

University of Baltimore  
Office of Student Support  
How to Submit a Student Code of Conduct Violation

**Violations**

All student code of conduct violations are listed on the [UB Student Handbook website](#). Acts of misconduct include the following:

1. **Violation of Local, State, Federal Law.** Violation(s) of local, state, federal and/or international law whether on University Premises, or off-University Premises.
2. **Violation of University Policy.** Violation of written University or University System of Maryland (“USM”) policy or regulations contained in any official publication or administrative announcement (e.g. University Catalog, Registered Student Organization Handbook, Sport Club Policy Manual, Computer Use Policy, etc.). Commentary: Some University policies are specifically referenced in these Code of Conduct Violations. Simply because a policy is not specifically referenced in this list of violations, does not mean that a violation of such policy would not also be a violation of this Code of Conduct provision.
3. **Attempts or Association with Prohibited Acts.** Attempting to commit or failure to remove one’s self from any acts prohibited by this Code of Conduct or University policy.
4. **Retaliation.** Retaliation against another individual(s) for their participation in any portion of the referral, University review process, Adjudication Process, or seeking appropriate remedies or other forms of support in connection with alleged violations of this Code of Conduct, other University policies, or any local, state, federal, or international laws.
5. **Gambling.** Gambling on University Premises, or during a University sponsored activity without appropriate permits.
6. **Alcohol Related Offenses.** Possession, use, manufacture, distribution, or sale of alcohol in violation of University policy or federal, state, local, or international law; impairment which can be attributed to the use of alcohol consumption of alcoholic beverages on University Premises without proper permits; or other violations of the University Policy on Drug and Alcohol Use. Commentary: Students hosting events at which alcohol is provided must follow all policies and procedures set forth in the Policy on Drug and Alcohol Use, which can be found at: <https://www.ubalt.edu/policies/administrative/IV-1.1.pdf>
7. **Drug Related Offenses.** Illegal possession, use, distribution, manufacture, sale or administering of illegal drugs, controlled substances, narcotics, and/or drug paraphernalia, or abuse or misuse of prescription or over the counter medications. Commentary: While some forms of marijuana may be legal under State law, use of any drug or narcotic, including marijuana is prohibited on University

Premises. Students who have medical marijuana licenses are also prohibited from using marijuana on University Premises and should direct any questions or concerns to the University Office of Disability and Access Services.

8. **Unauthorized Weapons Possession.** Possession or use of weapons or explosives except by authorized law enforcement officers in the performance of their duties or by other persons specifically authorized by law or the University to use, possess, or carry weapons or explosives. Weapons include any object or substance designed to or used to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, pellet guns, switchblade knives, and knives with blades five (5) or more inches in length.
9. **Fireworks and Chemical Explosives.** Possession or use of fireworks or chemicals of an explosive or corrosive nature except by authorized law enforcement officers in the performance of their duties.
10. **Abuse or Interference with College Processes.** Engaging in conduct that substantially disrupts or interferes with the work of the University or the rights of other Students. Commentary: This may include, but is not limited to, interference with Student Conduct Proceedings, teaching or instructional process, research, University administration, or physical ingress and egress.
11. **Unregistered Student Group.** An unregistered Student group attempting to function in the name of the University of Baltimore.
12. **Furnishing False Information.** Intentionally furnishing false documentation or information to the University or a University Employee.
13. **Forgery or Alteration of College Records.** Forgery or alteration of University, educational, or academic records, including University identification cards and keys.
14. **Misrepresentation.** Misrepresentation of University achievements, University roles, or affiliations.
15. **Refusal to Identify.** Refusal to present or provide appropriate identification to University Employees or law enforcement acting in the capacity of their duties.
16. **Failure to Comply.** Failure to comply with a reasonable directive given by a University official.
17. **Acts that Invade the Privacy of Another.** Acts that invade privacy of another when there is a reasonable expectation of privacy.
18. **Trespassing.** Trespassing and/or unauthorized entry into or use of University facilities, property or resources.
19. **Destruction of University Property.** Vandalism, destruction and/or misuse of University property or property of a member of the University Community.
20. **Theft of Property.** Theft, possession, sale, or barter of University property or property of a member of the University Community, without permission by the University or University Community member.
21. **Tampering with Safety Equipment.** Tampering, misuse or damage to fire extinguishers, alarms or other safety equipment.

