

**University of Baltimore
Undergraduate 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. 27
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: 410.837.6573

Email: parking@ubalt.edu

Web: www.ubalt.edu/parking, www.ubalt.edu/shuttle

Hours: Monday-Thursday, 8 a.m.-8 p.m.; Friday, 8 a.m.-4 p.m.

Public Transportation

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 via the search tool 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, peer mentoring, workshops and prerequisite reviews for quantitative 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.

HELEN P. DENIT HONORS PROGRAM

Office of the Helen P. Denit Honors Program

H. Mebane Turner Learning Commons, Room 200

Tel: 410.837.6583

Email: honorsprogram@ubalt.edu

Web: www.ubalt.edu/honors

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

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

The Helen P. Denit Business and Accounting Honors Programs, which are built on the larger University honors program, offer special opportunities for students seeking a career in business or accounting. For more information, including eligibility requirements, visit the program's [Web pages](#).

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/deanofstudents

Students are expected to conduct themselves in a manner that promotes integrity, health, safety and 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 all 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 for 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 regulations are referred to the Office of Community Life and the Dean of Students for adjudication using the procedures in the University's *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 been inappropriately treated 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

UNDERGRADUATE (FRESHMAN AND TRANSFER) ADMISSION

Office of Undergraduate Admission

Tel: 410.837.4777; 1.877.ApplyUB (toll-free)

Fax: 410.837.4793

Email: admission@ubalt.edu

Web: www.ubalt.edu/admission

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

Application Fee: \$35

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

ADMISSION AS A FRESHMAN STUDENT

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

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

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

Application Deadlines

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

Applicants must:

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

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

Special Freshman Applicant Admission Policies

Students From Nonaccredited/Nonapproved High Schools

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

Students Who Have Been Out of School More Than Three Years

Students who have earned a high school diploma (or equivalent) with a minimum GPA equivalent to a C or better but who are more than three years beyond high school enrollment may be admitted without meeting the usual criteria for admission if the admission officer in the UB Office of Undergraduate Admission determines that the individuals applying have the potential for successful college work. This determination may be made by the evaluation of successful work experiences, by essay, by portfolio assessment and/or by placement testing. A resume and two letters of recommendation are required.

Students With Proficiency-Based Standards, Standardized Examinations or Equivalency Diplomas (GED)

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

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

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

Home-Schooled Students

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

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

FOREIGN TRANSCRIPTS

The University of Baltimore does not evaluate foreign transcripts. Applicants who attended a secondary/high school, college or university outside the United States must arrange at their own expense to have their academic records evaluated on a detailed course-by-course basis by a UB-approved U.S. credentials evaluation service that is a member of the National Association of Credential Evaluators. Certified English translations must accompany transcripts issued in a language other than English.

More information and appropriate forms may be obtained from the Offices of Admission at 410.837.4777 (or toll-free in the United States at 1.877.ApplyUB), admission@ubalt.edu or www.ubalt.edu/internationaltranscripts. The University may also require some applicants to provide additional documentation such as syllabi and course descriptions.

ENGLISH LANGUAGE PROFICIENCY POLICY

Applicants who are nonnative speakers of English 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 undergraduate admission. TOEFL information is available at www.toefl.org and from the [Educational Testing Service](#), P.O. Box 6151, Princeton, NJ 08541-6151, USA. The University of Baltimore's school reporting code is 5810.
- **International English Language Testing System (IELTS):** An overall band score of 6.0 or higher is required for graduate admission. IELTS information is available at www.ielts.org. A school reporting code is not required.

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

The University reserves the right to require additional English language instruction of any student. The University of Baltimore does not offer English as a Second Language (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 nonnative 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 undergraduate admission to the Offices of 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; email: admission@ubalt.edu; Web: www.ubalt.edu/admission.

- an undergraduate application form
- an application fee (nonrefundable)
- official transcripts sent directly by each secondary/high school (freshman applicants) and college or university (transfer applicants) 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 12 credit hours each term during the fall and spring semesters.

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

ADMISSION AS A TRANSFER STUDENT

Admission as a transfer student is open to those who have completed a minimum of 24 college credits. Students who transfer from a public institution in Maryland with at least 56 transferable credits or an associate degree and who have a minimum cumulative 2.0 grade point average (on a 4.0 scale) will be offered admission to the University on a space-available basis. Students transferring from an out-of-state or private institution and students who have fewer than 56 credits will be evaluated based on the college credits completed and grades earned. These credits must be earned at institutions (junior/community colleges, four-year colleges or universities) accredited by a regional accrediting association. Specific programs may have more restrictive admission criteria. All cumulative GPA calculations are cross-institutional and include all previous coursework at all previous institutions.

Additional Admission Requirements

- B.A. in Jurisprudence: Admission requires a minimum 3.0 cumulative grade point average. The opportunity to apply for admission to the early-entry J.D. program at the University of Baltimore requires a minimum 3.5 cross-institutional cumulative grade point average.
- B.S. in Business Administration with a specialization in accounting: Admission requires a minimum 2.5 cross-institutional cumulative grade point average.

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

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

Application Deadlines

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

Applicants must:

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

Forensic Studies Application Deadlines

- Fall Semester: June 1
- Spring Semester: Nov. 1
- Forensic Studies does not admit new students for the summer term.

ADMISSION AS A NONDEGREE STUDENT

Applicants who wish to enroll in courses for personal enrichment, for professional development or as preparation for graduate study may be admitted to the University as nondegree students. Visiting students who wish to take courses that count toward a degree at another institution may also enroll as nondegree students (See section on [Visiting Students](#) below). The University has a rolling admission policy; however, students are encouraged to apply for admission as early as possible to ensure a prompt admission decision, advising and registration prior to the beginning of the semester.

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

Applicants for nondegree status must:

- complete and submit the Application for Nondegree Students (available at www.ubalt.edu/admission/forms)
- Pay the required \$35 application fee.

Nondegree-seeking students attending the University of Baltimore may be considered for admission as degree-seeking students. All cross-institutional college credits transferable to a degree program must meet the minimum required cumulative GPA. Students must file an application for admission and all supporting documents to become degree-seeking students. See [Degree Status](#) in the [Academic Policies](#) section of this catalog.

INTERINSTITUTIONAL STUDENTS

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

VISITING STUDENTS

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

Applicants for visiting student status must:

- complete and submit the Application for Visiting Students (available at www.ubalt.edu/admission/forms)
- pay the required \$35 application fee.

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

READMISSION

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

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

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

Applicants for readmission should be aware of the following:

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

SECOND BACHELOR'S DEGREE

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

Credits used to satisfy a first degree at the University of Baltimore may not be applied toward the 30-credit residency requirement for the second degree. In some cases, this policy may require the substitution of courses in the major, other than those specified by the second-degree program. Students

interested in pursuing a second bachelor's degree should consult with the appropriate program director before making a formal application through the Office of Undergraduate Admission.

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

Students applying for a second degree at UB must submit an application for undergraduate admission (indicating "readmission" if they previously earned a bachelor's degree at UB) and pay the appropriate application fee. A maximum of 90 transferable credits may count toward the second degree.

TRANSFER CREDIT POLICIES

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

The following general policies also apply:

- Credit earned and transferred from a two-year college is limited to 63 credits. Students transferring from a two-year college must complete a minimum of an additional 57 credits to be awarded a bachelor's degree except in cases where credits transferred are covered by an active articulation agreement with the two-year college.
- Transfer students who have credits from a four-year college may transfer up to 90 credits but may not have more than 70 credits of 100- to 200-level (freshman-sophomore) coursework. To satisfy graduation requirements, students transferring from a four-year college must complete a minimum of 30 credits at the University of Baltimore.
- Transfer credit is granted if the student has earned the required minimum grade in courses. A grade of D is transferable only if the overall cumulative grade point average is 2.0 or better. Students who earn a D in general-education courses from Maryland public institutions will be able to transfer these credits to fulfill general-education requirements at the University of Baltimore if the sending institution accepts D grades to satisfy general-education requirements. Otherwise, a grade of C- is required for lower-division general-education requirements and a C is required for lower- and upper-division major requirements as well as for upper-division general-education requirements.
- Developmental/remedial or orientation course credit may be transferred to meet qualifications for admission, but such credit is excluded from fulfilling graduation requirements.

