

# ADMISSION

## UNDERGRADUATE (FIRST-YEAR AND TRANSFER) ADMISSION

Office of Admission

Tel: 410.837.4777

1.877.ApplyUB Toll-Free

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Email: [admission@ubalt.edu](mailto:admission@ubalt.edu)

Web: [ubalt.edu/admission](http://ubalt.edu/admission)

As a member of the University System of Maryland, The University of Baltimore is committed to a mission of access and affordability, and seeks to enroll students who can succeed academically in its undergraduate programs. Applications for admission for both first-year and transfer students are available by visiting [ubalt.edu/apply](http://ubalt.edu/apply) or by contacting the Office of Admission.

The Office of Admission at The University of Baltimore adheres to the Statement of Principles of Good Practice, the 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 members 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 application fee is \$35. Qualification for admission is determined without regard to race, color, religion, age, disability, sex, sexual orientation, gender identification or national origin.

## ADMISSION AS A FIRST-YEAR STUDENT

Applicants with 29 or fewer college credits will be evaluated for admission based on first-year admission criteria. Selection for admission to The University of Baltimore for first-year students is based on performance at the secondary level as evidenced by the coursework and grades on the high school transcript, scores on college admission tests, and high school completion test scores (i.e., GED or EDP) credentials.

UBalt will pilot the optional SAT/American College Testing (ACT) for first-year applicants for applications submitted for enrollment in AY 2021-22 and AY 2022-23. A guidance counselor recommendation letter will also be required. An SAT or ACT score will still be required for the student to be considered for academic scholarships.

Admission officers review each applicant individually, evaluating the applicant's academic record, strength of academic program, grades earned, standardized test scores, special talents and interests, and an essay. Optional, but not required for admission, are additional letters of recommendation and a resume.

Applicants must earn a high school diploma from an accredited high school (or equivalent) and show evidence of completion of a minimum of 21 college preparatory credits for admission to UBalt. These credits include four (Carnegie) units of English, four units of mathematics (algebra I, algebra II, geometry

and, for those who complete algebra II prior to their final year, a senior-year mathematics course that utilizes nontrivial algebra), three units of science (two with labs), three units of social sciences, and the remaining units in fine arts, foreign language, technology education or other academic electives.

College preparatory courses are strongly recommended. UBalt awards credit for Advanced Placement (AP), Cambridge International International Baccalaureate (IB) exams. More detailed information can be found under [Transfer Credit Policies: Credit by Methods Other than For-Credit College Instruction](#). Grades are evaluated in the context of the high school attended and the rigor of the program completed. An academic grade point average is calculated and considered when making an admission decision.

If required, test scores should be submitted directly to UBalt from the ACT or the Educational Testing Service (SAT). The admission evaluation uses the highest individual test scores received. The University of Baltimore's College Board identification number is 5810; its ACT code is 1744. Applicants are encouraged to take these tests as early as possible. International students or those for whom English is not their first language may also be required to submit the Test of English as a Foreign Language (TOEFL) or other testing requirements per policy that assess language proficiency. See section on [English-Language Proficiency Policy](#) for more information.

### **Application Deadlines and Requirements for Degree-Seeking Status**

There is a priority application deadline of April 1 for first-year admission for the fall semester. Applications received after this date will be considered if space remains available in the first-year class. Notification of admission usually is made within two weeks of review of the completed application. UBalt accepts a limited number of first-year students for the spring semester. Contact the Office of Admission at 410.837.4777 or [admission@ubalt.edu](mailto:admission@ubalt.edu) for more information.

Applicants must:

- Complete and submit the online application for admission, which includes the Maryland in-state residency status form (to be filled out for consideration of in-state tuition rates).
- Pay the required \$35 application fee (nonrefundable).
- Submit official transcripts from all secondary/high schools and colleges attended. Midyear senior grades may be requested; all enrolling students must submit complete transcripts with final grades and verification of high school graduation prior to the start of their first semester at the University.
- Submit either the SAT Reasoning Test or the ACT unless part of the pilot SAT/ACT optional program. If no SAT/ACT is required, a high school counselor letter will be required.
- Submit an essay/personal statement.
- Education completed outside the USA requires an independent evaluation by a [NACES-approved evaluation service](#) (course by course, for transfer applicants), if applicable (see [Foreign Transcripts](#) section); the transcript must be evaluated by a member of the National Association of Credential Evaluation Services (NACES).
- [Evidence of English proficiency](#) is required for non-native English speakers

To receive credit for AP, IB, military experience or other exams/credentials, official transcripts from the issuing agency are required.

Accepted students who wish to defer enrollment for a year must make this request in writing prior to the beginning of the semester to which they applied for admission, preferably by May 1 for students admitted for fall. Requests may be emailed to an admission counselor and will be reviewed on an individual basis.

