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

Office of International Admission
Academic Center, Room 115A
Tel: 410.837.4777, 1.877.ApplyUB (toll free)
Fax: 410.837.4793
Email: intladmission@ubalt.edu
Web: www.ubalt.edu/international

GENERAL POLICY
Admission to graduate study at the University of Baltimore may be granted to any applicant with a baccalaureate degree from a regionally accredited institution whose academic qualifications indicate promise of success in advanced study. Meeting the minimum requirements does not guarantee admission to the University.

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

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

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

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

- the UB graduate online application with accompanying application fee. (Apply online at www.ubalt.edu/apply.)
- a completed Maryland in-state residency status form as part of the online admission application; applicants who wish to be considered for in-state tuition rates must complete this form
- an official transcript sent directly from all colleges or universities attended. The transcripts are required for all undergraduate and graduate work attempted, whether or not a degree was earned from an institution. For students who attended the University of Baltimore, admission personnel will obtain the UB transcript directly from the registrar. Supplementary transcripts for coursework that is in progress at the time of application should be submitted as soon as
possible. Students are responsible for arranging to have their official transcripts sent. One official transcript must show a bachelor’s degree earned (or proof of the degree in progress) at a regionally accredited U.S. institution or an internationally recognized institution.

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

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

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

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

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

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

Some graduate programs may request test scores from individual applicants to better assess their potential for successful graduate study.
Substitution of GMAT or GRE scores with an alternative test score routinely used for entry to graduate programs (e.g., MAT) may be done with the approval of the admission committee for the program.

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

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

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

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

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

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

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

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

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

DEADLINES
Applications for nonterminal degrees are reviewed on a rolling basis. Candidates are encouraged to complete the application process early.
International applicants are encouraged to apply six to 12 months prior to the start of the semester in which they plan to enroll.

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

- D.S. and D.P.A.: April 1
- M.F.A. in Integrated Design: Feb. 1

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

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

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

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

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

NONDEGREE-SEEKING STUDENTS
Students may apply for nondegree status for various reasons, including personal enrichment, job or certification requirements, or to prepare for graduate school. A downloadable application is available at www.ubalt.edu/admissionforms. To apply, students must complete and submit an application, a $30 nonrefundable application fee and their college transcript.

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

VISITING STUDENTS
Students who wish to register for courses and have their final grades transferred to their home institutions may enroll as visiting students. To do so, students should complete a visiting student application (available at www.ubalt.edu/admissionforms) and submit a $30 nonrefundable application fee.

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

ENGLISH-LANGUAGE PROFICIENCY POLICY
Applicants who are non-native English speakers and who have not earned a degree from a U.S. regionally accredited college or university, regardless of citizenship or visa status, must demonstrate a satisfactory level of English proficiency as part of the application process. Official score reports should be submitted directly to the Office of International Admission.

- **Test of English as a Foreign Language (TOEFL):** A score of 550 or higher on the paper-based test (PBT) or 79 or higher on the Internet-based test (iBT) is required for graduate admission. TOEFL information is available at www.toefl.org and from the Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151, USA. The University of Baltimore’s school reporting code is 5810.

- **International English Language Testing System (IELTS):** An overall band score of 6.0 or higher is required for graduate admission. IELTS information is available at http://www.ielts.org. An institutional school code is not required.

The University reserves the right to require additional English language instruction of any student. The University of Baltimore does not offer English as a Second Language (ESL) courses.

INTERNATIONAL STUDENTS
The University of Baltimore welcomes applications from qualified international students. Students who submit transcripts from an institution outside of the United States should refer to the section on Foreign Transcripts. Students who are non-native speakers of English or who have not earned a degree from a regionally accredited U.S. institution should refer to the section on English Language Proficiency. English translations must accompany all documents issued in a language other than English.

Immigrant and nonimmigrant students residing in the United States must submit copies of their green card (permanent resident card) or visa documents with their application for admission. Such
documentation is relevant to the determination of the applicant’s eligibility for Maryland residency for tuition purposes by the Offices of Admission and to the provision of immigration and visa services to applicants by the Office of International Admission. Immigration status is not a factor in evaluating an applicant’s eligibility for admission. International applicants, particularly those submitting foreign academic credentials and those residing overseas, are advised to apply well in advance of the semester for which they are seeking admission. Some academic programs may have application deadlines.

International applicants should submit the following documents as part of the application for admission to the Office of International Admission, 1420 N. Charles St., Baltimore, MD 21201-5779; tel: 410.837.4777 (or toll-free in the United States at 1.877.ApplyUB); fax: 410.837.4793; e-mail: intladmission@ubalt.edu; Web: www.ubalt.edu/international.

