

Read and heed! The policies reproduced in this section pertain to students at all University of Maryland, Baltimore schools. Also be sure to check your school's catalog and student handbook for policies specific to your school. Read all policies and check for updates online at www.umaryland.edu/hrpolicies.

ACADEMIC POLICIES

Eligibility to Register

A student may register at the University of Maryland, Baltimore when the following conditions are met:

- (1) the student is accepted to UMB,
- (2) the student has received approval from the unit academic administrator, and
- (3) the student has demonstrated academic and financial eligibility.

Confidentiality and Disclosure of Student Records

It is the policy of the University of Maryland, Baltimore to adhere to the Family Educational Rights and Privacy Act (also known as FERPA or the Buckley Amendment). As such, it is UMB's policy:

- (1) to permit students to inspect their education records,
- (2) to limit disclosure to others of personally identifiable information from education records without students' prior written consent,
- (3) to provide students the opportunity to seek correction of their education records where appropriate. Each school shall develop policies to ensure that this policy is implemented, and
- (4) to advise students that they may file a complaint with the U.S. Department of Education to allege a failure by the University to comply with FERPA.

I. Definitions

A. "Student" means an individual who is, or who has been, in attendance at UMB. It does not include any applicant for admission to UMB who does not matriculate, even if he or she previously attended the University. (Please note, however that such an applicant would be considered a "student" with respect to his or her records relating to that previous attendance.)

B. "Education records" include those records which contain information directly related to a student and which are maintained as official working files by the University. The following are not education records:

- (1) records about students made by professors and administrators for their own use and not shown to others;
- (2) UMB police records maintained solely for law enforcement purposes and kept separate from the education records described above;
- (3) employment records, except where a currently enrolled student is employed as a result of his or her status as a student;
- (4) records of a physician, psychologist, or other recognized professional or paraprofessional made or used only for treatment purposes and available only to persons providing treatment. However, these records may be reviewed by an appropriate professional of the student's choice; and
- (5) records that contain only information relating to a person's activities after that person is no longer a student at UMB.

II. It is the Policy of UMB to Permit Students to Inspect Their Education Records

A. Rights of Access

Each student has a right of access to his or her education records, except confidential letters of recommendation received before Jan. 1, 1975, and financial records of the student's parents.

B. Waiver

A student may, in writing, waive his or her right of access to confidential recommendations in three areas: admission to any educational institution, job placement, and receipt of honors and awards. The University will not require such waivers as a condition for admission or receipt of any service or benefit normally provided to students. If the student chooses to waive his or her right of access, he or she will be notified upon written request, of the names of all people making confidential recommendations.

Such recommendations will be used only for the purpose for which they were specifically intended. A waiver may be revoked in writing at any time and the revocation will apply to all subsequent recommendations, but not to recommendations received while the waiver was in effect.

C. Location of Education Records, Custodians, Procedure to be Followed

Requests for access should be made in writing to the appropriate UMB office, as described below. Students should note that the location of many campus offices may change during the 2009-2010 academic year. Please consult the Web site for the current location of each office.

- I. **ACADEMIC AND REGISTRATION RECORDS** are kept by the student's school or program. Graduate students should check with their professional school as well as the Dean's Office of the Graduate School.

SCHOOL OF MEDICINE
 MD –Office of Student Affairs
 DMRT - DMRT Program Director
 PT– PT Department Chair

SCHOOL OF SOCIAL WORK
 Office of the Associate Dean – Suite 1W15

DENTAL SCHOOL
 Office of Academic Affairs - 6th Floor,
 Dean's Office

LAW SCHOOL
 Office of the Registrar – Suite 280

NURSING SCHOOL
 Registration Services – Suite 108

SCHOOL OF PHARMACY
 Coordinator of Records and Registration –
 Suite 722

GRADUATE SCHOOL
 Professional School office noted above and
 Office of Dean, Graduate School
<http://www.graduate.umaryland.edu/>

2. **FINANCIAL AID RECORDS**—i.e., financial aid applications, needs analyses statements, awards made—Office of Financial Aid, <http://www.umaryland.edu/fin/>.

Students are not entitled to review confidential financial information of parents or guardians.

3. **STUDENT ACCOUNTING RECORDS**—i.e., student accounts receivable, records of students' financial charges, and credits with UMB—Office of Student Accounts, <http://www.fincsvc.umaryland.edu/sa/>

The University will comply with a request for access within 45 days. In the usual case, arrangements will be made for the student to read his or her records in the presence of a staff member. If facilities permit, a student may ordinarily obtain copies of his or her records by paying reproduction costs. The fee for copies is 25 cents per page. The University reserves the right not to provide copies of transcripts it has received from other educational institutions. Official transcripts (with UMB seal) are provided free of charge upon written request to the Office of Records and Registration <http://www.umaryland.edu/orr/>

III. It is the Policy of UMB to Limit Disclosure of Personally Identifiable Information From Education Records Unless it has the Student's Prior Written Consent, Subject to the Following Limitations and Exclusions:

A. Directory Information

1. The following categories of information have been designated directory information: name, address, UMB e-mail address, telephone listing, date and place of birth, photograph, major field of study, dates of attendance, degrees and awards received, and most recent previous educational institution attended.
2. This information may be disclosed even in the absence of consent unless the student elects nondisclosure via SURFS of any or all of the directory categories. This ("opt out" or "directory information hold") will remain in effect unless the student removes the opt out.

■ RULES AND REGULATIONS

3. The University will give annual public notice to students of the categories of information designated as directory information.
4. Directory information may appear in public documents and otherwise be disclosed without student consent unless the student elects non-disclosure as provided above.
5. The University, through its Registrar, does not sell, publish or otherwise compile or distribute directory lists for purely commercial purposes. Exceptions for other purposes are made on a case by case basis, subject to approval of the Vice President for Academic Affairs. UMB schools may have policies that are stricter or more permissive.

B. Prior Consent Not Required for Disclosure of Education Records to the Following Parties:

1. UMB school officials who have been determined to have legitimate education interests:
 - a. A “school official” is a person employed by UMB in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); or a person serving on the University System of Maryland Board of Regents or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - b. A school official has a “legitimate educational interest” if the official needs to review an education record in order to fulfill his or her professional responsibility.
2. Upon request, officials of other schools in which a student seeks or intends to enroll or is enrolled. Upon request, and at his or her expense, the student will be provided with a copy of the records that have been transferred.
3. Authorized representatives of the Comptroller General of the United States, the Secretary of Health and Human Services, the Commissioner

of the Office of Education, the Administrator of the Department of Veterans Affairs, the Secretary of Education and state educational authorities, but only in connection with the audit or evaluation of federally supported education programs or in connection with the enforcement of or compliance with federal legal requirements relating to these programs. Subject to controlling federal law or prior consent, these officials will protect information received so as not to permit personal identification of students to outsiders.