## **FIRST-YEAR ADMISSION FOR UNIQUE POPULATIONS**

### **Students Who Do Not Meet Stated High School Curriculum Requirements**

Students who have earned a high school diploma but have not satisfied the required math, English, science, social science, arts or other course requirements are still encouraged to apply. The University has the ability to waive these requirements for qualified students. This includes out-of-state students, students pursuing a degree via the Academic Common Market, or students who may have attended alternative or faith-based high schools.

### **Students from Unaccredited/Unapproved High Schools**

First-year applicants for admission who are graduates of unaccredited/unapproved high schools will be reviewed individually, with consideration given to factors such as college admission test scores, high school course content, performance in high school academic courses, the performance of previous students with similar academic preparation and other appropriate criteria.

### **Students Who Have Been Out of School More than Three Years**

Students who have earned a high school diploma (or equivalent) with a minimum GPA equivalent to a C or better but are more than three years beyond high school enrollment may be admitted by determination of the Admission Committee. This determination may be made by the evaluation of successful work experiences, essay, portfolio assessment and/or placement testing. A resume and two letters of recommendation are required. An additional essay may be required as a part of this review.

### **Students with Proficiency-Based Standards, Standardized Examinations or Equivalency Diplomas**

Students who graduated from regionally accredited institutions with proficiency-based standards will be considered individually. Each secondary institution with proficiency-based standards will be asked to provide documentation about the student's achievement in secondary school.

Admission may be granted to students who were awarded a high school equivalency diploma by passing a standardized evaluation, such as the General Education Development (GED) test or the External Diploma Program (EDP).

The Admission Committee will evaluate the breadth and depth of academic preparation through documentation provided by the student. In addition to the standardized SAT/ACT test scores and the essay/personal statement, optional materials, such as SAT subject tests, a resume and a list of extracurricular activities or letters of recommendation, may be provided or requested. The same standards used in regular admission regarding breadth and depth in academic subjects, minimum standardized test scores, and achievement in coursework apply to students admitted from this category.

### **Home-Schooled Students**

All home-schooled students must demonstrate compliance with state and local education regulations. To do so, students must submit official documents, provided by an approved oversight organization, showing completion of the high school curriculum, content of the curriculum and any available assessments. For Maryland students, the home instruction program must comply with section 13A.10.01 of the General Regulations of the Maryland State Board of Education.

Demonstration of the competencies outlined in the UBalt requirements for admission may be combined with scores on a standardized college admission test, such as the ACT or the SAT, to satisfy the minimum qualifications for admission. UBalt admission officers will evaluate the breadth and depth of academic preparation through documentation provided by the student. In addition to the standardized SAT/ACT scores and the essay/personal statement, optional materials, such as SAT subject tests, a resume and a list of extracurricular activities or letters of recommendation, may be provided or requested. The same standards used in regular admission regarding breadth and depth in academic subjects, minimum standardized test scores, and achievement in coursework apply to students admitted from this category.

## **ADMISSION AS A TRANSFER STUDENT**

Admission as a transfer student is open to those who have completed a minimum of 30 college credits. (Applicants with 29 or fewer college credits—those credits may all transfer in—will be evaluated for admission based on the freshmen admission criteria, if the applicant graduated from high school within the past three years.) Applicants who have a minimum cumulative 2.0 grade point average (on a 4.0 scale) will be offered admission to the University on a space-available basis. All applicants who have completed an associate degree from a Maryland community college will be granted admission to the institution regardless of grade point average. If a student attends another institution post-associate degree, the cross-institutional cumulative grade point average will be considered for admission. Students transferring from an out-of-state or private institution will be evaluated based on the college credits - completed and grades earned. These credits must be earned at institutions (junior/community colleges, four-year colleges or universities) accredited by a regional accrediting association. Specific programs may have more restrictive admission criteria. All cumulative GPA calculations are cross-institutional and include all previous coursework at all previous institutions.

International students who are currently studying on an F-1 visa will require a transfer of their individual Student and Exchange Visitor Information System record to The University of Baltimore. Upon being admitted to the program, they should contact the international office at their current school to arrange for their record to be transferred. F-1 requirements stipulate that they must begin a new program of study within five months from the program end date currently listed on their valid Form I-20.

### **Application Deadlines and Requirements for Degree-Seeking Status**

The University of Baltimore has a policy of rolling admission notification for transfer students and will accept applications on a space-available basis. Students are encouraged to apply for admission as early as possible to ensure a prompt admission decision, advising and registration prior to the beginning of the semester.

