ADMISSION

Office of Admission
Academic Center, Room 117
Tel: 410.837.4777, 1.877.APPLYUB (toll free)
Fax: 410.837.4793
Email: gradadmission@ubalt.edu
Web: ubalt.edu/admission

GENERAL POLICY

Admission to graduate study at The University of Baltimore may be granted to any applicant with a baccalaureate degree from a regionally accredited institution whose academic qualifications indicate promise of success in advanced study. In addition, applicants from non-regionally accredited rabbinical colleges for which UBalt has evidence of academic rigor or which hold national accreditation may be considered for admission. Meeting the minimum requirements does not guarantee admission to the University.

Admission to The University of Baltimore is determined without regard to race, color, religion, age, disability, sex, sexual orientation, gender identification or national origin.

The Office of Admission at The University of Baltimore adheres to the Statement of Principles of Good Practice: National Association for College Admission Counseling's code of ethics and professional practices. Specifically, to avoid conflicts of interest and the appearance of unethical behavior, admission staff are not compensated through commissions, bonuses or other incentive payments based on the number of students referred, recruited, admitted or enrolled, nor are they offered any reward or remuneration to influence admission, housing, scholarship, financial aid or enrollment decisions.

The information provided below is accurate at the time of publication and may change without notice.

MAILING ADDRESS

Please refer to the UBalt Admission website for the current address to use to mail all application supporting materials.

THE APPLICATION PROCESS

An applicant must submit the following required items by the stated application deadline to be considered for admission to a graduate program at The University of Baltimore:

- The UBalt graduate online application with accompanying $50 application fee. Apply online.
- A Maryland in-state residency status form to be considered for in-state rates or a regional residency form to be considered for regional rates.
- An official transcript sent directly from all colleges or universities attended in the United Stated: The transcripts are required for all undergraduate and graduate work attempted. For students who attended The University of Baltimore, admission personnel will obtain the UBalt transcript directly from the registrar. Supplementary transcripts for coursework that is in progress at the time of application should be submitted as soon as possible. Students are responsible for arranging to have their official transcripts sent. One official transcript must show a bachelor's degree earned (or proof of the degree in progress) at a regionally accredited U.S. institution, a rabbinical college or an internationally recognized institution.

The University of Baltimore does not evaluate foreign transcripts. Applicants who attended one or more colleges or universities outside the United States must arrange, at their own expense, to have their academic records evaluated on a course-by-course basis by a U.S. credentials evaluation service that is a current member of the National Association of Credential Evaluation Services (NACES). Certified English translations must accompany transcripts in a language other than English. The University may require some applicants to provide additional information, such as syllabi and course descriptions.

- Proof of English competency for any student for whom English is not their first language: Refer to the English-language proficiency policy below. Test of English as a Foreign Language scores (or other English-language exam scores) are considered valid for two years from the test date.

Additional Application Materials

Additional credentials are required by most programs. Please visit the UBalt Admission website for the specific program requirements. These may include:

- letters of recommendation, generally from former professors or employers (may be required for some programs): A downloadable form is available as part of UBalt's online application, found at ubalt.edu/admission/forms
- a statement of interest/personal statement (may be required for some programs)
- interview (may be required for some programs)
- portfolio/writing sample (may be required for some programs)
- standardized test scores.

Official Graduate Record Examination (GRE) general test scores must be submitted by applicants to the master's program in applied psychology and the doctoral programs in public administration and in information and interaction design. GRE information may be obtained online from the Educational Testing Service. The University of Baltimore reporting code is 5810.

Some graduate programs may request test scores from individual applicants to better assess their potential for successful graduate study.

Substitution of GMAT or GRE scores with an alternative test score routinely used for entry to graduate programs (e.g., the Miller Analogies Test) may be done with the approval of the admission committee for the program.

GRE, GMAT and Law School Admission Test (LSAT; if substituted by the program) scores are considered valid for five years from the test date.

APPLICATION REVIEW

Application review will begin when the complete admission application and supporting materials are received. Delays in receiving the necessary credentials will cause delays in a decision on the application. Admission decisions are based on review of the total application packet. Individual academic programs are responsible for reviewing applications for admission. Admission counselors communicate the decision to the candidate.

The Office of Admission may check the accuracy of any document submitted as part of the application.

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 to dual-degree programs (e.g., MBA/J.D., J.D./M.S. in Criminal Justice, J.D./Master of Public Administration [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 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. Only courses that count toward a credential in which a student is currently enrolled are eligible for financial aid.

