

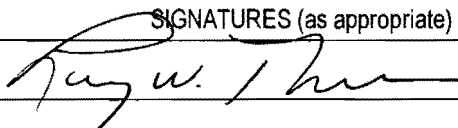
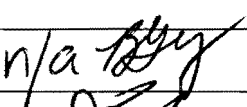
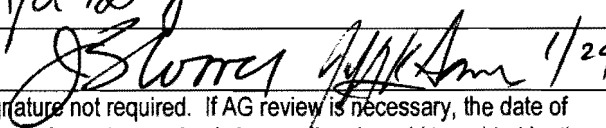
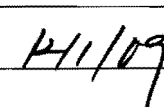
**UNIVERSITY OF BALTIMORE**  
**Academic Policy Cover Sheet**

(See Process for Academic Policy Development, Revision or Discontinuance)

<b>INITIATING GROUP / UNIT:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/>
<b>CONTACT NAME:</b> Patria Julnes; Kathryn Summers <b>PHONE:</b> x6053; x6202
<b>POLICY TITLE:</b> Theses and Final Projects Doctoral Students
<b>APPLIES TO:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>
<b>SPECIFIC PROGRAM</b> (if applicable): Doctor of Public Administration; Doctor of Communications Design
<b>PROPOSED IMPLEMENTATION DATE / SEMESTER:</b> Fall 2010

<b>Box 1: ACTION ITEM (check appropriate box)</b>	<b>DOCUMENTS REQUIRED (see box 2 below)</b>	<b>REVIEW / APPROVAL SEQUENCE (see box 3 below)</b>
<input type="checkbox"/> 1. New Policy	AB – others as appropriate	ABCDE – varies
<input checked="" type="checkbox"/> 2. Policy Revision	AB – others as appropriate	ABCDE – varies
<input type="checkbox"/> 3. Discontinuance of Existing Policy	AB	ABCDE – varies

<b>Box 2: DOCUMENTATION (check boxes of documents included) (may include documents in addition to required ones)</b>			
<input checked="" type="checkbox"/> A. AP Cover Sheet (this document)	<input type="checkbox"/> D. Additional Forms (as may be needed to support procedures)	<input type="checkbox"/> F. Other (please list)	
<input checked="" type="checkbox"/> B. AP Proposal Summary	<input type="checkbox"/> E. Samples of Similar Policies		
<input type="checkbox"/> C. Procedures (as appropriate)			

<b>Box 3: REVIEW / APPROVAL SEQUENCE</b>	<b>SIGNATURES (as appropriate)</b>	<b>DATE</b>
A. School / College Dean		11/24/09
B. Policy Coordinator		
C. Academic Policy Review Committee Chair (optional UFS subcommittee)		
D. University Faculty Senate Chair (UFS option)	n/a 	
E. Provost and Senior Vice President for Academic Affairs		11/29
F. Attorney General's Office	Signature not required. If AG review is necessary, the date of approval may be received via e-mail and would be added by the Policy Coordinator.	
G. 10-Day Open Comment Period		
H. President		
I. USM / Board of Regents – approval	Signature not required. If USM review is necessary, the date of approval would be added by the Policy Coordinator.	

## Academic Policy Proposal Summary

INITIATING GROUP / UNIT:	LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/>		
CONTACT NAME:	Patria Julnes; Kathryn Summers	PHONE:	x6053; x6202
POLICY TITLE:	Theses and Final Projects	Doctoral Students	
APPLIES TO:	LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>		
SPECIFIC PROGRAM (if applicable):	Doctor of Public Administration; Doctor of Communications Design		
PROPOSED IMPLEMENTATION DATE / SEMESTER:	Fall 2010		

### I. Statement of Purpose:

We seek a change in the policy title to "Dissertations Doctoral Students" as well as to its content.

The policy explains what is required to complete a doctoral dissertation and to receive credit for a doctoral dissertation at University of Baltimore

### II. Policy (including authority for policy waiver, exclusions, or sanctions, if any) can be attached if too lengthy for this box.

See attached for comparison of current and proposed policies.

### III. Reason(s) for Proposed Policy

Because our doctoral programs were reclassified by MHEC we propose to use the terminology dissertation.

A common policy for requirements for the dissertation is presented. It specifically addresses the requirement of continuous enrollment to obtain faculty and academic and other support services and the requirement to submit the end product to Langsdale Library for binding and to ProQuest/UMI for publication.

## Academic Policy Proposal Summary (Page 2)

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<b>CONTACT NAME:</b>	Patria Julnes; Kathryn Summers <b>PHONE:</b> x6053; x6202
<b>POLICY TITLE:</b>	Theses and Final Projects      Doctoral Students
<b>PROPOSED IMPLEMENTATION DATE / SEMESTER:</b>	Fall 2010

IV. Current Policy (if proposal is a revision or discontinuance), including date of adoption if available, can be attached if too lengthy for this box.