Applicants must:

- Complete and submit the online application for admission, which includes the Maryland in-state residency status form (to be filled out for consideration of in-state tuition rates).
- Pay the required \$35 application fee (nonrefundable).
- Submit official transcripts from all colleges and universities previously attended. An official copy of each transcript from the United States should be sent directly from the issuing institution to the Office of Admission. Students can help speed up the admission and transfer credit evaluation processes by sending a current transcript from the transfer institution at the time of their

application to UBalt and a final transcript once all coursework has been completed. These transcripts are due within the first 30 days of the semester to which the student is admitted.

- To receive credit for AP, IB, military experience or other exams/credentials, official transcripts from the issuing agency are required.
- Education completed outside the USA requires an independent evaluation by a [NACES-approved evaluation service](#) (course by course, for transfer applicants), if applicable (see [Foreign Transcripts](#) section); the transcript must be evaluated by a current member of the National Association of Credential Evaluation Services (NACES) (see Foreign Transcripts section for details).
- [Evidence of English proficiency](#) is required for non-native English speakers

International students residing outside of the U.S. at the time of applying should consider visa wait times and plan to apply at least six months prior to the start of the term in which they want to begin studying at UBalt.

## ADDITIONAL ADMISSION REQUIREMENTS

Both first-year and transfer students must meet these requirements for admission into select programs:

- **B.A. in Philosophy, Law and Ethics:** Admission into the program requires a minimum 3.0 cumulative grade point average. The opportunity to apply for admission to the early-entry J.D. program at The University of Baltimore requires a minimum 3.35 cross-institutional cumulative grade point average.
- **B.S. in Business Administration, accounting concentration:** Admission into the program requires a minimum 2.5 cross-institutional cumulative grade point average. Students interested in the Online Accounting Completer program are encouraged to have earned their A.A. or A.S. in business or a related field, or completed an A.A. or A.S. Maryland General Education program.
- **B.S. in Business Administration with a specialization in finance:** Admission into the program requires a minimum 2.25 cross-institutional cumulative grade point average.
- **B.S. in Business Administration with a specialization in general business:** Students interested in the Online General Business Completer program are encouraged to have earned their A.A. or A.S. in business or a related field, or completed an A.A. or A.S. Maryland General Education program. It is possible to apply prior to completion of the associate degree, however.
- **B.S. in Criminal Justice:** Students interested in the Online Criminal Justice Completer program are encouraged to have earned their A.A. or A.S. in a related field, or completed an A.A. or A.S. Maryland General Education program. It is possible to apply prior to completion of the associate degree, however.
- **B.S. in Cyber Forensics:** Admission in the program requires a minimum 2.8 cross-institutional cumulative grade point average.
- **B.S. in Forensic Studies:** Admission in the program requires a minimum 2.75 cross-institutional cumulative grade point average. An applicant eligible for admission to the B.S. in Forensic Studies program is not guaranteed an offer of admission to a specific specialization (e.g., forensic science or police science). Due to the limitations of facilities, staff and resources, the number of eligible applicants who can be adequately served is taken into consideration. As a result, offers of admission to specific specializations will be limited to the most qualified of eligible applicants. Admission into the forensic science concentration requires a minimum 2.5 cumulative grade point average for the seven required science courses (see [forensic studies section](#)).
- **B.S. in Health Management:** Students with 30 or more college-level courses are invited to apply as a transfer student. We are looking for a minimum cumulative 2.0 GPA or higher. Students who graduate from a Maryland Community College, and directly transfer to UBalt, are guaranteed

admission. Students with less than 30 credits can apply as a first-time undergraduate student, but may wish to wait until 30 credits are posted. Speak with an admission counselor to learn more.

- **B.S. in Policy, Politics and International Affairs:** Students interested in the Online Policy, Politics and International Affairs Completer program are encouraged to have earned their A.A. or A.S. in a related field, or completed an A.A. or A.S. Maryland General Education program. It is possible to apply prior to completion of the associate degree, however.
- **B.S. in Simulation and Game Design (Shady Grove campus):** Students must have earned 60 credits or more to be eligible for enrollment entirely at this campus and/or online.
- **Upper-Division Certificate in [Computer Programming](#):** An A.A. (or 60 credits) or higher is required for admission.
- **Upper-Division Certificate in [Cybersecurity](#):** An A.A. (or 60 credits) or higher is required for admission.

For more information, please refer to the individual degree programs. Information on each program can be found on the [UBalt academic programs website](#).

## READMISSION TO THE UNIVERSITY

Students who do not enroll at the University for three consecutive semesters, excluding summer and winter sessions, must apply for readmission. For readmission consideration, students must submit a new application form, residency form and application fee. Readmission is not guaranteed. These students are responsible for meeting the admission and degree requirements, and for adhering to the policies and procedures in effect at the time of readmission, not those under which they originally enrolled. The exception is students who have been granted an official leave of absence in advance. For more information, 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 dean (or designee) of the college in which they were enrolled. See [Satisfactory/Unsatisfactory Progress](#) in the [Academic Policies](#) section of this catalog.

