UB Adjunct Handbook

Contents

ADMINISTRATIVE SUPPORT

Your divisional or departmental administrative assistant can provide support in:

- Locating your mailbox and adjunct office space; you are encouraged to check your mailbox regularly for student correspondence, University notifications, and other communications.

- Photocopying

- Placing textbook orders (See page 6 for more information on ordering textbooks)

- Identifying and completing various academic forms: administrative withdrawal, grade change, request for incomplete "I" grade, etc.

Merrick School of Business (MSB)

- **Tashi Jelani**
  Administrative Assistant II
  Department of Accounting, Finance and Economics, and the Department of Information Systems and Decision Science
  William H. Thumel Sr. Business Center, Room 404
  410.837.4994
  tjelani@ubalt.edu

- **Erin Setters**
  Administrative Assistant II
  Department of Management and International Business and the Department of Marketing and Entrepreneurship
  William H. Thumel Sr. Business Center, Room 504
  410.837.4968
  esetters@ubalt.edu

Yale Gordon College of Arts and Sciences (CAS)

- **Vineda Myers**
  Administrative Assistant II
  Division of Science, Information Arts and Technologies and the Division of Applied Behavioral Sciences
  Academic Center, Room 200
  vmyers@ubalt.edu
  410.837.6222

- **Gary Sieck**
  Administrative Assistant II
  Klein Family School of Communications Design
  Liberal Arts Policy Building, Room 317
  gsieck@ubalt.edu
  410.837.6038

410.837.6022

- o **Claudette Booth**
  Administrative Assistant II
  Division of Legal, Ethical and Historical Studies and the Hoffberger Center for Professional Ethics
  H. Mebane Turner Learning Commons, Room 101B
  cbooth@ubalt,edu
  410.837.4186

CAS adjunct faculty should address questions concerning the hiring process and contracts to:

- o **Sonja Journee**
  Business Services Specialist
  Yale Gordon College of Arts and Sciences, Office of the Dean
  Academic Center, Room 249-G
  410.837.5358
  sjournee@ubalt.edu

College of Public Affairs (CPA)

- o **Stephanie Pinkney Lee**
  Administrative Assistant II
  School of Public and International Affairs and the School of Health and Human Services
  Liberal Arts Policy Building, Room 400
  spinkneylee@ubalt.edu
  410.837.1977

- o **Nyshe Gross**
  Business Services Specialist
  School of Criminal Justice
  Liberal Arts Policy Building, Room 524
  ngross@ubalt.edu
  410.837.6084

CPA adjunct faculty should address questions concerning the hiring process and contracts to:

- o **Cynthia Opakunle**
  Academic Coordinator
  College of Public Affairs, Office of the Dean
  Liberal Arts and Policy Building, Room 121
  410.837.5210
  copakunle@ubalt.edu

COMPUTER ACCOUNT/UB NETID

Your NetID allows access to MyUB (the UB portal), email, UB office computers, the campus wireless network and computers in UB computer labs. NetIDs for adjunct faculty members are active for one calendar year from the start of their contracts. If the contract is renewed, so is the calendar year of NetID account activation. If you teach at least one semester per year, you should not experience interruptions in your account activity. Once an account is deactivated (meaning you cannot use it to log in to UB systems), it is maintained as an inactive account for approximately two semesters; should you be rehired during that two-semester

period, the account can be reactivated—ask the business manager of your school for assistance when you sign your contract. If you experience problems with your NetID, contact the OTS helpdesk at 410-837-6262.

MyUB: Our Electronic Gateway to All Transactional Business

Through MyUB, our secure online portal for transaction of business, you can access your email and your personal data storage drive OneDrive (see the OTS glossary for more information about these drives. For more information on OneDrive go to: http://www.ubalt.edu/about-ub/offices-and-services/technology-services/o365/onedrive.cfm).

MyUB Portal is also where you access My Faculty Center. Here you view your course schedule, class rosters, post student grades, and email students on your rosters. You can also view course-related information here.

