

# ACADEMIC ADVISING, REGISTRATION AND ACADEMIC POLICIES

## Academic Advising

College of Public Affairs: 410.837.5359

Merrick School of Business: 410.837.4944

Yale Gordon College of Arts and Sciences: 410.837.5351

The University is committed to academic excellence and student success. A professional staff of academic advisers is available in the College of Public Affairs, the Merrick School of Business and the Yale Gordon College of Arts and Sciences. Students should meet with an adviser before each registration period to ensure that they are making proper academic decisions and progressing toward their degree. For some students, an adviser's signature is required for registration. It is important that students become familiar with their adviser and take advantage of these experts' in-depth knowledge of the various academic programs and policies.

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

Incoming students should take writing or math placement examinations before registering for their first semester at the University. Students admitted as freshmen must take placement tests prior to their first registration. Transfer students are required to take such placements tests prior to registration for their second semester at UB (unless they are transferring with under 24 credits and are admitted as freshmen). Placement test scores help the adviser do a better job of planning a program of study with the student. Early testing also helps to ensure that all requirements are completed on schedule.

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

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

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

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

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

- or*
- transfer into UB of college-level elective mathematics credit from either courses successfully completed at another institution of higher education or from CLEP
- or*
- successful completion, with a grade of B or better, within the past three years of high school courses in calculus, precalculus, algebra II, trigonometry, geometry or statistics/statistical analysis
- or*
- an SAT score in mathematics of 500 or higher, if the score is no more than three years old.

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

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

### **Process Notes**

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

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

## **ADVISING FOR FRESHMAN STUDENTS**

### **First-Year and Sophomore Success**

Academic Center, Room 209

Tel: 410.837.4186

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

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

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

## **COLLEGE OF PUBLIC AFFAIRS ADVISING**

College of Public Affairs

Tel: 410.837.5359

All new students in the College of Public Affairs must meet with the director or adviser of their degree program prior to registration for their first semester. Program directors and advisers assist students in planning their academic careers and selecting appropriate courses to satisfy degree requirements. Students new to a degree program are required to have an adviser's permission to register for any course and to make any changes to the previously approved registration by adding or dropping a course.

Other students are strongly encouraged to meet with a program adviser on a regular basis. Those continuing students who must obtain advisement and a departmental and/or dean's office signature before registering are:

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

Students are responsible for reviewing carefully the requirements for their chosen degree program and seeking clarification from a program director or adviser if necessary. Academic advisers are also available in the Office of the Dean, Liberal Arts and Policy Building, Room 112, to provide information and clarification about public affairs programs, policies and procedures.

## **MERRICK SCHOOL OF BUSINESS ADVISING**

Merrick School of Business

Tel: 410.837.4944

All new candidates will receive a guide to graduation containing a program guide and must meet with an adviser prior to registering for their first semester. Academic advisement is available in the Merrick Advising Center within the William H. Thumel Sr. Business Center, Room 142. The center offers day and evening hours. Scheduled appointments are recommended. To make an appointment, call 410.837.4944. Advisers provide information on Merrick School of Business programs, policies and procedures. Students in online programs who do not have access to the campus will be advised electronically. Academic advisers assist students in selecting appropriate courses to satisfy degree requirements. Students are advised that any deviation from their program of study must be approved. Department chairs and Merrick School

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

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

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

Although the academic adviser will assist the student in planning a program, each student must assume responsibility for knowing curriculum requirements and seeing that these requirements are met.

## YALE GORDON COLLEGE OF ARTS AND SCIENCES ADVISING

Yale Gordon College of Arts and Sciences

Tel: 410.837.5351

All new students in the Yale Gordon College of Arts and Sciences must meet with the adviser of their degree program prior to registration for their first semester. Program directors and advisers assist students in planning their academic careers and selecting appropriate courses to satisfy degree requirements. Students new to a degree program are required to have an adviser's permission to register for any course and to make any changes to the previously approved registration by adding or dropping a course.