International students who have not enrolled for one or more semesters, excluding summer sessions, must obtain clearance from the Office of Admission before re-enrolling.

Applicants for readmission should be aware of the following:

- Students who have attended another institution since their last period of enrollment at The University of Baltimore and wish to transfer course credit should arrange to submit an official transcript to the Office of Admission directly from the institution granting the course credit.
- Any previous balance due the University must be paid in full before an application for readmission will be considered.

Students who wish to reapply to the University but were placed on academic suspension or probation must adhere to the readmission policy.

## TRANSFER ADMISSION FOR UNIQUE POPULATIONS

### Nondegree Student

Applicants who wish to enroll in courses for personal enrichment, for professional development or as preparation for graduate study may be admitted to the University as nondegree students. Visiting students who wish to take courses that count toward a degree at another institution may also enroll as nondegree students (see section on [Visiting Students](#) below). The University has a rolling admission policy, but students are encouraged to apply for admission as a nondegree student as early as possible to ensure a prompt admission decision, advising and registration prior to the beginning of the semester.

Nondegree students may take a maximum of 9 credits per semester, not to exceed a total of 30 credits at The University of Baltimore. Up to 30 credits taken as a nondegree student may be transferred into a degree program at the University. See [Nondegree Status](#) in the [Academic Policies](#) section of this catalog.

Applicants for nondegree status must:

- Complete and submit the Application for Nondegree Students (available at [ubalt.edu/admission/forms](http://ubalt.edu/admission/forms)).
- Pay the required \$35 application fee.
- As needed, an official transcript may be required to demonstrate satisfactory completion of any prerequisite coursework or skill level.

Nondegree-seeking students attending The University of Baltimore may be considered for admission as degree-seeking students. All cross-institutional college credits transferable to a degree program must meet the minimum required cumulative GPA. Coursework completed at UBalt as a nondegree student will not contribute to the 2.0 GPA and 24-credit-hour transfer admission requirement. Students must file an application for admission and all supporting documents to become degree-seeking students. See [Degree Status](#) in the [Academic Policies](#) section of this catalog. Nondegree students are not eligible for scholarships or financial aid.

### Interinstitutional Students

Undergraduates enrolled full time in a degree program at any of the University System of Maryland schools and who have attained at least sophomore status (30+ credits) are eligible to participate. Potential interinstitutional students must fill out an interinstitutional registration form in their home school's records office. Their home school's adviser and registrar must sign off before students can present the form to The University of Baltimore's Office of Records and Registration. Students must be in good academic standing at their home institution. Interinstitutional registration is available only for spring and fall semesters. No admission application is required; details on the interinstitutional registration process can be found in the [Academic Policies](#) section and can be obtained from the records office at the student's home school or from The University of Baltimore's Office of Records and Registration. Interinstitutional students are not eligible for scholarships or financial aid.

### Visiting Students

Students who wish to register for courses and to have final grades transferred to count toward a degree at their home institution may enroll as visiting students. A visiting student is one who is currently enrolled at another institution outside of the University System of Maryland (USM), or who is a part- or full-time USM student with sophomore standing who wishes to take courses at UBalt during the summer session or winterim. Full-time USM students with sophomore standing who wish to take courses during the spring or fall semester must follow the interinstitutional registration procedures outlined above.

Applicants for visiting student status must:

- Complete and submit the Application for Visiting Students (available [here](#)).
- Pay the required \$35 application fee.

The application requires a signature from an official at the applicant's home institution confirming the applicant has completed the prerequisites for the course(s) to be taken, is in good standing at the sending institution and has permission to take courses at UBalt. Visiting students are not eligible for scholarships or financial aid.

### **Second Bachelor's Degree**

Students who previously earned a bachelor's degree at either The University of Baltimore or another accredited institution may earn a second bachelor's degree in a different degree program. Students must complete a minimum of 30 credits in residence at The University of Baltimore, applicable only to the second degree, and satisfy all of the departmental requirements for the degree, but they are not required to fulfill General Education or University-wide course requirements. No University of Baltimore courses taken to complete the first bachelor's degree can be retaken to complete the second bachelor's degree.

Credits used to satisfy a first degree at The University of Baltimore may not be applied toward the 30-credit residency requirement for the second degree. In some cases, this policy may require the substitution of courses in the major other than those specified by the second degree's program. Students interested in pursuing a second bachelor's degree should consult with the appropriate program director before making a formal application through the Office of Admission.

