publishing. For more information, visit <http://langsdale.ubalt.edu/thesis>. This submission carries a fee.

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.

INTERINSTITUTIONAL REGISTRATION

The University System of Maryland Program

It is the policy of the University System of Maryland to allow graduate students at the University of Baltimore to register for graduate courses at any other system school. Likewise, students at other system 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 institution is required. Courses taken at another system 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.

For full details of this policy, contact the Office of Records and Registration.

The Maryland Institute College of Art Program

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

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

UB/Towson MBA Program

Certain academic policies and procedures of the UB/Towson MBA program may differ from those of the graduate programs at both the University of Baltimore and Towson University. Refer to the UB/Towson MBA website at <http://mba.towson.ubalt.edu> for those policies and procedures.

POLICIES

UNIVERSITY SYSTEM OF MARYLAND POLICY ON STUDENT CLASSIFICATION FOR ADMISSION AND TUITION PURPOSES

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

The University of Baltimore's current procedures for a change in residency status can be found at www.ubalt.edu/residency.

UNIVERSITY SYSTEM OF MARYLAND POLICY ON GRADUATE STUDENT INTERINSTITUTIONAL REGISTRATION

The policy on graduate student interinstitutional registration is approved by the University System of Maryland Board of Regents. The current policy can be found at www.usmd.edu/regents/bylaws/SectionIII/III241.html.

UNIVERSITY OF BALTIMORE POLICIES

Privacy

The University complies with the requirements of the Federal Educational Rights and Privacy Act (FERPA), 34CFR Part 99, and of 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, hometown, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards 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 Offices 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.

Nondiscrimination and Sexual Misconduct

Nondiscrimination Policy

The University of Baltimore ("UB" or "University") does not discriminate on the basis of sex, gender, race, religion, age, disability, national origin, ethnicity, sexual orientation, gender identity, or other legally protected characteristics in its programs, activities or employment practices. Inquiries regarding discrimination related to educational programs and activities should be directed 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; Dean of Students, Office of Community Life, Academic Center, Room 112, phone: 410.837.4755, communitylife@ubalt.edu; or Assistant Vice President, Office of Human Resources, Charles Royal Building, Third Floor, 410.837.5410, mmaher@ubalt.edu. This includes inquiries regarding Title IX of the Education Amendments of 1972 as amended ("Title IX") and Section 504 of the Rehabilitation Act of 1973.

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; 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/studenthandbook.

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 Center for Educational Access. This documentation is required whether the condition is permanent or temporary (broken leg, etc.).

A student's documentation must 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 Center for Educational Access staff for all students seeking accommodations. This includes undergraduate, graduate and law students. This documentation will be retained by the Center for Educational Access and is not part of the student's permanent academic record. These records will remain in the center'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.

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 set forth 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.

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 University of Baltimore, in compliance with the [Clery Act](#), requires all students applying for admission to the institution to answer a series of "yes/no" questions which help identify students who may pose a potential threat to the campus and its students if allowed to enroll. If students answer "yes" to any of these questions, they must provide further explanation regarding the situation. The dean of students is responsible for making all decisions related to these applications as well as the procedures for reviewing these applications. Providing false information on any of these questions may result in a student's expulsion from the University.

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; and 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 years of age 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.

Seniors 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 *2015-16 University of Baltimore Graduate Catalog* outlines the University's graduate policies and procedures that were in effect as of June 30, 2015. Subsequent changes to courses, programs, policies, procedures, faculty, staff and facilities 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.

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