4. Authorized persons and organizations that are given work in connection with a student’s application for, or receipt of, financial aid, but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms and conditions.
5. State and local officials to which such information is specifically required to be reported by effective state law adopted prior to Nov. 19, 1974.
6. Organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The studies shall be conducted so as not to permit personal identification of students to outsiders and the information will be destroyed when no longer needed for these purposes.
7. Accrediting organizations for purposes necessary to carry out their functions.
8. Parents of a student who is a dependent for income tax purposes. (Note: UMB may require documentation of dependent status, such as copies of income tax forms.)
9. Appropriate parties in connection with an emergency where knowledge of the information is necessary to protect the health or safety of the student or other individuals.
10. In response to judicial order or subpoena. UMB will attempt to notify the student concerned prior to compliance so that the student may seek protective action unless otherwise ordered by the court.

C. Prior Consent Required

In all other cases, UMB will not release personally identifiable information in education records or allow access to those records without prior consent of the student. Unless disclosure is to be to the student himself or herself, the consent must be written, signed and dated, and must specify the records to be disclosed, the identity of the recipient, and the purpose of disclosure. A copy of the record disclosed will be provided to the student upon request and at his or her expense.

D. Record of Disclosures

The University will maintain, with the student's education records, a record for each request and each disclosure, except:

- (1) disclosures to the student himself or herself,
- (2) disclosures pursuant to the written consent of the student (the written consent itself will suffice as a record),
- (3) disclosures to UMB instructional or administrative officials, and
- (4) disclosures of directory information.

This record of disclosures may be inspected by the student, the official custodian of the records, and other UMB and governmental officials.

IV. It is the Policy of UMB to Provide Students the Opportunity to Seek Correction of Their Education Records

A. Request to Correct Records

A student who believes that information contained in his or her education records is inaccurate, misleading, or violative of privacy or other rights may submit a written request to the appropriate office specifying the document(s) being challenged and the basis for the complaint. The request will be sent to the person responsible for any amendments to the record in question. Within a reasonable time of receipt of the request, the University will decide whether to amend the records in accordance with the request. If the decision is to refuse to amend, the student will be so notified and will be advised of the right to a hearing. He or she may then exercise that right by written request to the Office of the President.

B. Right to a Hearing

Upon request by a student, the University will provide an opportunity for a hearing to challenge the content of the student's records. A request for a hearing should be in writing and submitted to the appropriate office. Within a reasonable time of receipt of the request, the student will be notified in writing of the date, place, and time in advance of the hearing.

1. Conduct of the Hearing

The hearing will be conducted by a UMB official who does not have a direct interest in the outcome. The student will have a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.

2. Decision

Within a reasonable period of time after the conclusion of the hearing, the University will notify the student in writing of its decision. The decision will be based solely upon evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision. If the University decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it will amend the records accordingly.

C. Right to Place an Explanation in the Records

If, as a result of the hearing, the University decides that the information is not inaccurate, misleading, or otherwise in violation of the student's rights, the University will inform the student of the right to place in his or her record a statement commenting on the information or explaining any reasons for disagreeing with the University's decision. Any such explanation will be kept as part of the student's record as long as the contested portion of the record is kept and will be disclosed whenever the contested portion of the record is disclosed.

V. Right to File Complaint

A student alleging University noncompliance with FERPA may file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-4605. (General policy approved by the University Administrative Council January 1978 and revised and updated for specific applicability to UMB.)

Review of Alleged Arbitrary and Capricious Grading

It is the policy of the University of Maryland, Baltimore that students be provided a mechanism to review course grades that are alleged to be arbitrary or capricious. Each school or academic unit shall develop guidelines and procedures to provide a means for a student to seek review of course grades. These guidelines and procedures shall be published regularly in the appropriate media so that all faculty members and students are informed about this policy.

Rights and Responsibilities for Academic Integrity

The academic enterprise is characterized by reasoned discussion between student and teacher, a mutual respect for the learning and teaching process and intellectual honesty in the pursuit of new knowledge. By tradition, students and teachers have certain rights and responsibilities that they bring to the academic community. While the following statements do not imply a contract between the teacher or the institution and the student, they are nevertheless conventions that should be central to the learning and teaching process.

I. Faculty Rights and Responsibilities

A. Faculty members shall share with students and administrators the responsibility for academic integrity.

B. Faculty members shall enjoy freedom in the classroom to discuss all subject matter reasonably related to the course. In turn, they have the responsibility to encourage free and honest inquiry and expression on the part of students.

C. Faculty members, consistent with the principles of academic freedom, have the responsibility to present courses that are consistent with their descriptions in the catalog of the institution. In addition, faculty members have the obligation to make students aware of the expectations in the course, the evaluation procedures, and the grading policy.

D. Faculty members are obligated to evaluate students fairly, equitably, and in a manner appropriate to the course and its objectives. Grades must be assigned without prejudice or bias.

E. Faculty members shall make all reasonable efforts to prevent the occurrence of academic dishonesty through appropriate design and administration of assignments and examinations, careful safeguarding of course materials and examinations, and regular reassessment of evaluation procedures.

F. When instances of academic dishonesty are suspected, faculty members shall have the responsibility to see that appropriate action is taken in accordance with institutional regulations.

II. Student Rights and Responsibilities

A. Students share with faculty members and administrators the responsibility for academic integrity.

B. Students have the right of free and honest inquiry and expression in their courses. In addition, students have the right to know the requirements of their courses and to know the manner in which they will be evaluated and graded.

C. Students have the obligation to complete the requirements of their courses in the time and manner prescribed and to submit their work for evaluation.

D. Students have the right to be evaluated fairly, equitably, and in a timely manner appropriate to the course and its objectives.

E. Students shall not submit as their own work any work that has been prepared by others. Outside assistance in the preparation of this work, such as librarian assistance, tutorial assistance, typing assistance, or such special assistance as may be specified or approved by the appropriate faculty members, is allowed.

F. Students shall make all reasonable efforts to prevent the occurrence of academic dishonesty. They shall by their own example encourage academic integrity and shall themselves refrain from acts of cheating and plagiarism or other acts of academic dishonesty.

G. When instances of academic dishonesty are suspected, students shall have the right and responsibility to bring this to the attention of the faculty or other appropriate authority.

III. Institutional Responsibility

A. The University System of Maryland shall take appropriate measures to foster academic integrity in the classroom.

B. Each institution shall take steps to define acts of academic dishonesty, to ensure procedures for due process for students accused or suspected of acts of academic dishonesty, and to impose appropriate sanctions on students found to be guilty of acts of academic dishonesty.

C. Students expelled or suspended for reasons of academic dishonesty by any institution in the USM shall not be admissible to any other USM institution if expelled or during any period of suspension.

(Approved Nov. 30, 1989, by the USM Board of Regents.)

Scheduling of Academic Assignments on Dates of Religious Observance

It is the policy of the University of Maryland, Baltimore to excuse the absence(s) of students that result from the observance of religious holidays. Students shall be given the opportunity, whenever feasible, to make up, within a reasonable time, any academic assignments that are missed due to individual participation in religious observances. Opportunities to make up missed academic assignments shall be timely and shall not interfere with the regular academic

assignments of the student. Each school and academic unit shall adopt procedures to ensure implementation of this policy.