Students already admitted to a master's degree program may apply to complete a certificate within that degree; the application should be submitted as soon as possible and prior to completion of the courses in the certificate. Students in a master's program may not enroll in certificate courses that are not part of that master's program.

Students enrolled in a degree program in the Yale Gordon College of Arts and Sciences, the College of Public Affairs, or the Merrick School of Business may not apply to a certificate outside their degree program without the written approval of the appropriate deans and program directors (email may be used), and such exceptions would be allowed only if the certificate credits may also be applied to the degree program in which the student is enrolled.

International students seeking to study in the U.S. on an F-1 student visa are not eligible for admission to graduate certificate programs, unless the certificate is completed as part of a master's degree.

A certificate program may allow up to 3 credits to transfer to a certificate from another institution with a dean's approval, but certificates typically are expected to be completed entirely at the University. A student who is accepted in an accelerated bachelor's to master's program may transfer up to 9 graduate credits taken while an undergraduate into a post-baccalaureate certificate program.

FINAL COMPLETION OF THE ADMISSION APPLICATION

Applicants may apply during their senior year of undergraduate study. Acceptance will be based on official transcripts that reflect all but the last term recorded. Applicants should submit their course schedule for the final semester with their application for admission.

If applicants are admitted and then permitted to register before the receipt of the final official transcript from a prior institution, they must submit a final official transcript no later than 30 days after the beginning of their first semester as UBalt graduate students.

Note: The admission process requires an official transcript to be sent by each institution attended.

If a student's admission file is not completed within the first semester of graduate study at UBalt, a hold (negative service indicator) will be placed on the student's record. The student will not be permitted to register for courses until all official documents required for admission have been received.

Students enrolled in accelerated bachelor's-master's programs must submit an application for the master's degree to make known their intent to complete the degree, but not all components of the application may be required; consult with the program director.

DEADLINES

Applications for nonterminal degrees are reviewed on a rolling basis. Candidates are encouraged to complete the application process early.

International applicants are encouraged to apply six to 12 months prior to the start of the semester in which they plan to enroll.

These degree programs admit for the fall semester only and require that applications and supporting documents be received by the following deadlines for consideration:
- Doctor of Science in Information and Interaction Design (DSc): May 1
- Doctor of Public Administration (D.P.A.): April 1
- Master of Fine Arts in Integrated Design: Feb. 15
- Master of Fine Arts in Creative Writing & Publishing Arts: Feb. 15

Applications with supporting credentials may be considered after the aforementioned deadlines contingent upon space availability, the strength of the applicant's credentials and sufficient processing time.

Applicants who wish to be considered for fellowships or assistantships should contact the Career and Internship Center (410.837.5440) for information on when to submit applications and supporting credentials. Candidates who apply after this deadline will be considered for funding on a contingent basis.

ADMISSION CLASSIFICATIONS

Admission is granted to applicants meeting program admission requirements and having strong credentials indicative of success in graduate study.

Conditional Admission

A student who does not meet the minimum requirements for a program may be granted conditional admission. Conditions can range from the University's receipt of a transcript verifying a baccalaureate degree, to completing a specific set of courses, to achieving a certain GPA required by the end of the first semester. Individual conditions will be provided to each student, and unconditional admission may be granted upon satisfactory completion of all stated conditions. Students admitted conditionally who wish to receive financial aid should be aware that only credits that are part of the credential sought are eligible for aid; any courses that are required under a conditional admission but are not part of the credential are not eligible for aid. If the conditions are not met, the student is not thereafter eligible for l aid.

An F-1 conditionally admitted student who would have to obtain certain grades in bachelor's-level prerequisites would not be eligible for a master's-level I-20 form and would first have to be admitted as an

undergraduate student, then process a change of I-20 form once fully admitted into the master's program and able to enroll in master's-level courses full time.

APPEALS

Appeals regarding an admission decision will be coordinated by the Office of Admission.

NONDEGREE-SEEKING STUDENTS

Students may apply for nondegree status for various reasons, including personal enrichment, job or certification requirements, or to prepare for graduate school. A downloadable application is available online. To apply, students must submit a completed application, a $35 nonrefundable application fee and their college transcript(s) to the Office of Records and Registration.

Nondegree admission is granted by the program in which courses will be taken. Students should check with individual programs before submitting an application to be sure that nondegree students are permitted to register for courses in a program *and* that space is available. Nondegree students may only take 6 credit hours while in this status. Only 6 credit hours as a nondegree student are transferable into a graduate degree program, and credits earned in one UBalt graduate program may not necessarily be accepted by another UBalt program. If a nondegree student wishes to be granted admission to a degree program, the student must meet the requirements for the program and submit a new application and application fee. Admission is not guaranteed, and all required materials must be submitted by the stated deadline. Coursework completed at UBalt as a nondegree student will not contribute to the GPA admission requirement.

