



## LAW Policies Syllabus Addendum

### ABA Coursework Expectations

American Bar Association Standards for Law Schools establish guidelines for the amount of work students should expect to complete for each credit earned. Students should expect approximately one hour of classroom instruction and two hours of out-of-class work per week for each credit earned in a class, or an equivalent amount of work for other academic activities, such as simulations, externships, clinical supervision, co-curricular activities, and other academic work leading to the award of credit hours. [See ABA Standard 310.](#)

### Attendance policy

Class attendance is a critical component of the learning process and reflects professional responsibility. Research demonstrates that students who regularly attend class are more likely to succeed. Additionally, the American Bar Association accreditation standards mandate that a law school adopt, publish, and adhere to a policy for regular class attendance for all students. In alignment with this policy, regular and punctual class attendance is a condition of receiving credit in all courses at the University of Baltimore's School of Law. (Note that clinical attendance at clinics is governed by a separate policy listed in the J.D. Clinical Law Program—Practical Skills Experience section of the [Student Handbook](#).)

### Modality

For a student to be considered present, their attendance must be consistent with the modality of the specific class meeting. For example, if a class meeting is in-person, a student must attend in-person to be considered present. If a class meeting is virtual, a student must attend virtually to be considered present.

### Student Attendance Requirements

As detailed in the chart below, the number of absences a student may accrue is determined by the total number of times a course is scheduled to meet throughout the semester.

Number of scheduled meetings	Number of absences
Fall and spring semesters, 2 or more meetings per week	4
Fall and spring semesters, 1 meeting per week	2
Summer semester	2

A student whose accrued absences exceed the limits above will be withdrawn from the course with a grade of FA (failure due to excessive absence) unless the Associate Dean for Academic Affairs extends the limit, up to the following maximums: (1) in the fall and spring semesters, up to 4 additional absences for a course scheduled to meet 2 or more times per week; (2) in the fall and spring semesters, up to 2 additional absences for a course scheduled to meet once per

week; (3) in the summer semester, up to 1 additional absence. A student whose accrued absences exceed the extended limit will be withdrawn from the course with a grade of FA.

A student who anticipates accruing excessive absences may be eligible for a Leave of Absence and should contact the Dean of Students to discuss available options.

#### Bases for Extensions

The Associate Dean for Academic Affairs can extend the number of absences a student may accrue based on a student's religious observance or extraordinary individual circumstances. Extraordinary individual circumstances include, but are not limited to, the following: bereavement (as defined in the [University of Baltimore Student Bereavement Policy](#)), significant physical or mental health incidents, and attendance at activities required for academic credit, such as clinic court appearances and moot court competitions.

Minor illnesses, doctor's appointments, traffic, practice rounds for student competitions, personal events, and professional events (including those sponsored by the law school) are examples of circumstances that do not qualify as extraordinary individual circumstances.

A student must provide documentation for extraordinary individual circumstances upon request and must provide advance notice to the Faculty Member whenever possible.

#### **Attendance Tracking Procedures**

To keep attendance, this class will use attendance software called **Qwickly**. Qwickly is hosted in Canvas, UB's official learning management system. With Qwickly the professor will have a choice to either take attendance manually OR to have you check-in using a pin number generated at the start of class.

To check-in for class using a pin number, you must log into the Canvas site for the course. Once in the Canvas site, click "Qwickly Attendance" on the left side of the navigation bar and enter the pin. Qwickly will automatically email you if you are marked absent for the day. If you believe this email was sent in error, please contact the professor and their administrative assistant immediately.

#### **UB Law Recording Statement**

Any class recordings, audio or video, are for the sole use of that specific class instruction and study and may not be used or reproduced by students for any other purpose. Similarly, students may not capture video, audio, images or chat text from a class without permission from the instructor for use specific to that class instruction and study, and such images may not be used or reproduced by students for any other purpose. Violating these directions is an honor code violation.

#### **UB University Recording Statement**

With the approval of the Office of Disability and Access Services, faculty may be required, or students may opt, to record classes for the purposes of accommodating a disability. Faculty may

opt to record classes for students who cannot attend or so that students who wish to review may have access to the full class content. All class recordings, audio or video, are for the sole use of that specific class instruction and study and may not be used or reproduced by students for any other purpose. Similarly, students may not capture images or chat text from a class without permission from the instructor for use specific to that class instruction and study, and such images may not be used or reproduced by students for any other purpose. Violating these directions is a conduct violation. All class recordings prepared by faculty for instructional use are protected by a UBalt login process based on where they are posted, and they are configured not to be downloaded. If a class is being recorded, students may mute their microphone if they do not consent to be audio recorded, but this may mean they need to find additional ways to participate in class discussion.