- A maximum of 12 semester credit hours in occupational/technical courses completed at a regionally accredited college may be transferred and applied toward degree requirements in the general elective category. (This policy does not apply to radiologic technician, nursing or other occupational/ technical courses covered by other University policies and agreements.)
- Students who wish to appeal a decision regarding the transferability of a course should first contact the Office of Records and Registration at transfercredit@ubalt.edu. If a satisfactory resolution cannot be reached, the student may then appeal to the appropriate academic dean or, in the case of a general-education course, the dean of the Yale Gordon College of Arts and Sciences. The third level of appeal is the provost. Appeals regarding transfer credit must be initiated by students within one year of initial enrollment.
- The student transfer policies adopted by the Maryland Higher Education Commission, applicable to all Maryland public post-secondary educational institutions, are listed in the [Policies](#) section of this catalog.

Please note:

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

Transfer Credit and General-Education Requirements

University of Baltimore general-education requirements may be satisfied by transfer courses or by courses taken at the University of Baltimore. Generally, evaluation of applicable transfer credit is done on a course-by-course basis. However, there is flexibility in meeting these requirements under the conditions of and in accordance with the Maryland Higher Education Commission General Education and Student Transfer Policies. (See the policies Web pages at www.ubalt.edu/policies.) These conditions are as follows:

- Students who transfer from a Maryland public community college with an A.A. or A.S. degree will automatically fulfill state-mandated general-education requirements at the University of Baltimore. They will be responsible for completing all University of Baltimore general-education requirements in addition to any graduation requirements not already met.
- The general-education credits of students for whom the previous item does not apply will be evaluated on a course-by-course basis in accordance with MHEC student transfer policies.
- Transfer students who need to take placement tests to be eligible to enroll in required lower-level composition and/or mathematics courses must do so by their second registration. After their first semester, they will not be permitted to register for any courses without permission until the required lower-level general-education courses in writing and mathematics have been successfully completed.
- Applicants who hold a Maryland registered nurse or radiologic technician license are eligible to have certain general-education requirements satisfied. These include writing, communication, social science and biological/physical sciences. Students must submit a copy of their valid license

in addition to their official transcripts. In addition, a maximum of 63 credits will be awarded/satisfied for a valid RN or RT license in combination with community college credits.

ARTSYS and Articulation Agreements

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

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

Credit by Methods Other Than For-Credit College Instruction (Prior Learning, AP, CLEP, IB, DANTES, Military Credits)

Credit for Prior Learning

The University of Baltimore's College of Public Affairs, Merrick School of Business and Yale Gordon College of Arts and Sciences will consider awarding credit for prior learning through course challenge examinations, portfolios, accredited noncollegiate programs, military training, International Baccalaureate coursework and courses or programs completed at accredited institutions in addition to traditional transferred credits from accredited schools. The Office of the Dean in each school/college will house the lists of contacts and of programs in the school/colleges participating in the prior learning award application and evaluation process. Only courses in the student's major or required coursework in a minor will be considered for prior learning credit review. UB will consider the following as suitable sources for prior learning credit:

- military education and training
- alternative noncollegiate programs
- "massive open online courses" (MOOCs) and other open-source courses.

College Level Examination Program Examinations

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

Advanced Placement Examinations

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

International Baccalaureate Examinations

- UB awards 30 credits and sophomore standing to high-school students who complete the full IB (International Baccalaureate) diploma. Each applicant's transcript will be reviewed by the Office of Records and Registration to determine how the 30 credits will be applied to the record of the student.
- Students who have completed higher-level IB courses without completing the full diploma and have successfully completed the corresponding IB examinations may be entitled to credit at UB. Students should have official exam scores sent from the [International Baccalaureate Organization](#) to UB; the Office of Records and Registration will review exam scores and determine credits awarded.

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

Defense Activity for Nontraditional Education Support

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

RESIDENCY CLASSIFICATION

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

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

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

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

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

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

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

NONRESIDENT TUITION FEE DIFFERENTIAL EXEMPTION REQUEST

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

Requirements

A student must:

- have attended a public or nonpublic high school in Maryland for at least three academic years no earlier than the 2005-06 school year
- have graduated from a public or nonpublic high school in Maryland or received the equivalent of a high school diploma from the state no earlier than the 2007-08 school year
- have attended a community college in Maryland no earlier than the 2010 fall semester and met the requirements for the nonresident tuition exemption at the community college
- have received an associate's degree from or achieved 60 credits at a Maryland community college
- provide the institution with a copy of the affidavit submitted to the community college regarding the filing of an application to become a permanent resident with 30 days after becoming eligible to do so (if applicable)
- provide to the institution documentation that the individual or the individual's parent or legal guardian has filed a Maryland income tax return:
 - annually while the individual attended a high school in Maryland
 - annually while the individual attended a community college in Maryland
 - annually during the period, if any, between graduation from or achieving 60 credits at a Maryland community college and registration at a Maryland public-sector higher-education institution
 - annually during the period of attendance at the Maryland public-sector senior higher-education institution
- register at a Maryland public-sector higher-education institution in the state not later than four years after graduating or achieving 6 credits at a Maryland community college.

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

ACADEMIC ADVISING, REGISTRATION AND ACADEMIC POLICIES

Academic Advising

College of Public Affairs: 410.837.5359

Merrick School of Business: 410.837.4944

Yale Gordon College of Arts and Sciences: 410.837.5351

The University is committed to academic excellence and student success; 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.

Incoming students should take any necessary writing or math placement examinations before registering for their first semester at the University. Students admitted as freshmen must take placement tests prior to their first registration. Transfer students are required to take such placements tests prior to registration for their second semester at UB. Placement test scores help the adviser do a better job of planning a program of study with the student. Early testing also helps to ensure that all requirements are completed on schedule.

To ensure that students have the skills necessary for success, they must take a placement exam or meet appropriate prerequisites prior to registration for the following courses:

- MATH 111: College Algebra
- MATH 115: Introductory Statistics
- WRIT 101: College Composition
- WRIT 300: Advanced Expository Writing.

The University offers developmental courses for students who lack skills required by these courses. A primary reason why students should take the placement exams early in their academic career is that a delay in taking the preparatory courses can also delay graduation.

ADVISING FOR FRESHMAN STUDENTS

Office of Freshman Advising

H. Mebane Turner Learning Commons, Room 102

Tel: 410.837.4186

Students entering the University as freshmen (0-23 credits) are assigned an adviser in the Yale Gordon College of Arts and Sciences. Freshman students should make an appointment with an adviser prior to registering for classes, when contemplating withdrawing from a class or making any other kind of schedule change, and when preparing to officially apply for a major field of study. Students admitted as freshmen may declare a major when they successfully complete a minimum of 24 credits of coursework at UB with a 2.0 average or higher and have met all minimum standards for entrance into the chosen major. They must declare a major when they have completed 45 credits. Students admitted as freshmen who have not completed their lower-level general-education courses in writing and mathematics within the first 45 credits may register for subsequent semesters only with permission of the academic adviser. Students with fewer than 24 credits may register for 300- and 400-level courses with written authorization from the instructor, the program director or the honors director.

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)
- 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 112, to provide information and clarification about public affairs programs, policies and procedures.