In general, financial aid, assistantships, fellowships or tuition support are not available to nondegree students. The Merrick School of Business permits nondegree admission only to students with a master's degree in business.

F-1 international students are eligible for student assistant and graduate assistant contracts only. All off-campus employment is prohibited unless authorized through Diversity and International Services. Proof of financial support for obtaining a Form I-20 or DS-2019 cannot be contingent on or include funding from potential student employment.

VISITING STUDENTS

Students who wish to register for courses and have their final grades transferred to their home institutions may enroll as visiting students. To do so, students should complete a visiting student application and submit it to the Office of Records and Registration with a $35 nonrefundable application fee.

FOREIGN TRANSCRIPTS

The University of Baltimore does not evaluate foreign transcripts. Applicants who attended one or more colleges or universities outside the United States must arrange, at their own expense, to have their academic records evaluated on a course-by-course basis by a U.S. credentials evaluation service that is a current member of the National Association of Credential Evaluation Services. Certified English translations must accompany transcripts in a language other than English. The University may require some applicants to provide additional information, such as syllabi and course descriptions.

ENGLISH-LANGUAGE PROFICIENCY POLICY

Applicants who are non-native English speakers and who have not earned a degree from a regionally accredited U.S. college or university, regardless of citizenship or visa status, must demonstrate a satisfactory level of English proficiency as part of the application process. Official score reports should be submitted directly to the Office of Admission.

- **Test of English as a Foreign Language (TOEFL):** A score of 550 or higher on the paper-based test or 79 or higher on the internet-based test is required for graduate admission. TOEFL information is available at toefl.org and from the Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151, USA. The University of Baltimore's school reporting code is 5810.
- **International English Language Testing System (IELTS):** An overall band score of 6.0 or higher is required for graduate admission. IELTS information is available at ielts.org. An institutional school code is not required.
- **Duolingo:** A Duolingo score of 100 is accepted for undergraduate and graduate programs. An institutional reporting code is not required. More information is available at englishtest.duolingo.com.

The English language test score may be waived if:

- first-time undergraduate applicants have completed three or more years of study at a U.S. high school
- transfer applicants have completed 56 or more transferable credits, including a grade of 'C' or higher in English composition, at an accredited college or university in the United States
- the student has been awarded a degree from the United States, United Kingdom, Anglophone Africa, Anglophone Canada, Ireland, Australia, New Zealand or the British Commonwealth Caribbean prior to enrolling.

The University reserves the right to require additional English-language instruction of any student. The University of Baltimore does not offer English as a second language courses.

INTERNATIONAL STUDENTS

The University of Baltimore welcomes applications from qualified international students. The Office of Admission provides visa assistance to prospective, admitted and enrolled international students. The Form I-20 (Certificate of Eligibility for Nonimmigrant F-1 Student Visa Status) is issued to those applicants who meet all academic, financial support requirements for admission to a full-time degree program. Students holding F-1 status must maintain a full-time course of study each term during the fall and spring semesters.

Students who submit transcripts from an institution outside the United States should refer to the section on Foreign Transcripts. Students who are non-native speakers of English or who have not earned a degree from a regionally accredited U.S. institution should refer to the section on English-Language Proficiency Policy. English translations must accompany all documents issued in a language other than English.

Immigration status is not a factor in evaluating an applicant's eligibility for admission. International applicants, particularly those submitting foreign academic credentials and those residing overseas, are advised to apply well in advance of the semester for which they are seeking admission. Some academic programs may have application deadlines.

International applicants should submit the following documents as part of the application for admission:

- a graduate application form
- an application fee (nonrefundable)
- official transcripts sent directly by each college or university previously attended in the United States
- an independent, course-by-course evaluation report of all foreign transcripts by a U.S. credential evaluation service, if applicable (see Foreign Transcripts section): The transcripts must be evaluated by a current member of the National Association of Credential Evaluation Services.
- evidence of English-language proficiency, if applicable (see English-Language Proficiency Policy section)
- a completed I-20 Request Form, DS-2019 Request Form or Nonimmigrant Status Verification Form
- evidence of financial resources to cover tuition and living expenses in full for the duration of the applicant's program of study (F-1 and J-1 visa students only).

