

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.