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Student Handbook

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General Policy Statements

Nondiscrimination Statement

The University of Baltimore does not discriminate on the basis of race, religion, age, color, national origin, sex, sexual orientation or disability in its programs, activities, or employment practices. Inquires regarding discrimination related to educational programs and activities should be directed to Kathleen Anderson, Associate Vice President for Student Affairs, University of Baltimore, Academic Center 231, 1420 North Charles Street, Baltimore, Maryland 21201-5779; 410-837-4755. Inquiries regarding employment discrimination should be directed to Karen Drake, Affirmative Action Officer, University of Baltimore, Academic Center 112, 1420 North Charles Street, Baltimore, Maryland 21201-5779; 410-837-5410.

Accessibility Policy

The University of Baltimore is committed to providing barrier-free education to physically handicapped students and is actively working to bring its facilities and programs into full compliance with Section 504 of the Rehabilitation Act of 1973 as amended (P.L. 93-112, P.L. 93-516). It is the policy of the university to reassign classes to accessible buildings whenever conflict arises for a handicapped student.

Cancelled Classes

In general, the university will not close unless weather conditions make this action absolutely necessary. Decisions for morning closings will be made by 6:30 a.m. Decisions affecting evening classes will be made by 4:00 p.m. Closing announcements can be heard on the following radio/television stations:

WBAL/WIYY (1100 AM/98 FM)
 WFBR/WLIF (1300 AM/102 FM)
 WJZ-TV (CH 13)
 WCAO (600 AM)
 WCBM (680 AM)
 WBSB (B104 FM)
 WITH (1230 AM)
 WQSR (105.7 FM)
 WFSI (107.9 FM) Annapolis
 WNAV/WHFS (1430 AM/99.1 FM) Annapolis

You may also call the university weather line at 410-837-4201 as to the status of classes and the closing of the university.

Disabilities Documentation Policy

It is the policy of the University of Baltimore to provide reasonable

accommodations for students with disabilities. In order to provide academic adjustments, proper documentation is required and must be presented to the director of disability support services (for liberal arts and business students) or to the associate dean for student affairs (law school). Students with sensory (visual, hearing), physical (mobility) or other health impairments (epilepsy, AIDS) are required to provide medical reports or a letter from a physician responsible for treating the student. This documentation must be provided whether the condition is permanent or temporary (broken leg, etc.).

Students with learning disabilities (LD) must provide current documentation (within 3 years) of the LD diagnosis. Results of assessments conducted prior to college are deemed inadequate. This documentation will be reviewed by the Office of Disability Support Services for all undergraduate and graduate students and by the associate dean for student affairs for law students. Documentation for LD students must be prepared by a professional qualified to diagnose a learning disability, including but not limited to a licensed psychiatrist, learning disability specialist, or psychologist. Documentation from a L.C.S.W. will not be considered as the sole criterion for providing services. Documentation for a learning disability must include the testing procedures followed, the instruments used to assess the disability, the test results and an interpretation of the test results.

Documentation for all undergraduates and graduates will be retained in the Office of Disability Support Services, and for law students, documentation will remain in the office of the associate dean for student affairs. Documentation will remain in these offices for the duration of the student's academic career and will be kept confidential. Upon graduation, documentation will be destroyed unless the student requests that it be returned to him/her.

Destructive Groups

Clubs and organizations are an important social and educational component to the life of a student at the University of Baltimore and all students are encouraged to participate to the extent that their schedule allows. On occasion, however, a group may choose to use less than positive means to recruit, motivate, and retain their members. Should students feel that a university club or organization is not appropriately recruiting or retaining members, they should contact the Office of Student Affairs.

Elevators

The elevator in Academic Center is for staff, faculty, and students who are handicapped or going to the fifth or sixth floors of Academic Center. The elevators in the Academic Center and the Law Center are for general use. Handicapped students have priority.

Emergency Measures

In the event that an illness or an accident requiring first aid treatment occurs in the classroom or on university property at any time, notify a public safety officer. Medical treatment for minor problems is available at University Health Services, 1501 W. Mt. Royal Ave. during business hours. After business hours, or for emergencies, the individual will be taken to the appropriate medical facility.