MERRICK SCHOOL OF BUSINESS ADVISING

Merrick School of Business

Tel: 410.837.4945

All new candidates will receive a guide to graduation containing a program guide and must meet with an adviser prior to registering for their first semester. Academic advisement is available in the Merrick Advising Center, 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. 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 16 credits during a regular semester or 7 credits during a summer session (requires permission from the Office of the Dean; please see the [Semester Load](#) section of this catalog)
- students requesting to take a course at another college or university
- 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 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 new to UB
- students declaring a major
- students changing their major program
- probationary students
- reinstated or readmitted students
- nondegree students
- students registering for an independent study or internship
- students requesting to take more than 16 credits during a regular semester or 6 credits during a summer session
- students requesting to take a course at another college or university.

Students are responsible for reviewing carefully the requirements for their chosen degree program and seeking clarification from a program director or adviser if necessary. Academic advisers are also available in the Office of Advising, H. Mebane Turner Learning Commons, Room 103, to provide information and clarification about the college's programs, policies and procedures.

PLACEMENT TESTING AND DEVELOPMENTAL COURSES

Placement Testing for Lower-Level General-Education Courses

The University of Baltimore requires students to have their skills assessed in reading, writing and mathematics. All first-year undergraduate students are required to take placement tests prior to registration and will be notified of testing dates. Transfer students who have satisfied MHEC general-education requirements in composition and/or mathematics at another college or university are exempt from placement testing for lower-level general-education courses in the satisfied area(s). After their first semester, they will not be permitted to register for any courses without permission until the required lower-level general-education courses in writing and mathematics have been successfully completed. Transfer students who need to take placement tests should contact the Achievement and Learning Center at 410.837.5383.

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

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

Placement Tests Taken at Another Institution

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

Retest Policy

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

Appeal Policy

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

Developmental Course Repeat Policy

Students are required to earn a PS (C- or better) in any developmental course to progress into the next course. Students who do not earn a PS grade are allowed to repeat the course two times. Since grades in developmental courses are not computed into the GPA, students who must repeat these courses should not file repeat/replace course forms. If after three attempts the student still has not achieved a PS grade, the student will be barred from further enrollment at UB for no less than one full regular semester. A student wishing to continue at UB at a later date must work with an appropriate adviser to create a plan for addressing the relevant academic issues, and that plan must be approved by the adviser or the appropriate dean. Once the conditions of the plan are fulfilled, the student may submit a request for reinstatement to the appropriate dean. If approved, the student may be granted permission to register for classes in the next academic semester.

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

Registration

Office of Records and Registration

Tel: 410.837.4825

Fax: 410.837.4820

Email: records@ubalt.edu

Web: www.ubalt.edu/records

SCHEDULE OF CLASSES

The schedule of classes, posted in 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. Registration throughout the registration period can be accomplished using MyUB, the University's online information and registration system.

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

REGISTRATION

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

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

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

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

LATE REGISTRATION/ADD-DROP

Late registration and final schedule adjustments are allowed during the first 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

DEFINITIONS OF UNDERGRADUATE STUDENT STATUS

Class Standing

Students are classified at the start of a semester based on the number of credits they have earned at that time that are applicable to the degree. A freshman has earned between 0 and 29 credits; a sophomore has earned between 30 and 59 credits; a junior has earned between 60 and 89 credits; and a senior has earned 90 or more credits.

Degree Status

To attain degree-seeking status at the University of Baltimore, a student must be admitted as a degree-seeking student.

Students Admitted as Freshmen

All students who have 0-23 undergraduate credit hours of college-level courses will participate in the freshman experience.

Full-Time Status

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

Part-Time Status

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

Nondegree Status

Nondegree students may take a maximum of 9 credits per semester (maximum of 6 during the summer session), not to exceed a total of 30 credits at UB. Nondegree students must apply for admission if they want to change their status to degree-seeking.

SATISFACTORY AND UNSATISFACTORY PROGRESS

Please note: These policies are for determining satisfactory academic progress. Visit www.ubalt.edu/sap to determine the standards for satisfactory progress for eligibility for receiving or continuing to receive financial assistance.

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

- A student who attempts 12 or more credits at the University of Baltimore and earns less than a 2.0 will be placed on academic probation. Notification of this action will be by the grade report. Probationary status is a warning that satisfactory progress is in jeopardy.
- A student who is placed on probation must obtain advisement from the appropriate academic adviser before attending classes the following semester or summer session, even if the student has already registered. Full-time students on probation must limit their regular semester load to no more than 12 credits; part-time students must limit their regular semester load to no more than 6 credits. Students on probation may not take more than 3 credits at any given time during the summer.
- Students with fewer than 45 earned college credits will be placed in academic jeopardy for the following semester after earning three or more grades below C- (including F in pass/fail courses) in any full-time semester (12 or more credits, including developmental classes), regardless of whether their cumulative GPA is at 2.0 or above after that semester. Students in academic jeopardy must obtain advisement from the appropriate academic adviser before attending classes the following semester or summer session, even if they have already registered. Full-time students in academic jeopardy must limit their regular semester load to no more than 12 credits; part-time students must limit their regular semester load to no more than 6 credits. Students in academic jeopardy may not take more than 3 credits at any given time during the summer. Students with a cumulative GPA below 2.0 will be restricted to 12 credits in the next enrolled semester if they:
 - place into both DVMA and DVRW courses
 - fail developmental courses
 - are placed in academic jeopardy.
- A student who has been placed on academic probation because of a deficient grade point average will be allowed up to 12 semester hours to obtain a cumulative GPA of 2.0. If the student does not reach a GPA of 2.0 or higher by the time the 12 additional credit hours are accumulated, the student will be suspended.
- A suspended student may not register for classes at the University of Baltimore for at least one semester and may not attend summer sessions until reinstated by the appropriate academic dean (see next paragraph). In addition, for-credit courses taken elsewhere 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 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 longer than two regular semesters, he/she must also apply for readmission after being approved for reinstatement by the appropriate academic dean. Suspended students must meet the requirements of the catalog in effect upon return if they are readmitted.
- A student returning from suspension must receive advising and be cleared by the appropriate academic dean before registering. A reinstatement or readmission on probation approval must be signed by both the student and the adviser and filed in the student's official record in the Office of Records and Registration.
- A student suspended for a deficient GPA, when reinstated and/or readmitted, must achieve an overall cumulative GPA of 2.0 or higher within the first 12 hours attempted after reentry and/or must fulfill any requirements outlined in the reinstatement or readmission on probation approval. Failure to do so will result in immediate dismissal.
- Under certain extraordinary circumstances, a suspended student may petition for a waiver of suspension. The petition will be reviewed by the program director and the appropriate dean. If the petition is granted and the suspended student is not required to sit out a semester, a Waiver of Suspension form and accompanying course plan approved by the appropriate academic dean must be filed in the student's official record in the Office of Records and Registration.

GRADES

All students whose 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.

Midterm Grades

All undergraduate courses, including the freshman experience and developmental courses, require midterm grades.

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

Allowable Grades

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

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

* F: failure—given when the student completes the course, including the examination, but fails to meet the requirements of the course; when the student does not complete the course requirements and fails to officially withdraw from the course by the date designated in the semester academic calendar; when the student fails a credit-by-examination challenge course; or when the student fails a course offered at the University of Baltimore as either satisfactory/unsatisfactory or pass/fail

** FA: failure due to absences—given if the instructor determines 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>Quality</i>		
<i>Grade</i>	<i>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
S	0	Satisfactory Progress (midterm grade only)
NS	0	Nonsatisfactory Progress (midterm grade only)

I: incomplete—given when a student is temporarily prevented from completing required coursework by unanticipated extenuating circumstances, such as illness or major changes in the demands of a job. 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 offered at the University of Baltimore as satisfactory/unsatisfactory or pass/fail. PS may also be used as a midterm grade to indicate satisfactory progress in the course. The PS is not computed in the student’s grade point average.