Logging in to MyUB

As a new adjunct you will receive an access letter and specific instructions for your first-time login. After that, you can log in using these connections:

  o   From the University of Baltimore website, www.ubalt.edu, click on "MyUB" in the blue header section.
  o   From any computer and with any browser, visit www.ubalt.edu/myub or visit http://myub.ubalt.edu.

E-Communications

All official UB email business must be conducted via a UB email account; your UB email account can be forwarded to your personal email address for your convenience.

Everything you've ever wanted to know about UB email and more

☐Access your email through Outlook Web Access

☐Email your entire class

☐Assignment submission through FTP

Frequently asked questions (about all things electronic)

LOGISTICS

Payroll

Visit the Payroll website for more information on pay schedules. Go green and enroll to access your payroll information electronically, including pay stub history, W-2 forms, address update functions, direct deposit authorization and W-4 withholding changes at Payroll Online Service Center.

The HR Self Service area of MyUB also allows you to view and change your personal information (My Personal Information link), view current and past paychecks (View Paycheck link), and view and update your education and personal development information (Education and Personal Dev link) with the Office of Human Resources. *Note that you should notify the Office of the Dean of your college or school about education and personal development updates, too, as these could positively influence your salary.*

UB Bee Card

The Bee Card is your official University ID card. Once your contract has been processed by the Office of Human Resources, visit Academic Center, Room 105, to obtain your Bee Card; you'll need a form of photo ID to have your Bee Card issue.

The Bee Card is required to access campus buildings and to use library services, checking out library books. Showing your Bee Card at the Barnes & Noble at the University of Baltimore makes you eligible for a 10 percent discount. Bee Cards may also be necessary for eligibility for various faculty/teaching

[privileges and discounts with outside vendors and retailers.](#)

Parking

Adjunct faculty members can select one of two options to park in campus facilities (see the [campus map](#)).

- o **Monthly parking account**
- o **Pay-Per-Park "Debit" Account**

Get full details at: **[Employee Parking](#)**

Your Bee Card serves as your parking garage entry card. Once you have selected your preferred parking option, your Bee Card will be activated for use. Call 410.837.6573 with general questions.

Visit the [UB parking website](#) for more information.

Textbook Ordering

For the summer 2021 and fall 2021 semesters textbook orders are placed with Course Director. The current process for a faculty member to order a textbook is to learn from the department head who in the department is a designated administrator for Course Director, and then submit the textbook orders to that administrator for entry.

A new system called AIP Adoption Insight Portal many come online in October 2021 to begin collecting textbook orders directly from faculty for winter and spring 2022 classes.

Printing and Copy Center, Electronic Reserve

The administrative support person in your area can assist with printing or copying course materials. In addition, [electronic and even hard-copy course reserves](#) through the Bogomolny Library can be a more environmentally friendly and cost-efficient method of sharing materials with your students.

☐**Before copying, check the link below UBalt's copyright policy.**

https://www.ubalt.edu/policies/academic/vii-5.3.pdf

Photocopying and Faxing

For information about how to photocopy and fax on campus and where the appropriate tools can be accessed, please consult your divisional [administrative support.](#)

Staying Connected

Stay connected to events and notifications by reading the [Daily Digest](#). The Daily Digest is delivered to your UB inbox each day at 12:00 pm. You'll find official UB news, event listings from the [UB Calendar](#) and easy access to UB's social media accounts.

UB Police

Services that the Police Department provides:

☐24/7 staffing levels
☐Maximum staffing during evening hours
☐Rapid response to medical emergencies
☐Assistance with minor car problem
☐Patrol campus parking lots & enforce campus parking regulations
☐Maintain Lost and Found

☐Patrol campus by vehicle, foot, or bicycle
☐Investigate all crimes and incidents
☐Conduct security surveys
☐Escorts

☐Bike Registration Program
☐Emergency Text Messaging System

UB Police Department Brochure

Emergency Closing Policy

IN THE CLASSROOM
Academic Calendar
View the academic calendar for the current semester, or reference the course offerings for each semester.

