

## Academic Policy Proposal

<b>INITIATING GROUP / UNIT:</b> CAS <input type="checkbox"/> CPA <input type="checkbox"/> LAW <input type="checkbox"/> MSB <input type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input checked="" type="checkbox"/>
<b>CONTACT NAME:</b> Candace Caraco <span style="float: right;"><b>PHONE:</b> 5243</span>
<b>POLICY TITLE:</b> Certificate Students (policy in catalog under admissions section)
<b>APPLIES TO:</b> CAS <input checked="" type="checkbox"/> CPA <input checked="" type="checkbox"/> LAW <input checked="" type="checkbox"/> MSB <input checked="" type="checkbox"/>
<b>SPECIFIC PROGRAM</b> (if applicable):
<b>PROPOSED IMPLEMENTATION DATE / SEMESTER:</b> Summer 2018 (when new catalog starts)

### I. Statement of Purpose

As UB has developed more certificate programs, students have shown that they are interested in certificates that pertain to their career interests but may not be composed of courses entirely within their degree programs; however, some of the courses in the certificate may count as electives in their degree programs. Current policy has not been clear about how to address these students' situations. They are not full degree programs, so the question has also arisen if they could overlap with a degree program have arisen.

### II. Current Policy (If proposal is a revision or discontinuance) It can be attached if too lengthy. Include date of original adoption if available.

See attached tracked document

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

See attached tracked document

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

Many conversations have taken place over the past year between and among associate deans, assistant deans, advisors, registrar's staff, provost's office staff, program directors, and others. We're trying to work toward clarity around the certificates in a way that makes sense for students but doesn't lead to financial aid violations or curricular chaos.

V. Approval Signatures		Date
A. College/School Dean(s)	CAS: _____ CPA: _____ LAW: _____ MSB: _____	_____ _____ _____ _____
B. Academic Policy Review Committee (UFS subcommittee)	Chair: _____	_____
C. University Faculty Senate	Chair: _____	_____
D. Provost and Senior Vice President for Academic Affairs (or designee)	_____	_____
E. AG's Office (as required)	Signature not required. If AG review is necessary, the date of approval will be added by the Policy Coordinator.	_____
F. President (as required)	_____	_____
G. Board of Regents (as required)	Signature not required. If BOR review is necessary, the date of approval will be added by the Policy Coordinator.	_____

Catalog Edits – Certificate Students Policy and textual correction to applicant to more than one program (policies are related)

## **APPLICANTS TO MORE THAN ONE PROGRAM/DUAL-DEGREE PROGRAMS**

Students may enroll in only one University of Baltimore graduate or professional degree program at a time. The exception to this is students accepted ~~applying~~ to dual-degree programs (e.g., MBA/J.D., J.D./M.S. in criminal justice, J.D./M.P.A., and 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 to 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 or post-master's certificate program may take no more credits than that certificate program requires until formal application and admission to another program is completed. This remains true when a student is enrolled within a post-baccalaureate certificate that is contained entirely within a master's degree: The student must have been accepted to the master's program to take credits beyond those in the certificate, unless the dean or the dean's designee allows an exception while an application is being processed. Students already admitted to a master's degree program may apply to complete a certificate within that degree; the application should be submitted prior to completion of the courses in the certificate. Students enrolled in a degree program in CAS, CPA, or MSB may not apply to a certificate outside their degree program without the written approval of the appropriate deans and program directors (e-mail may be used).