

# POLICIES

## UNIVERSITY SYSTEM OF MARYLAND POLICY ON STUDENT CLASSIFICATION FOR ADMISSION AND TUITION PURPOSES

The policy on student residency classification for admission and tuition purposes is approved by the Board of Regents of the University System of Maryland. The current policy can be found at [www.usmd.edu/regents/bylaws/SectionVIII/VIII270.html](http://www.usmd.edu/regents/bylaws/SectionVIII/VIII270.html).

The University of Baltimore's current procedures for a change in residency status can be found at [www.ubalt.edu/residency](http://www.ubalt.edu/residency).

## UNIVERSITY SYSTEM OF MARYLAND POLICY ON GRADUATE STUDENT INTERINSTITUTIONAL REGISTRATION

The policy on graduate student interinstitutional registration is approved by the University System of Maryland Board of Regents. The current policy can be found at [www.usmd.edu/regents/bylaws/SectionIII/III241.html](http://www.usmd.edu/regents/bylaws/SectionIII/III241.html).

## UNIVERSITY OF BALTIMORE POLICIES

### Privacy

The University complies with the requirements of the Family Educational Rights and Privacy Act (FERPA), 34CFR Part 99, and of the Maryland Public Information Act, State Government Article 10-162. In compliance with these acts, the University will only release without a student's signature that information that is so designated as directory information. Directory information is defined as the student's name, hometown, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational institution attended.

The Maryland Public Information Act requires the University to provide directories of its students upon request. Students who do not wish to have directory information released are required to submit that request by filing a Request to Withhold Directory Information form in the Office of Records and Registration prior to the start of each semester.

FERPA provides students with the opportunity to review information contained in their educational records. Offices where students' educational records are kept include the Office of Records and Registration and, in some cases as applicable, the Office of Financial Aid (including veterans' affairs), the Offices of Admission, the Office of Law Admissions and the offices of the academic deans. Students who wish to review their records may do so by making an appointment with the appropriate head of the office housing that record.

For additional information about student privacy, visit [www.ubalt.edu/ferpa](http://www.ubalt.edu/ferpa).

## **Nondiscrimination and Sexual Misconduct**

### Nondiscrimination Policy

The University of Baltimore (“UB” or “University”) does not discriminate on the basis of and prohibits discrimination against any member of the University community due to sex, gender, race, religion, age, disability, national origin, ethnicity, sexual orientation, gender identity or other legally protected characteristics in its policies, programs, activities or employment practices; this includes inquiries regarding Title IX of the Education Amendments of 1972 as amended (“Title IX”), Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. Inquiries or complaints regarding sexual misconduct and other gender-based discrimination, including pregnancy, sexual orientation and gender identity, should be directed immediately to the Title IX coordinator, Anita Harewood, vice president, Office of Government and Community Relations, Academic Center, room 336, phone: 410.837.4533, [T9@ubalt.edu](mailto:T9@ubalt.edu); to the dean of students, Office of Community Life, Academic Center, room 112, phone: 410.837.4755, [communitylife@ubalt.edu](mailto:communitylife@ubalt.edu); or to the assistant vice president, Office of Human Resources, Charles Royal Building, third floor, 410.837.5410, [mmaher@ubalt.edu](mailto:mmaher@ubalt.edu). Sexual misconduct and other gender-based discrimination reports will be handled under the following policy and procedures: <http://www.ubalt.edu/policies/administrative/II-7.1.pdf>.

Inquiries or complaints regarding other forms of discrimination such as complaints of discrimination on the basis of race, religion, age, disability, national origin, ethnicity, or other legally protected characteristics, should be directed immediately to the following offices: For inquires or complaints against students, contact the Office of Community Life, Academic Center, Room 112, 1420 N. Charles St., 410.837.4755, [communitylife@ubalt.edu](mailto:communitylife@ubalt.edu); for inquires or complaints against faculty or staff, contact the Office of Human Resources, 1319 N. Charles Street, Charles Royal Building, 3rd Floor, 410.837.5410.

### **Sexual Misconduct**

In accordance with Title IX, the University of Baltimore is committed to creating a university setting that is safe from sexual misconduct, including sexual and gender-based harassment, sexual violence, dating violence, domestic violence, sexual exploitation and sexual intimidation. The University actively seeks to prevent issues of sexual misconduct by educating and providing resources to raise awareness of these issues, and recognize, respond and provide support to those who have experienced sexual harassment and/or been the victim of a sexual offense. For complete information, please visit <http://www.ubalt.edu/about-ub/offices-and-services/government-and-community-relations/titleix.cfm>.

### **Accessibility to Students with Disabilities Policy**

It is the policy of the University of Baltimore to provide reasonable accommodations for students with disabilities. To provide academic adjustments, proper documentation is required and must be presented to the Center for Educational Access. This documentation is required whether the condition is permanent or temporary (broken leg, etc.).

