

**UNIVERSITY OF BALTIMORE
Academic Policy Cover Sheet**

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

INITIATING GROUP / UNIT: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input checked="" type="checkbox"/> LDEIC <input checked="" type="checkbox"/>
CONTACT NAME: Marilyn Oblak; Peggy Potthast PHONE: x 5260 x5342
POLICY TITLE: Placement Testing for Lower Level General Education Courses / Developmental Courses
APPLIES TO: LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input checked="" type="checkbox"/>
SPECIFIC PROGRAM (if applicable):
PROPOSED IMPLEMENTATION DATE / SEMESTER: Fall 2007

Box 1: ACTION ITEM (check appropriate box)	DOCUMENTS REQUIRED (see box 2 below)	REVIEW / APPROVAL SEQUENCE (see box 3 below)
X 1. New Policy	AB – others as appropriate	ABCDE – varies
2. Policy Revision	AB – others as appropriate	ABCDE – varies
3. Discontinuance of Existing Policy	AB	ABCDE – varies

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

Box 3: REVIEW / APPROVAL SEQUENCE	SIGNATURES (as appropriate)	DATE
A. School / College Dean	<i>Susan Zaccaro</i>	3/29/07
B. Policy Coordinator	<i>Stuart Levine</i>	4/4/07
C. Academic Policy Review Committee Chair (UFS subcommittee--CRC)		
D. University Faculty Senate Chair (UFS option)	<i>Fred King</i>	4/11/07
E. Provost and Senior Vice President for Academic Affairs	<i>Jude Marshall</i>	4/13/07
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 type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost LDEIC <input checked="" type="checkbox"/>
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I. Statement of Purpose: **to provide guidance to students about placement testing requirements and processes; to provide an academic environment in which students are appropriately placed into courses in which they can succeed**

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

See attached

III. Reason(s) for Proposed Policy

Policy is proposed because of the start of the First and Second Year programs and the implications for first-year and transfer students for appropriate general education placement in mathematics, reading and writing

Academic Policy Proposal Summary (Page 2)

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CONTACT NAME:	Marilyn Oblak; Peggy Potthast				PHONE:	x5260; x5342
POLICY TITLE:	Placement Testing for Lower-Level General Education Courses / Developmental Courses					
PROPOSED IMPLEMENTATION DATE / SEMESTER:	Fall 2007					

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.

There is no current policy.

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

Developed by the Developmental Education Sub-committee of the FSP Enrollment Management Committee; the FSP Director; the current ARC instructors and staff; best practices at other colleges and universities including community colleges.

Placement Testing for Lower-Level General Education Courses

The University of Baltimore requires students to have their skills assessed in reading, writing, and mathematics. All first-year undergraduate students are required to take placement tests prior to their orientation date and registration. First year students will be notified of their testing dates. Transfer students who have satisfied MHEC general education requirements in composition and mathematics at another college or university are exempt from placement testing. Transfer students who need to take placement tests should contact the Academic Resource Center, (410) 837-5383.

Students with current documentation of disabilities will be eligible for accommodations, when appropriate.

Placement scores are valid for two years in accordance with the state guideline.

Students who need to take placements tests to be eligible to enroll in required lower-level general education courses must do so within their first semester. Students will not be permitted to register for any courses after their first semester unless all required placement tests have been taken.

Placement Tests taken at another Institution

Placement tests taken at another institution within the last two years that are identical to the placement tests used at UB may be used to place students in the appropriate UB courses. Students must provide documentation of any test results that are less than two years old to the FSP director who will determine placement based on UB's current required scores.

If placement test scores are more than two years old the student must take the required placement tests at UB before registering for any general education courses that require placement tests.

Retest Policy

After receiving the results of the placement tests, students may choose to retest one time, but not sooner than 24 hours after the initial test and not later than one week after initial testing. The higher score will be used for placement.

Appeal Policy

Students who earn a score close to the minimum acceptable score are allowed to appeal the retest score one time. An appeal requires a consultation with the academic adviser and a written request using the Request for an Appeal Form, located in the First and Second Year Program (FSP) office. The deadline for submitting the appeal is no later than two weeks after the student's retest. If the appeal is granted for the writing test, the

student will be asked to produce another timed writing sample that will be scored by the Academic Resource Center (ARC). If the appeal is granted for the reading test, the student must make an appointment with the ARC to take the Nelson-Denny Reading Test. If the appeal is granted for the mathematics test, the student is to contact the ARC for an appointment, which will consist of reviewing the student's mathematical history and taking the math appeal exam. In all cases, the highest score (test, retest and appeal) will determine the appropriate placement.

Developmental Course Placement

Students will be advised to register for appropriate courses based on their placement scores. The writing and reading test determines initial enrollment in WRIT 101 (College Composition), DVRW 095 (College Reading and Writing II), or DVRW 090 (College Reading and Writing I). The mathematics placement test determines initial enrollment in MATH 115 (Introductory Statistics), MATH 111 (College Algebra), DVMA 095 (Intermediate Algebra) or DVMA 093 (Introductory Algebra). First-year students who score below the DVMA 095 or DVRW 090 entry score are required to meet with an FSP advisor and may be required to complete developmental courses offered at a community college before enrolling in fall semester courses. These students must provide transcripts to document course completion and final passing grades.

Developmental Course Repeat Policy

Students are required to earn a C- or better in any developmental course to progress into the next course. Students who do not earn at least the C- are allowed to repeat the course one time. Since grades in developmental courses are not computed into the GPA, students who must repeat these courses should not file repeat/replace course forms.

If after two attempts the student still has not achieved a C- or better, the student will be required to suspend taking classes at UB until all of the following have been completed:

1. The student and an adviser meet and create a plan of study to address developmental needs;
2. All developmental requirements are completed at another institution, which may be a community college;
3. The student provides an official transcript showing that all developmental requirements have been passed.

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.

When all of these conditions have been met, the student should contact the FSP academic advisor or the appropriate dean to arrange to register for classes in the next academic semester. Students who have been out for more than two consecutive semesters must reapply for admission.