

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 LDEIC <input checked="" type="checkbox"/>
CONTACT NAME: Marilyn Oblak; Peggy Potthast PHONE: x 5260 x5342
POLICY TITLE: Grading and Enrollment in Courses: Policy
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)
<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

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

Box 3: REVIEW / APPROVAL SEQUENCE	SIGNATURES (as appropriate)	DATE
A. School / College Dean	<i>Susan Zaccaro Lytle</i>	3/29/07
B. Policy Coordinator	<i>Harv Levin</i>	4/4/07
C. Academic Policy Review Committee Chair (UFS subcommittee--CRC)		
D. University Faculty Senate Chair (UFS option)	<i>Fred Long</i>	4/11/07
E. Provost and Senior Vice President for Academic Affairs	<i>Andy N. Carroll</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"/>
CONTACT NAME:	Marilyn Oblak; Peggy Potthast	PHONE: x5260; x5342
POLICY TITLE:	Grading and Enrollment in Courses: Policy	
APPLIES TO:	LAW <input type="checkbox"/> MSB X	YGCLA X
SPECIFIC PROGRAM (if applicable):		
PROPOSED IMPLEMENTATION DATE / SEMESTER:	Fall 2007	

I. Statement of Purpose:

This policy provides direction regarding midterm grades for learning communities, the number of credits students may take, the process for repeating courses and replacing the grade, continuous enrollment requirements for degree seeking students and taking courses at other campuses.

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

See attached.

This is academic policy and the authority for waiver, exclusions, sanctions, etc. would rest with the Dean of either the Merrick School of Business or the College of Liberal Arts or with the First- and Second-Year Program Director.

III. Reason(s) for Proposed Policy

The first item is new (midterm grades for learning communities); this is common practice for first-year students as they adjust to the college environment. The other items reflect a need to update current policies to meet the needs of first-year students as well as transfer students. It is also an opportunity to refine current policy.

Academic Policy Proposal Summary (Page 2)

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		
CONTACT NAME:	Marilyn Oblak; Peggy Potthast	PHONE:	x5260; x5342
POLICY TITLE:	Grading and Enrollment Policy in 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.

Current policy is in the 2006-2008 Undergraduate Catalog pp. 38, 39, 40, 41.

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

Policies of other four-year Maryland institutions were examined; current advising staffs of both MSB and CLA were consulted; the LDEIC committee includes faculty, administration from both MSB and CLA and the FSP director.

Grading and Enrollment in Courses: Policy (3-09-07)

Grades (New: Midterm grades pg 36)

All courses taught as part of a learning community within the FSP and all developmental courses require midterm grades. Midterm grades for designated courses must be posted by the end of the eighth week of a regular semester and the fourth week of a summer semester. Other courses may require midterm grades but only after agreement by both faculty and administration in the appropriate academic units.

Semester Load/Academic Overload (Modification pg 38)

A student with full-time status may not register for more than 17 semester hours in the fall or spring semester, except with special permission from the dean or first and second year program director. By definition, part-time students can take no more than 11 credit hours per semester. Courses with institutional credit (e.g., developmental courses) are included when determining full- and/or part-time status.

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

In the summer session, the course load is designated by the deans according to the length of the session and may change from year to year. Any exception to the designated course load must have the written approval of the dean or first and second year program director.

Repeat Courses (Modification pg 39)

While a student may repeat any course in which he/she has received a grade of below "C," the number of courses for which a student may repeat the course and replace the grade is determined by the number of transfer credits at admission. Those admitted as first-year students may replace four grades; those admitted as second year students may replace three grades; those admitted as juniors or seniors may replace two grades. *[Students should refer to the "Definitions of Undergraduate Student Status" in this section of the catalog.]* The repeated courses with replaced grades must each be in a different course.

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. Further, if the student receives a "W" (withdrawn) for the second attempt, the "W" does not replace the original grade.

If a second attempt is intended to replace a grade, the student must file a repeat course form at the time he/she registers for the second attempt. Failure to file the form, which

includes the approval of the dean or first and second year program director, for each of the allowable_replacements results in both the original and the repeated grades being computed into the GPA.

If a student repeats a course that is not for replacement of a grade, then a repeat course form should not be filed. In such cases, the grade achieved in the original course, as well as the grade(s) earned in the retaking of the course, are calculated in the student's GPA. Students should be aware that the earning of "C-", "D+", "D" or "F" grades that are computed into the GPA may result in their being placed on probation, suspended or academically dismissed. *[Students should refer to the "Satisfactory or Unsatisfactory Progress" in this section of the catalog.]*

Grades below "C" earned at the University of Baltimore must be repeated and replaced at the University of Baltimore. 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.

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

Students with repeat grades are not eligible for honors designation at the University of Baltimore.

Continuous Enrollment/Leave of Absence (Modification pg 40-41)

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 which 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), he/she must receive an approved leave of absence in order to maintain continuous enrollment 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 re-admission and pay a reapplication fee before being permitted to re-enroll. A student who applies for re-admission must fulfill the admission and degree requirements set forth in the catalog 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. Credits more than seven years old are not usually applied toward graduation requirements. *[Students should refer to the "Catalog Under Which Students Graduate" in this section of the catalog for further information.]*

Course Work Taken Elsewhere after Enrollment

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