



## Student Success Resources

### Syllabus Addendum

#### UB Resources for Students

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

#### Achievement & Learning Center (UB Library)

Library Lower Level – NEW LIBRARY BUILDING (1420 Maryland Ave.)

[alc@ubalt.edu](mailto:alc@ubalt.edu)

410.837.5383

UB LIBRARY

1420 Maryland Ave. (NEW BUILDING)

[langref@ubalt.edu](mailto:langref@ubalt.edu)

1.888.LANGREF or 410.837.4260

The **UB Library** supports students' research and information literacy skills. 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](#); [watch tutorials](#); or [chat with a librarian](#). The library's space is home to a large computer lab, a digital design lab, a video and board game library, practice presentation rooms, group study rooms and study tables, and in-person help almost every hour we're open, including nights and weekends.

The **Achievement & Learning Center** (ALC) is UB's primary resource for academic success and support. The ALC provides free [tutoring](#), [writing consultations](#), [workshops](#), and [coaching](#) for undergraduate and graduate students alike. Many services are also available online, 24/7 – see the [ALC website](#) for details. The OWL (Online Writing Link) offers customized feedback on papers through the MyUB portal.

Click on MyUB to [make an appointment](#) with the ALC.

#### Disability & Access Services

Academic Center 139

[das@ubalt.edu](mailto:das@ubalt.edu)

410.837.4775

**Disability and Access Services** strives to help our students meet their academic potential unhindered by any disabilities. If you have a documented disability (permanent or temporary)

that requires accommodations, please contact DAS. The office provides reasonable and appropriate accommodations for students who have documented disabilities.

### **INOVA Student Assistance Program**

844.523.3363

**Web Access through the link in your [UB Portal](#)**

The INOVA student assistance program provides access to services important for students including, but not limited to, personal counseling, family concerns, academic skills, finances, substance abuse, legal consultations, and child care. You will find the link to the University INOVA webpage on your UB portal in the middle column under “*Student Support and Counseling*” or you may call to speak directly with a service professional who will talk to you about your needs and connect you to the requested resources. Any information shared by or with an INOVA counselor is completely confidential. All INOVA services are available to current UB students, as well as their families.

### **Office of Community Life**

Academic Center 112

[communitylife@ubalt.edu](mailto:communitylife@ubalt.edu)

410.837.4755

The [Office of Community Life \(OCL\)](#) is committed to supporting UB students in the development of high standards of personal conduct, exploring positive decision making strategies, and practicing skills to constructively embrace challenges and overcome obstacles. The office is responsible for the student conduct process, providing support to students facing difficult circumstances, and helping students navigate university policy.

### **University Police**

Charles Royal Bldg. 200

[ubpolicedepartment@ubalt.edu](mailto:ubpolicedepartment@ubalt.edu)

410.837.5529

**EMERGENCY PHONE: 410.837.4444 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 UB campus. Emergency announcements are communicated via the [UB home page](#); campus emails (to UB email addresses); the emergency notification phone line (410.837.4201); 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 MyUB portal.

All UB students are encouraged to download the emergency phone app [LiveSafe](#). The app connects UB students to the UB Police Department in a seamless manner, allowing for efficient communications and response. LiveSafe is free for all members of the UB community.

### **Sakai and Support**

[ubsakaisupport@ubalt.edu](mailto:ubsakaisupport@ubalt.edu)

1.855.501.0856

Having trouble with Sakai? Call, email, or use live chat for [UB Sakai Support](#). You'll speak with a real person who can help you with your problem or create an incident report for following up with your professor.

### **Office of Technology Services**

Academic Center 101

[callcenter@ubalt.edu](mailto:callcenter@ubalt.edu)

410.837.6262

The [Office of Technology Services \(OTS\)](#) provides technology support to the UB community.

## **Policies and Procedures Related to Courses**

### **Academic Integrity**

The University of Baltimore (UB) 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 UB. 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 UB. All UB students are responsible for understanding their obligations under this policy.

Students with questions about the appropriate use of materials or manner in which work should be done should speak with their professor or seek guidance from other resources at the university (i.e. Achievement and Learning Center or staff within the Langsdale Library).

### *Plagiarism Tutorial*

All undergraduate and graduate students are required to take UB's [Plagiarism Tutorial](#) before the end of their first semester at UB. Failure to complete the tutorial will preclude a student from registering for the next semester.

### *Turnitin*

As a part of an institution-wide effort to ensure the originality of student work, UB 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. All UB faculty members reserve the right to use this or other measures to evaluate student work for originality and for correct attribution.

## **Code of Conduct**

University behavioral expectations have been outlined in the Student Rights and Responsibilities Guide under the [Student Code of Conduct](#). 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 Community Life](#) is responsible for the oversight and facilitation of the adjudication of concerns regarding potential Code of Conduct violations.

## **Student Rights and Responsibilities**

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 Rights and Responsibilities Guide](#) 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.

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

UB 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.

## **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](#)).

## **Academic Accommodations for Students with Disabilities**

UB’s [Office of Disability & Access Services](#) ([Disability and Access Services \(DAS\)](#) <http://www.ubalt.edu/campus-life/center-for-educational-access/>) (DAS) ensures that all UB students can achieve their academic potential unhindered by any disabilities. If you have a documented disability (either temporary or permanent) that requires accommodations, please contact the DAS. The center provides reasonable and appropriate accommodations for students who have documented disabilities.

## **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. The university’s [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 (INC) 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 and faculty member must agree upon the Incomplete before term grades are due, and the student should petition for the Incomplete as soon as the unanticipated circumstances are recognized.<sup>1</sup>

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. Please see specific dates on the [University's Academic Calendar](#).

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<sup>1</sup> In the Yale Gordon College of Arts & Sciences, an Incomplete grade will not be considered prior to the official WD deadline.