CR/NC: credit/no credit—awarded under credit/noncredit grade option for skill-building courses elected at the time of registration. No credit or quality points are awarded.

CS: continuing studies—given when it is known at the outset of the course that requirements for its completion will necessarily extend beyond the end of the semester. This grade is assigned at the discretion of the instructor for specifically designated courses only.

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

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

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

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

Grade Changes

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

Dean's List

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

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

Visiting Student Grades

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

SEMESTER LOAD

A student with full-time status may not register for more than 16 semester hours in the fall or spring semester, except with special permission from the dean's office. By definition, part-time students can take no more than 11 credit hours per semester. Courses with institutional credit (e.g., developmental courses) are included when determining full- and/or part-time status and for financial aid purposes.

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

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

ACCEPTANCE INTO A MAJOR

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

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

CHANGE OF ACADEMIC PROGRAM

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

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

REPEAT COURSES

A student may repeat any course in which he/she has received a grade below C. Students are limited to three attempts to successfully complete a course. If a course is repeated to replace a grade, the replacement grade is calculated into the student's grade point average, regardless of whether it is higher or lower than the original grade. The grade for the replacement attempt appears on the transcript within the semester in which the course is repeated. Students repeating courses to replace grades do so at their own risk. For example, a student repeating a D-graded course who receives an F for the second attempt loses the points earned for the D, and the F is the grade that is computed into the GPA. If the student receives a W (withdrawn) for the second attempt, the W does not replace the original grade.

Grades cannot be changed on the basis of work taken elsewhere. The repeated course must be the original course; a substitute course is not acceptable for a grade change.

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

WITHDRAWAL POLICIES AND PROCEDURES

A student wishing to withdraw from a course must do so online using MyUB. Students should always confirm the completion of their withdrawal by reviewing their schedule after submitting the withdrawal or by contacting the Office of Records and Registration. No credit or tuition refund will be made unless such an official notice is submitted. The computation of any credit or refund is made from the date the formal notice of withdrawal is submitted to the Office of Records and Registration and not from the date the student stopped attending any class(es).

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

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

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

The University does not cancel a student's registration for nonpayment. If a student decides not to attend, he or she must formally withdraw through the Office of Records and Registration or online using the MyUB portal. Students who use the online MyUB portal should be sure to check their schedule after withdrawing to determine if the withdrawal was processed as requested. If a student does not make payment in full or make payment arrangements with the Office of the Bursar by the established payment due dates, that student's account will be charged a late payment fine.

CONTINUOUS ENROLLMENT/LEAVE OF ABSENCE

An undergraduate has seven years to complete the bachelor's degree requirements at UB after enrolling as a degree student. Degree-seeking students are expected to register for courses each semester on a continuous basis (excluding summer) to maintain the degree requirements in effect at the time of their initial enrollment.

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

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

If a student who is absent for more than two consecutive semesters has not obtained an approved leave of absence, he/she must apply for readmission and pay a reapplication fee before being permitted

to re-enroll. A student who applies for readmission must fulfill the admission and degree requirements in effect at the time he/she returns to the University.

If a student is absent from the University and has not maintained continuous enrollment status, the seven-year time period for completion of new degree requirements begins when he/she is readmitted to the University. (Students should refer to [Catalog Under Which Students Graduate](#) in this section of the catalog for further information.)

COURSEWORK TAKEN ELSEWHERE AFTER ENROLLMENT

After a student has enrolled at the University of Baltimore, transfer credit for courses taken elsewhere will be granted only with the prior written approval of the appropriate dean or designee at the University of Baltimore. This written approval must be filed in the official student folder maintained in the Office of Records and Registration.

INTERINSTITUTIONAL REGISTRATION

University System of Maryland

It is the policy of the University System of Maryland to allow full-time undergraduate students who are in good academic standing and of sophomore status (30+ credits) at the University of Baltimore to register for undergraduate courses at any other USM school. Likewise, students at other 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 institutions 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. This program can be used by full-time students during the regular fall and spring semesters only.

For full details of this policy, contact UB's Office of Records and Registration.

The Maryland Institute College of Art Program

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

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

ACADEMIC CLEMENCY

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

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

CATALOG UNDER WHICH STUDENTS GRADUATE

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

- The student must be in continuous enrollment in the same major during the academic years (every fall and spring semester) from the time of first enrollment until graduation.
- The student must not take longer than seven calendar years to complete degree requirements after enrolling as a degree candidate. Credits that are older than seven years shall normally not be applied toward the graduation requirements, except upon approval of the major department chair and academic dean.
- If, for whatever reason, including academic suspension or other deficiencies, a student is not enrolled for two consecutive semesters or longer, the student must re-apply 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 drop out of the University temporarily because of family problems, sickness or other difficulties, he/she may request in writing a leave of absence and permission to re-enter under the course requirements in effect at the time of original admission to the University of Baltimore; however, the student will be governed, upon his/her return, according to the academic and administrative policies and procedures in effect at the time of re-entry.
- If a leave of absence is granted, a letter of written permission signed by the dean is maintained in the Office of Records and Registration.

APPLYING FOR GRADUATION

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

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

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

GRADUATION

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

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

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

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

GRADUATION WITH HONORS

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

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

GRADUATION FROM THE HELEN P. DENIT HONORS PROGRAM

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

HOLIDAY CLASSES

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

MAKE-UP POLICY FOR FINAL EXAMS

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

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

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

ATTENDANCE

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

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

ACADEMIC AND ADMINISTRATIVE APPEALS

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

THE UNIVERSITY OF BALTIMORE UNDERGRADUATE LEARNING GOALS

Students at the University of Baltimore will:

- Apply strategies that enhance professional and personal competence.
Outcomes: This set of skills is demonstrated by the ability to:
 - recognize the implications of their financial and economic decisions
 - work in teams while filling different roles
 - use digital technology to communicate and investigate
 - find and judge the credibility of different sources of information.
- Connect knowledge with choices and actions that engage others in diverse local and global communities.
Outcomes: This set of skills is demonstrated by the ability to:
 - make informed choices regarding conflicting situations in their personal and public lives and to foresee the consequences of these choices
 - recognize the importance of civic engagement in their personal lives and society
 - reflect on how one's own attitudes and beliefs are different from those of other cultures and communities
 - articulate the interconnectedness of global, regional, local and personal interests.
- Acquire knowledge about models of ethical behavior and understand its implications in the development of personal and professional relationships.
Outcomes: This set of skills is demonstrated by the ability to:

- make well-reasoned choices regarding conflicting situations in their personal and public lives and to foresee the consequences of these choices
 - give well-supported reasons for deciding on right moral conduct in an interdependent group
 - apply an ethical decision-making process to social, workplace and personal dilemmas.
- Communicate effectively in various media.

Outcomes: This set of skills is demonstrated by the ability to:

 - express ideas and facts to others effectively in a variety of written, oral and visual formats
 - communicate in one-on-one and group settings
 - make efficient use of information resources and technology for personal and professional communication
 - comprehend, interpret and analyze texts.
- Think critically and creatively to solve problems and adapt to new environments.

Outcomes: This skill is demonstrated by the ability to:

 - generate and explore new questions
 - analyze complex issues and make informed decisions
 - synthesize information to arrive at reasoned conclusions
 - evaluate the logic, validity and relevance of data.
- Gather and evaluate information using scientific, quantitative, humanistic and aesthetic methods.

Outcomes: This set of skills is demonstrated by the ability to:

 - apply the scientific method to solve relevant problems
 - use mathematical concepts and techniques that can be applied to other disciplines
 - use knowledge of humanities in various personal and professional situations
 - engage with and appreciate aesthetic perspectives.
- Develop an integrated and specialized knowledge and skills base.