Library Materials

Purpose: To establish a policy concerning misuse, mutilation, or theft of library resources and violation of loan policies.

I. Professional Code of Conduct

Students, faculty, administrators, and other staff at the University of Maryland, Baltimore are expected to demonstrate the highest standards of integrity at all times. Faculty and administrators, as role models for students and as professional representatives of UMB, are expected to maintain professional stature. All members of the UMB community are expected at all times to conduct themselves in accordance with all codes of conduct and rules and regulations of their respective schools or administrative units at UMB and with all campus rules, library rules, and library loan policies. Other individuals who are privileged to utilize UMB library resources similarly are expected to comply with applicable campus rules, library rules, and library loan policies. Failure to observe library policies due to negligent or willful disregard of rules disrupts library functions and inconveniences colleagues. Mutilation, misuse, or theft of library resources are serious offenses inconsistent with the standards of integrity and professionalism established for UMB students, faculty, and staff and required of individuals granted privileges to use UMB library resources.

II. Policy

Mutilation, misuse, or theft of library resources results in a significant financial drain on the libraries of UMB and hinders the scholastic efforts of students, faculty, administrators, and others who use UMB library facilities. To deter such abuses and to sanction such abuses when they do occur, a campuswide policy applicable to mutilation, misuse, or theft of library resources or failure to comply with library loan policies (collectively, “library offenses”) is in effect. This policy is applicable to students, faculty, administrators, and others privileged to use UMB library resources. All library offenses will be sanctioned under this policy and, in addition, may be punishable under codes of conduct that UMB schools or administrative units have adopted as applicable to their respective students, faculty, and staff, as well as under applicable federal and state law. The UMB President, the library director, or the dean of a school at UMB may initiate charges of library offenses against any student, faculty member, or staff member. Any person charged with an intentional library offense may request a hearing to determine whether the charge is valid (see Part III of this policy).

Library resources are defined as any property owned, loaned, leased, licensed, or otherwise managed or under the control

of a UMB library including, but not limited to, a book, journal, digital storage device or media, electronic hardware or software, furniture, fixtures, and the library building itself. The penalties under this policy are as follows:

Part I. For improper removal of library resources:

- a. Intentionally or unintentionally leaving a library with resources that do not circulate or which have not been properly checked out is a violation of library rules.
- b. The library director shall impose the following penalties on any person stopped at the library entrance carrying unauthorized library resources.
 - i. For a first offense, a two-week suspension of library privileges.
 - ii. For a second offense, an additional four-week suspension of library privileges.
 - iii. For a third offense, termination of library privileges.
- c. The penalties in b are sanctions for violations of rules. Imposition of a penalty under b does not mean it has been determined that a library user intended to steal resources or willfully disregarded circulation policies.
- d. If improper removal of resources involves mutilation or destruction of resources, the procedures described below under Section II Part 2 will be applicable.
- e. The library director or a designee will report all incidents resulting in penalties under Part I to the appropriate dean if a student or faculty member is involved, or to the appropriate director or senior administrator if a UMB employee is involved. The appropriate dean, director, or senior administrator may determine if additional penalties are warranted. The library will be informed of any additional punitive action. In cases involving persons who are not UMB students, faculty, or staff, UMB police will be notified of any decision regarding suspension of library privileges, and in cases where the person is faculty, staff, or a student from another university, college, or school, the library director or designee will report the incident to the proper body of that school.

■ RULES AND REGULATIONS

- f. The library director may proceed under Part 2 rather than Part 1 if circumstances of a library user's attempt to leave the library with unauthorized material clearly indicate attempted theft.

Part 2. For mutilation and/or theft, or for misuse of library resources, including failing to comply with the terms of use for hardware, software, electronic publications, or other digital or licensed resources or attempts to compromise the integrity of electronic resources or computer-based systems, and/or failure to comply with library loan policy (excluding any matter subject to Part 1 above) the library director may impose all or any combination of penalties as described in the following paragraphs a and b:

- a. All UMB library privileges will be immediately suspended or terminated by the library director.
- b. A fine of \$250 will be imposed; the offender will be required to pay the cost of replacing or repairing lost, stolen, misused, or damaged resources; the offender will be required to reimburse the library for fines or penalties imposed due to the library user's wrongful acts; the offender may be required to perform a number of hours of community service.
- c. A summary of the incident will be placed in the student, faculty, or staff member's permanent file.
- d. In cases involving students or faculty, the dean involved will refer the matter to the disciplinary body of the offender's school for action, and, if guilt is conceded or is established, for determination of additional penalties. Supervisors of staff who are in violation may choose to pursue further discipline.
- e. In cases involving unaffiliated persons, UMB police will be notified of any decision regarding suspension of library privileges. In cases where the person is faculty, staff, or a student from another university, college, or school, the library director or designee will report the incident to the proper body of that school.

III. Hearings; Additional Disciplinary Procedures

Any person accused of a library offense under Section II Part 2 of this policy may request a hearing. The library director or a designee will notify any person accused of a violation of this policy in writing. Within 72 hours after receipt of notice, the person must advise the library director whether he or she wishes a hearing.

If no hearing is requested, the library director may impose sanctions as outlined in this policy. In addition, in cases subject to Section II Part 2 of this policy (involving mutilation and/or theft of resources), the library director shall report the violation to the school or administrative unit in which the offender is enrolled or appointed, and the matter shall be reviewed there for possible further disciplinary action under applicable school or UMB policies and rules. The purpose of further review will be to determine if additional sanctions should be imposed and what these sanctions should be.

If a hearing is requested, library privileges will be suspended pending the outcome of the hearing. If a student or faculty member requests a hearing to determine the validity of a charge of a library offense, the hearing will be conducted by the judicial body of the school if there is a policy in place in the school providing for such a hearing.

The Vice President for Academic Affairs or designee(s) will conduct the hearing in the absence of an applicable policy. In matters involving UMB staff and persons who are neither students nor employees of UMB, the hearing will be conducted by the appropriate administrative unit (e.g., Human Resource Services). All hearings will be conducted under procedures affording due process as required by law. The results of any hearing under this section will be reported to the library director, who will determine penalties as provided in Part II. These penalties may be in addition to any penalties imposed by the judicial body.

IV. Enforcement; Legal Action

Payment of fines and charges assessed under Part II will be a condition of reenrollment or graduation in the case of students. For others, UMB will rely upon all available administrative and legal resources to collect fees and charges. In addition to any sanctions specified in this policy, civil or criminal action may be taken for violation of applicable Maryland and federal law and to recover the library's damages.

V. Reinstatement of Library Privileges

Any person disciplined under this policy who complies with all penalties imposed by the library director may apply for reinstatement of terminated library privileges by writing a formal letter of petition directed to the attention of the library director. This letter may be published or otherwise displayed for review by library patrons whose access to library resources has been affected. The library director will decide whether privileges should be reinstated. The director's decision shall be final. (Read other library policies online at www.hshsl.umaryland.edu/information/policies.html.)