A student with a bachelor's degree in criminal justice cannot be admitted into the B.S. in Forensic Studies program with a concentration in forensic investigations (formerly called police science), or vice versa. A student who has earned a bachelor's degree in business administration at UBalt or at any institution may not earn a second bachelor's degree in business administration with a different specialization. However, students may pursue a second bachelor's degree in information systems and technology management in the Merrick School of Business.

Students applying for a second degree at UBalt must submit an application for undergraduate admission (indicating "readmission" if they previously earned a bachelor's degree at UBalt) and pay the appropriate application fee. A maximum of 90 transferable credits may count toward the second degree.

## **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 course of study in a minimum of 12 credit hours 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 undergraduate admission to the Office of Admission, 1420 N. Charles St., Baltimore, MD 21201-5779; fax: 410.837.4793; email: [documents@ubalt.edu](mailto:documents@ubalt.edu); website: [ubalt.edu/admission](http://ubalt.edu/admission):

- an undergraduate application form
- a \$35 application fee (nonrefundable)
- official transcripts sent directly by each secondary/high school (first-year applicants) and college or university (transfer applicants) previously attended in the United States
- an independent evaluation report of any foreign transcripts by a U.S. credential evaluation service (course by course, for transfer applicants), if applicable (see [Foreign Transcripts](#) section); the transcript must be evaluated by a current member of the National Association of Credential Evaluation Services (see Foreign Transcripts section for details)
- evidence of English-language proficiency, if applicable
- 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).

Students applying to the First Year Program must also submit:

- Either the SAT Reasoning Test or the ACT unless part of the pilot SAT/ACT optional program.
  - If no SAT/ACT is required, a high school counselor letter will be required.
- An essay/personal statement.

For more information and to obtain appropriate forms, contact the Office of Admission at 410.837.4777 or [admission@ubalt.edu](mailto:admission@ubalt.edu).

## ENGLISH-LANGUAGE PROFICIENCY POLICY

Applicants who are non-native speakers of English and 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.

- **TOEFL:** A score of 550 or higher on the paper-based test or 79 or higher on the internet-based test is required for undergraduate admission. TOEFL information is available at [toefl.org](http://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 admission. IELTS information is available at [ielts.org](http://ielts.org). A school reporting code is not required.
- **DuoLingo:** A DuoLingo score that is deemed comparable to the approved TOEFL cut scores may be presented in place of TOEFL or IELTS result. DuoLingo information is available at <https://englishtest.duolingo.com/>,

First-year applicants who have completed three years of study at a U.S. high school and transfer applicants who 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 are exempt from the English-language proficiency requirement.

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.

## FOREIGN TRANSCRIPTS

The University of Baltimore does not evaluate foreign transcripts. Applicants who attended a secondary/high school, college or university outside the United States must arrange at their own expense to have their academic records evaluated in English by a UBalt-approved U.S. credentials evaluation service that is a current member of the National Association of Credential Evaluation Services.

More information and appropriate forms may be obtained by visiting [ubalt.edu/international](http://ubalt.edu/international) or contacting the Office of Admission at 410.837.4777 or [admission@ubalt.edu](mailto:admission@ubalt.edu). The University may also require some applicants to provide additional documentation, such as syllabi and course descriptions.

## TRANSFER CREDIT POLICIES

All degree or certificate program applicants who transfer to The University of Baltimore receive a formal evaluation of transfer credit from the Office of Records and Registration. Transfer credit can only be awarded from an official transcript sent to The University of Baltimore from the institution that originally granted the course credit. This evaluation will be incomplete if the student is still taking coursework elsewhere. A final evaluation is made upon receipt of official transcripts showing grades and credits from the most recent semester and, if appropriate, the posting of receipt of a degree on the final transcript. Since not all transfer credits may be applicable to the specific degree pursued by a student, students are advised to review courses required for their degree in advance of transfer.

Many of the courses students transfer have already been equated with UBalt courses, making the transfer process as seamless as possible. However, transfer courses that have not been through the evaluation process are submitted to faculty subject matter experts for review, the result of which will equate the course with an existing UBalt course, designate the course as an unspecified elective or, in rare cases, determine that the course will not transfer.

The following general policies also apply:

- Credit earned and transferred from a two-year college is limited to 63 credits.
- In accordance with COMAR regulations (13B.06.01.04.B(5)), UBalt may award up to 70 credits from a community college if a program-to-program articulation agreement or other partnership MOU is signed with an individual community college.
- In all cases, students will need to meet the University of Baltimore's graduation requirements, including General Education, major-specific coursework, and residency requirements.
- Transfer students who have credits from a four-year college may transfer up to 90 credits but may not have more than 70 credits of 100- to 200-level (lower-division) coursework. To satisfy degree graduation requirements, students transferring from a four-year college must complete a minimum of 30 credits at The University of Baltimore, at least 15 of which must be upper-division.
- Transfer students from institutions that do not have regional accreditation will be reviewed individually to determine the transferability, if any, of courses taken.

