

UB Adjunct Handbook

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ADMINISTRATIVE SUPPORT

Your divisional or departmental administrative assistant or academic program specialist can provide support in:

- Locating your mailbox and adjunct office space; you are encouraged to check your mailbox regularly for student correspondence, University notifications, and other communications.
- Photocopying
- Placing textbook orders (See page 6 for more information on ordering textbooks)
- Identifying and completing various academic forms: administrative withdrawal, grade change, request for incomplete "I" grade, etc.

Merrick School of Business (MSB)

- **Tashi Jelani**
Administrative Assistant II
Department of Accounting, Finance and Economics, and the Department of Information Systems and Decision Science
William H. Thumel Sr. Business Center, Room 404
410.837.4994
tjelani@ubalt.edu
- **Jaclyn Weber**
Administrative Assistant II
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William H. Thumel Sr. Business Center, Room 504
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Yale Gordon College of Arts and Sciences (CAS)

- **Nikita Anderson**
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Division of Science, Information Arts and Technologies and the Division of Applied Behavioral Sciences
Academic Center, Room 200
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410.837.6222
- **Lyndsay Bates**
Academic Program Specialist
Klein Family School of Communications Design
Liberal Arts Policy Building, Room 107
lbates@ubalt.edu
410.837.6038
- **Jaye Crooks**
Academic Program Specialist, Graduate Programs
Klein Family School of Communications Design
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410.837.6022

- **Cindy Myers**
Academic Program Specialist
Division of Legal, Ethical and Historical Studies and the Hoffberger Center for Professional Ethics
H. Mebane Turner Learning Commons, Room 101B
cmeyers@ubalt.edu
410.837.5379

CAS adjunct faculty should address questions concerning the hiring process and contracts to:

- **Sonja Journee**
Business Services Specialist
Yale Gordon College of Arts and Sciences, Office of the Dean
H. Mebane Turner Learning Commons, Room 109A
410.837.5355
sjournee@ubalt.edu

College of Public Affairs (CPA)

- **Latrina Bowman**
Academic Program Specialist
School of Public and International Affairs and the School of Health and Human Services
Liberal Arts Policy Building, 4th Floor
lbowman@ubalt.edu
410.837.6094
- **Linda Garnett**
Business Services Specialist
School of Criminal Justice
Liberal Arts Policy Building, Room 524
lfair@ubalt.edu
410.837.6084

CPA adjunct faculty should address questions concerning the hiring process and contracts to:

- **Cynthia Opakunle**
Academic Coordinator
College of Public Affairs, Office of the Dean
Liberal Arts and Policy Building, Room 106
410.837.5210
copakunle@ubalt.edu

COMPUTER ACCOUNT/UB NETID

Your NetID allows access to MyUB (the UB portal), email, UB office computers, the campus wireless network and computers in UB computer labs. NetIDs for adjunct faculty members are active for one calendar year from the start of their contracts. If the contract is renewed, so is the calendar year of NetID account activation. If you teach at least one semester per year, you should not experience interruptions in your account activity. Once an account is deactivated (meaning you cannot use it to log in to UB systems), it is maintained as an inactive account for approximately two semesters; should you be rehired during that two-semester

period, the account can be reactivated—ask the business manager of your school for assistance when you sign your contract. If you experience problems with your NetID, contact the OTS helpdesk at 410-837-6262.

MyUB: Our Electronic Gateway to All Transactional Business

Through [MyUB](#), our secure online portal for transaction of business, you can access your email and your personal data storage drive OneDrive (see the [OTS glossary](#) for more information about these drives. For more information on OneDrive go to: <http://www.ubalt.edu/about-ub/offices-and-services/technology-services/o365/onedrive.cfm>).

MyUB Portal is also where you access My Faculty Center. Here you view your course schedule, class rosters, post student grades, and email students on your rosters. You can also view course-related information here.

Logging in to MyUB

As a new adjunct you will receive an access letter and specific instructions for your first time login. After that, you can log in using these connections:

- From the University of Baltimore website, www.ubalt.edu, click on “MyUB” in the blue header section.
- From any computer and with any browser, visit www.ubalt.edu/myub or visit <http://myub.ubalt.edu>.