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

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

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

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

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

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

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

## PLACEMENT FOR COURSES

### Placement for Lower-Division General Education Courses

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

### Placement Tests Taken at Another Institution

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

### Retest Policy

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

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

### **Foundational Course Repeat Policy**

Students are required to earn a PS (C- or better) in any foundational course to progress into the next course. Students who do not earn a PS grade are allowed no more than a total of three attempts. Since MATH 83 or 84 grades are not computed into the GPA, students who repeat this course should not file repeat/replace course forms. If after three attempts, the student still has not achieved a PS grade, the student will be barred from further enrollment at UB for no less than one full regular semester. A student wishing to continue at UB at a later date must work with an appropriate adviser to create a plan for addressing the relevant academic issues, following a plan approved by the adviser or the appropriate dean. Once the conditions of the plan are fulfilled, the student may submit a request for reinstatement to the appropriate dean. If approved, the student may be granted permission to register for classes in the next academic semester.

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

# Registration

Office of Records and Registration

Tel: 410.837.4825

Fax: 410.837.4820

Email: [records@ubalt.edu](mailto:records@ubalt.edu)

Web: [www.ubalt.edu/records](http://www.ubalt.edu/records)

## SCHEDULE OF CLASSES

The schedule of classes, posted in the MyUB portal and as a PDF online at [www.ubalt.edu/records](http://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](http://www.ubalt.edu/bursar).

## REGISTRATION

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

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

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

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

## LATE REGISTRATION/ADD-DROP

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

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

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

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

## CANCELLATION OF REGISTRATION

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

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

## TRANSCRIPTS

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



# Academic Policies

Office of Records and Registration

Tel: 410.837.4825

Fax: 410.837.4820

Email: [records@ubalt.edu](mailto:records@ubalt.edu)

Web: [www.ubalt.edu/records](http://www.ubalt.edu/records)

## DEFINITIONS OF UNDERGRADUATE STUDENT STATUS

### Class Standing

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

### Degree Status

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

### Students Admitted as Freshmen

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

### Full-Time Status

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

### Part-Time Status

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

### Nondegree Status

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

## SATISFACTORY AND UNSATISFACTORY PROGRESS

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

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

- A student who attempts 12 or more credits at the University of Baltimore and earns less than a 2.0 will be placed on academic probation. Probationary status is a warning that satisfactory progress is in jeopardy.
- A student who is placed on probation must obtain advisement from the appropriate academic adviser before attending classes the following semester or summer session, even if the student has already registered. Full-time students on probation must limit their regular semester load to no more than 12 credits; part-time students must limit their regular semester load to no more than 6 credits. Students on probation may not take more than 3 credits at any given time during the summer.
- Students with fewer than 45 earned college credits will be placed in academic jeopardy for the following semester after earning three or more grades below C- (including F in pass/fail courses) in any full-time semester (12 or more credits, including foundational classes), regardless of whether their cumulative GPA is at 2.0 or above after that semester. Students in academic jeopardy must obtain advisement from the appropriate academic adviser before attending classes the following semester or summer session, even if they have already registered. Full-time students in academic jeopardy must limit their regular semester load to no more than 12 credits; part-time students must limit their regular semester load to no more than 6 credits. Students in academic jeopardy may not take more than 3 credits at any given time during the summer. Students with a cumulative GPA below 2.0 will be restricted to 12 credits in the next enrolled semester if they:
  - place into both foundational math and foundational writing courses.
  - fail a foundational course.
  - are placed in academic jeopardy.
- A student who has been placed on academic probation because of a deficient grade point average will be allowed up to 12 semester hours to obtain a cumulative GPA of at least 2.0. If the student does not reach a GPA of 2.0 or higher by the time the 12 additional credit hours are accumulated, the student will be suspended.
- A suspended student may not register for classes at the University of Baltimore for at least one semester and may not attend summer sessions until reinstated by the appropriate academic dean (see next bullet). For-credit courses taken elsewhere during the period of suspension may be applied to the academic program at UB with prior approval from the appropriate dean's representative if the student is suspended for academic reasons but may not be applied for UB credit if the student is suspended for other reasons. Should a student on academic suspension earn eligible credits at another institution, the grades earned in those courses will not be calculated into the UB GPA, nor will the repeat/replace policy be applied to any course taken elsewhere that is a direct equivalent of a UB course. Students who do not seek prior approval to take a course or courses at another institution are not guaranteed that the course or courses will transfer to the University of Baltimore.
- Reinstatement at the University of Baltimore is not automatic. The suspended student must request reinstatement in writing from the appropriate academic dean by Oct. 15 for the spring semester, by April 15 for the fall semester or by March 15 for the summer session. As a condition of reinstatement, a suspended student may be required to successfully complete certain remedial or prerequisite courses at the University of Baltimore or another institution of higher education.