Outcomes: This set of skills is demonstrated by the ability to:

 - acquire substantial knowledge and understanding of at least one field of study (intellectual depth)
 - compare and contrast approaches to knowledge in different disciplines (intellectual breadth)
 - modify one's approach to an issue or problem based on the contexts and requirements of particular situations (adaptability).

UNIVERSITY-WIDE DEGREE REQUIREMENTS

This section applies to:

- *all students entering before fall 2013*
- *all students entering before fall 2014 with more than 24 credits*
- *all students entering before fall 2015 with more than 45 credits.*

Identifying General-Education Requirements

In the online course descriptions, each course that may be used to satisfy a general-education requirement is designated using the following coding system (codes are in [**BOLD**] and numbers in parentheses represent number of required credits):

WRIT	English Composition (3)
MATH	Mathematics (3)
Arts and Humanities	
ENGL	Literature (3)
CMAT	Oral Communication (3)
HIPL	History or Philosophy (3)
ART	Fine Arts (3)
SOSC	Social and Behavioral Sciences (6)
GSCI	Biological and Physical Sciences (7)
Interdisciplinary and Emerging Issues	
COSC	Computer Literacy (3)

Qualifying general-education courses are also listed in the section below. In addition, other courses may have been designated as meeting general-education requirements since the production of this catalog; please contact your academic adviser for more information.

General Education

The University of Baltimore is committed to the ideals of general education. Requirements for general education are prescribed by the Code of Maryland Regulations (COMAR). Students entering Maryland public institutions must complete no fewer than 40 and no more than 46 credits in general-education courses to earn a bachelor's degree.

The University of Baltimore outlines 34 credits of lower-division general-education requirements that meet the Maryland General Education and Transfer Policies regulations. Those admitted to UB as freshmen will usually complete these credits within their first two years of study. Since associate degree programs at community colleges include many of these requirements and since most four-year colleges and universities require these courses at the lower level, students who transfer to the University of Baltimore usually have completed many of these general-education credits prior to enrollment. However, all of these requirements can be met through courses taken at the University of Baltimore.

Lower-Level General Education

The following lower-level general-education requirements apply to students admitted for the 1996 fall semester and thereafter.

Prospective transfer students should consult a transfer counselor and/or a counselor in the UB Offices of Admission for additional information. Any general-education course transferred into the University of Baltimore must have been completed with a grade of C- or better. However, if another Maryland public institution accepted a D/D+ as satisfactory for fulfillment of a general-education course, then UB will accept that requirement as fulfilled.

Lower-Level General-Education Requirements (34 credits)

General education supports the Undergraduate Learning Goals of the University of Baltimore. It encourages active learning, critical thinking and independent investigation and helps students assume responsibility for their own intellectual development. Lower-level general-education requirements are designed to provide a broad exposure to topics and disciplines that expand understanding of self. General education places this understanding in a context of history, culture and current thinking. It directs this understanding outward to engagement in the communities in which students live and work, from the local to the global.

General-education requirements are distributed in the categories that follow. Various UB courses that can be used to fulfill the requirements are indicated below; additional courses may be added over time. All lower-level general-education courses must be completed with a grade of C- or better.

English Composition Requirement (3 credits) WRIT

One course; *prerequisite*: adequate score on placement test or successful completion of designated developmental writing course

WRIT 101	College Composition (3)
WRIT 101	College Composition (3) with DVRW 95: College Reading and Writing II (2 institutional credits)

Mathematics Requirement (3 credits) MATH

One course

MATH 111	College Algebra (3); <i>prerequisite</i> : adequate score on placement test or successful completion of MATH 115 or OPRE 201 or their equivalent or successful completion of DVMA 95: Intermediate Algebra
MATH 115	Introductory Statistics (3); <i>prerequisite</i> : adequate score on placement test or successful completion of MATH 111 or its equivalent or successful completion of DVMA 95: Intermediate Algebra
OPRE 201	Introduction to Business Statistics (3); <i>prerequisite</i> : adequate score on placement test or successful completion of DVMA 95: Intermediate Algebra

Arts and Humanities Requirements (12 credits)

Students must complete one course in each area below.

Literature (3 credits): one course in world, English or American literature, or any acceptable course in the literature (not grammar) of a foreign language **ENGL**

ENGL 200	The Experience of Literature (3)
ENGL 250	Origins: In Search of Self (3)
ENGL 297	Topics in English (3)
ENGL 351	Ancient Myth: Paradigms & Transformations (3)

Oral Communication (3 credits) **CMAT**

CMAT 201	Communicating Effectively (3)
CMAT 296	Topics in Speech Communication (3)
CMAT 303	Oral Communications in Business (3)

History or Philosophy (3 credits): one history or philosophy course; certain religion courses will also satisfy this requirement **HIPL**

HIST 101	World History to 1500 (3)
HIST 102	World History Since 1500 (3)
HIST 111	Early America (3)
HIST 112	Modern America (3)
HIST 121	World History of Art to 1500 (3)
HIST 122	World History of Art from 1500 (3)
HIST 197	Conflicts in History (3)
HIST 240	Everyday Lives (3)
HIST 290	Great Issues in History (3)
HIST 315	Europe Since 1945 (3)
PHIL 101	Introduction to Philosophy (3)
PHIL 140	Contemporary Moral Issues (3)
PHIL 150	Critical Thinking and Arguments (3)
PHIL 280	Environmental Ethics (3)

Fine Arts (3 credits): one course, not a studio course, in the fine arts **ART**

ARTS 101	Music and Arts as Craft (3)
ARTS 121	World Music (3)
ARTS 201	The Arts in Society (3)
ARTS 297	Topics in the Arts I (3)
CMAT 130	Baltimore in the Media (3)
CMAT 215	Introduction to Design (3)
CMAT 216	History of Graphic Design (3)
CMAT 231	Decoding Media (3)
CMAT 271	Interpreting Pop Culture (3)
IDIS 304	Arts and Ideas (3)

Social and Behavioral Sciences Requirements (6 credits) SOSC

Students must complete one course from each of two different disciplines.

ANTH 110	Cultural Anthropology (3)
ANTH 115	Human Anthropology (3)
CNCM 101	American Conflict Since 1890 (3)
CNCM 102	Global Conflict (3)
CRJU 200	Criminal Justice (3)
CSCE 100	Urban Solutions (3)
CSCE 200	Understanding Community (3)
ECON 100	Economics of Contemporary Issues (3)
ECON 200	The Economic Way of Thinking (3)
ENTR 101	Imagination, Creativity & Entrepreneurship (3)
GVPP 201	American Government (3)
GVPP 210	Global Politics (3)
GVPP 284	Politics in Comparative Perspective (3)
MGMT 101	Business in a Changing World (3)
PSYC 100	Introduction to Psychology (3)
SOCI 100	Introduction to Sociology (3)

Biological and Physical Sciences Requirements (7 credits) GSCI

Students must complete two courses; one of the two must be a laboratory course.

Non-laboratory courses

BIOL 101	Humankind and the Biological World (3)
CHEM 101	Chemistry and the Modern World (3)
ENVA 201	Human Ecology (3)
PHSC 101	Earth in Focus (3)

Laboratory courses

BIOL 111	Human Biology (4)
BIOL 121	Fundamentals of Biology (4)
ENVS 221	Science of the Environment (4)

Interdisciplinary and Emerging Issues Requirement (3 credits)

Students must complete a course in computer literacy. **COSC**

COSC 100	Introduction to Computer Technologies (3)
INSS 100	Computer Information Systems (3)

This requirement may be met by a sufficient test score on the waiver exam (contact the Achievement and Learning Center at 410.837.5383), but students may be required to successfully complete an additional general-education course to meet state requirements.

Full-time students who for some reason cannot complete a general-education requirement at UB may take lower-level general-education course(s) through interinstitutional registration at another University System of Maryland college or university.

Graduation Requirement

In addition to the general-education requirements outlined in this section of the catalog, students are expected to develop information literacy throughout their four years of education. The ways in which this requirement may be met are specified by each academic program.