- Transfer credit is granted if the student has earned the required minimum grade in courses. A grade of D is transferable only if the overall cumulative grade point average is 2.0 or better. Students who earn a D in General Education courses from Maryland public institutions will be able to transfer these credits to fulfill General Education requirements at The University of Baltimore if the sending institution accepts D grades to satisfy General Education requirements. Otherwise, a grade of C- is required for lower-division General Education requirements, and a C is required for lower- and upper-division major requirements, as well as for upper-division General Education requirements.
- Developmental/remedial or orientation course credit may be transferred to meet qualifications for admission, but such credit is excluded from fulfilling graduation requirements.
- A maximum of 12 semester credit hours in occupational/technical courses completed at a regionally accredited college may be transferred and applied toward degree requirements in the general elective category. (This policy does not apply to radiologic technician, nursing or other occupational/technical courses covered by other University policies and agreements.)
- Students who wish to appeal a decision regarding the transferability of a course should first contact the Office of Records and Registration at [transfercredit@ubalt.edu](mailto:transfercredit@ubalt.edu). If a satisfactory resolution cannot be reached, the student may then appeal to the appropriate academic dean or, in the case of a General Education course or a graduation requirement, the student should follow the relevant process described in the section below. The third level of appeal for non-General Education/graduation requirement transfer of credit is the provost. Appeals regarding transfer credit must be initiated by students within one year of initial enrollment.
- The student transfer policies adopted by the Maryland Higher Education Commission, applicable to all Maryland public postsecondary educational institutions, are indicated in the [Policies](#) section of this catalog.

**Please note:**

- Not all transfer credits may be applicable to graduation requirements. All students are required to take the last 30 credits toward the bachelor's degree at The University of Baltimore after transfer to the University, with at least 15 of these credits at the 300-level or above.
- Once enrolled at The University of Baltimore, students must receive advance written permission from the dean or the dean's designee to earn credits at another institution and transfer them into the degree. Students will never be allowed to apply fewer than 30 UBalt credits to the bachelor's degree.
- Generally, the last 30 credits are completed at the University, but with advance permission of the dean, and assuming the student has already completed enough credits at The University of Baltimore, exceptions may be made for compelling reasons.
- A maximum of 30 business credits can be used toward a UBalt arts and sciences or public affairs bachelor's degree.

## **TRANSFER CREDIT AND GENERAL EDUCATION REQUIREMENTS**

The University of Baltimore General Education requirements may be satisfied by transfer courses or by courses taken at The University of Baltimore. Generally, evaluation of applicable transfer credit is done on a course-by-course basis. However, there is flexibility in meeting these requirements under the conditions of and in accordance with the Maryland Higher Education Commission's General Education and Student Transfer Policies. (See the policies website at [ubalt.edu/policies](http://ubalt.edu/policies).) These conditions are as follows:

- Students who transfer from a Maryland public community college with an A.A. or A.S. will automatically fulfill state-mandated General Education requirements at The University of

Baltimore. They will be responsible for completing all The University of Baltimore General Education requirements in addition to any graduation requirements not already met.

- The General Education credits of students for whom the previous item does not apply will be evaluated on a course-by-course basis in accordance with Maryland Higher Education Commission student transfer policies.
- Transfer students who need to take placement tests to be eligible to enroll in required lower-division composition and/or mathematics courses must do so by their second registration. After their first semester, they will not be permitted to register for any courses without permission until the required lower-division General Education courses in writing and mathematics have been successfully completed.
- Applicants who hold a Maryland registered nurse or radiologic technician license are eligible to have certain General Education requirements satisfied. These include writing, communication, social science and biological/physical sciences. Students must submit a copy of their valid license in addition to their official transcripts. In addition, a maximum of 63 credits will be awarded/satisfied for a valid registered nurse or radiologic technician license in combination with community college credits.

## **GENERAL EDUCATION AND GRADUATION REQUIREMENT TRANSFER CREDIT CHALLENGES**

### **Informal Process**

If an undergraduate student believes a course taken at another institution should satisfy a General Education requirement at UBalt, but the UBalt transfer evaluation did not indicate that the course would meet a General Education requirement, the student may petition the matter informally to the associate provost to discuss the concern. The student should request the meeting in writing (email is acceptable for this purpose) and keep a copy of the meeting request. All meeting requests must be made before the end of the student's first semester at UBalt; in the case of a student beginning a new program of study, the request must be made within the student's first semester of the new program of study.

