



University Senate TRANSMITTAL FORM

Senate Document #:	09-10-22
PCC ID #:	N/A
Title:	Review of the University of Maryland Undergraduate Catalog
Presenter:	Charles Delwiche, Chair of Senate APAS Committee
Date of SEC Review:	April 6, 2010
Date of Senate Review:	N/A
Voting (highlight one):	On resolutions or recommendations one by one, or In a single vote To endorse entire report
Statement of Issue:	Upon review, the 2009-2010 APAS Committee noted several discrepancies between the Undergraduate Catalog and the current policies as recorded in the Consolidated USMH and UM Policies and Procedures Manual; as a result the SEC asked the committee to examine whether or not this was a more widespread phenomenon.
Relevant Policy # & URL:	Consolidated USMH and UM Policies and Procedures Manual http://www.president.umd.edu/policies/ University of Maryland Undergraduate Catalog http://www.umd.edu/catalog/index.cfm
Recommendation:	Because there are significant inconsistencies between the Undergraduate Catalog and the Consolidated USMH and UM Policies and Procedures Manual, and because Senate Committee operations are not well-suited to solving problems of this nature, the Committee recommends that these inconsistencies be brought to the attention of the Office of the Provost.
Committee Work:	The Committee was charged with determining whether discrepancies exist between the Catalog and current University policies in the Fall of 2009. During the course of its review, the Committee noted several inconsistencies. The Committee consulted with representatives from the Office of the Registrar and the Office of Undergraduate Studies throughout its review. At its meeting on March 2, 2010, the Committee voted in favor of recommending that the inconsistencies be brought to the

	attention of the Office of the Provost.
Alternatives:	An alternative administrative unit could be indentified to review the inconsistencies.
Risks:	There are no associated risks.
Financial Implications:	There are no financial implications.
Further Approvals Required: <i>(*Important for PCC Items)</i>	N/A

APAS Committee Report

Review of the University of Maryland Undergraduate Catalog Charge Senate Doc # 09-10-22

March 2010

In the process of reviewing residency requirements during the Fall Semester of 2009, the APAS committee noted substantial inconsistencies between the Undergraduate Catalog ("Catalog") and the current policies as recorded in the Consolidated USMH and UM Policies and Procedures Manual ("Manual"); as a result the SEC asked the committee to examine whether or not this was a more widespread phenomenon. To research this question, each member of the committee was asked to select a portion of the Catalog to review in detail and compare it to the corresponding policies as given in the Manual. From these investigations, the committee determined that the Catalog is extensively elaborated and modified from the University Policies as approved by the President and/or Board of Regents and recorded in the Manual. To some extent this reflects the Catalog's role as a document that helps interpret and elaborate Policies for a broad audience, but several of the cases identified appear to put the Catalog in fundamental conflict with the Manual. Some examples of discrepancies identified by the APAS committee are noted below in Appendix 1.

A related question is what mechanisms are in place to ensure alignment between the two sets of documents. Investigating this question, the committee determined that departments and other units are contacted annually by the Office of the Registrar and asked to make corrections to sections of the Catalog within their purview. There does not appear to be any formal mechanism to check for redundancies, inconsistencies, or conflict within the Catalog or between the Catalog and the Manual.

Some of the discrepancies identified appear to be substantial and to have the potential to create real conflict, as well as confusion and inconsistent application of rules. Consequently, it is the recommendation of the committee that the situation be drawn to the attention of the Provost. The committee also found that the Catalog can be quite difficult to navigate, and inferred that this may have contributed to the problem by interfering with cross-checking and proofreading. It should be noted that the investigation carried out by the APAS committee was limited in scope, and that other discrepancies of a similar nature are likely to be present. It appears that a comprehensive comparison of the Catalog and Manual would be helpful in order to identify and fix any inconsistencies. It may also be helpful to reevaluate the process by which the Catalog and other interpretive handbooks are updated.

The original charge from Senate Chair Elise Miller-Hooks is attached to the end of this report.

APPENDIX 1: EXAMPLES OF DISCREPANCIES IDENTIFIED WITHIN AND AMONG THE POLICIES AND CATALOG.