Undergraduate students always meet this requirement if they have successfully completed IDIS 110: Introduction to Information Literacy (3).

Students who have not successfully completed this course should discuss how to meet the requirement with their program director or adviser.

Upper-Level General Education

The upper-level core curriculum builds on lower-level general-education requirements and seeks to develop habits of and tastes for independent thinking. The general-education program, which cuts across disciplinary lines, asks students to confront both the complexity of knowing and the tentativeness of our knowledge. It also facilitates the ability of students to exercise control over their lives through thoughtful response to their political, cultural and natural environments.

Upper-Level General-Education Requirements (6 or 9 credits)

All undergraduates must complete 6 credits of required courses in the upper-division core with a grade of C (2.0) or better:

WRIT 300	Advanced Expository Writing (3)
IDIS 302	Ethical Issues in Business and Society (3).

In addition, students in programs within the College of Public Affairs or the Yale Gordon College of Arts and Sciences must also complete one of the following with a grade of C (2.0) or better:

IDIS 301	World Cultures (3)
IDIS 304	Arts and Ideas (3).

(Students who have not fulfilled the lower-level general-education requirement in fine arts may meet both requirements by successfully completing IDIS 304: Arts and Ideas.)

It is only in extraordinary circumstances that another course may be substituted for one of the upper-level general-education requirements.

This section applies to:

- ***all new freshmen (fewer than 24 college credits) beginning in fall 2013***
- ***all sophomores (fewer than 45 credits) beginning in fall 2014***
- ***all new students beginning in fall 2015.***

Identifying General-Education Requirements

In the online course descriptions, each course that may be used to satisfy a general-education requirement is designated using the following system of three-letter codes:

QQT	Quantitative and Qualitative Thinking
CTE	Critical Thinking and Ethical Reasoning
COM	Communication
GIK	Global and Intercultural Knowledge
HAT	Humanistic and Aesthetic Thinking
PPS	Personal and Professional Skills

General Education (43 credits)

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

The general-education program at the University of Baltimore encompasses Maryland requirements as well as specific University of Baltimore requirements. Together, this program is unique to UB and uses a skills- and competency-based structure that particularly emphasizes students' reading, writing, thinking, knowing and doing—making knowledge work. The skills and competencies reflected in this program are drawn from UB's undergraduate learning goals and promote critical thinking and effective communication as well as the development of practical literacies and the integration of knowledge and experience. The general-education program highlights student engagement and provides a challenging and flexible curriculum through which skills and competencies develop over the course of a student's experience at UB.

Transfer Students

Students who transfer to the University of Baltimore often have completed many of these general-education credits prior to enrollment, either in associate degree programs at community colleges or in programs at other four-year colleges and universities. Students with an A.A. or A.S. degree from a Maryland community college (as well as from most community colleges in other states) take only two or three additional general-education courses at the University of Baltimore, as noted below. Prospective transfer students should consult a counselor in the UB Office of Community College Relations for additional information. Any general-education course transferred into the University of Baltimore must have been completed with a grade of C- or better. However, if another Maryland public institution accepted a D/D+ as satisfactory for fulfillment of a general-education course, then UB will accept that requirement as fulfilled.

Full-time students who cannot complete a general-education requirement at UB may take lower-level general-education course(s) through interinstitutional registration at another University System of Maryland college or university.

All general-education courses must be completed with a grade of C- or better, except Advanced Expository Writing and Ethical Issues in Business and Society, which must be completed with a grade of C or better. The passing grade for upper-level general-education courses is determined by the guidelines of the program under which it is offered.

Competency Areas

All students complete coursework in these six primary areas:

Quantitative and Qualitative Thinking (13 credits)

Students apply mathematical and scientific methods in problem-solving. Coursework in this area engages students in using technology, modeling, and oral and written communication to express fundamental and more advanced concepts, theories and issues within their fields of study.

Four courses:

- Natural Science (non-lab) (3)
- Natural Science (with lab) (4)
- Mathematics (3)
- Social or Behavioral Science (3): must be in a different discipline from the social science course used to satisfy the Global and Intercultural Knowledge requirement below

Critical Thinking and Ethical Reasoning (6 credits)

Students develop critical-thinking, analytical and ethical-reasoning proficiency across disciplines. Coursework in this area builds on skills to analyze complex issues and make informed decisions; to synthesize information; to evaluate the logic, validity and relevance of data; to learn how to generate and explore new questions; to make well-reasoned choices; and to bring an ethical perspective to decisions in one's personal and public life.

Two courses:

- Sophomore Seminar (3): required for all students entering with fewer than 45 credits; students entering with 45 or more credits may substitute another general-education course
- Ethical Issues in Business and Society (3)

Communication (9 credits)

Students learn the principles of verbal and visual rhetoric and the craft of transmitting ideas to an audience through words, images and sound in written, oral and graphic media and multimedia. Coursework in this area builds skills in expressing ideas and facts to others effectively in a variety of written, oral and visual formats; in communicating in one-on-one and group settings; in making efficient use of information resources and technology for personal and professional communication; and in comprehending, analyzing and interpreting texts.

Three courses, plus the capstone in the major:

- College Composition (3)
- Composition and Research (3)
- Oral Communication (3)
- Capstone (3) in the major program

Global and Intercultural Knowledge (6 credits)

Students explore diversity through the study of societies and cultures. Coursework in this area enables students to reflect on how individual attitudes and beliefs differ among people, cultures and communities; to articulate the interconnectedness of global, regional, local and personal interests; and to find and judge the credibility of different sources of information.

Two courses:

- Social or Behavioral Science (3): must be in a different discipline from the social science course used to satisfy the Qualitative and Quantitative Thinking requirement above
- One course from among these four areas: (3)
 - World Cultures
 - Literature
 - History/Philosophy
 - Arts

Humanistic and Aesthetic Thinking (6 credits)

Students use diverse methods to study the human condition and how humans value and interpret the world, drawing on analytical, critical, speculative and creative ways of thinking. Coursework enhances students' skills in communicating effectively in various media; in thinking critically and creatively to solve problems and to adapt to new environments; and in using knowledge drawn from the arts and humanities in various personal and professional situations.

Two courses (6) from two different areas below:

- Area I: Arts. Must be fulfilled here or as a Global and Intercultural Knowledge course
- Area II: English Literature. Must be fulfilled here or as a Critical Thinking and Ethical Reasoning course or as a Global and Intercultural Knowledge course
- Area III: History or Philosophy. Must be fulfilled here or as a Critical Thinking and Ethical Reasoning course or as a Global and Intercultural Knowledge course
- Fine Arts: must be fulfilled here or as a Global and Intercultural Knowledge course

Personal and Professional Skills (3 credits)

Students apply strategies that enhance professional and personal competencies in their careers and their lives in the 21st century. In support of their life successes, students recognize the implications of their financial and economic decisions; work in teams, filling different roles; and use digital technology to communicate, investigate, find and judge the credibility of different sources of information.

One course:

- IDIS 101: First-Year Seminar (3): students entering with fewer than 24 credits must take First-Year Seminar; students entering with 24 or more credits may substitute three credits of general education, which must be INSS 300 for business students

Additional Guidelines for All Students

While satisfying the requirements in the six competencies above, all students must take at least one of these three courses:

- Ethical Issues in Business and Society
- Arts and Ideas
- World Cultures.

While satisfying the requirements in the six competencies above, all students admitted *without* an Associate of Arts (A.A.) or Associate of Science (A.S.) degree must take at least one course from each of three areas:

- English Literature [ENGL LDR]
- Arts [ARTS LDR]
- History or Philosophy [HIPL LDR].

Additional Guidelines for Students Entering With Associate of Arts (A.A.) or Associate of Science (A.S.) Degrees

Students who hold an Associate of Applied Science degree will have their previous coursework evaluated on a course-by-course basis.