Information Technology Acceptable Use Policy

I. Purposes

The purposes of this policy are to state what constitutes the acceptable use and what constitutes the misuse of UM IT Resources (as defined below). This policy also states responsibilities and procedures for administering and enforcing this policy, reporting violations, and initiating disciplinary actions against those who violate this policy.

II. Definitions

“Affiliate”: an organization located at the UMB campus which has IT resources connected to UM IT Resources, or which has IT Resources used by Authorized Users; also, an organization located off campus which provides IT Resources used by Authorized Users in the course of their activities in relation to their affiliation with UMB or an Affiliate; also, does not include a business entity which contracts with UMB for IT services.

“Authorized Users”: students, faculty, staff, visitors, and guests of UMB who use UM IT Resources, on-campus or off-campus, in the course of UMB employment, educational activities, or other purposes related to their UMB affiliation; also, employees of Affiliates who use UM IT Resources to fulfill their employment responsibilities, and any other persons authorized to use UM IT Resources. Any person who receives a password ID from UMB or who uses an e-mail address that ends in “umaryland.edu” is an Authorized User. All Authorized Users are subject to this policy.

“CIO”: the Vice President of Information Technology and Chief Information Officer of UMB. “IT Administrator”: the administrator or academic officer of a UMB unit or school who, as determined by the applicable vice president or dean, is responsible for management and oversight of the IT Resources located in, or used by Authorized Users affiliated with that unit or school.

“IT Resources”: all information technology resources, including, but not limited to, computerized information, computing facilities, computer networks, hardware, software, systems, programs and devices.

“UM IT Resources”: IT Resources owned, leased, or used by UMB or its Affiliates, or by USM, and used by Authorized Users.

“UMB”: University of Maryland, Baltimore (including all its schools and administrative units).

“USM”: University System of Maryland.

III. Scope

This policy applies to all Authorized Users.

IV. Acceptable Use

In general, acceptable use of UM IT Resources is use in support of the research, education, service, and administrative activities of UMB or of an Affiliate. Authorized Users should always use IT Resources in accordance with UMB, USM, and Affiliate policies, procedures, and guidelines, software licenses, and applicable laws. UMB depends upon a spirit of mutual respect and cooperation to create and maintain an open community of responsible users of UM IT Resources. Use of UM IT Resources must be responsible and professional. Acceptable use balances limits necessitated by law, economy, security and privacy with the principles of academic freedom and constitutional rights of free speech.

Authorized Users are responsible for safeguarding their own identification (ID) codes and passwords, and for using them for their intended purposes only. Authorized Users are solely responsible for all transactions made under the authorization of their ID, and for activity involving IT Resources which originate from computing devices owned by or assigned to them. Authorized Users may not represent or imply that personal electronic publications (e.g. web pages) or personal communications reflect the views or policies of UMB.

Authorized Users may not state or imply that links provided from web pages hosted on UM IT Resources constitute or imply a UMB endorsement of those sites, their content, or products and services associated with those sites.

Direct and indirect use of UM IT Resources made available to an Authorized User is a privilege granted by UMB. The privilege is subject to compliance with this policy, other applicable UMB and USM policies, Affiliate policies and State and federal laws.

V. Misuse

Misuse is use of UM IT Resources in a manner not consistent with standards for acceptable use. Misuse includes, but is not limited to:

- A. Securing unauthorized access to or unauthorized use of UM IT Resources, or facilitating such use or access by another person.
- B. Accessing or attempting to access UM IT Resources on or off the UMB campus without authority. This is also referred to as hacking.
- C. Any deliberate or reckless act that denies or interferes with the access and use of UM IT Resources by others.

D. Use of UM IT Resources in violation of the law, the policies of UMB, USM, or an Affiliate, or the policies or guidelines of any UMB school or unit. Examples of such prohibited use include violations of anti-discrimination or harassment policies, and a school's honor code.

E. Personal communication, or other personal use, that interferes with the use of UM IT Resources by Authorized Users for official UMB purposes and for academic responsibilities, or that interferes with or indicates neglect of employment responsibilities (e.g. use of internet auction sites such as eBay, internet gaming, chat rooms, instant messaging, and web surfing during work hours).

F. Software theft or piracy, data theft, copyright violations, and other actions that violate intellectual property rights of others.

G. Inappropriate access, use or disclosure of data including social security numbers, birth dates, or addresses; unauthorized sale or transfer of such information.

H. Altering system hardware configurations without authorization; installing or deleting system software without authorization; installing or removing system hardware without authorization.

I. Intercepting or monitoring communications, user dialog, or password input intended for another recipient, except when this is done as part of authorized IT resource management, when authorized by the CIO, or if required by law.

J. Collecting or storing information about users of UM IT Resources without user authorization, except as necessary for official UMB activities and functions.

K. Illegal activity.

L. Business or commercial activity not carried out on behalf of UMB or an Affiliate.

M. Access to or use of electronic distribution lists and email accounts created by UMB, a school or unit of UMB, or an Affiliate, for purposes not authorized by UMB, the school, or the unit; permitting others access to such distribution lists for unauthorized purposes.

N. Transmitting messages that are threatening, obscene, vulgar, derogatory or harassing; messages that attack another individual or group of individuals; or messages that violate the policies of UMB or USM, any school or unit of UMB, or any Affiliate of UMB.

O. Anomalous (unusual or unexpected) computing activity that is illegal or wasteful of UM IT Resources or that violates the terms of use of the licenses and agreements through which UMB obtains or uses UM IT Resources.

VI. Security and Monitoring

The maintenance, operation, and security of UM IT Resources require UMB and Affiliates to monitor and access IT Resources. UMB and its Affiliates monitor UM IT Resources as part of normal operations and maintenance. Normal monitoring includes, but is not limited to, logging activity and monitoring usage patterns. In special situations, communications including Internet activity of specific individuals or systems are subject to monitoring by UMB and Affiliates for other purposes, e.g., investigation of complaints of violation of work rules, allegations of violation of law, or allegations of unauthorized use of UM IT Resources.

To the extent feasible, as determined by UMB, and taking into account the electronic environment and the public agency status of UMB, UMB will protect the confidentiality of academic information, student information, medical information, attorney-client and patient-provider communications, attorney work product and information developed from or exchanged with clients and patients which is stored and transmitted through UM IT Resources. Authorized Users may only access confidential information with UMB permission and only to the extent authorized. Access to and disclosure of confidential information to others in any manner not permitted by law, UMB policy and procedure, and the applicable policies of the school, unit or Affiliate that maintains the information, is prohibited. UMB will not disclose privileged or confidential communications from legal clients, attorney work product, student information, employee information, or medical or health care record information unless permitted by law, authorized by the client or patient, or approved by the school, unit or Affiliate that maintains the information.

