Student Success Resources
Syllabus Addendum

I.   UBalt Resources for Students

Academic and support resources for all students at UBalt include but are not limited to:

- **RLB Library**

  1420 Maryland Ave.
  library@ubalt.edu
  410.837.4260

The **RLB Library** is the center for academic support at UBalt. Academic Success programs include free tutoring, writing consultations, math/statistics support, computer skills workshops, research consultations, and coaching for undergraduate and graduate students alike. The OWL (Online Writing Lab) offers customized feedback on papers through MyUB.

Librarians can work with you to improve strategies for locating, evaluating, and using information. Use the library website to search for books, articles and movies; access databases; see if your textbook is on reserve; follow guided tutorials; or chat with a librarian. The library is home to a large computer lab, a digital design lab, a video and board game library, presentation practice rooms, reservable group study rooms, and individual study spaces.

All services are provided both in-person and online. In-person services are at the RLB Library building, and online services are accessed through the RLB website and Zoom. Many services are available evenings and weekends – see the website for details or email:

tutoring@ubalt.edu	writing@ubalt.edu
math@ubalt.edu	workshops@ubalt.edu
reference@ubalt.edu	coaching@ubalt.edu

Click on in MyUBalt to make an appointment or reserve a study room.

- **Disability & Access Services**

  Academic Center 111
  das@ubalt.edu
  http://www.ubalt.edu/das
  410.837.4755

Disability and Access Services strive to help our students with disabilities meet their academic potential. If you have a documented disability (permanent or temporary) that requires accommodation, please contact DAS. The office provides reasonable and appropriate accommodations for students who have documented disabilities.

DAS is also responsible for the support of students who are pregnant as the pregnancy, delivery and recovery can impact the student. Appropriate academic adjustments or modifications are determined based on each student's situation.

The COVID-19 pandemic has created change and disruption in many of our procedures, but it has not altered the institution's commitment to equal access to educational opportunity. Students with disabilities who may need accommodation in order to fully participate in this class in this altered format should contact the Office of Disability and Access Services to begin the discussion of how best to ensure that access.

- **Student Assistance Program**

  24/7 SAP Hotline: 1.800.327.2251
  Mobile or Online Access: Apple, Google Play & Portal
  Username: UBALT

The **Student Assistance Program** (**SAP**) provides students with access to confidential, accessible support to manage life's challenges. The SAP offers personal counseling and consultation on a variety of topics including family concerns, academic skills, finances, substance abuse, legal consultations, childcare, and elder care. The SAP is available to all current UBalt students. If you have any questions, contact Clinical Case Manager Tony DuLaney at tdulaney@ubalt.edu or 410.837.4755.

- **Compass Case Management**

  Academic Center 111
  410.837.4755

Compass Case Management works with University of Baltimore (UBalt) Students to help them identify supports and resources both on UBalt's campus and within the community at large. Through this program, a Case Manager (CM) works with students to learn about their aspirations, goals, and the barriers that are currently affecting their progress. From there, the CM will assist the student in creating a unique Student Success Plan to help them achieve their goals.

Students can also refer fellow classmates or themselves if they think they could benefit from the program. To do so, they can simply complete a **Compass Referral Form**.

- **Office of Student Support**
  Academic Center 111 & 112
  studentsupport@ubalt.edu
  410.837.4755

The **Office of Student Support** is committed to providing a holistic educational experience for all students. The Office assists University of Baltimore students to develop high standards of conduct, cultivate meaningful relationships, build resiliency, obtain equity through accessibility, and practice advocacy. Through collaborations with campus and community partners the office supports students as they navigate the university experience.

- **UBalt COVID-19 Response**

To learn more about the University of Baltimore's Covid-19 response, including the steps for reporting a positive test, students should email studenthealth@ubalt.edu. Information can also be found on UBalt's Covid-19 webpage.

