

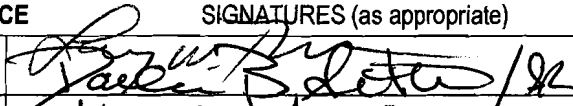
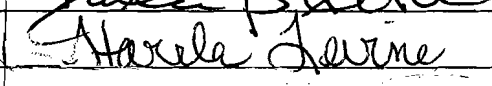
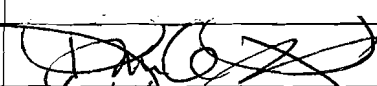
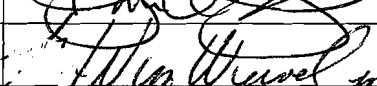
**UNIVERSITY OF BALTIMORE
Academic Policy Cover Sheet**

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

INITIATING GROUP / UNIT: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/>
CONTACT NAME: Peggy Potthast PHONE: 410.837.5342
POLICY TITLE: Graduate Change of Major Policy
APPLIES TO: LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input checked="" type="checkbox"/>
SPECIFIC PROGRAM (if applicable): graduate programs
PROPOSED IMPLEMENTATION DATE / SEMESTER: Fall 2008

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"/>	<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"/>	<input type="checkbox"/> E. Samples of Similar Policies	
<input type="checkbox"/> C. Procedures (as appropriate)	<input type="checkbox"/>		

Box 3: REVIEW / APPROVAL SEQUENCE	SIGNATURES (as appropriate)	DATE
A. School / College Dean		12/27/07 12/02/07
B. Policy Coordinator		12/11/07
C. Academic Policy Review Committee Chair (UFS subcommittee--CRC)		
D. University Faculty Senate Chair (UFS option)		1/31/08
E. Provost and Senior Vice President for Academic Affairs		2/27/08
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		2/5 - 2/15/08
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: Peggy Potthast PHONE: 410.837.5342
POLICY TITLE: Graduate Change of Major
APPLIES TO: LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input checked="" type="checkbox"/>
SPECIFIC PROGRAM (if applicable): graduate programs
PROPOSED IMPLEMENTATION DATE / SEMESTER: Fall 2008

I. Statement of Purpose:
This policy provides clear guidelines for graduate students who wish to change from one academic plan (major) to another.

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

To improve student service by clarifying the current policy about change of major (administrative change of major) especially regarding which programs permit this and which students are eligible to do this; to create wider options for the transfer of grades as well as credits.

Academic Policy Proposal Summary (Page 2)

INITIATING GROUP / UNIT:	LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA X <input type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/>		
CONTACT NAME:	Peggy Potthast	PHONE:	410.837.5342
POLICY TITLE:	Graduate Change of Major		
PROPOSED IMPLEMENTATION DATE / SEMESTER:	Fall 2008		

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.

Students desiring to change degree programs must complete a change of program/specialization form available in the Office of Records and Registration. In transferring credits and/or grades between two University graduate programs, a student – with the approval of the director of the new program – may:

- 1) transfer no grades/credits from the previous program
- 2) transfer both grades and credits of all courses from previous programs
- 3) transfer only credits and no grades.

(Credits to be transferred must have carried a grade of “B” or better.)

Please note: If the student changes from one program and/or major to another, his/her graduation requirements are those listed in the catalog that is current at the time he/she becomes a degree candidate in the new program or major.

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

The graduate program directors in the College of Liberal Arts were initially consulted about this policy and ways in which it could be improved. The process had been discussed at the Enrollment Management Workgroup Meetings.