### **Class Cancellation**

If the instructor must cancel a class, notices will be sent to students via UB email and/or Canvas announcement.

### **Academic Integrity**

Students are obligated to refrain from acts that they know or, under the circumstances, have reason to know will impair the academic integrity of the University and/or the School of Law. Violations of academic integrity include, but are not limited to: cheating; plagiarism; misuse of library materials; use of another's book or study materials without consent; unapproved multiple submissions; material misrepresentation of one's academic history or standing; misrepresentation of any academic matter; intentionally giving another student false or inaccurate information about class requirements; inappropriate discussion of exams; and misrepresenting or falsifying class attendance reports.

The School of Law Honor Code and information about the process is available at [https://law.ubalt.edu/academics/policiesandprocedures/honor\\_code/index.cfm](https://law.ubalt.edu/academics/policiesandprocedures/honor_code/index.cfm).

### **Religious and Faith-Based Observance Policy-SOL**

It is the policy of the University of Baltimore to provide reasonable academic accommodations for students to practice sincerely held faith-based or religious beliefs ([UB, VII-5.2](#)).

Law School Students: For Law School student Religious Accommodation requests that involve a class absence or alternate arrangements for in-class assessments or assignments, students should email requests to the faculty member for the course in which the accommodation is requested and also copy the Law School Office of Academic Affairs (OAA) ([ublawacadaff@ubalt.edu](mailto:ublawacadaff@ubalt.edu)). OAA will work with faculty to consider and respond to such requests in keeping with the principles outlined below. For requests involving Law School final exams, requests should be made only to OAA ([exams@ubalt.edu](mailto:exams@ubalt.edu)).

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

UBalt's [Sexual Harassment and Other Sexual Misconduct Policy](#) and [Non-Discrimination Policies](#) prohibit discrimination and harassment on the basis of sex, consistent with state and federal law.

UBalt's Sexual Harassment and Other Sexual Misconduct Policy requires that Responsible University Employees, which includes all faculty members, report any known, learned, or rumored incidents of sex discrimination, including sexual harassment, or other sexual misconduct, which may be prohibited under University Policy. For more information, to obtain additional resources, or to initiate a complaint, please contact [T9@ubalt.edu](mailto:T9@ubalt.edu).

**Students with Pregnancy and Related Conditions** UBalt provides reasonable accommodations for students experiencing Pregnancy and Related Conditions. For more information, please contact [T9@ubalt.edu](mailto:T9@ubalt.edu).

### **Disability and Access Policy**

The law school works hard to ensure compliance with the Americans with Disabilities Act (ADA). For detailed information on reasonable accommodations, please [see the student handbook](#).

If you are a student with a documented disability who requires an accommodation for academic programs, exams, or access to the University's facilities, please contact Erin Brady, the Law School's Director of Student Support, at [ebrady@ubalt.edu](mailto:ebrady@ubalt.edu) or the University's Office of Disability and Access Services at [das@ubalt.edu](mailto:das@ubalt.edu). *Note that classroom accommodation requests should be submitted 2 weeks before the start of the semester (by August 7, 2023). Exam accommodation requests should be submitted no later than 2 weeks after the start of the semester (by September 5, 2023).*

### **Student Code of Conduct**

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 Code of Conduct](#) 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.

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 Student Support](#) is responsible for the oversight and facilitation of the adjudication of concerns regarding potential Code of Conduct violations.

### **Incomplete Grades and Requests**

An Incomplete (I) 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 should petition for the Incomplete as soon as the unanticipated circumstances are recognized, the student and faculty member must agree upon the Incomplete before term grades are due.

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.

### **Grade Challenges**

Rules and Procedures for grade appeals can be found on p. 96 of the [student handbook](#).

### **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](#)).

## Student Success Resources

### General student issues/Mental Health

For general student issues, students should contact Dean Paul Manrique ([pmanrique@ubalt.edu](mailto:pmanrique@ubalt.edu); 410-837-5283). For mental health concerns, students can contact Dean Manrique or Stephen Mogar, the University's Clinical Case Manager ([smogar@ubalt.edu](mailto:smogar@ubalt.edu); 410-837-6388). Dean Manrique's office is located in the AL 7th floor Dean's Suite and he welcomes students to walk in. Both Dean Manrique and Mr. Mogar are also able to schedule phone and zoom appointments.

