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.

The University of Baltimore’s current procedures for a change in residency status can be found at 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.

UNIVERSITY OF BALTIMORE POLICIES
Privacy
The University complies with the requirements of the Federal 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 the University Registrar 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 the University Registrar 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.

Nondiscrimination Policy
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.
Information about inquiries is listed in the University’s *Student Policies and Procedures Handbook*, found online at [www.ubalt.edu/studenthandbook](http://www.ubalt.edu/studenthandbook).

**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 must 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.

**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 and 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 Policies and Procedures 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 which 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 as well as the procedures
for reviewing these applications. Providing false information on any of these questions may result in a
student’s expulsion from the University.

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 years of age 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 2014-16 University of Baltimore Graduate Catalog outlines the University’s graduate programs,
courses, policies and procedures that were in effect as of June 30, 2014. Subsequent changes to courses,
programs, policies, procedures, faculty, staff and facilities 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.