Faculty Hub
The Faculty Hub is a resource for all faculty looking for answers about online learning and pedagogy. This Sakai site has sections on instructional design, educational technologies, pedagogy, best practices, accessibility, and so on. If you are prompted to join after clicking the link, Select "Yes, add me." Access the Faculty Hub from your favorites bar or the sites button in Sakai.

Syllabus
A syllabus for a college- or university-level course can have a variety of purposes. Foremost is that of informing students what standards, requirements and outcomes will be expected of them in the course. Students will ordinarily hold instructors to the content of the syllabus throughout the course. And conversely, instructors will hold students to that content throughout the course. UB has a syllabus policy indicating certain things that must appear in a syllabus (e.g., student learning outcomes, your office hours, how students contact you), and there is a syllabus addendum with student services information that should be at least linked from the syllabus. See the online Policy Guide for the template and the addendum.

A second major purpose of the syllabus is to inform other colleges and universities of the content of a course so they may determine if it is equivalent to a similar one that they offer, necessary when students transfer out of the University of Baltimore or graduate and then go on to pursue a higher degree.

A third major function of the syllabus is to present accreditation bodies with a thorough understanding of curriculum and instruction practices. Professional accrediting bodies will examine the integrity of departmental instruction and will look to course syllabi as part of their evaluation process.

For faculty advancement, syllabi may also be used as part of the promotion process in the evaluation of teaching.

For all of these purposes, the construction of a syllabus cannot be taken lightly. It must represent a true picture of the content and expectations of the course. Since it may be both an internal and external document, certain elements should be present for the purpose of clear identification and explication.

Ordinarily, the instructor is responsible for the course outline and content; however, for required courses--including many General Education, Graduation Requirement, and program-required courses, as well as multi-section courses)--certain content and learning outcomes may be mandated as part of the course. The course coordinator or program director can provide you with this sort of information and may also be able to give you some sample syllabi from other instructors, including required student learning

outcomes and possibly required shared assignments for assessment.

Adjunct faculty are required to follow the syllabus template found in the Policy Guide so that the following content is included (but not limited to): Student Learning Outcomes, UB's Academic Integrity Policy, UB's Title IX Policy UB's Student Code of Conduct and UB's Student Handbook. The appropriate Dean's Office will provide any other required content in an email to faculty prior to the beginning of the semester.

Finally, all instructors are required to submit an electronic copy of their final syllabus to the appropriate department or division chair or administrative support person in their area by the specified deadline, usually within the first few weeks of the semester.

Assessment

All faculty are asked to provide student work (papers, tests, etc.) or rubrics relevant to their courses as requested by their department or program for use in assessing courses and programs at UB. Assessment of student work is required for accreditation by the Middle States Commission on Higher Education (MSCHE). The University is committed to assessing its programs and functions.

The College of Public Affairs and The Merrick School of Business have specific accreditation requirements in addition to MSCHE, which also require thorough assessment of programs. Both are strongly committed to the improvement of student learning through the assessment of undergraduate and graduate degree programs. As a part of this process in the Merrick School of Business, rubrics have been developed to provide students with qualitative guidance about what level of performance meets, exceeds or falls below expectations for effective communication, analytical and problem solving skills, ethical reasoning, and other skills necessary in business. You can access Merrick School rubrics online.

It is required that all faculty include student learning outcomes on each syllabus, that they are consistent across all multiple section courses, and that a common artifact (case, assignment, test questions, paper, project, etc.) and/or rubric be used in courses that are collecting data for assessment of program learning goals. For more information on assessment, please visit the Intuitional Effectiveness page for Assessment of Student Learning.

Maintaining Your Class Roster

On the UB portal you can View your class roster(s).

Attendance During Drop/Add (Schedule Adjustment) Period

UBalt drops students from a class roster who do not:

(a) participate in the face-to-face or online class by the end of the drop/add date, or

(b) have Office of the Registrar permission to be added to a class after the drop/add date. Students must notify the course instructor immediately upon obtaining permission, and must participate in class as soon as possible.