- A suspended student who has been away from the University for longer than two regular semesters must also apply for readmission after being approved for reinstatement by the appropriate academic dean. Suspended students must meet the requirements of the catalog in effect upon return if they are readmitted.
- A student returning from suspension must receive advising and be cleared by the appropriate academic dean before registering. A reinstatement or readmission on probation approval must be signed by both the student and the adviser, and filed in the student's official record in the Office of Records and Registration.
- A student suspended for a deficient GPA, when reinstated and/or readmitted, must achieve an overall cumulative GPA of 2.0 or higher within the first 12 hours attempted after re-entry and/or must fulfill any requirements outlined in the reinstatement or readmission on probation approval. Failure to do so will result in immediate dismissal.
- Under certain extraordinary circumstances, a suspended student may petition for a waiver of suspension. The petition will be reviewed by the program director and the appropriate dean. If the petition is granted and the suspended student is not required to sit out a semester, a waiver of suspension form and accompanying course plan approved by the appropriate academic dean must be filed in the student's official record in the Office of Records and Registration.

## GRADES

All students whose names appear on a grade roster, regardless of the length of their attendance in the class, will receive for each course attempted one of the grades listed below. If, however, the student withdraws officially from a course during the first week of classes, the student's name will not appear on the grade roster, nor will the transcript show the course.

All grades are given solely on the basis of an instructor's judgment of a student's scholarly attainment.

Only grades earned at UB or as part of an approved consortium program will be included as part of a student's official GPA.

### Midterm Grades

All undergraduate courses, including First-Year Experience and foundational courses, require midterm grades.

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

### Allowable Grades

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

<i>Grade</i>	<i>Quality Points</i>
<i>(per credit hour)</i>	
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33

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

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

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

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

The following grades are not used in computing the GPA:

<i>Grade</i>	<i>Quality Points</i>	<i>Explanation</i>
I	0	Incomplete
AU	0	Audit
PS	0	Pass
CR	0	Credit
NC	0	No Credit
CS	0	Continuing Studies
TG	0	Temporary Grade
W	0	Withdrawn
WA	0	Withdrawn Administratively
XC	0	Excluded Grade
S	0	Satisfactory Progress (midterm grade only)
NS	0	Nonsatisfactory Progress (midterm grade only)
NG	0	No grade given (administrative only)

I: incomplete—given when a student is temporarily prevented from completing required coursework by unanticipated extenuating circumstances, such as illness or major changes in the demands of a job. For an I to be given, a petition form signed by the student, the instructor and

the appropriate dean must be filed with the registrar before term grades are due. When the student completes the assignment, the faculty member assesses the work and submits a change of grade form to the registrar. The I grade will be changed to an F if a grade change form is not submitted by the instructor to the Office of Records and Registration according to the following schedule:

- If the grade I was earned in the fall semester, the grade change must be submitted by May 1.
- If the grade I was earned in the spring semester or summer session, the grade change must be submitted by Dec. 1.
- The faculty member assigns the due date for the incomplete work.