1) Role of the Catalog

The homepage of the University of Maryland Undergraduate Catalog states that “this online catalog is the official document of record for undergraduate academic programs, course descriptions, regulations and policies.” This is not technically accurate: the Consolidated USMH and UM Policies and Procedures Manual, not the catalog, is the official document of record.

2) Transfer Admission Criteria:

- Excerpt from Manual, III.-4.00(B) UMCP Transfer Admission Criteria Sections B. 2 and 3, under Requirements:

Grade point average requirements vary depending on the availability of space, but should not be lower than 3.0.

Applicants from **Maryland community colleges** are, in some instances given special consideration, and when qualified can be admitted with a grade point average of 2.00 or better. Students who were not admissible as high school students must complete a minimum of **28 semester hours** with at least a 2.00 average.

- Excerpt from Catalog Section 1 Transfer Admission, under Requirements:

All students with grade point averages below 3.0 will be considered on a space-available basis. Students who were not admissible as high school seniors must complete at least **30 semester hours** with the grade point average as stated above. In accordance with Maryland Higher Education Commission and Board of Regents transfer policies, applicants from **Maryland public institutions** are, in some instances, given special consideration, and, when qualified and space is available, may be admitted with a cumulative grade point average of 2.0 or higher.

3) GPA Information:

- Excerpt from Manual, III.7.00(A) UMCP Degree Requirements Section B. 4, Grade Point Average

A minimum 2.00 grade point average is required for graduation in all curricula. **A higher average may be required by the individual department, college, school, or program.**

- Excerpt from Catalog Section 4, Degree Requirements, 4. Grade Point Average

A minimum cumulative 2.0 grade point average is required for graduation in all curricula.

4) Information on Advising:

While the Catalog explains the many ways an advisor can assist a student by monitoring progress, providing information on academic requirements needed for graduation, helping students plan for future graduate study or career, or serving as a campus resource, it does not cover the explicit areas outlined in the Manual in III-2.50(A) UMCP Policy and Procedures on Undergraduate Academic Advising, including Required Advising and Procedures for Finding an Advisor.

5) Degree Requirements:

- Excerpt from Catalog
Section 4, Degree Requirements, 5. Completion of Interrupted Degree

Students whose registration at the University of Maryland, College Park, has lapsed for more than 10 years shall be required to complete a minimum of 15 credit hours at College Park after their return to campus in order to earn a baccalaureate degree.

Recommendations about courses needed to satisfy the remaining degree requirements will be made at the department level, with approval of the Dean's Office required. The reason for requiring these credits is that many fields change sufficiently in 10 years to require that students take current courses if they are to be awarded a current degree. Exceptions to the requirement for a minimum of 15 credits earned at College Park upon return to the campus can be recommended by the Deans for approval in the Office of the Vice President for Academic Affairs.

- This statement on Completion of Interrupted Degree is not part of the III.7.00(A) UMCP Degree Requirements Policy in the Manual. If it is an approved University Policy, the Committee is unaware of where it can be found.

6) Residency Requirement:

- Excerpt from Catalog
Residency requirement - Final 30-Hour Rule

a. All candidates for University of Maryland, College Park, degrees should plan to take their final 30 credits in residence since the advanced work of their major study normally occurs in the last year of the undergraduate program. Included in these 30 semester hours will be a minimum of 15 semester hours in courses numbered 300 or above, including at least 12 semester hours required in the major field (in curricula requiring such concentrations).

b. A student who at the time of graduation will have completed 30 credit hours in residence at the University of Maryland, College Park, may, under unusual circumstances, be permitted to take a maximum of **8 of the final 30 credits** of record, **comprising no more than two courses**, at another institution. **A student who has completed 75 credit hours in residence at the University, may, under unusual circumstances, be permitted to take a maximum of 16 of the final 30 credits of record, comprising no more than 4 courses, at another institution.** In such cases, written permission must be obtained in advance from the dean and chair/director of the academic unit from which the student expects to graduate. **Any course taken at another institution and intended to satisfy a specific major requirement at the University of Maryland must be approved as an equivalent course by the chair/director and the dean. Normally, no more than two courses required by the major, including major and supporting courses, will be approved.** Exceptions beyond the articulated maximum credits and/or courses will be made only under highly unusual circumstances; requests for an exception must be made through the Dean's office to the Office of the Senior Vice President for Academic Affairs.

c. For students in the combined three-year, preprofessional programs, the final 30 hours of the 90-hour program at the University of Maryland, College Park, must be taken in residence.