Once a student is registered and the drop/add date has passed, UBalt does not drop for nonattendance, but there are consequences for students missing classes. Students are subject to the university and class attendance policies.

Attendance/Participation in Remote Classes taken Online in Real Time (i.e., synchronous classes)

Students should keep in in mind that faculty must be able to determine if a student is truly participating in a class to comply with University and accreditation attendance policies. A student is considered absent if logged into a synchronous class but does not respond via audio, chat or other approved methods to a faculty prompt. Visual and/or audio presence may be required for examinations or other types of assessment, and video presence may be required by faculty for every class meeting, except when students have made other arrangements with the faculty member due to exceptional circumstances. Students should be mindful that misrepresentation of attendance is academic integrity violation and, in the School of Law, an honor code violation.

Students may wish to position themselves with their back to a wall or use a virtual background in Zoom while remaining clearly in attendance and engaged in class. See https://support.zoom.us/hc/en-us/articles/360043484511 for Zoom information and technical specifications; Chromebooks and Chrome OS do not support virtual backgrounds or the blur feature. University of Baltimore backgrounds can be downloaded from the University website (http://www.ubalt.edu/social-media.cfm). Webcams and computers may be loaned from the Office of Technology Services.

Early Alert

Early Alert is a retention tool now available for all undergraduate courses. Keep in mind that Early Alert is a different process and serves a different purpose from roster verification. There is an Early Alert icon on the UB portal. The Early Alert program is used not only to record student attendance/participation until midterm grades are posted, but also to notify a student's advisor when a student begins demonstrating difficulties and to notify Library Services when a student would benefit from tutoring or coaching. Early Alert is a convenient way for faculty to reach out to an advisor when a student shows signs of needing support to succeed in a course.

Absences

A student can withdraw from the course with a W grade by the posted withdrawal deadline. If a student encounters truly extenuating circumstances after the withdrawal deadline has passed, a petition requesting a late withdrawal may be processed by the Office of the Dean. If, at the end of the semester, a student has not petitioned for a W grade and the faculty member or administration has not requested a WA grade, then the student who has not had sufficient attendance to pass the course should be issued an FA (failure due to absences) grade, which is
computed into the student's GPA just like an F grade. University policy indicates that missing more than 20% of a course qualifies for an FA grade.

To prepare for situations in which students miss considerable class time and then want to resume attending class, faculty members should include an attendance policy on their syllabus.

- Megan Manley (interim): Government and Public Policy; undergraduate Human Services Administration; Health and Human Services; International Studies
- Tylis Cooper: Global Affairs and Human Security; Negotiations and Conflict Management; Nonprofit Management and Social Entrepreneurship; Doctor of Public Administration, Master of Public Administration
- Kristen Tull: undergraduate Criminal Justice; undergraduate Forensic Studies; Nonprofit Management and Community Leadership

Faculty Advisers

- Bridal Pearson: graduate Human Services Administration
- Heather Pfeifer: graduate Criminal Justice
- Deborah Stanley: graduate Forensic Science - High Technology Crime

CAS

Academic Advisers

- Angie Miller: Psychology; Applied Psychology
- Toni Martsoukos: History; Jurisprudence; Legal & Ethical Studies; Interdisciplinary Studies; Philosophy, Society and Applied Ethics
- Environmental Sustainability and Human Ecology; Applied Information Technology; Simulation and Game Design
- Digital Communication; English; Integrated Arts; Publications Design

MSB has centralized advising. See MSB Academic Advisers.

Recording Statement

Faculty or students with the approval of the Office of Disability and Access Services may be required to record classes for the purposes of accommodating a disability, or faculty may opt to record classes for students who cannot attend or so 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.

Academic Integrity

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

Students with questions about the appropriate use of materials or the manner in which work should be done should speak with their professor or seek guidance from other resources at the university such as the Robert Bogomolny Library and the Citation and Licensing Guide in Sakai. Several resources are also posted online.

Plagiarism Tutorial

All undergraduate and graduate students are expected to take UB's Plagiarism Tutorial before the end of their first semester at UB; some faculty may require it of their students.