Yale Gordon College of Arts and Sciences or the College of Public Affairs

Take these three courses (9 credits) plus the capstone in the major. All other general-education requirements are satisfied by the associate degree.

- Ethical Issues in Business and Society
- Composition and Research
- 300-level general-education elective

Merrick School of Business

Take these two courses (6 credits) plus the capstone in the major. All other general-education requirements are satisfied by the associate degree.

- Ethical Issues in Business and Society
- Advanced Expository Writing

Information Literacy Graduation Requirement

Students entering with fewer than 45 credits must take Introduction to Information Literacy (3).

Students entering with 45 or more credits satisfy this requirement within the coursework of the major.

THE FRESHMAN EXPERIENCE

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

The work of the freshman experience takes place under a set of guiding principles:

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

In their early college curriculum, students take general-education courses in science, mathematics, composition, humanities, social sciences, information literacy, oral communication and IT fluency; a first-year seminar that provides a chance to practice academic success skills; 100- and 200-level courses in the majors or electives; and developmental courses in reading, writing and mathematics.

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

Components of the Freshman Experience

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

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

In rare circumstances, students may withdraw from one or more learning community courses with the written approval of the Office of Freshman Advising and in consultation with the learning community faculty members. However, choosing to drop a course may require the student to take another learning community.

First-Year Seminar: The required IDIS 101: First-Year Seminar: Introduction to University Learning is a 3-credit academic course that helps students to develop key skills, knowledge and habits of mind necessary for academic and professional success. In an active-learning environment, first-semester students and their instructors explore the nature and practice of intellectual inquiry in a university

environment. Applied exercises reinforce core study/learning skills in the context of real-time demands, while structured self- and group reflection develops concurrent skills in personal, academic and professional goal-setting. Students become more intentional, lifelong learners, with skills in teamwork and critical thinking that can become fundamental elements of personal effectiveness in increasingly complex and globalized communities and work environments.

The following principles apply to students in the freshman experience:

- All students admitted under freshman standards are required to successfully complete IDIS 101: First-Year Seminar: Introduction to University Learning prior to declaring a major in the College of Public Affairs, the Merrick School of Business or the Yale Gordon College of Arts and Sciences.
- Students who have completed a credit-bearing learning styles and study skills course at another institution of higher education with a grade of C or better may request a waiver from the IDIS 101 requirement by providing appropriate documentation (transcript and course description) to the Office of Freshman Advising.

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

POLICIES

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

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

MARYLAND HIGHER EDUCATION COMMISSION GENERAL EDUCATION AND TRANSFER POLICIES

These policies apply only to public institutions of higher education and can be found online at www.dsd.state.md.us/comar/SearchTitle.aspx?scope=13B by entering the numbers listed below at the beginning of each section (e.g., 13B.06.01.02).

13B.06.01.02

.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms defined.

- (1) "A.A. degree" means the Associate of Arts degree.
- (2) "A.A.S. degree" means the Associate of Applied Sciences degree.
- (3) "Arts" means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice. Courses in this area may include fine arts, performing and studio arts, appreciation of the arts, and history of the arts.
- (4) "A.S. degree" means the Associate of Sciences degree.
- (5) "Biological and physical sciences" means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret, and apply scientific data, and to an understanding of the relationship between scientific theory and application.
- (6) "English composition courses" means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.
- (7) "General education" means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.

- (8) “General education program” means a program that is designed to:
- (a) Introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines;
 - (b) Encourage the pursuit of life-long learning; and
 - (c) Foster the development of educated members of the community and the world.
- (9) “Humanities” means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.
- (10) “Mathematics” means courses that provide students with numerical, analytical, statistical, and problem-solving skills.
- (11) “Native student” means a student whose initial college enrollment was at a given institution higher education and who has not transferred to another institution of higher education since that initial enrollment.
- (12) “Parallel program” means the program of study or courses at one institution of higher education which has comparable objectives as those at another higher education institution, for example, a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a 4-year institution of higher education.
- (13) “Receiving institution” means the institution of higher education at which a transfer student currently desires to enroll.
- (14) “Recommended transfer program” means a planned program of courses, both general education and courses in the major, taken at a community college, which is applicable to a baccalaureate program at a receiving institution, and ordinarily the first 2 years of the baccalaureate degree.
- (15) “Sending institution” means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.
- (16) “Social and behavioral sciences” means courses that examine the psychology of individuals and the ways in which individuals, groups, or segments of society behave, function, and influence one another. The courses include, but are not limited to, subjects which focus on:
- (a) History and cultural diversity;

(b) Concepts of groups, work, and political systems;

(c) Applications of qualitative and quantitative data to social issues; and

(d) Interdependence of individuals, society, and the physical environment.

(17) "Transfer student" means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution which is applicable for credit at the institution the student is entering.

13B.06.01.02-1

.02-1 Admission of Transfer Students to Public Institutions.

A. Admission to Institutions.

(1) A student attending a public institution who has completed an A.A., A.A.S., or A.S. degree or who has completed 56 or more semester hours of credit, may not be denied direct transfer to another public institution if the student attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent in parallel courses, except as provided in §A(4) of this regulation.

(2) A student attending a public institution who has not completed an A.A., A.A.S., or A.S. degree or who has completed fewer than 56 semester hours of credit, is eligible to transfer to a public institution regardless of the number of credit hours earned if the student:

(a) Satisfied the admission criteria of the receiving public institution as a high school senior;
and

(b) Attained at least a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent in parallel courses.

(3) A student attending a public institution who did not satisfy the admission criteria of a receiving public institution as a high school senior, but who has earned sufficient credits at a public institution to be classified by the receiving public institution as a sophomore, shall meet the stated admission criteria developed and published by the receiving public institution for transfer.

(4) If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions shall be:

(a) Based on criteria developed and published by the receiving public institution; and

(b) Made to provide fair and equal treatment for native and transfer students.

B. Admission to Programs.

- (1) A receiving public institution may require higher performance standards for admission to some programs if the standards and criteria for admission to the program:
 - (a) Are developed and published by the receiving public institution; and
 - (b) Maintain fair and equal treatment for native and transfer students.
- (2) If the number of students seeking admission exceeds the number that can be accommodated in a particular professional or specialized program, admission decisions shall be:
 - (a) Based on criteria developed and published by the receiving public institution; and
 - (b) Made to provide fair and equal treatment for native and transfer students.
- (3) Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at a receiving public institution granting the baccalaureate degree.

C. Receiving Institution Program Responsibility.

- (1) The faculty of a receiving public institution is responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.
- (2) A receiving public institution may set program requirements in major fields of study which simultaneously fulfill general education requirements.
- (3) A receiving public institution, in developing lower division course work, shall exchange information with other public institutions to facilitate the transfer of credits into its programs.

13B.06.01.03

.03 General Education Requirements for Public Institutions.

A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirement by:

- (1) Requiring each program leading to the A.A. or A.S. degree to include not less than 30 and not more than 36 semester hours, and each baccalaureate degree program to include not less than 40 and not more than 46 semester hours of required core courses, with the core requiring, at a minimum, course work in each of the following five areas:
 - (a) Arts and humanities,
 - (b) Social and behavioral sciences,

(c) Biological and physical sciences,

(d) Mathematics, and

(e) English composition; or

(2) Conforming with COMAR 13B.02.02.16D(2)(b)----- (c).

B. Each core course used to satisfy the distribution requirements of §A(1) of this regulation shall carry at least 3 semester hours.

C. General education programs of public institutions shall require at least:

(1) One course in each of two disciplines in arts and humanities;

(2) One course in each of two disciplines in social and behavioral sciences;

(3) Two science courses, at least one of which shall be a laboratory course;

(4) One course in mathematics at or above the level of college algebra; and

(5) One course in English composition.