Grades

University policy forbids the public display of student grades in any form including the use of the telephone to inform students of their grades. At the option of the instructor, arrangements may be made to inform students of particular course grades by personal mail only. Official grade reports are sent to each student within three

weeks of the end of each semester period. Students may use the UB Line to access their files for grades.

Hazing Policy

Hazing, in any form, is against the law (Annotated Code of Maryland, Article 27, Section 268H) and is prohibited at the University of Baltimore. When this policy is violated, action may be taken against all participants, including pledges, through the university's disciplinary procedures.

The definition of hazing, adopted for use within this policy, follows closely that adopted by the College Fraternities Secretaries Association. Hazing is defined as any action taken or situation created intentionally, whether on- or off-campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

I.D. Cards

University photo identification cards are issued or validated for all students by the Department of Public Safety at the time of registration. The card must be carried at all times while on university property. On weekends and holidays, when the university is not open for official business, it is required that students show their I.D. and sign the visitors' log. This card must be used to borrow books from the libraries and for admission to university events. A lost I.D. card is to be reported to the Department of Public Safety. A replacement card will be issued for \$5.

Privacy Act

Public Law 93-380 (Family Educational Rights and Privacy Act of 1974, also known as the "The Buckley Amendment") provides certain rights to students (and in some cases parents) concerning access to educational records. Briefly, these rights are of two kinds:

- the student has the right to examine his/her records, to challenge items the student believes are incorrect, and to appeal a decision made by the university concerning such items to the Department of Education;
- the student's privacy rights may not be waived without the student's written consent, except to authorized personnel of the university and other educational institutions. The act provides that certain items designated as directory information may be released by the university. A complete copy of the HEW regulations from the Federal Register of June 17, 1976 is available in the Office of the Vice President of Student Affairs and Enrollment Management. Offices where students' records are kept are Records and Transcripts and, in some cases as applicable, Financial Aid, vice president for student affairs and enrollment management, Admissions, Law Admissions, and those of the academic deans.

Rape and Sexual Offenses Policy

The University System of Maryland policy on sexual assault is on file in the office of the associate vice president for student affairs.

- **Policy**
The University System of Maryland and its constituent institutions adopt this policy on sexual assault, consistent with the requirements of (i) Section 484(f) of the Higher Education Act of 1965, as amended by Section 486 (c) (2) of the Higher Education Amendments of 1992, and (II) Section 11-701 of the Education Article of the Annotated Code of Maryland. This policy applies to all students and employees, both faculty and non-faculty, of the University System of Maryland or its constituent institutions.

- **Definitions**

The following policy recognizes two levels of sexual assault.

Sexual Assault I

By stranger or acquaintance, rape, forcible sodomy or forcible sexual penetration, however slight, of another person's anal or genital opening with any object. These acts must be committed either by force, threat, intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.

Sexual Assault II

By stranger or acquaintance, the touch of any unwilling person's intimate part (defined as genitalia, groin, breast, or buttocks or clothing covering them) or forcing an unwilling person to touch another's intimate parts. These acts must be committed either by force, threat, intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.

- **Reporting Procedure**

Victims are encouraged to report any sexual assault, rape or any sexual offense/contact, either forcible or non forcible, to the Campus Police, University Health Services or the Human Resources Office, who are trained and willing to assist the victim in contacting medical and/or law enforcement professionals, or the Victim/Witness Advocacy Team. (See description under Victim/Witness Advocacy Program).

Victims of sexual assault are urged to contact law enforcement or medical personnel as soon as possible following the occurrence to receive guidance in the preservation of evidence needed for proof of criminal assaults and the apprehension and prosecution of assailants. Through its concurrent Jurisdiction and Mutual Aid Agreement with the Baltimore City Police Department, the Campus Police have access to the Baltimore City Police crime lab and other investigating units upon request.

- **Victim's Services**

Victims of sexual assault have access to counseling through a university-associated psychotherapist or referral to nearby community resources. After a sexual assault has been reported, and upon the request of the alleged victim, the victim shall be offered an alternative academic or employment situation if such an alternative is available, feasible, and appropriate to the facts of the reported assault.

- **Student Disciplinary Procedures**

Violations of law and university policies and regulations regarding rape or sexual offenses will be subject to prosecution through both legal and civil authorities, and the campus judicial system. The range of university penalties shall include, but are not limited to one or more of the following: alteration of class schedule, disciplinary reprimand, loss of privilege, restitution, disciplinary probation, disciplinary suspension, disciplinary dismissal, and disciplinary expulsion.

