

LAW Policies Syllabus Addendum

Course 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](#).

Class Recording Policy

UBalt 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.

UBalt University Recording Statement

All class recordings are for the sole use of the class and may not be reproduced by students for any other purpose. Faculty cannot reproduce students' voices or images from the class for any other purpose without additional student consent. All such recordings are protected by a UB login process based on where they are posted. Students may mute their microphone or turn off their camera if they do not consent to be recorded, but this may mean they need to find additional ways to participate in the class discussion. Students may be required to turn on their cameras and participate in graded class activities. In addition, students who turn off their camera and do not remain present for the class session may be subject to the Honor Code for misrepresenting attendance.

Class Cancellation

If the instructor must cancel a class, notices will be sent to students via Canvas announcement, which will go to your UBalt email.

Course Reflections

It is a requirement of this course that students complete a course reflection. The reflection will be available later in the semester and is entirely anonymous. Faculty members will not have access to the feedback provided on course evaluations until after all grades are submitted.

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.

[University of Baltimore School of Law Honor Code](#) (including information about the process)

CHOOSE **ONE** OF THE THREE SUGGESTED AI POLICIES:

NEW: Use of Artificial Intelligence; faculty can choose (and modify!) one of these three options

(1) MOST PERMISSIVE: Faculty are encouraging the critical use of AI in their courses

Syllabus language:

Artificial intelligence (and generative artificial intelligence) is included within this policy. All submitted work must reflect student understanding and original thought and must verify and cite appropriate sources, including AI sources. Improper reliance on or misuse of AI tools can undermine academic integrity, and result in disciplinary consequences for plagiarism. Students should consult with the professor if they have any questions or uncertainties regarding this policy.

AI is a powerful and increasingly relevant tool in the practice of law, but its true value comes when used thoughtfully and with human oversight. Developing the ability to assess, refine, and enhance AI-generated results is an essential skill for lawyers, strengthening both legal judgment and analytical reasoning. By engaging critically with AI, students can build the expertise necessary to ensure accuracy, competence, and professional excellence in their work.

Therefore, while this course does not prohibit use of these technologies, we require transparency (by noting and/or citing when AI has been used) and self-reflection to take place if/when they are used. When in doubt, ask your professor.

(2) MIDDLE GROUND: FACULTY PERMIT SOME USE OF AI

This gets tricky *quickly*, so think carefully about what you want to put into the highlighted portion, OR let them know you will be allowing AI for specific assignments, and then put that detail on the assignment.

Syllabus language:

While useful, and increasingly relevant to the practice of law, AI is not designed to provide accurate or competent outputs. Over-reliance on AI also hinders the learning that allows students to assess the quality of results generated through AI; that ability to assess, correct, edit, and generally improve upon AI is a critical piece of lawyerly competence.

This course prohibits the use of these technologies on course assignments and assessments with the exception of [Lexis, Westlaw, Grammarly, list others] unless you receive specific permission or clarification from your professor for particular assignments. When in doubt, ask your professor.

(3) MOST PROHIBITIVE

Syllabus language:

While useful, and increasingly relevant to the practice of law, AI is not designed to provide accurate or competent outputs. Over-reliance on AI also hinders the learning that allows students to assess the quality of results generated through AI; that ability to assess, correct, edit, and generally improve upon AI is a critical piece of lawyerly competence.

This course prohibits the use of these technologies on course assignments and assessments unless you receive specific permission or clarification from your professor for particular assignments.

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 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

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. For Fall and Spring semesters, classes that meet twice or more per week have a maximum of 4 absences, and classes that meet once per week have a maximum of 2 absences. Summer courses have a maximum of 2 absences.

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 they obtain approval for an excused absence from the Office of Student Affairs, 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 their advisor in the Office of Student Affairs to discuss available options.

Bases for Extensions

The Office of Student Affairs will receive excused absence requests. The Associate Dean for Student Affairs can extend the number of absences a student may accrue based on a student's religious observances 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 to the Office of Student Affairs, and must provide advance notice to the faculty member whenever possible.

The form to submit an excused absence request can be found [here](#).

Attendance Tracking Procedures

To keep attendance, this class will use **Qwickly** attendance software, which is hosted on the course Canvas page. 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. 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 immediately. The professor can change inadvertent absences directly in Qwickly, but this requires you to pay attention and act in a timely fashion.

NOTE ON QWICKLY AND HONOR CODE: It is an honor code violation to sign into a live class via Qwickly if you are not physically in the classroom. Similarly, it is also an honor code violation to provide live-class sign-in codes to students who are not physically in the classroom.

Religious and Faith-Based Observance Policy

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](#).

For Religious Accommodation requests that involve a class absence, students should submit their excused absence request to the Office of Student Affairs via [this form](#) and contact the faculty member for the course they anticipate missing to make alternate arrangements for in-class assessments or assignments. [For requests involving Law School final exams, mailto:requests](#) should be made only to the Exams Administration team at exams@ubalt.edu.

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.

Disability 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 or the University's Office of Disability and Access Services at das@ubalt.edu. *Note that classroom accommodation requests should be submitted 6 days before the start of the semester (by August 11, 2026). Exam*

accommodation requests should be submitted no later than 2 weeks after the start of the semester (by August 31, 2026).

Accommodations Related to Pregnancy

Title IX also requires that the University provide reasonable accommodations to students experiencing pregnancy and related conditions. [Resources for pregnant students](#).

Title IX Sexual Misconduct and Nondiscrimination Policy

The University of Baltimore's Sexual Misconduct and Nondiscrimination policy is compliant with Federal laws prohibiting discrimination. Title IX requires that faculty, student employees and staff members report to the university 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. [Policies and procedures related to Title IX and UB's nondiscrimination policies](#).

Student Well-Being and Success

General Student Issues / Mental Health

For general student issues, students should contact the Office of Student Affairs (osa@ubalt.edu; 410-837-5283). OSA's office is located in the 7th floor Dean's Suite, and someone at the front desk can provide further guidance if needed.

For mental health concerns, students can contact OSA or Tony Dulaney, the University's Clinical Case Manager (tdulaney@ubalt.edu; 410-837-5159). In addition, Chele Ruetsch, LSCW-C, a licensed clinical social worker, will be in the law school building once a week for short-term, in-person counseling. These appointments are free and confidential. To schedule an initial appointment text Ms. Ruetsch at (443) 286-6719 or email her at micheleruetschlcswcubls@gmail.com.

[YOU at UBalt](#) also provides free, confidential, accessible support to manage life's challenges and stay healthy and safe while at UBalt.

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, Room 513) or Prof. Anne Johnson (ajohnson@ubalt.edu, Room 510). Professors Baffy and Johnson's offices are located on the 5th Floor, on the Charles Street side of the building.

Bar Success

The Office of Bar Success supports students as they prepare for the bar exam and admission to practice, beginning well before graduation. Whether you are years away from sitting for the bar or finalizing your study plan, you are encouraged to reach out early and often. The office also assists with bar applications and admission requirements, including Character and Fitness questions. Students can contact Prof. Neal Kempler, Director of Bar Success (nkempler@ubalt.edu; 410-837-4358). Professor Kempler's office is also located on the 5th Floor, on the Charles Street side of the building (Room 512).