### Academic Support

For questions about academic challenges including preparing for and participating in your classes, reviewing and outlining for exams, and studying for and taking exams, students can contact Prof. Marta Baffy ([mbaffy@ubalt.edu](mailto:mbaffy@ubalt.edu); 410-837-6370.). Prof. Baffy's office is located on the 5th floor in Room AL 513.

### Student Assistance Program

24/7 SAP Hotline: 1.800.327.2251

Mobile or Online Access: [You.ubalt.edu](http://You.ubalt.edu)

The [Student Assistance Program \(SAP\)](#) provides students with access to confidential, accessible support to manage life's challenges. The SAP offers personal counseling and consultation on a variety of topics including family concerns, academic skills, finances, substance abuse, legal consultations, childcare, and elder care. The SAP is available to all current UBalt students. If you have any questions, contact Clinical Case Manager Tony DuLaney at [tdulaney@ubalt.edu](mailto:tdulaney@ubalt.edu) or 410.837.4755.

- **Compass Case Management**

RLB Library  
Suite 012 (Lower Level)  
410.837.4755

[Compass Case Management](#) works with University of Baltimore (UBalt) Students to help them identify supports and resources both on UBalt's campus and within the community at large. Through this program, a Case Manager (CM) works with students to learn about their aspirations, goals, and the barriers that are currently affecting their progress. From there, the CM will assist the student in creating a unique Student Success Plan to help them achieve their goals. Students can also refer fellow classmates or themselves if they think they could benefit from the program. To do so, they can simply complete a [Compass Referral Form](#).

- **Office of Student Support**

**Support** RLB Library

Suite 012 (Lower Level)📍

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

410.837.4755

The **Office of Student Support** is committed to providing a holistic educational experience for all students. The Office assists University of Baltimore students to develop high standards of conduct, cultivate meaningful relationships, build resiliency, obtain equity through accessibility, and practice advocacy. Through collaborations with campus and community partners the office supports students as they navigate the university experience.

- **UBalt COVID-19 Response**

To learn more about the University of Baltimore's Covid-19 response students should email [studenthealth@ubalt.edu](mailto:studenthealth@ubalt.edu) or visit UBalt's [COVID-19 webpage](#).

- **University Police**

[contact@police.umaryland.edu](mailto:contact@police.umaryland.edu)

410.706.6882

*EMERGENCY PHONE: 911 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 UBalt campus. Emergency announcements are communicated via the [UBalt home page](#), campus emails (to UBalt email addresses), 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 MyUBalt portal.

- 

**UB Canvas Support**

[support@instructure.com](mailto:support@instructure.com)

+1 (855) 244-3363 (toll-free)

Call, email, or use [live chat](#) for Canvas Support, available 24/7. Canvas Technicians will provide immediate assistance to help resolve your problem or connect you with another staff member who can provide additional support.

## Office of Technology Services

Business Center 002

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

410.837.6262

The [Office of Technology Services \(OTS\)](#) provides overall technical support to the UBalt community. There is a specific guide for [IT for Students](#). An equipment borrowing program exists, with technology such as laptops and webcams available for [free sign-out](#) by students for use with projects and course work by appointment only. Students can obtain free and reduced-rate software such as free Office 365 products and specially priced Adobe products. Options are listed on [Software for Students](#). Ubalt computer labs will be open and will follow a regular schedule this fall. Computer lab hours are subject to change, given any changes to the status of the pandemic. All students have free access to Microsoft Office 365, Zoom, Panopto, and SPSS for their devices. Our Call Center staff will help you find available UB technology and support your access to those. If you have any question, you can reach the Call Center at the above email and phone number.

## UB Campus Pantry

The [University of Baltimore Campus Pantry](#) was founded on the idea that no member of the campus community should experience hunger. The pantry provides critical food assistance and resources, as well as outreach and volunteer opportunities. It is supported through the generosity of campus and community members and benefits from strong partnerships. An active Bee Card is the only requirement to participate. The UBalt Campus Pantry is one of many resources offered to meet [basic needs](#) for the campus community.

Campus Pantry hours for Fall and Spring semesters (or by appointment):

- [Tuesday 12-6 p.m.](#)
- [Wednesday 12-6 p.m.](#)

For appointments, e-mail [engagement@ubalt.edu](mailto:engagement@ubalt.edu) or call 410.837.5417.

The UBalt Campus Pantry would not be possible without key partners, who help us to build capacity, connect our participants to resources, and expand the reach of these critical services:

- [Transform Mid-Atlantic](#)
- [Maryland Food Bank](#)
- [Maryland Hunger Solutions](#)
- [Student Government Association](#)