E-Communications

All official UB email business must be conducted via a UB email account; your UB email account can be forwarded to your personal email address for your convenience.

Everything you've ever wanted to know about [UB email](#) and more

- Access your email through Outlook Web Access
- Email your entire class
- Assignment submission through FTP

[Frequently asked questions](#) (about all things electronic)

LOGISTICS

Payroll

Visit the [Payroll](#) website for more information on pay schedules. Go green and enroll to access your payroll information electronically, including pay stub history, W-2 forms, address update functions, direct deposit authorization and W-4 withholding changes at [Payroll Online Service Center](#).

The HR Self Service area of [MyUB](#) also allows you to view and change your personal information (My Personal Information link), view current and past paychecks (View Paycheck link), and view and update your education and personal development information (Education and Personal Dev link) with the Office of Human Resources. *Note that you should notify the Office of the Dean of your college or school about education and personal development updates, too, as these could positively influence your salary.*

UB Bee Card

The Bee Card is your official University ID card. Once your contract has been processed by the Office of Human Resources, visit Academic Center, Room 105, to obtain your Bee Card; you'll need a form of photo ID to have your Bee Card issue.

The Bee Card is required to access [Campus Recreation and Wellness](#) and to use [library services](#), including checking out library books. Showing your Bee Card at the [Barnes & Noble at the University of Baltimore](#) makes you eligible for a 10 percent discount. Bee Cards may also be necessary for eligibility for various faculty/teaching privileges and discounts with outside vendors and retailers.

Parking

Adjunct faculty members can select one of two options to park in campus facilities (see the [campus map](#)).

- **Monthly parking account**
- **Pay-Per-Park "Debit" Account**

Get full details at: [Employee Parking](#)

Your Bee Card serves as your parking garage entry card. Once you have selected your preferred parking option, your Bee Card will be activated for use. Call 410.837.6573 with general questions.

Visit the [UB parking website](#) for more information.

Textbook Ordering

Your program's academic program specialist or administrative assistant can help you submit textbook orders or you can order them yourself through [Barnes & Noble at the University of Baltimore](#). You should order textbooks for your class as soon as possible through the [Faculty](#) page of the bookstore's website. Register there to submit course and book information, review books used for courses in previous terms, select new titles and provide the bookstore with additional information about course and book needs.

If you are **not** using any text materials, you **must indicate** this through the bookstore's website.

You may want to reference the bookstore's [frequently asked questions](#) about textbook ordering.

Printing and Copy Center, Electronic Reserve

The administrative support person in your area can assist with printing or copying course materials. In addition, Copy Cat Printing can print and copy course materials for you, but keep in mind that [electronic and even hard-copy course reserves](#) through Langsdale Library can be a more environmentally friendly and cost-efficient method of sharing materials with your students.

- Before copying, check the link below regarding copyright law.**
 - <http://langsdale.ubalt.edu/research-help/copyright/>

Photocopying and Faxing

For information about how to photocopy and fax on campus and where the appropriate tools can be accessed, please consult your divisional [administrative support](#).

Staying Connected

Stay connected to events and notifications by reading the [Daily Digest](#). The [Daily Digest](#) is delivered to your UB inbox each day at 12:00 pm. You'll find official UB news, event listings from the [UB Calendar](#) and easy access to UB's social media accounts.

UB Police

Services that the Police Department provides:

- 24/7 staffing levels
- Maximum staffing during evening hours
- Rapid response to medical emergencies
- Assistance with minor car problem
- Patrol campus parking lots & enforce campus parking regulations
- Maintain Lost and Found
- Patrol campus by vehicle, foot, or bicycle

- Investigate all crimes and incidents
- Conduct security surveys
- [Escorts](#)
- LiveSafe App (for your personal safety): <http://www.ubalt.edu/about-ub/offices-and-services/university-police/livesafe.cfm>
- Bike Registration Program
- [Emergency Text Messaging System](#)

[UB Police Department Brochure](#)

[Emergency Closing Policy](#)

IN THE CLASSROOM

Academic Calendar

View the [academic calendar](#) for the current semester, or reference the [course offerings](#) for each semester.