There is no assurance of confidentiality or privacy for much of the information transmitted or stored by UM IT Resources. The Maryland Access to Public Records law applies to electronic data, including archived electronic messages. Other state and federal laws, and the needs of UMB to meet its administrative, business, and legal obligations, require UMB to routinely monitor activities involving UM IT Resources and may require UMB to access and view stored data.

UMB seeks to maintain the security of UM IT Resources, but cannot guarantee security. Authorized Users have no expectation of privacy as to information stored or transmitted using UM IT Resources, and generally should not maintain or

transmit sensitive personal information about themselves or others using UM IT Resources. However, UM IT Resources which have appropriate security measures in place can be used for personal information of clients, research subjects, and patients.

Related security policies of UMB, its schools, units and Affiliates apply to certain categories of personal information (e.g., medical records, UMB Law Clinic records, records of Affiliate health care organizations) stored or transmitted using UM IT Resources. Authorized Users must comply with these policies.

UMB may monitor the specific activity and accounts of any Authorized User without notice to the Authorized User in situations when it is necessary or appropriate in the judgment of the CIO or a school, unit or Affiliate IT Administrator, e.g.:

- The user has voluntarily made the activity or account information available to the public, as by posting to an electronic list or web page
- Monitoring is necessary to preserve the security, integrity, or functionality of IT Resources.
- UMB or an Affiliate has a reasonable basis to suspect an Authorized User may be violating this policy.
- A user of UM IT Resources, or an account, is demonstrating anomalous activity based on usage patterns.
- UMB or an Affiliate has a reasonable basis to suspect that a person using UM IT Resources is doing so without authorization.
- Otherwise necessary, as permitted by law, required by lawful directive to UMB or an Affiliate, or required to investigate allegations of misuse of UM IT Resources.

When monitoring of specific activity and accounts is required, the CIO or designee, or the IT Administrator, will consult with an academic or administrative unit's Dean or Vice President, or designee, prior to monitoring activities of specific Authorized Users, and prior to disclosing patient or client information as permitted by law or authorized by the patient or client. If a matter directly involves a Dean or Vice President, the President may waive this consultation requirement.

VII. Electronic Mail (E-Mail)

Copyright laws, license agreements, USM and UMB policies, and state and federal law apply to e-mail. E-mail sent with the intent of disrupting communication or other system services is not allowed. The proliferation of unsolicited commercial e-mail (also known as UCE or "spam"), virus warnings, urban legends and electronic chain letters are not acceptable uses of

UM IT Resources. Broadcast e-mail, i.e., e-mail messages sent to a list of users in all schools and units of UMB, is forbidden unless approved by the President or his designee. Broadcast e-mail to users in a particular school or unit is prohibited unless permitted by the Dean of the school or Vice President of the unit, or that administrator's designee.

The primary purpose, and primary use, of e-mail using UM IT Resources is for UMB-related activities. Occasional use of e-mail for personal communications during the business day is acceptable. Users are advised; however, that they have no right of privacy in personal communications sent or received using campus email. Such messages, like all other messages, are subject to monitoring and disclosure as stated above.

VIII. Web Pages

Any Authorized User who creates, maintains or hosts a Web page using UM IT Resources is responsible for the integrity of the information contained on the page and for compliance with USM and UMB policies, and federal and state laws, including laws governing copyright, obscenity, defamation, and software piracy. Personal Web pages and commercial Web pages may not be posted using UM IT Resources unless expressly authorized by a UMB school, unit or Affiliate and then only if the web page is related to the academic activities of the school or the operational activities of the unit or Affiliate. Web pages that are not in good taste are not allowed. Anyone who wants a web page primarily or exclusively for personal or commercial purposes, rather than academic activities or the operational activities of UMB or an Affiliate, should not use UM IT Resources to create or host the web page.

IX. Administration and Enforcement of Policy

The CIO is responsible for the administration of this policy. Each school, unit, and Affiliate of UMB, and the IT Administrator of each UMB School, unit, or Affiliate may provide additional guidelines for appropriate use of UM IT Resources in that school, unit, or Affiliate. Enforcement of this policy is delegated to the heads of the UMB schools and administrative units, i.e., deans and vice presidents. In cases where there is a question about authority to enforce this policy a determination shall be made by the UMB President or a designee, normally the CIO.

X. Violations

Suspected violations of this policy shall be reported to the CIO, the IT Administrator of any school or unit involved, and the IT Administrator of any Affiliate involved. Within a school or unit, the IT Administrator will report the suspected violation to those responsible for supervision of the Authorized Users involved, unless complete confidentiality is required during an investigation of the violation, and to those responsible for administration of disciplinary policies applicable to the

■ RULES AND REGULATIONS

Authorized Users involved. Authorized Users who are accused of violating this policy and who have a student or employment relationship, or an academic appointment with UMB, will be subject to disciplinary actions or other proceedings consistent with an accusation of misconduct.

The CIO and/or IT Administrator shall investigate thoroughly the issues concerning use of UM IT Resources, provide a complete report to the School or employing unit, and cooperate in disciplinary proceedings.

Allegations of violations by Authorized Users other than students, employees or appointees will be resolved by the CIO in consultation with the applicable school, unit or Affiliate. The CIO may suspend an accused user's access to some or all UM IT Resources until an investigation is completed and, if required, a hearing has been held to determine the validity of the allegations involved. Authorized Users who commit serious or repeated violations of this policy are subject to additional sanctions. Such additional sanctions may include permanent termination of access to UM IT Resources, use restrictions, or special monitoring of activities involving UM IT Resources. The CIO or any IT Administrator shall refer suspected criminal violations of law to the University Police and concurrently advise University Counsel of the matter.

Immediate action may be taken by the CIO or an IT Administrator in response to potential or ongoing threats to UM IT Resource security, the health or safety of persons, the privacy rights of students, employees, patients, clients, research subjects or others, compliance with the law, or the security of confidential or proprietary information. Violations of this policy may result in actions under Human Resource policies, faculty policies, or student policies, in addition to actions under this policy. Termination of enrollment, employment or appointment may follow from violations of this policy.

XI. School and Unit Responsibilities

Schools and units may require their Authorized Users to follow additional guidelines for appropriate use of school and unit UM IT Resources. Such guidelines shall be no less restrictive than this policy and do not supplant this policy. When Authorized Users change status, e.g., upon resignation, termination, graduation, retirement, imposition of a disciplinary sanction, or a change in position, role or responsibilities within UMB, the school or unit responsible for initiating a change in status must coordinate with central support units (e.g., Center for Information Technology Services, Human Resource Services, Payroll) to discontinue or change access and authorization to UMB IT Resources accessible to the Authorized User before the change of status.

(Approved by the president; effective Aug. 1, 2005.)

(Read other IT policies online at www.umaryland.edu/cits/policies.)

