

University of Baltimore
Office of Student Support
How to Submit a Student Code of Conduct Violation

Violations

All student code of conduct violations are listed on the [UB Student Handbook website](#). Acts of misconduct include the following:

1. Violation(s) of local, state, federal and/or international law whether on University premises, or off-University premises.
2. Violation of written University policy or regulations contained in any official publication or administrative announcement (e.g. University Catalog, Registered Student Organization Handbook, Sport Club Policy Manual, Computer Use Policy, etc.).
3. Attempting to commit, complicity and/or failure to remove one's self from any situation where a prohibited act(s) of university policy and/or illegal actions are taking place.
4. Failure to appropriately report violations of university policy and/or illegal activity.
5. Retaliation against another individual(s) for their participation in any portion of the referral, university review process, adjudication process, and/or in seeking appropriate remedies or other forms or support.
6. Gambling without appropriate permits.
7. Possession, use, manufacture, distribution, or sale of alcohol in violation of university policy or federal, state, local, or international law, impairment which can be attributed to the use of alcohol, consumption of alcoholic beverages on university premises without proper permits, or other violations of the University Alcohol Policy.
8. Possession, use, being under the influence, distribution, manufacture, or sale of illegal drugs, controlled substances, narcotics, chemicals and/or drug paraphernalia, except as permitted by law.
9. Possession and/or use of firearms or other weapons on university premises and/or university activities and events, except by authorized law enforcement officers in the performance of their duties or by other persons specifically authorized by law or the university to use, possess, or carry weapons or fireworks and/or use such materials.
10. Possession and/or use of firearms or other weapons on or off university premises in a manner that threatens the health safety and welfare of others.
11. Possession and/or use of fireworks and/or chemicals of an explosive or corrosive nature on university premises and/or university activities and events, except by authorized law enforcement officers in the performance of their duties or by other persons specifically authorized by the University to use, possess, and/or use such materials.
12. Possession and/or use of chemicals of an explosive or corrosive nature on or off university premises in a manner that threatens the health safety and welfare of others.
13. Interfering with normal university operations.

14. An unregistered student group attempting to function in the name of the University of Baltimore.
15. Furnishing/implying false information to the university or a university official or throughout the course of university regulated affairs.
16. Misrepresentation misuse and/or abuse of university achievements and/or affiliations.
17. Misrepresentation, misuse and/or abuse of university roles and affiliations.
18. Refusal to present identification and/or provide appropriate identification to university officials or law enforcement acting in the performance of their duties.
19. Failure to comply with a directive given by a university official or refusal to comply with a request to report to an administrative office.
20. Failure to comply with directives associated with student conduct proceedings, university review proceedings, the adjudication process and/or sanction(s).
21. Behavior that to a reasonable person is disorderly and disrupts others.
22. Acts that invade the privacy of another when there is a reasonable expectation of privacy.
23. Obstruction of the free flow of pedestrian or vehicular traffic without appropriate permission.
24. Trespassing and/or unauthorized entry into or use of university facilities or equipment.
25. Fabrication, forgery, alteration, misuse and/or misrepresentation of information, resources and/or documents (ex: university documents, transcripts, documents presented as part of a university review, identification information, keys, access cards, documentation logs etc.)
26. Vandalism, destruction or misuse of university property or property of a member of the university community, other personal or public property on or off university premises.
27. Theft, possession, sale, and/or barter of university property, property of a member of the university community or other personal or public property.
28. Tampering, misuse and/or damage of fire extinguishers, alarms or other safety equipment.
29. Interfering with fire, police, or emergency services and/or intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion, or other emergency.
30. Participation in and/or leading or inciting others to participate in a riot or breach of the peace on university premises or during university functions, events and/or activities. Actions include but are not limited to disturbance of the peace, theft, vandalism, arson, assault etc. *Under the policies of the University System of Maryland, the appropriate minimum sanction is presumed to be dismissal if a student has been convicted in a state or federal court or found responsible in a campus proceeding of rioting, assault, theft, vandalism, or breach of the peace related directly or indirectly to university-sponsored activities. If the appropriate person or board decides to impose a sanction less than suspension or expulsion for these violations, the decision must be supported by written*

findings, signed by the Dean of Students, and maintained with the student's conduct file.