Syllabus

A syllabus for a college- or university-level course can have a variety of purposes. Foremost is that of informing students what standards, requirements and outcomes will be expected of them in the course. The course syllabus is not a true contract, but in many ways it expresses an "informal agreement" between the instructor and the students. Students will ordinarily hold instructors to the content of the syllabus throughout the course. And conversely, instructors will hold students to that content throughout the course.

A second purpose is to inform other colleges and universities of the content of a course so they may determine if it is equivalent to a similar one that they offer, necessary when students transfer out of the University of Baltimore or graduate and then go on to pursue a higher degree.

A third major function of the syllabus is to present accreditation bodies with a thorough understanding of curriculum and instruction practices. Professional accrediting bodies will examine the integrity of departmental instruction and will look to course syllabi as part of their evaluation process.

For faculty advancement, syllabi may also be used as part of the promotion process in the evaluation of teaching.

For all of these purposes, the construction of a syllabus cannot be taken lightly. It must represent a true picture of the content and expectations of the course. Since it may be both an internal and external document, certain elements should be present for the purpose of clear identification and explication.

Ordinarily, the instructor is responsible for the course outline and content; however, for required courses (including many general-education and program-required courses as well as multi-section courses), certain content and learning outcomes may be mandated as part of the course. The course coordinator or program director can provide you with this sort of information and may also be able to give you some sample syllabi from other instructors.

Adjunct faculty are required to follow the syllabus template found on the [Adjunct Faculty Webpage](#) so that the following content is included (but not limited to): [Student Learning Outcomes](#), [UB's Academic Integrity Policy](#), [UB's Title IX Policy](#), [UB's Student Code of Conduct](#) and [UB's Student Handbook](#). The appropriate Dean's Office will provide any other required content in an email to faculty prior to the beginning of the semester.

Finally, all instructors are required to submit an electronic copy of their final syllabus to the appropriate department or division chair or administrative support person in their area by the specified deadline, usually within the first few weeks of the semester.

Assessment

All faculty are asked to provide student work (papers, tests, etc.) or rubrics relevant to their courses as requested by their department or program for use in assessing courses and programs at UB. Assessment of student work is required for accreditation by the Middle States Commission on Higher Education (MSCHE). The University is committed to assessing its programs and functions.

The College of Public Affairs and The Merrick School of Business have specific accreditation requirements in addition to MSCHE, which also require thorough assessment of programs. Both are strongly committed to the improvement of student learning through the assessment of undergraduate and graduate degree programs. As a part of this process in the Merrick School of Business, rubrics have been developed to provide students with qualitative guidance about what level of performance meets, exceeds or falls below expectations for effective communication, analytical and problem solving skills, ethical reasoning, and other skills necessary in business. You can access [Merrick School rubrics](#) online.

It is required that all faculty include student learning outcomes on each syllabus, that they are consistent across all multiple section courses, and that a common artifact (case, assignment, test questions, paper, project, etc.) and/or rubric be used in courses that are collecting data for assessment of program learning goals. For more information on assessment, please visit the Intuitional Effectiveness page for [Assessment of Student Learning](#).

Maintaining Your Class Roster

On the UB portal you can [View your class roster\(s\)](#).

At the start of the semester, faculty members are expected to take attendance and verify that all students who are attending their class are on the official class roster and that no student whose name is on the official class roster has failed to attend the class. Notify your supervising administrator (e.g., department or division chair or executive director) of any inconsistencies on the roster. Students who are not registered for the course are prohibited from attending the class. Instructors may not permit students to sit in a class in the hope that they will be allowed to register late or that the instructor will overload the class. Students seeking late registration for a class that is full should be referred to their advisers or academic program coordinators. Individual faculty members may not overload classes.