- a graduate application form
- an application fee (nonrefundable)
- official transcripts sent directly by each college or university previously attended
- an independent course-by-course evaluation report of foreign transcripts by a U.S. credential evaluation service, if applicable (see Foreign Transcripts section); the transcript must be evaluated by a member of the National Association of Credential Evaluators
- evidence of English-language proficiency, if applicable (see English Language Proficiency Policy section)
- a completed I-20 Request Form, DS-2019 Request Form or Non-Immigrant Status Verification Form
- evidence of financial resources to cover tuition and living expenses in full for the duration of the applicant’s program of study (F-1 and J-1 visa students only).

The Office of International Admission provides visa assistance to prospective, admitted and enrolled international students. The Form I-20 (Certificate of Eligibility for Non-Immigrant F-1 Student Visa Status) or Form DS-2019 (Certificate of Eligibility for Exchange Visitor J-1 Status) is issued to those applicants who meet all academic, financial support and English-language proficiency requirements for admission to a full-time degree program. Students holding F-1 and J-1 status must maintain a full course of study in a minimum of 9 credit hours each term during the fall and spring semesters.

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

**ADMISSION DEFERMENT**

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

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

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

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

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

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

If approved for readmission, students will be required to meet the admission and course requirements as well as all policies and procedures in effect at the time of readmission. See Continuous Enrollment/Leave of Absence in the Academic Policies section of this catalog.

Applications for readmission from students on academic probation and/or suspension must be approved by the appropriate program director and by the appropriate academic dean’s office. Students requesting readmission from academic probation and/or suspension should also see Satisfactory/Unsatisfactory Progress in the Academic Policies section of this catalog.

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

International students who have been absent for one or more semesters (excluding summer session) must obtain clearance from the Office of International Admission before re-enrolling.
FINANCIAL SUPPORT
Scholarships and Financial Aid
Merit scholarships up to $3,000 are awarded to select incoming graduate students with exemplary past academic records. Graduate students who wish to be considered for a scholarship must submit application materials by the deadlines posted on the Office of Financial Aid Web page at www.ubalt.edu/financialaid. This office can also provide information on other financial aid sources for graduate students.

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

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

• In the College of Arts and Sciences and in the College of Public Affairs, a maximum of 12 graduate semester credits may be accepted by the program director if the courses are relevant to the student’s major. Students should check the program description in this catalog and with their program director for exceptions to this policy that permit fewer transfer credits.

• In the Merrick School of Business, a maximum of 6 credits at the 600/700 level may be accepted from another AACSB International-accredited university (if applicable) for a specific program. Such credits must be earned beyond the preparatory level.

• The student must include with the transfer credit request a copy of the catalog course descriptions. Additional evidence, such as course syllabi, may also be submitted to support the request.

• Transfer credits will be evaluated only for students granted unconditional admission, and an official transcript must be provided as documentation.

• The transfer of credit after a student has enrolled at the University will be permitted only if the student applies in writing to the program director for permission prior to enrolling in the course. Generally, approval will be given for courses that are not offered by the University of Baltimore during the period of the student’s attendance.

• All transfer credits must be completed with a grade of B or higher.

• Grades for courses taken outside the University of Baltimore will not be applied to a student’s GPA at the University. Only credit hours are transferable. After degree status has been granted at UB, written permission of the dean is required to attempt courses at another institution. A
copy of this permission must be contained in the official student file maintained in the Office of the University Registrar. Courses taken at another institution cannot be used as a repeat of a course already attempted at the University of Baltimore.

- For information about transferring credit from one UB graduate program to another, please refer to the section on Change of Graduate Program in the Academic Policies section of this catalog.

An applicant is considered officially enrolled at the University on the date registered for class. Degree requirements for a particular student are determined by the catalog in effect on that date of registration.

PROGRAM ADMINISTRATION
A graduate program director or department chair administers each graduate program. The name of each program director appears with the program description in this catalog.

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

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

CERTIFICATION OF AUTHENTICITY
As part of the application, students must affirm that the information provided and any additional information submitted related to the admission process is complete, accurate and true. Applicants must understand that submitting false or incomplete information on any part of the application for admission or any related materials may be cause for denial of admission, cancellation of registration or revocation of a degree. Any submitted materials related to a student’s application become the property of the University of Baltimore and cannot be returned or forwarded to a third party. If admitted, students must agree to abide by all University policies and procedures and to honor the academic integrity policy and the student code of conduct of the University of Baltimore.