Within 14 calendar days of receiving such a request, the associate provost will set a time to consult informally with the student to discuss the student's concerns. Although this consultation will ideally be held in person, it may also take place by telephone or through email correspondence to accommodate both participants. If the student and the associate provost are able to reach an agreement about how to address the student's concern during or as a result of the informal consultation, the matter will be considered resolved.

If a student requests a meeting but the associate provost does not respond within 14 calendar days, or if the associate provost is unavailable to consult in person, by phone or by email within that period, the student may proceed with the formal appeal process described below.

### **Formal Process**

If the student's concern about the General Education transfer credit has not been resolved through the informal consultation with the associate provost, the student may present the matter in writing to the chair of the General Education Council of the University Faculty Senate. The council serves as the decision-maker for the request. If a council member has a conflict of interest with regard to the request, the president of the relevant faculty senate will designate an alternate, unbiased representative.

The student's written submission for appeal will:

- State that the consultation requirements of the informal process have been met.

- State clearly the reasons for requesting the General Education transfer credit approval.
- Contain documents, including a course syllabus and the catalog course description from the granting institution, to provide full details of each course for which General Education transfer credit is requested and was initially denied General Education transfer credit.

Within 30 calendar days after receiving a written request from a student, the council will render a written decision as to whether the transfer credit meets a General Education requirement. In the case of a request arriving during a period when the council is not in session (e.g., summer), the council will render a written decision within 30 calendar days after the first meeting of the next academic term when the council meets.

### **Informal Process, Graduation Requirement**

If an undergraduate student believes a course taken at another institution should satisfy a University graduation requirement but the UBalt transfer evaluation did not indicate that the course would meet a graduation requirement, the student may petition the matter informally to the associate provost to discuss the concern. The student should request the meeting in writing (email is acceptable for this purpose) and keep a copy of the meeting request. All meeting requests must be made before the end of the student's first semester at UBalt; in the case of a student beginning a new program of study, the request must be made within the student's first semester of the new program of study. The associate provost will consult informally with the student about whether the course being petitioned might be considered to satisfy a graduation, General Education or major requirement and will refer the student to the appropriate person for further action, such as a program director.

### **Formal Process, Graduation Requirement**

If the student's concern about the graduation requirement has not been resolved through informal consultation with the associate provost and, often, a program director, the student may present the matter in writing to the dean of the college or school. The dean or designee serves as the decision-maker for the request.

The student's written submission will:

- State that the consultation requirements of the informal process have been met.
- State clearly the reasons for requesting the graduation requirement transfer credit approval.
- Contain documents, including a course syllabus and the catalog course description from the granting institution, with full details of the course or courses for which graduation requirement transfer credit is requested.

Within 30 calendar days after receiving a written request from a student, the dean will render a written decision on whether the transfer credit meets a graduation requirement.

## **ARTSYS AND ARTICULATION AGREEMENTS**

Academic programs at Maryland's community colleges are articulated through the ARTSYS program, available online at [artsys.usmd.edu](http://artsys.usmd.edu). ARTSYS is a statewide program that provides detailed, course-to-course transfer information; recommended academic plans for transfer; and an unofficial transcript audit. By using the system, a student can better plan for transfer to The University of Baltimore.

In some cases, The University of Baltimore has entered into articulation agreements with individual community colleges. The agreements solidify a course of study and may award additional transfer credit. Copies of these agreements are [available online](#) or through a transfer counselor at the community college.

## **CREDIT BY METHODS OTHER THAN FOR-CREDIT COLLEGE INSTRUCTION (PRIOR LEARNING, AP, COLLEGE-LEVEL EXAMINATION PROGRAM, IB, DEFENSE ACTIVITY FOR NONTRADITIONAL EDUCATION SUPPORT, MILITARY CREDITS)**

### **Credit for Prior Learning**

The University of Baltimore's (UBalt'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 external standardized examinations (AP, IB, CLEP, DSST, Cambridge International), military training, demonstrated completion of an approved industry credential, portfolios, in addition to traditional transferred credits from accredited schools. **Academic programs determine which courses may be eligible for prior learning credit, and they may agree to allow credit for General Education or other requirements.** Prior to awarding credit, faculty must review and approve the acceptance of these credits; course equivalencies for standardized exams and common industry credentials are maintained in the Office of Records and Registration. If prior learning credit cannot be awarded, students may discuss possible substitution options with their program.

No more than 45 credits may be awarded for all forms of prior learning, and no more than 12 may be applied to required courses in a major. No more than 9 credits may be awarded at the upper-division level, and no more than 12 in total may be awarded via portfolio credit. Programs may have lower limits, and some programs may not allow credit for prior learning in the major. Prior learning credits may not be applied to the last 30 credits of the degree.