Absences

By the end of the first month of the semester (first two weeks of a summer semester), faculty members should notify the [Office of the University Registrar](#) at records@ubalt.edu if a registered student has never attended their class. The faculty member may request a WA (withdrawn administratively) grade for such a student through the dean's office. Faculty members must file any request for a WA grade prior to the "last day to withdraw with a W". Likewise, a student can withdraw from the course with a W grade by the posted withdrawal deadline. In some cases in which students encounter extenuating circumstances after the withdrawal deadline has passed, a petition requesting a late withdrawal may be processed by the Office of the Dean. If, at the end of the semester, a student has not petitioned for a W grade and the faculty member has not requested a WA grade, then the student who has not had sufficient attendance to pass the course should be issued an FA (failure due to absences) grade, which is computed into the student's GPA just like an F grade.

To prepare for situations in which students miss considerable class time and then want to resume attending class, faculty members should include an attendance policy on their syllabus.

Advisers

In the case of students who have attendance problems, are having difficulty performing adequately in the class, or otherwise show a need to talk to an academic adviser, **refer them to their appropriate college or school adviser as soon as possible in the semester.**

CPA

Academic Program Coordinators (Advisers)

- [Megan Manley \(interim\)](#): [Government and Public Policy](#); undergraduate [Human Services Administration](#); [Health and Human Services](#); [International Studies](#)
- [Tylis Cooper](#): [Global Affairs and Human Security](#); [Negotiations and Conflict Management](#); [Nonprofit Management and Social Entrepreneurship](#); [Doctor of Public Administration](#), [Master of Public Administration](#)
- [Kristen Tull](#): undergraduate [Criminal Justice](#); undergraduate [Forensic Studies](#); [Nonprofit Management and Community Leadership](#)

Faculty Advisers

- [Bridal Pearson](#): graduate [Human Services Administration](#)
- [Heather Pfeifer](#): graduate [Criminal Justice](#)
- [Deborah Stanley](#): graduate [Forensic Science - High Technology Crime](#)

CAS

Academic Program Coordinators (Advisers)

- [Angie Miller](#): [Psychology](#); [Applied Psychology](#)
- [Toni Martsoukos](#): [History](#); [Jurisprudence](#); [Legal & Ethical Studies](#); [Interdisciplinary Studies](#); [Philosophy, Society and Applied Ethics](#)
- [Tamara Harris-Coleman](#): [Environmental Sustainability and Human Ecology](#); [Applied Information Technology](#); [Simulation and Game Design](#)
- [Karen King-Sheridan](#): [Digital Communication](#); [English](#); [Integrated Arts](#); [Publications Design](#)

MSB has centralized advising. See [MSB Academic Advisers](#).

Academic Integrity

Read the [USM](#) and [UB \(I-2.3\) academic integrity policies](#). All UB students are required to complete satisfactorily the University's [plagiarism tutorial](#).

Turnitin

- As a part of an institution-wide effort to ensure the originality of student work, the University of Baltimore 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.
- Turnitin is fully integrated into the online course management system Sakai, which is accessed through the MyUB portal. (see Online Course Management section below for information on Sakai). If you need additional assistance with this feature or with Sakai in general, contact the e-Learning Center found within the Bank of America Center for Excellence in Learning, Teaching and Technology (CELTT) at <http://www.ubalt.edu/about-ub/offices-and-services/provost/reporting-units/celtt/contact.cfm>.

Code of Conduct

- In addition to informing students of the USM and UB [academic integrity policies](#) and [plagiarism tutorial](#), instructors are asked to include the link to the [UB Student Code of Conduct](#). In addition, the [Merrick School Code of Conduct](#) should also be linked by the Merrick School faculty.

Title IX

- Sexual Misconduct and Nondiscrimination – The University of Baltimore is committed to creating a campus that is safe from sexual misconduct, including sexual and gender-based harassment, sexual violence, dating violence, domestic violence, sexual exploitation and sexual intimidation.
- Visit the Government and Community Relations page on [Title IX](#) for more information

Classrooms

Classrooms are assigned through the University's room scheduling system. In the event that your classroom is inadequate for instruction, please contact administrative support (in CAS and CPA, contact the associate dean). See the following resources for optimizing technology in your classroom.*

Learn more about our [classroom technology](#).