- Excerpt from Manual, III.7.00(A) UMCP Degree Requirements (*please note this policy has been updated, but the excerpt below reflects the text of the policy that was in place when the Catalog section above was published)

Undergraduate Degree Requirements

1. Residency Requirement-Final Thirty Hour Rule


a. All candidates for undergraduate degrees from UMCP must take their final thirty credits at UMCP. Included in these thirty semester hours will be a minimum of fifteen semester hours in courses numbered 300 or above, including at least twelve semester hours in the major field.

b. A student who at the time of graduation will have completed thirty hours in residence at UMCP may, under unusual circumstances, be permitted to take a maximum of **six of the final thirty** credits of record at another institution. In such cases, written permission must be obtained in advance from the dean of the academic unit from which the student expects to receive the degree. Exceptions beyond six credits will be made only under highly unusual circumstances, and such requests must be made through the Dean's Office to the Office of the Vice President for Academic Affairs.

Appendix 2: Charge to APAS Committee



**University Senate
CHARGE**

Date:	November 18, 2009
To:	Charles Delwiche Chair, APAS Committee
From:	Elise Miller-Hooks Chair, University Senate 
Subject:	Review of the University of Maryland Undergraduate Catalog
Senate Document #:	09-10-22
Deadline:	February 12, 2010

It has come to the attention of the Senate Executive Committee (SEC) that the University of Maryland Undergraduate Catalog may not accurately reflect all of the policies as written and documented in the Consolidated USMH and UM Policies and Procedures Manual.

On the University of Maryland Undergraduate Catalog website, it states that the online catalog is “the official document of record for undergraduate academic programs, course descriptions, regulations and policies.” For this purpose, it is essential that the Catalog appropriately reflect University policies and any changes that are made to such policies.

The SEC would like the Academic Procedures and Standards (APAS) Committee to review the Catalog to determine whether discrepancies exist between the catalog and current policies in both the print and online versions. If inconsistencies are discovered, the SEC requests that the APAS Committee report back, citing a few specific examples and recommend a process by which the situation can be remedied. The Undergraduate Catalog can be found online at: <http://www.umd.edu/catalog/index.cfm>

The Consolidated USMH and UM Policies and Procedures Manual can be found online at: <http://www.president.umd.edu/policies/>

We ask that you submit your report and recommendations to the Senate Office no later than February 12, 2010. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.



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April 9, 2010

To: Nariman Farvardin
Senior Vice President for Academic Affairs & Provost

From: Elise Miller-Hooks 
Chair, University Senate

Subject: University of Maryland Undergraduate Catalog

The Senate Executive Committee (SEC) charged the Academic Procedures & Standards (APAS) Committee with reviewing the University of Maryland Undergraduate Catalog. The SEC was concerned that the catalog may not accurately reflect all of the policies as written and documented in the Consolidated USMH and UM Policies and Procedures Manual. APAS was charged with determining whether discrepancies exist between the catalog and current policies.

APAS reported back to the SEC at its meeting on April 6, 2010. They have determined that the catalog is “extensively elaborated and modified from the University Policies as approved by the President and/or the Board of Regents and recorded in the manual.” Some of the discrepancies that they have identified show that language in the catalog is “in fundamental conflict with the manual.” They have outlined several discrepancies in the attached report.

As explained in the report, the committee’s investigation was limited in scope and other discrepancies are likely to be present. They feel that a comprehensive comparison of the catalog and manual would be helpful in order to identify and fix any inconsistencies. They also recommend that you reevaluate the process by which the catalog and other interpretive handbooks are updated.

The SEC would like to request that you take administrative responsibility for performing this review, possibly working with the Office of Undergraduate Studies and other administrators you may deem appropriate. We would appreciate it if you could send us a statement of actions that you plan to take to address these concerns by October 1, 2010. Thank you for your attention to this request.