Prior learning credit cannot be used to cancel the grade point average penalty of a low or failing grade from a course taken at the University of Baltimore; the repeat policy cannot be applied.

Prior Learning credit is not factored into admission eligibility. Prior Learning credit appearing on an official college or university transcript will be reviewed on a case-by-case basis; however, UBalt will review and accept transcribed prior learning credits from other Maryland public institutions as if they were course credits from those institutions (up to the allowed limit). Students cannot use Prior Learning in duplication of other earned academic credit, nor can the credit replace coursework where the repeat policy is in effect. Students with questions should contact the Office of Admission at 410.837.4777 or [admission@ubalt.edu](mailto:admission@ubalt.edu).

### **External Standardized Examinations**

UBalt will accept credit for external standardized examinations, provided the scores presented meet UBalt standards, and apply those credits to a student's degree program as appropriate. Students can find equivalencies at [www.ubalt.edu/transfercrredit](http://www.ubalt.edu/transfercrredit); equivalencies may change as necessary. For specific exams:

- Advanced Placement (AP): UBalt will award credit for AP scores of 3 or higher. Enrolling students are required to submit official AP scores from the College Board prior to matriculation to receive credit.
- College-Level Examination Program (CLEP): CLEP scores of 50 or greater are acceptable for credit before completion of 90 credit hours. Once the student has begun the last 30 credits of study, CLEP scores are no longer acceptable for credit.
- International Baccalaureate (IB) Examinations: UBalt awards 30 credits and sophomore standing to high school students who complete the full IB diploma. Each applicant's transcript will be reviewed by the Office of Records and Registration to determine how the 30 credits will be

applied to the record of the student. Students who have completed either standard-level or higher-level IB courses without completing the full diploma and have successfully completed the corresponding IB examinations with a score of 4 or higher will receive credit at UBalt. Students must have official exam scores sent from the International Baccalaureate Organization to UBalt prior to matriculation to receive credit.

- DSST: UBalt awards credit based on DSST test scores and follows the recommendations of the American Council on Education regarding the amount and type of credit awarded for minimum scores. Once the student has begun the last 30 credits of study, DSST scores are no longer acceptable for credit.
- Cambridge International: Students who have completed an AICE diploma or who have successfully completed AS or A level examinations will be entitled to credit at UBalt (diploma scores of D, M, and P for “distinction,” “merit,” and “pass” are accepted for credit; individual exam scores must have earned at least a D, which is roughly equivalent to a US grade of C+). Students must have official scores sent to UBalt to receive credit.

### **Military Training**

UBalt awards credit for both MOS (Occupation) and Service School experiences. Students should submit their Joint Services Transcript (JST) to identify how coursework will be accepted.

### **Industry Credentials, Apprenticeships, and Certifications**

UBalt will award credit for work experience based on the awarding of a state or industry license, an approved industry examination, a recommendation by the American Council on Education’s The National Guide or the National College Credit Recommendation Service (formerly PONSI), or via prior review and approval by program and academic leadership. Individual colleges and programs may require that credentials be earned or held active within a specific timeframe. Students will be required to provide authenticated proof of those credentials before credit will be awarded. Portfolio Credit Individuals schools and programs may award portfolio credit for prior learning (for a maximum of 12 credits, as noted above).

To be eligible to petition for course credit via portfolio, a student must meet the following conditions:

- Successful completion with at least a C in 12 semester credit hours since enrolling as a degree-seeking student; exceptions could be made for successfully completed recent coursework as a non-degree student;
- Eligibility to enroll in WRIT 300 or prior completion of WRIT 300;
- The student may not have completed more than 30 semester credit hours when petitioning for prior learning credit.
- Successful completion of UB’s 1-credit portfolio course.

#### *Portfolio Process:*

There is an approved portfolio review process posted in the UBalt Policy Guide. Faculty periodically review these procedures to ensure they are up to date. Students pay a fee for the evaluation of the portfolio, but the combined cost of the portfolio course and the evaluation fee remains less than the cost of a 3-credit course.

Students may petition for credit for more than one course. The portfolio course does not need to be repeated, but a separate portfolio will be submitted for each course to be petitioned for credit. Some elements of the portfolio submissions may overlap, but the faculty evaluators decide what specific learning outcomes are to be demonstrated in a portfolio for a course, consistent with the general guidelines in the approved procedures.

Not all courses are eligible for prior learning credit because of accreditation and program assessment requirements. Students must consult with an academic advisor and the faculty leading a program or department to find out if a course can be petitioned for credit for prior learning.

## **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 on the [University System of Maryland bylaws website](#).

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](http://ubalt.edu/residency).

Immigrant and nonimmigrant students residing in the United States 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.