POLICIES RELATED TO SMOKING, ALCOHOL, AND DRUGS

UMB Nonsmoking Policy

1. Consistent with applicable State and local laws and regulations regarding smoking and in keeping with its health and human services mission, the University of Maryland, Baltimore (UMB) seeks to prevent adverse health effects and adopts this policy regulating smoking. This policy is intended to protect and enhance outdoor and indoor air quality in and near UMB's buildings and in outdoor gathering areas on campus. Nonsmoking faculty, staff, and students are discouraged from starting to smoke. Smokers are encouraged to stop smoking.
2. This policy applies to all UMB faculty, staff, students, contractors, affiliates, visitors, and other persons on the UMB campus in Baltimore, Maryland, or at other facilities owned or used by UMB.
3. The following acts are prohibited:
 - a. Smoking in University owned or leased buildings or facilities.
 - b. Smoking on University property outside of buildings within 30 feet of a building entrance, overhang, or porch, inlet for an air intake system, or window that opens and closes.
 - c. Smoking on any campus plaza, courtyard, or other designated outdoor area. Signs prohibiting smoking will be posted in these areas.
 - d. Smoking in University owned or leased vehicles, or vehicles operated by UMB contractors. Vehicles include any motorized vehicle.
 - e. Smoking in meetings, conferences or training sessions hosted by the University off-campus.
 - f. Selling tobacco products at UMB.
4. Facilities Management will post and maintain campus signage prohibiting smoking. The Vice President for Administration and Finance will determine the locations of the signs.
5. Smoking refuse, such as cigarette butts, must be disposed of in ash urns or other containers specifically designed for such disposal.
6. Faculty, staff, and students are expected to advise others of the smoking prohibition. This policy relies on the politeness, thoughtfulness,

cooperation, and common sense of smokers and non-smokers alike. However, non-compliance or repeated observed infractions of this policy must be reported as soon as possible to an appropriate UMB administrator for action.

7. The Office of Procurement Services will inform UMB's contractors of this policy and take appropriate action against contractors that fail to comply with this policy. Human Resource Services will advise faculty and staff of this policy. The UMB Schools will advise their students of this policy.
8. Student and Employee Health will offer periodic smoking cessation programs for groups of faculty, staff, and students. In addition, faculty, staff, and students can make appointments with physicians at Student and Employee Health for one-on-one consultation regarding smoking cessation.
9. Potential conflicts resulting from the implementation of this policy are to be reported to Human Resource Services. Requests for signage or concerns about signage should be directed to the Assistant Vice President, Facilities Management.
10. Any person found in violation of this policy should be requested to cease smoking. A person who does not comply with this policy is subject to penalties under State law, as applicable. In addition, any faculty member, staff or student found to be in violation of this policy shall be subject to administrative and/or disciplinary action.

(Approved by the president, effective September 1986; revised May 1995, January 1999, January 2009.)

Alcoholic Beverages

I. Purpose

A. To establish University of Maryland, Baltimore policy on the use of alcoholic beverages and to recognize standards for individual and group behavior at events where such beverages are served.

The alcoholic beverage policy is designed to:

- (1) observe the laws of the state;
- (2) stress moderation, safety, and individual accountability for those who choose to drink;
- (3) provide a campus atmosphere free of coercion for those who choose not to drink;

- (4) maintain a community where the effects of alcohol abuse are minimal and where problem behavior is reduced; and
- (5) provide confidential and effective guidance and counseling for those with special needs related to alcohol and alcoholism.

B. All students should be familiar with and abide by the principles and particulars of this statement. Each school on campus shall provide information to all students regarding the existence of this policy.

C. Maryland law forbids the sale or serving of alcoholic beverages to people under 21 years of age or those visibly intoxicated, Article 2B, Section 108, Annotated Code of Maryland. The law also forbids misrepresenting one's age for the purpose of consuming alcoholic beverages, Article 27, Sections 400-403A, Annotated Code of Maryland. There have been indications in recent years (such as the heightened awareness of drunken driving, etc.) that drinking and alcohol-related behavior should receive careful attention.

II. Individual Behavior

A. Individuals are expected to obey the law and take personal responsibility for their own conduct; UMB will not police individuals' personal lives on or off campus.

B. Disorderly conduct in any manner or misrepresentation of age at on-campus social events sponsored by UMB-recognized organizations may subject the offender to disciplinary action or action by law enforcement personnel. The association of alcohol with problem behavior shall be seen as an exacerbating factor, not a mitigating one.

C. The Counseling Center provides confidential counseling, treatment, and referral of students seeking assistance for problems associated with alcohol abuse.

D. Although the dean or a designated faculty member of each school may refer students to the Counseling Center, Alcoholics Anonymous, or to other counseling and guidance resources, egregious offenses and repeat offenses, however minor, shall be referred to the appropriate disciplinary body in each school.

III. Group Behavior

A. The student groups recognized by UMB sponsoring social events on campus must abide by state and local laws. Officers of the sponsoring organizations shall be responsible for submitting a UMB alcoholic beverage permit and a Statement of Responsibility form as well as for good faith administration of this policy. Failure to do so may result in loss of social privileges, individual disciplinary action, loss of University

■ RULES AND REGULATIONS

recognition for the organization, or suspension of reservation privileges.

B. Student events at which alcoholic beverages may be consumed can be held only under circumstances in which the sponsoring organization demonstrates reasonable means of ensuring adherence to state law and proper clean-up.

IV. Social Events and Advertising

A. Alcoholic beverages may be sold only by student groups upon obtaining the appropriate liquor license for the area and event; alcoholic beverages may be served by student groups in areas designated by each school's dean or the Director of Student Services.

B. At all social events where alcohol is consumed, non-alcoholic beverages must be provided by the sponsor of the event and be equally available to students. All people consuming alcoholic beverages must be of legal drinking age.

C. Where alcohol is consumed, food shall also be provided by the sponsor of the event.

D. Social events, such as "beer blasts," that encourage drinking or drunkenness as themes, and the advertisement of such events are considered inappropriate and shall not be permitted.

E. The alcoholic beverage industry shall not be allowed to distribute its product on campus for promotional purposes. Other promotional activities by alcohol marketers may only be permitted with the prior written approval of the Director of Student Services.

Campus Substance Abuse

I. Purpose

The University of Maryland, Baltimore substance abuse policy is designed to:

- (1) observe state executive orders and state and federal laws;
- (2) promote a campus free of illegal drug use;
- (3) stress moderation, safety, and individual accountability by those who choose to drink alcohol;
- (4) provide a campus atmosphere free of coercion for those who choose not to drink alcohol;
- (5) maintain a community where the effects of abuse are minimal and where problem behavior is reduced;
- (6) provide information and education on the health risks associated with drug and alcohol abuse; and

- (7) provide confidential and effective guidance and counseling for those with special needs related to substance abuse.

II. Scope

The policy applies to all UMB faculty, staff, and students.

III. Background

Substance abuse is a serious national crisis that has had a detrimental effect on the lives of many of our citizens, and has exerted a negative effect on the operation of academic institutions. UMB must maintain an environment that supports the employees and students as they carry out their responsibilities. A campus free of substance abuse is fundamental to promote efficient, effective and responsive education, research, and service.