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

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

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

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

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

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

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

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

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

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

### **Grade Changes**

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

### **Dean's List**

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

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

### **Visiting Student Grades**

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

## **SEMESTER LOAD**

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

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

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

## **ACCEPTANCE INTO A MAJOR**

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

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

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

## **CHANGE OF ACADEMIC PROGRAM**

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

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

## **REPEAT COURSES**

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

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

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

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

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

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

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

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

## **WITHDRAWAL POLICIES AND PROCEDURES**

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

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

Any student may withdraw from a course prior to the completion of 60 percent of a term (e.g., through the end of the ninth week of the fall or spring semester, or through the fifth week of an eight-week summer session). After the deadline for withdrawal, a student who believes that unanticipated extenuating circumstances—such as health problems or a change of employment—make a withdrawal necessary should submit a written appeal with supporting documentation to the appropriate academic dean. Both the course instructor(s) and the appropriate dean must approve the request. Approval of such requests is not automatic, and some requests may not be granted. No student will be permitted to withdraw for any reason from a class during the last week of school prior to the beginning of the scheduled examination period.

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

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

## **DROP FOR NONATTENDANCE BY DROP/ADD DATE**

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



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

## **CONTINUOUS ENROLLMENT/LEAVE OF ABSENCE**

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

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

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

If a student who is absent for more than two consecutive semesters has not obtained an approved leave of absence, he/she must apply for readmission and pay a reapplication fee before being permitted to re-enroll. A student who applies for readmission must fulfill the admission and degree requirements in effect at the time he/she returns to the University.

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

## **COURSEWORK TAKEN ELSEWHERE AFTER ENROLLMENT**

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

## **INTERINSTITUTIONAL REGISTRATION**

### **University System of Maryland**

It is the policy of the University System of Maryland to allow full-time undergraduate students who are in good academic standing and of sophomore status (30+ credits) at the University of Baltimore to register for undergraduate courses at any other USM school. Likewise, students at other USM institutions may register for classes at the University of Baltimore. Prior approval by the student's academic adviser and by the registrar at the student's home and host institutions is required. Courses taken at another USM institution through this program are counted as part of

the student's regular program at the University of Baltimore, and the student pays University of Baltimore tuition. This program can be used by full-time students during the regular fall and spring semesters only.

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

### **The Maryland Institute College of Art Program**

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

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

## **ACADEMIC CLEMENCY**

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

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

## **CATALOG UNDER WHICH STUDENTS GRADUATE**

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

- The student must be in continuous enrollment in the same major during the academic years (every fall and spring semester) from the time of first enrollment until graduation.
- The student must not take longer than seven calendar years to complete degree requirements after enrolling as a degree candidate. Credits that are older than seven years shall normally not be applied toward the graduation requirements, except upon approval of the major department chair and academic dean.
- If, for whatever reason, including academic suspension or other deficiencies, a student is not enrolled for two consecutive semesters or longer, the student must reapply for admission and meet the requirements of the catalog in effect upon returning and being admitted as a degree candidate.
- If the student changes from one program and/or major to another, the graduation requirements are those that are in effect at the time the student becomes a degree candidate in the new program or major.
- If the student wishes to attend another institution or must drop out of the University temporarily because of family problems, sickness or other difficulties, he/she may request in writing a leave of absence and permission to re-enter under the course requirements in effect at the time of original admission to the University of Baltimore, but the student will

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

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

## **APPLYING FOR GRADUATION**

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

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

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

## **REUSE OF CREDITS**

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

## **GRADUATION**

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

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

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

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

## **GRADUATION WITH HONORS**

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

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

## **GRADUATION FROM THE HELEN P. DENIT HONORS PROGRAM**

For information on graduation requirements for the Helen P. Denit Honors Program, visit [www.ubalt.edu/honors](http://www.ubalt.edu/honors).

## **ACCELERATED BACHELOR'S/MASTER'S PROGRAMS**

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

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

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

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

## **EARLY ENTRY LAW**

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

## **ELECTIVE GRADUATE CREDITS**

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

Undergraduate tuition is charged.

## **HOLIDAY CLASSES**

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

## **MAKEUP POLICY FOR FINAL EXAMS**

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

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

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

## **ATTENDANCE**

Students are expected to attend classes regularly and participate regularly, regardless of delivery method (online, face-to-face, hybrid). When, in the instructor's judgment, a student has been absent or late so often that the student has lost a significant part of the instruction that will prevent the issuance of a valid grade, the instructor may submit a failing grade.

