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.
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.

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.