- **University Police**
  contact@police.umaryland.edu
  410.706.6882
  EMERGENCY PHONE: 911 Relay users dial 7-1-1

From time to time, the weather, power outages, and other factors play a role in the daily life of the UBalt campus. Emergency announcements are communicated via the UBalt home page, campus emails (to UBalt email addresses), local media outlets, and the emergency Campus Text Alert System. Students, faculty, and staff are strongly encouraged to register for this emergency notification system. Once registered, you will be alerted to any emergency on campus regardless of where you are—on, off, or en route to campus. Sign up for the Campus Text Alert System through the tools in the MyUBalt portal.

- **UBalt Canvas Support**
  support@instructure.com
  +1 (855) 244-3363 (toll-free)

Call, email, or use live chat for Canvas Support, available 24/7. Canvas Technicians will provide immediate assistance to help resolve your problem or connect you with another staff member who can provide additional support.

- **Office of Technology Services**

  Business Center 002
  callcenter@ubalt.edu
  410.837.6262

The **Office of Technology Services (OTS)** provides overall technical support to the UBalt community. There is a specific guide for IT for Students. An equipment borrowing program exists, with technology such as laptops and webcams available for free sign-out by students for use with projects and course work by appointment only. Students can obtain free and reduced-rate software such as free Office 365 products and specially priced Adobe products. Options are listed on Software for Students. UBalt computer labs will be open and will follow a regular schedule this fall. Computer lab hours are subject to change, given any changes to the status of the pandemic. All students have free access to Microsoft Office 365, Zoom, Panopto, and SPSS for their devices. Our Call Center staff will help you find available UBalt technology and support your access to those. If you have any question, you can reach the Call Center at the above email and phone number.

- **UBalt Campus Pantry**
  Student Center Room 202A
  410.837.5417
  pantry@ubalt.edu

The **University of Baltimore Campus Pantry** was founded on the idea that no member of the campus community should experience hunger. The pantry provides critical food assistance and resources, as well as outreach and volunteer opportunities. It is supported through the generosity of campus and community members and benefits from strong partnerships. The UBalt Campus Pantry is one of many resources offered to meet basic needs for the campus community.

Campus Pantry hours for Fall and Spring semesters:
- Tuesday 12-6 p.m.
- Wednesday 12-6 p.m.

The UBalt Campus Pantry would not be possible without key partners, who help us to build capacity, connect our participants to resources, and expand the reach of these critical services:
  o Transform Mid-Atlantic
  o Maryland Food Bank
  o Maryland Hunger Solutions
  o Student Government Association

- **Textbooks**

Students must order all textbooks online, except for a few courses which use "course packets" available for purchase at the Hive on the first floor of the Student Center. For orders over $59, textbooks are mailed for free to a student's home or workplace. See detailed ordering instructions for students and FAQs [online](#). Financial Aid may be used to purchase textbooks online, as well as school supplies, computers, course packets and other necessities at the Hive; FAQ links below provide details.

Several textbook formats are often available for materials in the online store, including print, digital, new, used, and rental. If there is a buyback price for the textbook, it is listed next to the price, so that students can make informed decisions about which format makes the most sense to purchase. Labs and online resource access are also available for some courses through the online store. Many courses provide e-reserves through the library to provide access to readings for the first week of the course.

The Hive, the campus store located in the Student Center, does not stock copies of textbooks, but does have law course packets, UBalt spirit wear, computers, backpacks, headphones, bottled soda, and snacks. The Hive campus store is also online, and financial aid credit may be used online to make purchases.

- [Textbook and campus store credit](#)
- [FAQ](#)
- [Buy Textbooks](#)
- [Visit online campus store](#)

II.   Policies and Procedures Related to Courses

- **Attendance During Add/Drop (Schedule Adjustment) Period**

UBalt can drop students from a class roster who do not:
> (a) participate in the face-to-face or online class by the end of the add/drop date, or
> (b) have Office of the Registrar permission to be added to a class after the add/drop date. Students must notify the course instructor immediately upon obtaining permission and must participate in class as soon as possible.

