



## Student Success Resources

### Syllabus Addendum

#### UB Resources for Students

Academic and support resources for all students at UB include but are not limited to:

#### RLB Library

1420 Maryland Ave.

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

410.837.4260

The [RLB Library](#) is the center for academic support at UB. [Academic Success programs](#) include free [tutoring](#), [writing consultations](#), [math/statistics support](#), [computer skills workshops](#), [research consultations](#), and [coaching](#) for undergraduate and graduate students alike. The OWL (Online Writing Link) offers customized feedback on papers through [MyUB](#).

[Librarians can work with](#) you to improve strategies for locating, evaluating, and using information. Use the library website to [search for books, articles and movies](#); [access databases](#); see if your [textbook is on reserve](#); [follow guided tutorials](#); or [chat with a librarian](#). The library is home to a large computer lab, a digital design lab, a video and board game library, practice presentation rooms, reservable group study rooms, individual study spaces, and in-person help most hours, including nights and weekends. When the campus reopens, students will be able to access these resources once again.

Many services are also available online, 24/7 – see [the website](#) for details or email:

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

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


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

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

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

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



Click on  in [MyUB](#) to make an appointment or reserve a study room.

## **Disability & Access Services**

Academic Center 111

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

410.837.4775

[Disability and Access Services](#) strives to help our students with disabilities meet their academic potential. If you have a documented disability (permanent or temporary) that requires accommodations, please contact DAS. The office provides reasonable and appropriate accommodations for students who have documented disabilities.

## **Student Assistance Program**

**To Contact the SAP:**

**24/7 Hotline: 1.800.327.2251**

**Mobile or Online Access: [Apple](#), [Google Play](#) & [Portal](#)**

**Username: UBALT**

**For more information visit [www.ubalt.edu/StudentAssistance](http://www.ubalt.edu/StudentAssistance)**

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 variety of topics including family concerns, academic skills, finances, substance abuse, legal consultations, child care, and elder care. The SAP is available to all current UB 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**

Academic Center 111

410.837.4755

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

## Office of Student Support

Academic Center 111 & 112

[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 (UB) 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.

## University Police

Charles Royal Bldg. 200

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

410.837.5529

***EMERGENCY PHONE: 410.837.4444 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 UB campus. Emergency announcements are communicated via the [UB home page](#); campus emails (to UB email addresses); the emergency notification phone line (410.837.4201); 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 MyUB portal.

## UB Sakai and Technical Support

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

1.855.501.0856 (toll-free)

Having trouble with Sakai? Call, email, or use our [live chat](#) for Sakai Support, available 24/7. You will speak with a Sakai Technician who 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

Academic Center 101

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

410.837.6262

The [Office of Technology Services \(OTS\)](#) provides overall technical support to the UB community including [computer labs](#) for students. 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. 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](#). All students have free access to Microsoft Office 365, Zoom, Panopto, and SPSS for their devices. **Currently, due to COVID-19, our computer labs and access to the Adobe products via campus labs are not available.** 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**

Student Center Room 202 A  
[pantry@ubalt.edu](mailto:pantry@ubalt.edu)  
410.837.4076

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.

### **Textbooks**

Students must order all textbooks online, except for a few courses which use “course packets” available for purchase at the Hive on the first floor of the Student Center. For orders over \$59, textbooks are mailed for free to a student’s home or workplace. Detailed instructions and FAQs are provided [online](#). Financial Aid may be used to purchase textbooks online, as well as school supplies, computers, course packets and other necessities at the Hive; FAQ links below provide details.

Several textbook formats are often available for materials in the online store, including print, digital, new, used and rental. If there is a buyback price for the textbook, it’s listed next to the price, so that students can make informed decisions about which format makes the most sense to purchase. Labs and online resource access is also available for some courses through the online store. Many courses provide e-reserves through the library to provide access to readings for the first week of the course.

The Hive, the campus store located in the Student Center, does not stock copies of textbooks, but does have course packets, UB spirit wear, computers, back packs, snacks, and a coffee bar where financial aid credit may be used. For fall 2020, and while the Student Center is closed, the online campus store can be used to purchase needed items using financial aid credit.

Explanation of textbook and campus store credit:

<http://www.ubalt.edu/about-ub/offices-and-services/auxiliary/bookstore/Textbook-and-Supplies-Credit.cfm>

FAQ:

<https://www.ubalt.edu/about-ub/offices-and-services/auxiliary/bookstore/bookstore-credit-FAQ.cfm>

Buy textbooks:

[https://bookstore.mbsdirect.net/vbm/vb\\_home.php?CSID=AZMQ2OBQO3A2JMTODODKOASCB](https://bookstore.mbsdirect.net/vbm/vb_home.php?CSID=AZMQ2OBQO3A2JMTODODKOASCB)

Visit online campus store:

<https://ubalt.bncollege.com/shop/ubalt/home>

## Policies and Procedures Related to Courses

### Academic Integrity

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

Students with questions about the appropriate use of materials or manner in which work should be done should speak with their professor or seek guidance from other resources at the university (i.e. Academic Success Team at the Robert Bogomolny Library).

### *Plagiarism Tutorial*

All undergraduate and graduate students are required to take UB's [Plagiarism Tutorial](#) before the end of their first semester at UB. Failure to complete the tutorial will preclude a student from registering for the next semester.

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

### **Attendance During Drop/Add Period**

UB 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, UB does not drop for nonattendance, but there are consequences for students missing classes. Students are subject to the university and class attendance policies.

### **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 Rights and Responsibilities Guide](#) 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.

University behavioral expectations have been outlined in the [Student Code of Conduct](#). 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.

### **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.

## **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](#)).

## **Recording Statement**

Faculty may be required to record classes for the purposes of accommodating a disability or may opt to do so for students who cannot attend or so students who wish to review may have access to the full class content. All recordings are for the sole use of class instruction and study and may not be reproduced by students for any other purpose. Similarly, students may not capture images or chat text from a class and post that material on the Internet for purposes unrelated to the class. Violating these directions is a conduct violation. All such class recordings are protected by a UB login process based on where they are posted. 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.

## **Attendance/Participation in Remote Classes**

Students can use a virtual or blurred background on Zoom to protect their privacy while remaining clearly in attendance and engaged in class. University of Baltimore backgrounds can be downloaded from the University website (<http://www.ubalt.edu/social-media.cfm>). Students should keep 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 could be deemed absent if logged in to a synchronous class but does not respond via audio, chat or other approved methods. 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.

## **Academic Accommodations for Students with Disabilities**

UB’s [Office of Disability & Access Services](#) (DAS) ensures that all UB students with disabilities can achieve their academic potential. If you have a documented disability (either temporary or permanent) that requires accommodations, please contact the DAS. The center provides reasonable and appropriate accommodations for students who have documented disabilities.

## 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.<sup>[1]</sup>

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](#).

<sup>[1]</sup> In the Yale Gordon College of Arts & Sciences, an Incomplete grade will not be considered prior to the official WD deadline.