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. UBalt faculty members reserve the right to use this or other measures to evaluate student work for originality and for correct attribution.

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.

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.[1]

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.

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).

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.

GRIEVANCES
WRAPPING UP THE SEMESTER

Grading

All students whose name appears on a grade roster, regardless of the length of their attendance in the class, will receive for each course attempted one of the grades listed below. If, however, the student withdraws officially from a course during the first week of classes, the student's name will not appear on the grade roster, nor will the transcript show the course. All grades are given solely on the basis of an instructor's judgment of a student's scholarly attainment.

Only grades earned at UB or as part of an approved consortium program will be included as part of a student's official GPA.

University policy forbids the public display of individual student grades in any form, including the use of the telephone and e-mail to inform students of their grades. At the option of the instructor, arrangements may be made to inform students of particular course grades by personal mail or through the Gradebook feature of Sakai only.

Some programs and graduation requirements require a minimum grade as passing for their courses. For example, the minimum grade needed to pass a business program course is "C": Please note that grades in the D range may be awarded only for undergraduate classes or the LLM. School of Business students are required to earn a minimum grade of C in all program requirements. A grade of C- is not accepted as a passing grade to meet program requirements for an undergraduate business degree. Faculty should check with their program directors or department chairs to learn the minimum passing grade for the program in which they are teaching.

Midterm Progress Reporting

- o   Only undergraduate courses, including developmental or foundational, require a midterm grade.
- o   Midterm grade due dates are determined by the Registrar's Office and can be found on the academic calendar.
- o   Allowable midterm grades (these are not used in computing GPA)
    - o   S – Satisfactory Progress
    - o   NS – Non-satisfactory Progress

Final Grade Reporting

The following grades are used in computing the grade point average – note that not all grades apply to graduate programs Graduate students must maintain a GPA of 3.0

Grade	Quality Points (per credit hour)
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00

C-	1.67
D+	1.33
D	1.0
D-	0.67
F*	0.00
FA**	0.00
XF***	0.00

*F: failure—given when the student completes the course, including the examination, but fails to meet the requirements of the course; when the student does not complete the course requirements and fails to officially withdraw from the course by the date designated in the semester academic calendar; when the student fails a credit-by-examination challenge course; or when the student fails a course listed in the catalog as either satisfactory/unsatisfactory or pass/fail

**FA: failure due to absences—given if the instructor determines that the student did not attend, stops attending or has insufficient attendance to pass the course according to the standards established in the course syllabus

***XF: failure due to academic integrity violation—only posted upon request of the University judicial officer

The following grades are not used in computing the GPA:

Grade	Quality Points	Explanation
I	0	Incomplete
AU	0	Audit
PS	0	Pass
CR	0	Credit
NC	0	No Credit
CS	0	Continuing Studies
TG	0	Temporary Grade
W	0	Withdrawn
WA	0	Withdrawn Administratively
XC	0	Excluded Grade
S	0	Satisfactory Progress (midterm grade only)
NS	0	Nonsatisfactory Progress (midterm grade only)

NR	0	No grade recorded

I: incomplete—given when a student is temporarily prevented from completing required coursework by unanticipated extenuating circumstances, such as illness or major changes in the demands of a job. A petition, signed by the student, the instructor and the appropriate dean, must be filed with the instructor, who will then submit the petition to the registrar. The I grade will be changed to an F if a grade change form is not submitted by the instructor to the Office of the University Registrar according to the following schedule:

☐ If the grade I was earned in the fall semester, the grade change must be submitted by May 1.

☐ If the grade I was earned in the spring semester or summer session, the grade change must be submitted by Dec. 1.

A graduating student must remove an I grade within 60 calendar days after the last day of the student's last semester; otherwise, the student's graduation application will be withdrawn at that time and another application must be submitted for the following semester.

AU: audit—indicates registration only. Student auditors may not shift from audit status to grade status, or reverse, without the written permission of the appropriate dean, and in no case will a switch be made after the end of the regular registration period. There is no credit or grade awarded in this option.