Once a student is registered and the add/drop date has passed, UBalt does not drop for nonattendance, but there are consequences for students missing classes. Students are subject to the University and class attendance policies.

- **Attendance/Participation in Remote Classes taken Online in Real Time** (i.e., synchronous classes)

Students should keep in mind that faculty must be able to determine if a student is truly participating in a class to comply with University and accreditation attendance policies. A student is considered absent if logged into a synchronous class but does not respond via audio, chat or other approved methods to a faculty prompt. Visual and/or audio presence may be

required for examinations or other types of assessment (including required participation in discussion), and video presence may be required by faculty for every class meeting, except when students have made other arrangements with the faculty member due to exceptional circumstances. Students should be mindful that misrepresentation of attendance is academic integrity violation and, in the School of Law, an honor code violation.

Students may wish to position themselves with their back to a wall or use a virtual background in Zoom while remaining clearly in attendance and engaged in class. [See Zoom Virtual Background system requirements](#) for more information; Chromebooks and Chrome OS do not support virtual backgrounds or the blur feature. University of Baltimore backgrounds can be downloaded from the [University website.](#)Webcams and computers may be borrowed from the Office of Technology Services.

- **Recording Statement**

With the approval of the Office of Disability and Access Services, faculty may be required, or students may opt, to record classes for the purposes of accommodating a disability. Faculty may opt to record classes for students who cannot attend or so that students who wish to review may have access to the full class content. All class recordings, audio or video, are for the sole use of that specific class instruction and study and may not be used or reproduced by students for any other purpose. Similarly, students may not capture images or chat text from a class without permission from the instructor for use specific to that class instruction and study, and such images may not be used or reproduced by students for any other purpose. Violating these directions is a conduct violation. All class recordings prepared by faculty for instructional use are protected by a UBalt login process based on where they are posted, and they are configured not to be downloaded. If a class is being recorded, students may mute their microphone if they do not consent to be audio recorded, but this may mean they need to find additional ways to participate in class discussion.

- **Academic Integrity**

The University of Baltimore (UBalt) is a community comprised of students, faculty, administrators, and staff who share a commitment to learning. Exceptional academic honesty is essential to the university's mission of learning, scholarship, and integrity. We believe:
  - Honesty is the foundation of personal integrity.
  - Honesty promotes substantive learning.
  - Honesty validates the recognition of scholarly achievement.
  - Honesty demonstrates respect for the work of others and enables effective cooperation.

All members of our community share responsibility for actively fostering academic honesty, actively discouraging academic dishonesty, and engaging in ongoing discussion of activities that may violate the spirit of honesty.

The Academic Integrity Policy provides information regarding behaviors that violate the academic standards at UBalt. These behaviors include, but are not limited to, plagiarism, cheating, falsification, and facilitation. Violations of the policy will likely result in charges which can lead to a failing grade on an assignment, a failing grade in the course, or even suspension from UBalt. All UBalt students are responsible for understanding their obligations under this policy.

Students with questions about the appropriate use of materials or the manner in which work should be done should speak with their professor or seek guidance from other resources at the university such as the Robert L. Bogomolny Library and the Citation and Licensing Guide. Several resources are also posted online.

- o *Plagiarism Tutorial*

All undergraduate and graduate students are expected to take UBalt's Plagiarism Tutorial before the end of their first semester at UBalt; some faculty may require it of their students.

- o *Turnitin*

As a part of an institution-wide effort to ensure the originality of student work, UBalt licenses Turnitin, a commercial text-matching service that analyzes students' submissions against its own archive of student papers, articles, and web sites to report on student originality and identify possible plagiarism. UBalt faculty members reserve the right to use this or other measures to evaluate student work for originality and for correct attribution.