IV. Health Risks

Substance abuse is now recognized as the number one public health problem in the United States. About 30 percent of all admissions to general hospitals and 50 percent to psychiatric hospitals have detectable substance abuse. Substance abuse accounts for about 150,000 deaths annually. This includes deaths from stroke, diseases of the heart and liver, and all alcohol and drug-related suicides, homicides, and accidents.

V. Policy

A. The unlawful manufacture, distribution, dispensing, possession, or use of drugs is prohibited at UMB.

B. Alcohol may only be used legally and responsibly on campus or in any location while the employee or student is on official University business. Organizers of any on-campus functions where alcohol is served must present a plan to the administrator responsible for that particular area.

C. All employees and students must report to work, class, or any other official University activity and remain, whether on or off campus, in a fit condition to perform. Reporting to work, class, or any other official University activity or working while impaired by drugs or alcohol is a violation of this policy and shall subject the employee or student to the appropriate disciplinary or rehabilitative action.

D. As a condition of employment or enrollment, every employee and student must abide by the terms of this policy and notify his or her supervisor (employee) or dean's office (students) of any drug or alcohol-related conviction, such notice to be given no later than five days after such conviction.

E. The University will take either or both of the following actions after receiving notice of conviction:

- (1) Require the convicted employee or student to participate in a substance abuse assistance or rehabilitation program.
- (2) Subject the convicted employee or student to the appropriate administrative and disciplinary action, up to and including termination or expulsion.

F. The University will impose administrative and disciplinary sanctions on employees and students and, if appropriate, referral for prosecution for violations of the standards of conduct required by paragraphs A through D of this policy. The sanctions, not listed in any order, may be progressive or consistent with the nature of the violation and include but are not limited to:

- (1) students: counseling, reprimand, suspension, reassignment, community service, withholding or unsatisfactory references for licensing and certification or employment, related academic assignment, permanent or temporary entry in student file, denial or withdrawal of financial aid, denial of or removal from UMB housing, expulsion; and
- (2) Counseling Center referral to a rehabilitation program. (Students may obtain copies of the full policy from their dean's office or student affairs office.)

Illicit Drugs

The use, possession, or sale of illicit drugs is illegal and such activities are subject to severe penalties. It is the intent of the administration of the University of Maryland, Baltimore to use any and all means to prevent illegal activities within the confines of this campus. Therefore, all students who reside on the campus are forewarned that the use, possession, or sale of illicit drugs will mean expulsion from residency on the campus, and all faculty and staff members and students are likewise warned that such activities may mean prosecution by the appropriate agencies of the community.

Legal Sanctions

Students are subject to federal, state, and local laws for the possession and distribution of illegal drugs and illegal use of alcohol and controlled substances. A description of legal sanctions follows. It is not intended to be exhaustive of all laws regarding drug and alcohol related offenses. Under federal law the penalty for possession of a controlled substance is a fine and/or imprisonment from five to 20 years. For other illegal drugs, the penalty for possession is a fine of at least \$1,000 and/or imprisonment for up to three years. Penalties may also include up to \$10,000 in civil fines. Penalties may increase if possession includes intent to manufac-

ture, distribute, or dispense, especially if done near a school or college. Under Maryland law any person who unlawfully manufactures or distributes a controlled dangerous substance may be fined up to \$25,000 and may be imprisoned for up to 20 years for a first offense. A person who manufactures, distributes, dispenses, or possesses with the intent to distribute within 1,000 feet of an elementary or secondary school will be subject to an additional term of not more than 20 years or a fine of not more than \$20,000 or both for a first offense, and a term of not less than five or more than 40 years or a fine of not more than \$40,000 or both for a second offense.

Individuals who have been convicted of a controlled dangerous substance offense on or after Jan. 1, 1991 are required to disclose that fact when applying for a license or a license renewal. The licensing authority may refuse to issue the license or impose appropriate conditions on the license.

(Approved by the president June 1989.)

OTHER UNIVERSITY POLICIES

Policy on Students Who Are Called to Active Military Duty During a National or International Crisis or Conflict

I. Purpose

This policy applies to all University of Maryland, Baltimore students who are ordered to active military duty by the United States or an ally of the United States during a national or international crisis or conflict.

II. Policy

When a student is ordered to active military duty by the United States or one of its allies, during a national or international crisis or conflict, the student will receive special consideration from the student's school and UMB administration. This is so that the student may fulfill his or her active duty obligations, without being subject to inappropriate financial penalties or other adverse effects of University System of Maryland or UMB policies otherwise applicable to students who withdraw from or interrupt their course of study. In addition to following this policy, schools and campus administration should establish flexible policies and procedures to accommodate the special requirements of students called to active military duty during a national or international crisis. Appropriate accommodations may vary from time to time, depending on circumstances, but may include, as examples:

- (1) Encouraging faculty to suspend penalties for students who miss deadlines for assignments or who miss classes as a result of a national or international crisis or conflict.

■ RULES AND REGULATIONS

- (2) Establishing procedures for directing students having special difficulties to support services within the school or at the campus Counseling Center.
- (3) Posting classroom materials on Web sites or list-serves for those unable to attend classes.
- (4) Permitting audio taping of classes.

III. Procedures

A student who is called to active military duty during a national or international crisis or conflict should report to the student affairs dean at the student's school with appropriate military orders or other documentation. The dean or designee will determine if the student is qualified under this policy. If the student is qualified, the dean or designee will assist the student to minimize the adverse effects of institutional policies otherwise applicable to students who withdraw from or interrupt their course of study. Each school will develop a form or other documentation to be signed by the dean or designee indicating that the student's military and academic status have been reviewed, and whether or not the student is qualified under this policy. If qualified, the dean and the student will review options regarding attendance, tuition and fees, financial aid, health insurance, and housing. In most cases, the student is responsible for contacting the appropriate UMB offices to adjust the student's status to accommodate an interruption of study under this policy. When a student cannot make such arrangements, the student should provide the name, address, and phone number of a person with power of attorney for the student so that the dean and the student's representative can act on the student's behalf.

A. Attendance

Students qualified under this policy may request permission to:

- (1) Withdraw from school (transcript will show withdrawal for military service).
- (2) Obtain a leave of absence (transcript will show leave of absence for military service; usual time limits to return from a leave of absence will be suspended indefinitely unless otherwise specified). At the end of a student's leave of absence, the school will facilitate reenrollment at the appropriate point in the student's academic program.
- (3) Receive an incomplete grade (transcript will show incomplete; usual time limits to convert an incomplete to a grade will be suspended indefinitely unless otherwise specified).
- (4) Be evaluated for a final grade on the basis of having completed a substantial amount of the course work (transcript will show course completed with grade).

Each school will make its own policy about appropriate options, whose input is required to approve an option, and who can grant approval. For example, courses involving classroom instruction may be treated differently from courses based on clinical rotations. An instructor's approval may be necessary before offering the option of a final grade for substantial course work. Upon approval of one or more options, the school's dean or designee will notify the Director of the Office of the Registrar.