A student’s documentation must be current and include a diagnosis, recommendations for reasonable and appropriate accommodations, and information regarding how the disability impacts the student in an educational setting. This documentation will be reviewed by Center for Educational Access staff for all students seeking accommodations. This includes undergraduate, graduate and law students. This documentation will be retained by the Center for Educational Access and is not part of the student’s

permanent academic record. These records will remain in the center's suite for the duration of the student's academic career and are kept confidential. After a period of seven inactive years, the documentation will be destroyed unless the student requests that it be returned.

### **Immunization and Health Record Policy**

The University of Baltimore does not have mandatory immunization requirements nor requires students to submit health records. However, the University strongly encourages all students and other members of the University community to work with their health care provider to be sure they are up to date on all appropriate immunizations, specifically:

- Measles-mumps-rubella
- Tetanus-diphtheria-pertussis
- Meningococcal (meningitis)

### **Drug and Alcohol Policy**

As a member of the University System of Maryland, the University of Baltimore complies fully with the Maryland Drug and Alcohol Abuse Control Plan.

Except where permitted by law, the use, possession, sale, distribution and condition of being under the influence of controlled or illegal substances while on University premises is strictly prohibited.

The use of alcoholic beverages is permitted only in designated areas on campus, provided that such use is in conformity with all applicable alcoholic beverage laws and with the specific University regulations as set forth in the University's Student Handbook, found online at [www.ubalt.edu/studenthandbook](http://www.ubalt.edu/studenthandbook).

Violations of laws and University regulations regarding the use of controlled/illegal substances and alcohol will be subject to prosecution through both civil authorities and the campus judicial system.

### **No-Smoking Policy**

Smoking can be hazardous to health for smokers and nonsmokers 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.

### **Clery Policy**

The University of Baltimore, in compliance with the [Clery Act](#), requires all students applying for admission to the institution to answer a series of "yes/no" questions that help identify students who may pose a potential threat to the campus and its students if allowed to enroll. If students answer "yes" to any of these questions, they must provide further explanation regarding the situation. The dean of students is responsible for making all decisions related to these applications and to the procedures for

reviewing these applications. Providing false information on any of these questions may result in a student's expulsion from the University.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that colleges and universities publish and distribute an annual security report. This report includes campus crime statistics for the previous three years, policy statements concerning crime reporting, access to campus facilities, enforcement and arrest authority of campus police, crime prevention, and procedures to be followed in sexual assault offenses. The act also provides for timely notice to the campus of crimes considered serious and continuous threats to safety, as well as emergency response procedures. Also, the act requires the maintenance of a public crime log of all reported crimes. You may view and download this document by visiting [www.ubalt.edu/ubpolice](http://www.ubalt.edu/ubpolice). You may also obtain a paper copy of the report at the UB Police Department, located in the Charles Royal Building, room 200.

### **Waiver of Tuition for Senior Citizens of the State of Maryland**

It is the policy of the University System of Maryland to extend special privileges, where practicable, to senior citizens who are residents of the state of Maryland and are enrolled in one of its institutions. The term "senior citizen" includes any individual who is 60 or older, who is retired, whose chief income is derived from retirement benefits and who is not employed full time.

Seniors receive, on a space-available basis, waivers of tuition for not more than three undergraduate or graduate (not law) courses per semester or term. These students are afforded all services available to regularly enrolled students, as they pay all other fees. Subject to certain conditions, privileges extended to seniors from other USM institutions include waiver of tuition for undergraduate and graduate courses, use of the libraries, and other privileges as determined by individual institutions.

Seniors at other USM institutions are afforded the following privileges at the University of Baltimore:

- The use of the libraries (subject to restrictions during examination periods)
- Admission to all nonticketed public lectures and performances
- Discount tickets (subject to restrictions) for events sponsored by the Center for Student Involvement
- Eligibility to join, for a fee, Campus Recreation and Wellness

### **Catalog Use and Information**

This 2016–17 University of Baltimore Graduate Catalog outlines the University's graduate policies and procedures that were in effect as of June 30, 2016. Subsequent changes to courses, programs, policies, procedures, faculty, staff and facilities policies and procedures may cause certain information in this catalog to become outdated. Hence, this catalog is not to be construed by the student as a contract, except in terms of the policy titled Catalog Under Which Students Graduate (as detailed in the [Academic Policies](#) section) and in terms of the student's compliance with all current policies and procedures of the University.

UB students are informed of changes or additions to academic and financial policies that may affect them through announcements by email or on appropriate University websites and, in some cases,

through mail correspondence or separately printed posters, bulletins, notices or other communication vehicles.

The University of Baltimore reserves the right to make policy and program changes as necessary. Students are urged to review all University-produced correspondence, class schedules, mailings, posters and other literature to keep fully informed.