- Request [audiovisual equipment](#).
- Reserve a [computer lab](#).
- Take advantage of a [portable computer lab](#).

*In general the designated [administrative support](#) person will make these requests on behalf of adjunct professors.

Cancellation of Classes

Information about inclement weather closings is announced on the University's website (main page), text messaging system, email, or its weather information line, 410.837.4201. The Universities at Shady Grove (USG) has its own closing policy. If you are teaching at USG, please go to the [USG campus alerts page](#) to see if USG has closed.

Regarding cancellation of your classes for personal reasons:

- Illness and personal emergencies – Please contact students using an official UB email address or through the online platform, Sakai.
- All class cancellations must be reported prior to the class meeting time to the appropriate administrative support person, including in MSB the department chair and in CAS and CPA the office of the dean, to let them know that you have informed the students and support staff. When contacting the support staff to notify, specify the course name, number, day and time and room number.

Online Course Management

Access UB's online course management tool, "Sakai," in the Tools menu in MyUB.

Learn more about [UBOnline](#) or contact [Terry Ross](#), program manager in the e-Learning Center, by email or by phone at 410.837.5078.

You can also get help using Sakai for your course from the following persons:

Natalie Malm

Instructional Designer
Office of Technology Services
William H. Thumel Sr. Business Center, Room 2
410.837.5704
nmalm@ubalt.edu

Chimaobi Nwaokomah

e-Learning Specialist
Office of Technology Services
William H. Thumel Sr. Business Center, Room 002
410.837.1994
cnwaokomah@ubalt.edu

- Use this link for information about getting started in Sakai:
 - [Sakai: Getting Started](#)
- Use this link for a video demonstration on Sakai:
 - <http://panopto.ubalt.edu/Panopto/Pages/Viewer.aspx?id=54f94d2c-b781-4a50-96fa-d13bd41e3f8f>

GRIEVANCES

Academic Grading Challenges

Regarding academic student grievances for all UB students, please refer (and refer involved students) to the [Student Handbook and the UB Policy Guide](#)

(While policy and procedure for academic grade challenges for students in all colleges and schools are described in the student handbook linked above, this information for adjunct faculty in MSB, CAS, and CPA is detailed here for convenience.)

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. Students may seek review of any grading that is alleged to be arbitrary and capricious. Consistent with University System of Maryland policy, "arbitrary and capricious" grading means:

- The assignment of a grade on some basis other than performance in the course,
- The assignment of a grade in a non-uniform fashion, that is, by applying different standards to this student or by applying the standards in a different way than that in which they were applied to other students in the same course, or
- The assignment of a grade in a way that represents a substantial and unreasonable departure from the instructor's articulated standards.

All requests for a review of grades must be made within 60 days after the relevant course grades have been posted within the University of Baltimore grading system.

Informal Process: A student who believes that an instructor treated him or her unfairly in grading will initially consult with the instructor informally to discuss the concern. The student should request this meeting in writing (written communications by e-mail are acceptable for this purpose) and should keep a copy of the request.

Within 14 calendar days after receiving such a request, the instructor will consult with the student informally and discuss the student's concerns. This informal consultation will ideally be held in person, but may also take place by telephone conference or through an e-mail conversation if necessary to accommodate both participants.

At the consultation, the student will explain his or her concerns about the grade and reason for believing the grade to be unfair. The instructor will refer the student to the portion of this handbook that provides the standards and processes for grading challenges. The instructor will also explain the standard he or she uses for grading in the particular course and how the student's grade was determined based on application of that standard. If the student and instructor are able to reach an agreement about how to address the student's grading concern during or as a result of the informal consultation, the matter will be considered resolved.

If a student requests a meeting but the instructor does not respond within 14 calendar days after the request, or if the instructor is unavailable to consult in person, by phone, or by e-mail within that period, the student may proceed with the formal appeals process described below.

Formal Process: If the student's grade concern has not been resolved through informal consultation with the instructor, the student may present the matter in writing to the division or department chair of the academic program in which the course

was taught. The division or department chair will serve as the decision-maker for the grade challenge. If the division chair has a conflict of interest with regard to the appeal, the dean of the relevant school will designate an unbiased decision-maker.