PS: pass—credit for successful completion of a credit by examination challenge course and/or courses listed in catalog as satisfactory/unsatisfactory or pass/fail. The PS is not computed in the student's grade point average.

CR/NC: credit/no credit—awarded under credit/noncredit grade option for skill-building courses elected at the time of registration. No credit or quality points are awarded.

CS: continuing studies—given when it is known at the outset of the course that requirements for its completion will necessarily extend beyond the end of the semester. This grade is assigned at the discretion of the instructor for specifically designated courses only.

TG: temporary grade—assigned pending resolution of an academic integrity issue; only posted upon request of the University judicial officer.

W: withdrawn—an administrative symbol (not a grade) that is not computed in a student's grade point average. The W is placed on the student's transcript if the student withdraws from a class or classes after the end of the late registration period and prior to midnight on the last date to withdraw with a W.

WA: withdrawn administratively—given when recommended by the instructor and the dean for exceptional circumstances and/or other academic violations. (This grade is not initiated by the student.)

XC: excluded grade—grade assigned for previous academic work which does not apply to the specific program in which a student is enrolled.

Grade Changes

All graduate semester and summer grades become final 60 calendar days after the last day of that semester. Students should review the policy on incomplete grades under the preceding section on grades. Grade changes are not accepted after the degree is posted. Students may use My UB to access their final semester grades.

Course Evaluations

The University distributes electronic course evaluations via email to students. To enhance return rates, faculty should consider allocating some class time to allow students to complete the evaluations. Faculty will receive their evaluations approximately one week after grades are due.

RESOURCES

The Robert L. Bogomolny Library helps you find, get and use library resources, including searching multiple catalogs and databases, taking advantage of InterLibrary Loan and getting research help. Learn more about specific faculty services, including electronic reserve requests, library instruction sessions, InterLibrary Loan requests and Library Liaisons using the links in the Faculty and Staff section of the Bogomolny Library home page.

## The Student Assistance Program (SAP) delivers mental health services to the UB community.

The Academic Success office The RLB Library offers writing and math assistance, placement testing, tutoring services, workshops and more for UB community members. Find out more about faculty resources using this link: http://library.ubalt.edu/academic-success/faculty-resources.cfm

Office of Disability and Access Services offers assistance to students with disabilities and provides training on accommodating these students. Use the following link for faculty information: http://www.ubalt.edu/campus-life/center-for-educational-access/faculty/index.cfm

Office of Technology Services provides information about technology support on and off the UB campus.

Office of Human Resources helps you with information on employee benefits, policies, general employment/compensation and all HR-related forms.

The HR Self Service area of MyUB allows you to view and change your personal information (My Personal Information link), view current and past paychecks (View Paycheck link), and view and update your education and personal development information (Education and Personal Dev link) with the Office of Human Resources. **It is important that you use the HR Self Service site to enter and update emergency contact information.** Note that you should notify the Office of the Dean about education and personal development updates, too, as these can positively influence your salary. You can also browse other pertinent human resources information in the Human Resources Information area of MyUB.
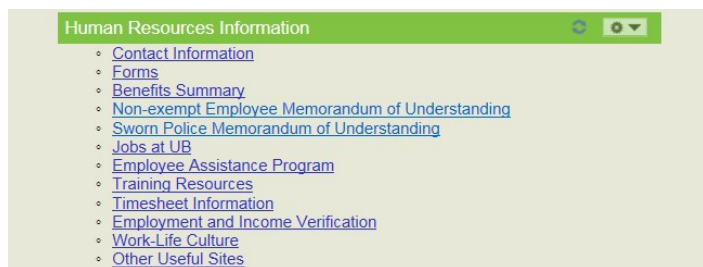
Affordable Care Act Fact Sheet

Payroll Online Service Center
Go green and enroll to access your payroll information electronically, including pay stub history, W-2 forms, address update functions, direct deposit authorization and W-4 withholding changes.

Office of Student Success & Support Services provides resources for you and your students.

STUDENT SUCCESS & SUPPORT SERVICES RESOURCES