31. Acts that violate the Computer Misuse Policy, including but not limited to, misuse, abuse, and unauthorized use of technology, and/or use of technology for unauthorized purposes.
32. Misuse of phones, computers, tablets and other electronic devices in a manner that causes disruption to the university or university functions, events, and/or activities.
33. The recording, filming, transmitting or producing of another person's voice without their knowledge and consent. This does not pertain to the recording of public events or discussions, security footage, or recordings made by law enforcement.
34. Unauthorized use of the university's name, information, videos, social media, publications, audio, logos, images and graphics.
35. Substantially interfering with the freedom of expression of others.
36. Lewd, indecent or obscene conduct.
37. Actions motivated by a consideration of perceived or actual identities of sex, gender, race, religion, age, disability, national origin, ethnicity, sexual orientation, gender identity, or other legally protected characteristics. Student's found responsible for this violation may be subject to more severe sanctions than would be imposed in the absence of this motivation.
38. Intimidating verbal and/or nonverbal behavior, abuse, coercion, and/or other conduct, expressed and/or implied, that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial distress.
39. Intimidating physical behavior, abuse, coercion, and/or other conduct, expressed and/or implied, that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial distress.
40. Engaging in a pattern of behavior that is directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial distress.
41. All forms of hazing such as any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, ridicule, distress or possibly cause mental or physical harm or injury to any person. Participant's consent will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act and is a violation.
42. Infliction and/or threat of physical, verbal, non-verbal and/or emotional harm to any person(s) or their property.

5.3 Rioting

The University of Baltimore expressly condemns the participation in and/or leading or inciting others to participate in a riot or breach of the peace on university premises or during University functions, events and/or activities. The appropriate minimum sanction is presumed to be dismissal if a student has been convicted in a state or federal court or

found responsible through the campus adjudication process of rioting, assault, theft, vandalism, or breach of the peace related directly or indirectly to University-sponsored activities. If the appropriate person or board decides to impose a sanction less than suspension or expulsion for these violations, the decision must be supported by written findings, signed by the Dean of Students, and maintained with the student's conduct file.

Why it is important to Refer

- Due Process – It is important to make sure every student is given due process when a violation is referred to the Office of Student Support. The goal of the University of Baltimore conduct process is to identify the best ethical decision available to the institution, which should be one of integrity, wisdom, & empathy, as well as a sense of impartiality and fairness. Thus, the procedures and processes with which we handle academic integrity violations should be consistent and equitable to every student. Reporting an alleged violation to the Office of Student Support provides students with that due process to respond to the allegations and participate in the student conduct process.
- Consistency – the Office of Student Support strives to maintain consistency in the process, procedures, and application of sanctions to all reported violations. Your referral is important to uphold that consistency for all students.
- Prior Incidents – the Office of Student Support maintains records of all previous academic integrity/code of conduct violations. It is important to refer all alleged violations to OSS so that we are able to keep track of students who may have multiple violations

Referral Process

If you believe a student may have violated the Code of Conduct, you should complete an incident reporting form [here](#).

- Please refer to the Faculty Toolkit for Managing Disruptive Conduct if you are unsure of how to respond to disruptive behavior in the classroom or if you are unsure if the behavior constitutes a code of conduct violation.
- When completing an incident reporting form, make sure to include a narrative description of the alleged violation(s) and attach any documentation that may be relevant. The narrative of the violation should include an objective description of the incident & should clearly state only the facts of what occurred.

- Once the incident reporting form is completed, the Case Manager for Student Conduct will reach out if more information is needed & will then contact the student to meet with them.

Student Conduct Process

- Administrative Conference – This is the first step in the student conduct process and would be the step where many lower-level violations would be resolved, unless the situation presents the need to move to an Administrative Hearing or Board Hearing. This step consists of an individual meeting between the student and the Hearing Officer of the case. The student will be able to share their understanding of the incident and present any evidence they have, and the Hearing Officer will present the evidence they have. Evidence that may be presented at a code of conduct hearing might include: a narrative of the incident from the reporting party/witnesses, copies of emails or other documentation, video camera footage, or a UBPD report. All narratives will be provided to the witnesses beforehand to allow for confirmation that the summary of the incident is correct. When necessary, follow-up meetings with the Respondent or other involved individuals may be required. Following the administrative conference, the Hearing Officer will refer the case to a hearing or make a finding of responsible or not responsible, and assign any sanctions if the student is found responsible. The decision will be emailed to the student within two (2) business days, and the student will then have a five(5) business day window to submit any appeals. Once the appeal window is closed, the complainant will be notified of the decision and relevant sanctions.
- Administrative Hearing/Board Hearing – These are the next steps in the adjudication process in the event that the violation cannot be resolved at the lower level. The case would proceed to these stages of the conduct process if the student had a history of multiple violations, if there is a risk of harm to others/the institution, or if the code of conduct violation is determined to be severe enough to warrant a hearing.

If you have any questions about the process for reporting and adjudicating Code of Conduct violations, or need assistance with a specific incident, please feel free to contact the Office of Student Support at studentsupport@ubalt.edu or 410-837-4755.

References

University of Vermont Center for Student Conduct. (2020). *Academic integrity violations and referral process*. <https://www.uvm.edu/sconduct/faculty>.