The student's written submission will:

- state that the consultation requirements of the informal process have been met or could not be met, as described above
- state clearly the reasons or grounds for challenging the grade, particularly the manner in which the grade is alleged to be "arbitrary and capricious," as defined above
- contain a concise statement of the facts relevant to the challenge and
- contain the resolution sought.

Within 14 calendar days after receiving a written submission from a student challenging a grade, the decision-maker will meet jointly with the student, the instructor who gave the grade, and any other person who can be helpful to a determination. It is preferable that this meeting be conducted in person; it may also be conducted by conference call, however, upon the agreement of all those involved or if it is not possible to hold the meeting in person within the 14-calendar-day time period. At the meeting, the decision-maker will confirm the student's reasons for raising the challenge and will request that the instructor explain the standard he or she uses for grading in the particular course and how the student's grade was determined under that standard.

If the instructor declines to meet and provide the information described above or fails to respond to the decision-maker's request for a meeting, the decision-maker will presume that the grade was given in an arbitrary and capricious fashion.

Within 14 calendar days after meeting with the student, the instructor, and any other appropriate person(s), the decision-maker will make a written decision on the student's claim and provide that decision to each of the parties. The issue to be decided is whether the grade was given in an arbitrary and capricious fashion, as defined above. If so, the grade challenge should be upheld and the grade changed in a fair and equitable manner, as determined by the decision-maker. If not, the grade should remain in place.

Appeal of grading challenges: Either the student or the instructor may appeal the decision on a grade challenge in writing within 14 calendar days of the written decision. The appeal will be submitted to the dean of the school in which the course was taught or that dean's designee. If appealing to the dean or the dean's designee will create a conflict of interest in the judgment of the provost, the provost will designate an unbiased person to hear the appeal.

The written appeal will state:

- why the person appealing contends that the decision is unsupported by substantial evidence in view of the entire record
- that there was a substantial departure from or denial of rights or procedures provided to the person appealing by these student academic grievance policies and procedures, or
- that there is new evidence, previously unavailable, which if proven accurate would substantially alter the decision on the matter.

The person considering the appeal will:

- provide a notice of the appeal to the parties involved;
- request a response from the party who did not appeal;
- review all materials related to the appeal; and
- make a final and binding decision as to whether the grade was given in an arbitrary and capricious fashion;
- provide a written notice of the decision that was made on the appeal to each of the parties within 14 calendar days following the submission of the written response.

Other Academic Grievances ([non-grade-related](#))

Informal Process: A student who believes that a faculty member treated him or her unfairly in some respect other than in grading will initially consult with the faculty member informally to discuss the concern. The student should request this meeting in writing (written communications by e-mail are acceptable for this purpose) and should keep a copy of the request. All requests must be made within 14 calendar days of the incident that raised the student's concern.

Within 14 calendar days after receiving such a request, the faculty member will set up a time to consult with the student informally and discuss the student's concerns. Although this consultation will ideally be held in person, it may also take place by telephone conference or through an e-mail conversation if necessary to accommodate both participants. If the consultation is held in person and if the parties agree, the Center for Negotiations and Conflict Management will provide a mediator to facilitate the discussion.

If the student and faculty member 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 faculty member does not respond within 14 calendar days after the request, or if the faculty member is unavailable to consult in person, by phone, or by e-mail within that period, the student may proceed with the formal appeals process described below.

Formal Process: If the student's concern has not been resolved through informal consultation with the faculty member, the student may present the matter in writing to the division or department chair for the academic program in which the course was taught, who serves as the decision-maker for the complaint. If the division or department chair has a conflict of interest with regard to the appeal, the dean of the relevant school will designate an unbiased decision-maker.

The student's written submission will:

- state that the consultation requirements of the informal process have been met
- state clearly the reasons or grounds for challenging his or her treatment as unfair
- contain a concise statement of the facts relevant to the challenge, and
- contain the resolution sought

Within 14 calendar days after receiving a written submission from a student, the decision-maker will meet jointly with the student, the faculty member, and any other person who can be helpful to a determination. It is preferable that this meeting be conducted in person; it may also be conducted by conference call, however, upon the agreement of all those involved or if meeting in person within the time frame provided is impossible. At the meeting, the decision-maker will confirm the

student's reasons for raising the complaint and will request that the faculty member explain the situation as he or she sees it.