Instructors set their own class attendance policies and will communicate these in the course syllabus at the beginning of the term. The above policy does not remove the responsibility from students to withdraw officially from any class that they cease to attend. Failure to do so will subject a student's records to a grade of FA. A student who stops attending/participating and

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

## **ACADEMIC AND ADMINISTRATIVE APPEALS**

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

## **THE UNIVERSITY OF BALTIMORE UNDERGRADUATE LEARNING GOALS**

Students at the University of Baltimore will:

- Apply strategies that enhance professional and personal competence. This set of skills is demonstrated by the ability to:
  - 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. 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. 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. 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. 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. 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. 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 REQUIREMENTS FOR UNDERGRADUATE STUDENTS

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

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

### Courses Meeting More Than One Requirement

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

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

### Transfer Credit for General Education

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

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

### General Education Requirements (38 credits)

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

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

### Graduation Requirements

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

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

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

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

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



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

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

**Students beginning between fall 2014 and spring 2016 are required to meet General Education requirements as follows:**

- Quantitative and Qualitative Thinking (13)
- Critical Thinking and Ethical Reasoning (6)
- Communication (9)
- Global and Intercultural Knowledge (6)
- Humanistic and Aesthetic Thinking (6)
- Personal and Professional Skills (3).

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

**Students beginning before fall 2013 are required to meet General Education requirements as follows:**

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

**For students in the College of Public Affairs and the Yale Gordon College of Arts and Sciences only, complete one of the following:**

- World Cultures (IDIS 301)
- Arts and Ideas (IDIS 304) (required if no lower-level General Education course in fine arts).

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



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

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

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

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

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

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

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

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

## Process

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

1. The student with the disability must be registered with the Office of Disability and Access Services prior to the first attempt/registration of the course in question and must have provided accurate documentation of the disability. This documentation must meet the criteria set forth by this office pertinent to the specific disability. Guidelines can be found on the office's website at <http://www.ubalt.edu/das>. Additional information may be required.
2. It is recommended that students:
  - a. Discuss concerns and plans with their academic adviser so it is understood how a General Education, graduation requirement or elective course substitution would impact the sought-after degree.
  - b. If they have an accommodation need that would prompt a substitution, contact the program director and copy the director of the Office of Disability and Access Services at [das@ubalt.edu](mailto:das@ubalt.edu).
  - c. Meet with the director of the Office of Disability and Access Services to discuss the impact of their disability on learning and possible accommodations. The director will review the current documentation and advise students on possible additional testing/documentation if necessary.
3. The student shall complete the UB Course Substitution Request form, which can be found in the college's dean's office, and submit it along with a detailed written statement that includes the rationale for the substitution and other relevant information, such as experiences with previous related coursework, whether the student met with the discipline representative (e.g., program director), what accommodations were discussed and why participation would still be limited in the class.
4. Upon receipt of the request and all required documentation, the director of the Office of Disability and Access Services shall convene a committee to review the request. The committee will consist of the director or a designee, the dean of the school/college or designee, a program director or designee from the student's academic program, and a faculty member from the content area/discipline of the course. The office director will inform the student in writing of the decision within 15 working days from the receipt of the request and the required documentation. The decision letter shall include information on the appeal procedure and timeline.
5. The student may appeal a negative decision to the assistant provost for undergraduate studies or designee. A written appeal must be received by the Office of the Executive Vice President and Provost within 180 days of receipt of the decision of the committee and the relevant documents. The appeal letter shall include a summary of the request and the sought-after remedy. It shall be sent along with a copy of the original request and the committee's decision letter to: Office of the Executive Vice President and Provost, AATTN: Asst. Provost for Undergraduate Studies, University of Baltimore, 1420 N. Charles St., Baltimore, MD 21201 or to [flgade@ubalt.edu](mailto:flgade@ubalt.edu). A decision shall be rendered within 12 business days of the receipt of the required appeal documents.

### **Course Substitution Deadlines**

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

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

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

## **FIRST-YEAR EXPERIENCE**

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

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

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

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

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

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

### **Components of the First-Year Experience**

#### Learning Communities

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

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

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

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

### First-Year Seminar

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

### Co-Curricular Learning

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