The on-campus procedures guarantee that:

- the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding;
- both the accuser and accused shall be informed of the outcome or any campus disciplinary proceeding brought alleging a sexual assault,

- the accuser and the accused will be treated with dignity, courtesy, and professionalism, and
- that while the offense must be reported according to federal reporting mandates and Maryland law, the victim's right to choose the course of action to be or not to be taken will be upheld.

- **Employee Disciplinary Procedures**

No disciplinary actions will be rendered until a thorough investigation of the alleged offense has been completed.

Violations of laws and university policies and regulations regarding rape or sexual offenses will be subject to prosecution through both legal and civil authorities, and the appropriate employee disciplinary procedures. The range of university penalties shall include, but are not limited to one or more of the following: counseling, reprimand, suspension, or termination.

Employees accused of rape or a sexual offense are entitled to avail themselves of the appropriate grievance process for their category of employment. Information on grievance processes is available from the Human Resources Office. The university procedures guarantee that:

- both the accuser and the accused shall be informed of the disposition of the sexual assault complaint,
- the accuser and the accused will be treated with dignity, courtesy, and professionalism, and
- that while the offense must be reported according to federal reporting mandates and Maryland law, the victim's right to choose the course of action to be or not to be taken will be upheld.

- **Rape and Sexual Offense Awareness — Educational and Counseling Programs**

Through the auspices of the University Health Services, the university offers numerous educational programs for the awareness and prevention of sexual offenses and counseling services for the victims/survivors of sexual assaults.

University Health Services offers confidential assessment and referral for treatment using mental health services in the community including individual/group therapy and peer group support. A current list of advocates (survivors of sexual trauma) is maintained for student/employee outreach should the need arise.

The university community is notified of services through prevention programs, university publications, flyers on bulletin boards, and by calling the University Health Services or the Office of Student Affairs for specific information.

In cooperation between the Center for Student Involvement and the Campus Police, a Rape Aggression Defense Program (RAD) is offered to female employees and students by a university police officer, certified as a RAD instructor.

Persons wishing more information are encouraged to contact University Health Services, Campus Police, the Center for Student Involvement and/or the Human Resources Office. Please see the Victim/Witness Advocacy Program below.

Smoking Policy

Smoking can be hazardous to health for smokers and non-smokers alike. It can contribute to heart attack, stroke, high blood pressure, emphysema, and several forms of cancer. The University of

Baltimore has taken positive steps toward providing for all employees and students a smoke-free environment in which smoking is prohibited within all university buildings. This no-smoking policy stresses compliance on the part of employees and students. While it is best to rely on common courtesy for colleagues and classmates to ensure the success of this policy, the university is prepared to enforce it with formal sanctions. Visitors who refuse to comply with this policy will be required to leave university premises.

Parking and Traffic Regulations

Parking and traffic regulations are formulated and enforced through the Office of Parking Services and the Department of Public Safety, which publish periodic revisions of regulations. Copies of these regulations are available in these offices and the Business Office. Students are responsible for familiarizing themselves with these regulations and abiding by them. Violations of these regulations may result in disciplinary procedures as described herein.

Victim/Witness Advocacy Program

The University of Baltimore is aware that often a victim of or witness to a crime is confused, uncertain, and unaware of the criminal and civil procedures, the internal campus judicial system, or the many medical, emotional, trauma, and counseling support groups and services that are available. In order to lessen the concerns of a victim/witness, the university has established a Victim/Witness Advocacy Program and an Advocacy Team to coach and mentor a victim or witness through the various processes or services.

- **Procedures**

The Advocacy Team consists of the associate vice president for student affairs, a representative from student health services, and the director of public safety/chief of police.

An individual having the need for assistance or information is invited to contact any one of the three persons listed above. At the request of the victim/witness, and depending upon the services required, a collective decision will be made to assign a member of the Advocacy Team to the victim/witness.

Student Affairs Office
Academic Center 231
1420 N. Charles Street, Baltimore, MD 21201
Monday - Friday; 8:30 a.m. - 4:30 p.m.
Phone: 410-837-4755
Fax: 410-837-4169
E-mail: kanderson@ubalt.edu

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