Within 14 calendar days after meeting with the student, the faculty member, and any other appropriate person(s), the decision-maker will render a written decision on the student's complaint and provide that decision to each of the parties.

Appeal of Other Academic Grievances: Either the student or the faculty member may appeal the decision on an academic grievance, in writing, within 14 calendar days of the written decision. The appeal will be submitted to the dean of the school in which the course was taught or that dean's designee. If appealing to the dean or the dean's designee will create a conflict of interest, the provost will designate an unbiased person to hear the appeal.

The person considering the appeal will:

- provide a notice of the appeal to the parties involved
- request a response from the party who did not appeal
- review all materials related to the appeal, and
- make a final and binding decision on the merits of the appeal or, if he or she is unable to make a decision, request that a hearing board be convened to hear the appeal and make a recommendation to him or her. In either case, a written notice of the decision made on the appeal shall be provided to each of the parties within 14 working days following the submission of the written response.

WRAPPING UP THE SEMESTER

Grading

All students whose name appears on a grade roster, regardless of the length of their attendance in the class, will receive for each course attempted one of the grades listed below. If, however, the student withdraws officially from a course during the first week of classes, the student's name will not appear on the grade roster, nor will the transcript show the course. All grades are given solely on the basis of an instructor's judgment of a student's scholarly attainment.

Only grades earned at UB or as part of an approved consortium program will be included as part of a student's official GPA.

University policy forbids the public display of individual student grades in any form, including the use of the telephone and e-mail 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 or through the Gradebook feature of Sakai only.

Some programs require a minimum grade as passing for their courses. For example, the minimum grade needed to pass a business program course is "C": Please note that grades in the D range may be awarded only for undergraduate classes. School of Business students are required to earn a minimum grade of C in all program requirements. A grade of C- is not accepted as a passing grade to meet program requirements for an undergraduate business degree. Faculty should check with their program directors or department chairs to learn the minimum passing grade for the program in which they are teaching.

Midterm Progress Reporting

- Only undergraduate courses, including developmental or foundational, require a midterm grade.
- Midterm grade due dates are determined by the Registrar's Office and can be found on the [academic calendar](#).

- Allowable midterm grades (these are not used in computing GPA)
 - S – Satisfactory Progress
 - NS – Non-satisfactory Progress

Final Grade Reporting

The following grades are used in computing the grade point average:

<i>Grade</i>	<i>Quality Points (per credit hour)</i>
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.0
D-	0.67
F*	0.00
FA**	0.00
XF***	0.00

*F: failure—given when the student completes the course, including the examination, but fails to meet the requirements of the course; when the student does not complete the course requirements and fails to officially withdraw from the course by the date designated in the semester academic calendar; when the student fails a credit-by-examination challenge course; or when the student fails a course listed in the catalog as either satisfactory/unsatisfactory or pass/fail

**FA: failure due to absences—given if the instructor determines that the student did not attend, stops attending or has insufficient attendance to pass the course according to the standards established in the course syllabus

***XF: failure due to academic integrity violation—only posted upon request of the University judicial officer

The following grades are not used in computing the GPA:

<i>Grade</i>	<i>Quality Points</i>	<i>Explanation</i>
I	0	Incomplete
AU	0	Audit
PS	0	Pass
CR	0	Credit
NC	0	No Credit
CS	0	Continuing Studies
TG	0	Temporary Grade
W	0	Withdrawn
WA	0	Withdrawn Administratively
XC	0	Excluded Grade

I: incomplete—given when a student is temporarily prevented from completing required coursework by unanticipated extenuating circumstances, such as illness or major changes in the demands of a job. A petition, signed by the student, the instructor and the appropriate dean, must be filed with the instructor, who will then submit the petition to the registrar. The I grade will be changed to an F if a grade change form is not submitted by the instructor to the Office of the University Registrar according to the following schedule:

- If the grade I was earned in the fall semester, the grade change must be submitted by May 1.
- If the grade I was earned in the spring semester or summer session, the grade change must be submitted by Dec. 1.