See attached for comparison of current and proposed policies

V. Other (who was consulted, definition of terms, etc.)

Program directors consulted policies of other similar doctoral programs and faculty in their degree programs and the dean's office as well as Langsdale Library personnel. For the original policy various campus offices (e.g., Records, International Student Affairs) were consulted.

CURRENT	PROPOSED (highlight indicates change or addition; strikethrough indicates deletion)
<p><b>THESES AND FINAL PROJECTS</b>  <b>Doctoral Students</b>            Doctoral programs require a thesis or final project—a significant work that contributes to the body of knowledge in a theoretical or applied sense. Specific regulations concerning necessary requirements for a thesis or final project should be obtained from the program’s director.</p> <p>Thesis/final project courses and the related continuous enrollment courses are graded P/F. Students are cautioned that a CS (continuing studies) grade will be given at the end of each semester for courses that are thesis (numbered 899) or continuous enrollment (numbered 898) and for which the work is not yet complete. Students who have not completed the thesis or final project but who have exhausted the number of credits required for the degree are required to register for the one-credit continuous enrollment course each semester until all work is complete. Failure to do so can have serious consequences for completion of the degree. This registration entitles students to faculty assistance while completing the thesis, to use of University facilities such as the libraries and computer labs, to a parking permit and, if applicable, to maintenance of their legal student visa status in the United States. Students should refer to the Continuous Enrollment/Leave of Absence and Catalog Under Which Students Graduate sections of this catalog for policies regarding interrupted graduate study.</p> <p>Each thesis or final project submitted as a partial requirement for a degree must be preserved in a prescribed manner in Langsdale Library. A final grade cannot be given for the credits earned and neither is the work considered complete until the thesis or project has been finally approved by the faculty committee and the required materials have been submitted to Langsdale Library. The library requires two bound copies of the text of any thesis or final project and pays for binding those volumes; the student is required to pay for one copy of any text document for the academic program and may purchase additional copies for his or her own use. For some theses or final projects, CDs containing electronic records must also be submitted to the library and the program. Details of</p>	<p><b>DISSERTATIONS</b>  <b>Doctoral Students</b>            Doctoral programs require a dissertation—a significant work that contributes to the body of knowledge in a theoretical or applied sense. Specific regulations concerning necessary requirements for a dissertation should be obtained from the program’s director.</p> <p>Dissertation courses and the related continuous enrollment courses are graded P/F. Students are cautioned that a CS (continuing studies) grade will be given at the end of each semester for courses that are dissertation (numbered 899) or continuous enrollment (numbered 898) and for which the work is not yet complete. Students who have not completed the dissertation but who have exhausted the number of credits required for the degree are required to register for the one-credit continuous enrollment course each semester until all work is complete. This registration entitles students to faculty assistance while completing the dissertation, to use of University facilities such as the libraries and computer labs, to a parking permit and, if applicable, to maintenance of their legal student visa status in the United States. Failure to maintain continuous enrollment has serious consequences for completion of the degree because readmission is not guaranteed if a student stops attending without having been granted a leave of absence. Students should refer to the Continuous Enrollment/Leave of Absence and Catalog Under Which Students Graduate sections of this catalog for policies regarding interrupted graduate study.</p> <p>Each dissertation submitted as a partial requirement for a degree must be preserved in a prescribed manner in Langsdale Library. A final grade cannot be given for the credits earned and neither is the work considered complete until the dissertation has been finally approved by the faculty committee and the required materials have been submitted to Langsdale Library. The library requires two bound copies of the text of any dissertation and pays for binding those volumes; the student is required to pay for one copy of any text document for the academic program and may purchase additional copies for his or her own use. For some dissertations, <del>CDs containing</del> electronic records in an appropriate format must also be submitted to the library and the program. Details of these required</p>

these required submissions may be obtained from the appropriate program director.

Each doctoral thesis or final project submitted as a partial requirement for a degree must be submitted to Pro Quest Dissertations and Theses (UMI) for inclusion in its electronic database as well as to Langsdale Library. UMI publishes and archives dissertations and theses, sells copies on demand and maintains the definitive bibliographic record for over 2 million doctoral dissertations and master's theses. Students may also wish to copyright their work.

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In addition to the submission to Langsdale Library outlined above, each doctoral dissertation submitted as a partial requirement for a degree must be submitted to ProQuest/UMI ~~Dissertation Publishing Dissertations and Theses (UMI)~~ for inclusion in its electronic database ~~as well as to Langsdale Library~~. ProQuest/UMI publishes and archives dissertations and theses, sells copies on demand and maintains the definitive bibliographic record for over 2 million doctoral dissertations and master's theses. *(The following sentence was added for clarification purposes 1/29/10):* The student pays UMI/ProQuest directly for this listing. Further instructions for submission may be found at <http://langsdale.ubalt.edu/UBtheses>. Students may also wish to copyright their work.

The submissions to Langsdale Library and ProQuest/UMI are not optional; the grades for the 899 dissertation course and hence graduation are contingent upon these submissions.