The application documents may be submitted via mail to:

The Office of Admission
1420 N. Charles St.
Baltimore, MD 21201-5779
Tel: 410.837.4777 (or toll-free in the United States at 1.877.APPLYUB)
Tax: 410.837.4793
Email: admission@ubalt.edu
Web: ubalt.edu/admission

The Office of Admission provides visa assistance to prospective, admitted and enrolled international students. The I-20 Request Form (Certificate of Eligibility for Nonimmigrant F-1 Student Visa Status) or DS-2019 Request Form (Certificate of Eligibility for Exchange Visitor J-1 Status) is issued to those applicants who meet all academic and financial support requirements for admission to a full-time degree program. Students holding F-1 and J-1 enrolled in master's or certificate programs must maintain a full course of study with a minimum of 9 credit hours each term during the fall and spring semesters. Students holding F-1 and J-1 enrolled in doctoral programs must maintain a full course of study with a minimum of 6 credit hours each term during the fall and spring semesters.

For more information and to obtain the appropriate forms, contact the Office of Admission at 410.837.4777 (or toll-free in the United States at 1.877.APPLYUB) or admission@ubalt.edu.

ADMISSION DEFERMENT

Applicants who are admitted but do not enroll in the term for which admission was granted may defer to the next consecutive fall or spring semester. A request for deferment must be made in writing to the Office of Admission. (An email to admission@ubalt.edu is acceptable.) This office will provide confirmation when the deferment has been processed.

F-1 international students who are transferring an active Student and Exchange Visitor Information System record to UBalt from another Student and Exchange Visitor Program-approved school in the U.S. cannot defer admission due to visa constraints. Students should consult with Diversity and International Services about any plans to defer enrollment outside of five months from their previous I-20 program end date.

If the student does not attend the semester in which deferment was granted, the student must reapply.

APPLICATION REACTIVATION

Applicants who did not complete their admission file or who were not granted admission for a specific term may reactivate their application by completing a new application for admission and a residency form, and submitting the required application fee to be considered for admission for any future semester. If more than 12 months have elapsed since the last application, new supporting documents, such as transcripts, resumes, statements and letters of recommendation, must be submitted.

Official test scores (e.g., GRE, GMAT) will remain on file and are considered valid for five years from the test date. Official TOEFL scores will remain on file and are considered valid for two years from the test date. Admission for reactivating students is not guaranteed, and application materials must be received by the stated deadline.

CHANGE OF PROGRAM

Applicants may change the program indicated on the application for graduate admission one time during the application process. When a program change is processed, applicants must meet the admission requirements of the new program, including submission of any additional supporting documents required. In addition, applicants may wish to submit a revised statement or other supporting information (as required by the new program) to support their admission application to the second program selected.

READMISSION

Students who have not enrolled for more than two consecutive semesters, excluding summer and winter sessions, must apply for readmission. The exception is students who have been granted an official leave of absence in advance. For readmission consideration, students must submit a new admission application form, residency form and application fee.

Students must be in good academic standing at the time of the last attendance at The University of Baltimore and at any college or university attended since their last enrollment at UBalt. Students who have attended another institution since their last enrollment at The University of Baltimore must have an official transcript sent directly to the Office of Admission. Readmission is not guaranteed, and application materials must be received by the stated deadline.

If approved for readmission, students will be required to meet the admission and course requirements, as well as all policies and procedures in effect at the time of readmission. See Continuous Enrollment/Leave of Absence in the Academic Policies section of this catalog.

Applications for readmission from students on academic probation and/or suspension must be approved by the appropriate program director and appropriate academic dean's office. Students requesting readmission from academic probation and/or suspension should also see Satisfactory/Unsatisfactory Progress in the Academic Policies section of this catalog.

Any balance due to the University must be paid in full before an application for readmission will be processed.

International students who have been absent for one or more semesters (excluding summer session) must obtain clearance from the Office of Admission before re-enrolling.

FINANCIAL SUPPORT

Scholarships and Financial Aid

Merit scholarships up to $$4,500per academic year are awarded to select incoming graduate students with exemplary past academic records. Graduate students will be chosen based on GPA, and they do not have to submit an application for the merit-based scholarships. All other scholarships and deadlines will be posted on the Office of Financial Aid website. This office can also provide information on other financial aid sources for graduate students.

F-1 international students are eligible for student assistant and graduate assistant contracts only. All off-campus employment is prohibited unless authorized through Diversity and International Services. Proof of financial support for obtaining a Form I-20 or DS-2019 cannot be contingent on or include funding from potential student employment.

