

## **Guidelines and Responsibilities for Programs Involving Minors**

### **I. Overview**

Pursuant to **UBalt's Policy on Minors in the Classroom and On Campus, ("Policy")** departmental units that wish to be involved in a Program Involving Minors ("Minor Program") in any capacity must obtain approval from the Office of the Provost.

### **II. Roles and Responsibilities**

#### **a. Office of the Provost**

- i. The **Associate Provost for Faculty Affairs** is responsible for:
  1. Maintaining all records on all campus programs and activities involving minors.
  2. Reviewing and approving **Minor Program Registration Forms**.
  3. Consulting with the Maryland Office of the Attorney General regarding any emergent issues.

#### **b. Departmental Unit(s)**

- i. Each departmental unit shall assign a **Minor Program Coordinator**, responsible for
  1. Gathering and retaining information on each program and activity, including the submission of the **Minor Program Registration Form**, to share with the Provost's Office;
  2. Determining and overseeing the logistics of any criminal background checks (*see* Section e. of the Policy);
  3. Confirming that employees involved in the Minor Program are trained regarding Title IX requirements and child abuse report requirements.
  4. Determining in consultation with the Provost Office if a written MOU will be required for any partnerships with outside organizations.

### **III. Minor Program Registration Form**

- a. Departmental units must submit the **Minor Program Registration Form** to the Associate Provost no later than 90 days before the start of the proposed minor program.
- b. Before engaging in any Minor Program, the departmental unit must receive express written approval from the Provost Office.

### **IV. Questions**

- a. Please contact Autumn M. Reed, Associate Provost for Faculty Affairs, areed@ubalt.edu.