22. **Interfering with Emergency Services.** Interfering with fire, police, or emergency services or intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion, or other emergency.
23. **Event-related Misconduct.** Participation in, leading or inciting others to participate in Event-related Misconduct. Event-related misconduct is defined as rioting, assault, theft, vandalism, fire-setting, or other misconduct related to an institution-sponsored event that results in harm to persons or property or otherwise poses a threat to the stability of the campus or University Community. Commentary: Under the policies of the University System of Maryland, the appropriate minimum Sanction is presumed to be dismissal if a Student has been found responsible in a campus proceeding for Event-related Misconduct. If the appropriate person or board decides to impose a Sanction less than suspension or expulsion for these violations, the decision must be supported by written findings, signed by the Dean of Students, and maintained with the Student's conduct file.
24. **Acceptable Use of Information Technology Resources.** Acts that violate the [Acceptable Use of Information Technology Resources Policy](#), including, but not limited to, misuse, abuse, and unauthorized use of University technology, and/or use of University technology for unauthorized purposes.
25. **Illegal Recording.** The recording, filming, transmitting or producing of another person's voice or without their knowledge and consent. Commentary: This does not pertain to the recording of public events or discussions or situations where there is not a reasonable expectation of privacy, security footage, Conduct Proceedings, approved recordings of lectures, or recordings made by law enforcement. Any Student requiring an academic accommodation to record a class lecture or related activity should contact the University Office of Disability and Access Services.
26. **Unauthorized Use.** Unauthorized use of the University's social media, logos, trademarks, or use of the University's name in a manner that indicates University endorsement without permission by the University.
27. **Interfering with Free Speech.** Interfering with the lawful freedom of expression of others.
28. **Verbal Threats.** Threats to others that would cause a reasonable person to interpret the threat as a serious expression of an intent to harm or assault.
29. **Physical Harm or Threats.** Physical behavior that causes physical harm to another or would cause a reasonable person to fear for their safety.
30. **Stalking or Harassment.** Engaging in a pattern of behavior that is directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial distress.
31. **Hazing.** Hazing is defined as recklessly or intentionally doing an act or creating a situation that subjects a Student to the risk of serious bodily injury for the purpose of an initiation into a Student organization. Participants' consent will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act and is a violation.

32. **Failure to Comply with Interim Measures.** Failure to follow any interim measure implemented pursuant to Section 4 below.
33. **Failure to Comply with Sanctions.** Failure to comply with Sanctions issued in connection with any Adjudication Process, including, but not limited to, Conduct Proceedings for Academic Integrity, Code of Conduct charges, violations of the University's Non-Discrimination Policy, or violations of the University's Sexual Misconduct Policy.
34. **Violation of the Non-Discrimination Policy and Procedures - Complaints of Discrimination Against Students.** Actions that violate the Student Non-Discrimination Policy and Procedures. This includes discrimination against any member of the University Community on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, genetic information, disability or other legally protected characteristics.
35. **Violation of the Sexual Misconduct Policy.** Actions that violate the Sexual Misconduct Policy. Sexual misconduct includes, but is not limited to, sexual violence, dating violence, domestic violence, sexual exploitation, sexual coercion, and sex-based stalking.

### **Why it is important to Refer**

- **Due Process** – It is important to make sure every student is given due process when a violation is referred to the Office of Student Support. The goal of the University of Baltimore conduct process is to identify the best ethical decision available to the institution, which should be one of integrity, wisdom, & empathy, as well as a sense of impartiality and fairness. Thus, the procedures and processes with which we handle academic integrity violations should be consistent and equitable to every student. Reporting an alleged violation to the Office of Student Support provides students with that due process to respond to the allegations and participate in the student conduct process.
- **Consistency** – the Office of Student Support strives to maintain consistency in the process, procedures, and application of sanctions to all reported violations. Your referral is important to uphold that consistency for all students.
- **Prior Incidents** – the Office of Student Support maintains records of all previous academic integrity/code of conduct violations. It is important to refer all alleged violations to OSS so that we are able to keep track of students who may have multiple violations

## **Referral Process**

If you believe a student may have violated the Code of Conduct, you should complete an incident reporting form [here](#).

- Please refer to the Faculty Toolkit for Managing Disruptive Conduct if you are unsure of how to respond to disruptive behavior in the classroom or if you are unsure if the behavior constitutes a code of conduct violation.
- When completing an incident reporting form, make sure to include a narrative description of the alleged violation(s) and attach any documentation that may be relevant. The narrative of the violation should include an objective description of the incident & should clearly state only the facts of what occurred.
- Once the incident reporting form is completed, the Case Manager for Student Conduct will reach out if more information is needed & will then contact the student to meet with them.

## **Student Conduct Process**

- Initial Review – This is the first step in the student conduct process and would be the step where many lower-level violations would be resolved, unless the situation presents the need to move to an Administrative Hearing or Board Hearing. This step consists of an individual meeting between the student and the Hearing Officer of the case. The student will be able to share their understanding of the incident and present any evidence they have, and the Hearing Officer will present the evidence they have. Evidence that may be presented at a code of conduct hearing might include: a narrative of the incident from the reporting party/witnesses, copies of emails or other documentation, video camera footage, or a UBPD report. All narratives will be provided to the witnesses beforehand to allow for confirmation that the summary of the incident is correct. When necessary, follow-up meetings with the Respondent or other involved individuals may be required. Following the initial review, the Hearing Officer will refer the case to a hearing or make a finding of responsible or not responsible, and assign any sanctions if the student is found responsible. The decision will be emailed to the student within two (2) business days, and the student will then have a five (5) business day window to submit any appeals. Once the appeal window is closed, the complainant will be notified of the decision and relevant sanctions.
- Administrative Hearing/Board Hearing – These are the next steps in the adjudication process in the event that the violation cannot be resolved at the lower level. The case would proceed to these stages of the conduct process if the student had a history of

multiple violations, if there is a risk of harm to others/the institution, or if the code of conduct violation is determined to be severe enough to warrant a hearing.

**If you have any questions about the process for reporting and adjudicating Code of Conduct violations, or need assistance with a specific incident, please feel free to contact the Office of Student Support at [studentsupport@ubalt.edu](mailto:studentsupport@ubalt.edu) or 410-837-4755.**

## References

University of Vermont Center for Student Conduct. (2020). *Academic integrity violations and referral process*. <https://www.uvm.edu/sconduct/faculty>.