D. Interdisciplinary and Emerging Issues.

(1) In addition to the five required areas in §A of this regulation, a public institution may include up to 8 semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may:

(a) Be integrated into other general education courses or may be presented as separate courses; and

(b) Include courses that:

(i) Provide an interdisciplinary examination of issues across the five areas, or

(ii) Address other categories of knowledge, skills, and values that lie outside of the five areas.

(2) Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in §A(1) of this regulation.

- E. General education programs leading to the A.A.S. degree shall include at least 20 semester hours from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one 3-semester-hour course from each of the five areas listed in §A(1) of this regulation.
- F. A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.
- G. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.
- H. Composition and literature courses may be placed in the arts and humanities area if literature is included as part of the content of the course.
- I. Public institutions may not include physical education skills courses as part of the general education requirements.
- J. General education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines.
- K. Courses that are theoretical may include applications, but all applications courses shall include theoretical components if they are to be included as meeting general education requirements.
- L. Public institutions may incorporate knowledge and skills involving the use of quantitative data, effective writing, information retrieval, and information literacy when possible in the general education program.
- M. Notwithstanding §A(1) of this regulation, a public 4-year institution may require 48 semester hours of required core courses if courses upon which the institution's curriculum is based carry 4 semester hours.
- N. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.

13B.06.01.04

.04 Transfer of General Education Credit.

- A. A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student's sending institution as provided by this chapter.

- B. A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.
- C. Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.
- D. The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division general education credits described in Regulation .03 of this chapter at a public institution for any general education courses successfully completed at the sending institution.
- E. Except as provided in Regulation .03M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10-16 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.
- F. A sending institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.
- G. A.A.S. Degrees.
- (1) While there may be variance in the numbers of hours of general education required for A.A., A.S., and A.A.S. degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.
 - (2) An A.A.S. student who transfers into a receiving institution with fewer than the total number of general education credits designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in Regulation .03M of this chapter, the total general education credits for baccalaureate degree-granting public receiving institutions may not exceed 46 semester hours.
- H. Student Responsibilities. A student is held:
- (1) Accountable for the loss of credits that:
 - (a) Result from changes in the student's selection of the major program of study,
 - (b) Were earned for remedial course work, or

- (c) Exceed the total course credits accepted in transfer as allowed by this chapter; and
- (2) Responsible for meeting all requirements of the academic program of the receiving institution.

13B.06.01.06

.06 Academic Success and General Well-Being of Transfer Students.

A. Sending Institutions.

- (1) Community colleges shall encourage their students to complete the associate degree or to complete 56 hours in a recommended transfer program which includes both general education courses and courses applicable toward the program at the receiving institution.
- (2) Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.
- (3) The sending institution shall:
 - (a) Provide to community college students information about the specific transferability of courses at 4-year colleges;
 - (b) Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
 - (c) Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.

B. Receiving Institutions.

- (1) Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.
- (2) A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.
- (3) A receiving institution shall evaluate the transcript of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results not later than mid-semester of the student's first semester of enrollment at the receiving institution, if all official transcripts have been received at least 15 working days before mid-semester. The receiving institution shall inform a student of the courses which are acceptable for transfer credit and the courses which are applicable to the student's intended program of study.
- (4) A receiving institution shall give a transfer student the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student

enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to a student who has been continuously enrolled at the sending institution.

13B.06.01.08

.08 Transfer Mediation Committee.

A. There is a Transfer Mediation Committee, appointed by the Secretary, which is representative of the public 4-year colleges and universities and the community colleges.

B. Sending and receiving institutions that disagree on the transferability of general education courses as defined by this chapter shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall address general questions regarding existing or past courses only, not individual student cases, and shall also address questions raised by institutions about the acceptability of new general education courses. As appropriate, the Committee shall consult with faculty on curricular issues.

C. The findings of the Transfer Mediation Committee are considered binding on both parties.

13B.06.01.09

.09 Appeal Process.

A. Notice of Denial of Transfer Credit by a Receiving Institution.

(1) Except as provided in §A(2) of this regulation, a receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than mid-semester of the transfer student's first semester, if all official transcripts have been received at least 15 working days before mid-semester.

(2) If transcripts are submitted after 15 working days before mid-semester of a student's first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.

(3) A receiving institution shall include in the notice of denial of transfer credit:

(a) A statement of the student's right to appeal; and

(b) A notification that the appeal process is available in the institution's catalog.

(4) The statement of the student's right to appeal the denial shall include notice of the time limitations in §B of this regulation.

B. A student believing that the receiving institution has denied the student transfer credits in violation of this chapter may initiate an appeal by contacting the receiving institution's transfer coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.

C. Response by Receiving Institution.

(1) A receiving institution shall:

(a) Establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit; and

(b) Respond to a student's appeal within 10 working days.

(2) An institution may either grant or deny an appeal. The institution's reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.

(3) Unless a student appeals to the sending institution, the written decision in §C(2) of this regulation constitutes the receiving institution's final decision and is not subject to appeal.

D. Appeal to Sending Institution.

(1) If a student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on the student's behalf by contacting the transfer coordinator of the sending institution.

(2) A student shall make an appeal to the sending institution within 10 working days of having received the decision of the receiving institution.

E. Consultation Between Sending and Receiving Institutions.

(1) Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.

(2) As a result of a consultation in this section, the receiving institution may affirm, modify, or reverse its earlier decision.

(3) The receiving institution shall inform a student in writing of the result of the consultation.

(4) The decision arising out of a consultation constitutes the final decision of the receiving institution and is not subject to appeal.

13B.06.01.10

.10 Periodic Review.

A. Report by Receiving Institution.

- (1) A receiving institution shall report annually the progress of students who transfer from 2-year and 4-year institutions within the State to each community college and to the Secretary of the Maryland Higher Education Commission.
- (2) An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.
- (3) A receiving institution shall include in the reports comparable information on the progress of native students.

B. Transfer Coordinator. A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this chapter and interpreting transfer policies to the individual student and to the institution.

C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this chapter.

UNIVERSITY OF BALTIMORE POLICIES

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 outlined in the University's *Student Handbook*, found online at www.ubalt.edu/studenthandbook.

Violations of laws and University regulations regarding the use of controlled/illegal substances and alcohol will be subject to prosecution through both civil authorities and the campus judicial system. The range of University penalties shall include, but not be limited to, disciplinary reprimand, loss of privilege, probation, suspension and expulsion.

No-Smoking Policy

Smoking can be hazardous to health for smokers and nonsmokers alike. It can contribute to heart attack, stroke, high blood pressure, emphysema and several forms of cancer. The University of Baltimore has taken positive steps toward providing for all employees and students a smoke-free environment in which smoking is prohibited within all University buildings. This no-smoking policy stresses compliance on the part of employees and students. While it is best to rely on common courtesy for colleagues and classmates to ensure the success of this policy, the University is prepared to enforce it with formal sanctions. Visitors who refuse to comply with this policy will be required to leave University premises.

Clery Policy

The 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 Undergraduate Catalog* outlines the University’s undergraduate programs, courses, policies and procedures that were in effect as of June 30, 2015. Subsequent changes to policies and procedures may cause certain information in this catalog to become outdated. Hence, this catalog is not to be construed by the student as a contract, except in terms of the policy titled [Catalog Under Which Students Graduate](#) (as detailed in the [Academic Policies](#) section) and in terms of the student’s compliance with all current policies and procedures of the University.

UB students are informed of changes or additions to academic and financial policies that may affect them through announcements by email or on appropriate University websites and, in some cases, through mail correspondence or separately printed posters, bulletins, notices or other communication vehicles.

The University of Baltimore reserves the right to make policy and program changes as necessary. Students are urged to review all University-produced correspondence, class schedules, mailings, posters and other literature to keep fully informed.

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