- **Student Code of Conduct**

Students are expected to maintain a high standard of conduct both within and outside the classroom. Since the university's role is to provide the best possible atmosphere for learning, growth, and development, individuals who violate its policies and expectations are subject to review and possible university sanctions. The Student Code of Conduct outlines the university's expectations of students, discusses relevant policies of which students should be aware and details the processes students will work through should there be allegations of a potential violation.

Students are required to maintain these standards both on and off campus; failure to be aware of these expectations is not accepted as an excuse for violations. The Office of Student Support is responsible for the oversight and facilitation of the adjudication of concerns regarding potential Code of Conduct violations.

- **Grade Challenges**

Students have the right to a grade based on their actual course performance as compared to an articulated standard that is applied to all those taking a course. Each instructor must therefore be able to articulate a uniform, identifiable standard that is applied in calculating any part of a student's course grade. That standard must relate to the course syllabus, academic instruction, and

the assignments and materials that were provided to the class. [Policies and procedures related to grade challenges](#) detail the processes to follow for students who have a grade challenge.

- **Mid-Semester Progress Reporting for Undergraduates**

Mid-Semester Progress Reports will be issued for all undergraduate students halfway through the semester. Students may earn a grade of S/Satisfactory – which means you are passing the class with a C or better; a grade of NS/Not Satisfactory – which means your grade is a C- or lower; or a grade of FA/Failure due to absences. Mid-Semester grades do not appear on student transcripts and are not calculated as part of a student's Grade Point Average (GPA). Students who earn a grade of NS or FA should contact their professor and advisor to discuss ways to improve their performance.

- **Incomplete Grades and Requests**

An Incomplete (I) grade may be granted to a student at the discretion of the instructor and the appropriate dean's office when the student encounters unanticipated extenuating circumstances (for example, hospitalization) that temporarily prevent the student from completing required coursework. The student should petition for the Incomplete as soon as the unanticipated circumstances are recognized, the student and faculty member must agree upon the Incomplete before term grades are due.

Documentation is required to officially issue the Incomplete, including a contract signed by the instructor and the student detailing due dates for all remaining work to be completed. Incomplete coursework must be completed by specific deadlines: the [university catalog](#) outlines the timeline for an incomplete to convert to an F grade if work is not completed in a timely way.

- **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. For more specific information on your privacy rights, visit the [FERPA for Students website](#)).

- **Religious and Faith-Based Observance Policy**

It is the policy of the University of Baltimore to provide reasonable academic accommodations for students to practice sincerely held faith-based or religious beliefs [(UB, VII-5.2)](#).

A student who wishes to request a Reasonable Accommodation must make the request to the faculty member for the course in which an accommodation is requested. All requests should be made, in writing, as soon as possible and whenever feasible at least three weeks in advance of the requested accommodation. Requests should indicate the sincerely held faith-based or religious beliefs that serve as the basis for the accommodation request and outline the specific accommodation(s) requested (including any requests relating to missed work).

- **Title IX Sexual Harassment and Sexual Misconduct Policy**

UBalt has clear [policies and procedures related to Title IX and nondiscrimination policies.](#) The university's [Sexual Harassment and Sexual Misconduct policies are](#) compliant with Federal laws prohibiting discrimination. Title IX requires that faculty, student employees, and staff members report any known, learned, or rumored incidents of sex discrimination, including sexual harassment, sexual misconduct, stalking on the basis of sex, dating/intimate partner violence, or sexual exploitation and/or related experiences or incidents.

- **Students with Pregnancy and Related Conditions and Sex Discrimination Policy**

UBalt has policies and procedures related to Sex Discrimination and Pregnancy or Related Conditions, consistent with federal and state nondiscrimination laws. Title IX and University policy require that most faculty members, as Employees with Authority under the policy, report any information about conduct which may reasonably constitute Sex Discrimination or Prohibited Conduct. Title IX also requires that the University provide accommodations to students who are pregnant or experiencing related conditions. For more information, to obtain additional resources, or to initiate a complaint, please contact T9@ubalt.edu.