Student Employment

The Student Employment Program is designed to provide opportunities for students to earn money by working part time while they are enrolled in the University. There are three components to student employment: on-campus employment, off-campus employment and graduate assistantships. Enrolled students may be hired to work in academic and administrative offices in a variety of jobs. Student wages may be paid with Federal Work-Study monies if the student is eligible for financial aid and enrolled at least half time (6 credits for Master degree and certificate students, 3 credits for Doctorate students). Student assistants also may be paid with funds from the hiring department's operations budget. Graduate assistants are paid through University and departmental funds. For more information, visit the UBalt Student Employment Program website.

TRANSFER CREDIT

The following regulations govern the awarding of credit for graduate work completed at other regionally accredited colleges or universities:

- In the Yale Gordon College of Arts and Sciences and in the College of Public Affairs, a maximum of 12 graduate semester credits may be accepted by the program director if the courses are relevant to the student's academic program. Students should check the program description on the college's website and with their program director, as the program may have different requirements.
- In the Merrick School of Business, a maximum of 6 credits at the 600/700 level may be accepted from another AACSB International-accredited university (if applicable) for a specific program. Such credits must be earned beyond the preparatory level.
- Students must include with the transfer credit request a copy of the course catalog descriptions. Additional evidence, such as course syllabi, may also be submitted to support the request.
- Transfer credits will be evaluated only for students granted unconditional admission, and an official transcript must be provided as documentation.
- The transfer of credit after a student has enrolled at the University will be permitted only if the student applies in writing to the program director for permission prior to enrolling in the course to be transferred. Generally, approval will be given for courses that are not offered by The University of Baltimore during the period of the student's attendance. A copy of this permission must be contained in the official student file maintained in the Office of Records and Registration. Courses taken at another institution cannot be used as a repeat of a course already attempted at The University of Baltimore.

- All transfer credits must be completed with a grade of B or higher. Grades for courses taken outside The University of Baltimore will not be applied to a student's GPA at the University. Only credit hours are transferable.
- For information about transferring credit from one UBalt graduate program to another, please refer to the section on [Change of Graduate Program](#) in the [Academic Policies](#) section of this catalog.
- For information about taking a course outside the degree program, see the [Academic Policies](#) section of this catalog. Courses that do not count toward a degree are not eligible for federal and state financial aid.

An applicant is considered officially enrolled at the University on the date registered for class. Degree requirements are based on requirements in effect at the student's first term of entry in a degree or certificate program at The University of Baltimore.

CREDIT FOR PRIOR LEARNING

The University of Baltimore's College of Public Affairs, Merrick School of Business, and Yale Gordon College of Arts and Sciences will consider awarding credit for prior learning through demonstrated completion of an approved industry credential or certification. Academic programs determine which courses, if any, may be eligible for prior learning credit. Students should consult with the academic program director, department chair or associate dean if any credits are allowed. No more than 6 credits may be awarded for all forms of prior learning, and prior learning credits may not be applied to the last 12 credits of the degree. Post- baccalaureate and post-master's certificate programs will not accept prior learning credit.

PROGRAM ADMINISTRATION

A graduate program director or department chair administers each graduate program. The name of each program director appears with the program description on the program's website.

Students enrolled in degree programs are strongly encouraged to meet with their advisers prior to each registration period for approval of course selection. Nondegree students must also have their course selection approved by the program director.

RESIDENCY CLASSIFICATION

The policy on student residency classification for admission and tuition purposes is approved by the Board of Regents of the University System of Maryland. The current policy can be found online at usmd.edu/regents/bylaws/SectionVIII/VIII-2.70.pdf.

The University of Baltimore's current policies for non-Maryland students who qualify for in-state tuition and for procedures for a change in residency status can be found at ubalt.edu/residency.

Immigrant and nonimmigrant students residing in the U.S. who wish to be considered for in-state residency must submit copies of their green card (permanent resident card) or visa documents with their application for admission. Such documentation is relevant to the determination of the applicant's eligibility for Maryland residency for tuition purposes. Immigration status is not a factor in evaluating an applicant's eligibility for admission.

CERTIFICATION OF AUTHENTICITY

As part of the application, students must affirm that the information provided and any additional information submitted related to the admission process is complete, accurate and true. Applicants must understand that submitting false or incomplete information on any part of the application for admission or any related materials may be cause for denial of admission, cancellation of registration or revocation of a degree. Any submitted materials related to a student's application become the property of The University of Baltimore and cannot be returned or forwarded to a third party. If admitted, students must agree to abide by all University policies and procedures, and honor the Academic Integrity Policy and the Student Code of Conduct of The University of Baltimore.