A graduating student must remove an I grade within 60 calendar days after the last day of the student’s last semester; otherwise, the student’s graduation application will be withdrawn at that time and another application must be submitted for the following semester.

AU: audit—indicates registration only. Student auditors may not shift from audit status to grade status, or reverse, without the written permission of the appropriate dean, and in no case will a switch be made after the end of the regular registration period. There is no credit or grade awarded in this option.

PS: pass—credit for successful completion of a credit by examination challenge course and/or courses listed in catalog as satisfactory/unsatisfactory or pass/fail. The PS is not computed in the student’s grade point average.

CR/NC: credit/no credit—awarded under credit/noncredit grade option for skill-building courses elected at the time of registration. No credit or quality points are awarded.

CS: continuing studies—given when it is known at the outset of the course that requirements for its completion will necessarily extend beyond the end of the semester. This grade is assigned at the discretion of the instructor for specifically designated courses only.

TG: temporary grade—assigned pending resolution of an academic integrity issue; only posted upon request of the University judicial officer.

W: withdrawn—an administrative symbol (not a grade) that is not computed in a student’s grade point average. The W is placed on the student’s transcript if the student withdraws from a class or classes after the end of the late registration period and prior to midnight on the last date to withdraw with a W.

WA: withdrawn administratively—given when recommended by the instructor and the dean for exceptional circumstances and/or other academic violations. (This grade is not initiated by the student.)

XC: excluded grade—grade assigned for previous academic work which does not apply to the specific program in which a student is enrolled.

Grade Changes

All graduate semester and summer grades become final 60 calendar days after the last day of that semester. Students should review the policy on incomplete grades under the preceding section on grades. Grade changes are not accepted after the degree is posted. Students may use My UB to access their final semester grades.

Course Evaluations

The University distributes electronic course evaluations via email to students. To enhance return rates, faculty should consider allocating some class time to allow students to complete the evaluations. Faculty will receive their evaluations approximately one week after grades are due.

RESOURCES

[Langsdale Library](#) helps you find, get and use library resources, including searching multiple catalogs and databases, taking advantage of InterLibrary Loan and getting research help. Learn more about specific faculty services, including electronic reserve requests, library instruction sessions, [InterLibrary Loan requests](#) and Library Liaisons using the links in the Faculty and Staff section of the [Langsdale Library home page](#).

[Counseling Center](#) delivers mental health services to the UB community.

[Achievement and Learning Center](#) offers writing and math assistance, placement testing, tutoring services, workshops and more for UB community members. Find out more about faculty resources using this link: <http://www.ubalt.edu/academics/academic-support/achievement-and-learning-center/faculty-resources.cfm>

[Office of Disability and Access Services](#) offers assistance to students with disabilities and provides training on accommodating these students. Use the following link for faculty information: <http://www.ubalt.edu/campus-life/center-for-educational-access/faculty/index.cfm>

[Office of Technology Services](#) provides information about technology support on and off the UB campus.

[Office of Human Resources](#) helps you with information on employee benefits, policies, general employment/compensation and all HR-related forms.

The HR Self Service area of MyUB allows you to view and change your personal information (My Personal Information link), view current and past paychecks (View Paycheck link), and view and update your education and personal development information (Education and Personal Dev link) with the Office of Human Resources. **It is important that you use the HR Self Service site to enter and update emergency contact information.** Note that you should notify the Office of the Dean about education and personal development updates, too, as these can positively influence your salary.

You can also browse other pertinent human resources information in the Human Resources Information area of MyUB.



[Affordable Care Act Fact Sheet](#)

[Payroll Online Service Center](#)

Go green and enroll to access your payroll information electronically, including pay stub history, W-2 forms, address update functions, direct deposit authorization and W-4 withholding changes.

[Office of Community Life and the Dean of Students](#) provides resources for you and your students.

[STUDENT AFFAIRS RESOURCES](#)