B. Tuition and Fees

A student who receives approval from the dean or designee of the student's school to withdraw from school, under this policy may request a complete refund of tuition and fees. The dean or designee will make appropriate changes in the Student Information Management System and notify Student Accounting. Upon notification by the dean or designee, Student Accounting will provide a refund of tuition and all fees, either to the student at his or her current address or to the student's lender. Confirmation will be sent to the student affairs dean's office at the student's school.

C. Financial Aid

Students should determine how to manage outstanding student financial aid including loans, grants, and work study, by contacting the Student Financial Assistance and Education Office. In accordance with U.S. Department of Education guidance, a qualified student is not required to return financial aid that has been disbursed to the student to cover living expenses. (See www.ifap.ed.gov/dpclatters/GENo113.html.)

D. Student Health Insurance

Students who wish to drop health insurance coverage should apply for a prorated refund by presenting documentation signed and dated by the dean or designee to the Bursar's office. Students who do not withdraw from school and who wish to retain health insurance coverage for themselves and their families under the student health insurance plan should not apply for a refund. Student health coverage is provided on a per-semester basis. If a student does not request a refund of the student health fee, health insurance through the student health insurance plan will continue automatically until the end of the current semester. If the student is on a leave of absence for active military duty for the United States or an ally of the United States during a national or international crisis or conflict, student health insurance will remain in force as long as the student continues to pay the health insurance fee. A student's family cannot be insured under the student health insurance plan unless the student continues to be insured under the plan.

E. Housing

Students who wish to terminate housing agreements early may receive a prorated refund. Students should present documentation signed and dated by the dean or designee and apply to the Assistant Director of Residence Life.

F. Disputes

In case of a disagreement in the interpretation or implementation of this policy, a student may appeal in writing to the Director of Student Services. The decision of the Associate Vice President for Academic and Student Affairs may be appealed by a student or a dean of a school to the Vice President for Academic Affairs, whose decision will be final.

(Approved by the president Nov. 6, 2001.)

Position on Acts of Violence and Extremism That Are Racially, Ethnically, Religiously or Politically Motivated

The University System of Maryland Board of Regents strongly condemns criminal acts of destruction or violence against the person or property of others. Individuals committing such acts at any campus or facility of the University will be subject to swift campus judicial and personnel action, including possible expulsion or termination, as well as possible state criminal proceedings.

Threat Response and Assessment Coordination Policy (Excerpts Only)

(Full policy may be found at <http://cf.umaryland.edu/hrpolicies/section11/t110300Asa.html>)

(Approved by the president Oct. 20, 2008.)

Purpose

This Policy is intended to promote a safe environment for all UMB students, faculty, staff, volunteers, visitors, and affiliate employees (referred to as “University Associates”). This Policy establishes (a) a zero tolerance philosophy for threats and acts of aggression or violence; (b) guidelines for conduct; (c) the requirement to report threats and acts of aggression or violence; and (d) the requirement to be sensitive to and consider reporting warning signs of threats and acts of aggression or violence.

Warning Signs [that may precede or be indicative of violent behavior]

- University Associates are encouraged to be alert to Warning Signs below and to report Warning Signs exhibited by another University Associate to appropriate School/Department administrators and/or UMB offices trained in evaluating

such behavior. University Associates, regardless of their professional training and experience, are encouraged not to attempt to evaluate and respond to Warning Signs without seeking assistance from UMB resources.

- Unfortunately, there is no proven method of predicting when someone may become violent. It is important to keep this in mind when attempts are made to identify Warning Signs. It is particularly important to consider the context of things considered to be Warning Signs. For example, voice tone, level of familiarity with the person making troubling statements, and the presence of other Warning Signs should all be considered. Below are some indicators that warrant closer attention and may warrant intervention and/or reporting.
1. Making threats of suicide or statements about hurting one’s self. Threats might be direct, or indirect (for example, hints).
 2. Making implied threats of violence.
 3. Expressing fascination with firearms, other weapons, or bombs, or asserting ownership of firearms, other weapons, or bombs, or the materials to manufacture them.
 4. Expressing fascination with weaponization of chemical or biological materials, or asserting the ability to produce such weapons.
 5. Having a known history of violence.
 6. Preoccupation with computer games, movies, television, music, and/or stories about violence.
 7. Identification with criminal or terrorist individuals, acts and/or philosophy.
 8. Making frequent or recurrent suggestions that incidents of publicized violence may be repeated at UMB.
 9. Maintaining a preoccupation with incidents of publicized violence (for example, collecting articles and photos, showing fascination with perpetrators of violence).
 10. Intimidating others; acting with belligerence or defiance toward others; frequently becoming confrontational.

■ RULES AND REGULATIONS

11. Crossing professional and personal boundaries (for example, excessive phone calls, text messages, or e-mails; excessive impromptu visits; giving gifts inappropriately).
12. Being easily provoked; showing sudden or erratic agitation with others.
13. Blaming others for anything that goes wrong; failure to acknowledge any personal responsibility for disappointments or difficulties.
14. Showing recent, marked academic (or job) performance decline.
15. Demonstrating notable changes in personality, mood or behavior.
16. Giving away personal possessions.
17. Showing notable decline in personal hygiene and personal appearance.
18. Abusing alcohol or other drugs, particularly marked increase in substance abuse.
19. Behavior reflecting social isolation/alienation.

In addition, listed below are some situational contexts that would not be considered Warning Signs in and of themselves. Knowledge of such contexts may influence judgment about the level of risk indicated by Warning Signs. Knowledge of some of these contexts may indicate that more proactive efforts are needed to increase support in an effort to prevent Violence against one's self or others.

1. Anticipation of severe consequences, such as failing out of school or being expelled due to serious conduct code violations (especially if shame or embarrassment is heightened due to situational and/or cultural factors).
2. Lack of support regarding a history of actual or perceived victimization (discrimination, bullying, or other forms of oppression around race, nationality, religion, sexual orientation, sexual identity, physical characteristics, mental functioning, disability, etc.).

3. Severe stressors in personal life (for example, financial, health, family or marital problems).

Each School will provide its students with instructions concerning a School contact who can assist a student in reporting Warning Signs exhibited by a fellow student.

Policy

- University Associates must feel secure at the Campus and in Off-campus Sites in order to focus on their studies, research, duties, and responsibilities. Threatening, Aggressive or Violent Behavior by any University Associate toward another University Associate, or toward the community on Campus or at an Off-campus Site, will not be tolerated.
- Any University Associate having knowledge of Threatening, Aggressive or Violent Behavior toward another University Associate on Campus must report the behavior immediately to the University Police. The University Associate also may report the behavior to a TRACT member, the Employee Assistance Program, the UMB Counseling Center, an appropriate school/department administrator, the Office of the Vice President for Academic Affairs, Employee/Labor Relations-Human Resource Services, or the Office of Student and Employee Health.
- University Associates are encouraged to report Warning Signs exhibited by another University Associate. Warning Signs may be reported to a TRACT member, the Employee Assistance Program, the UMB Counseling Center, an appropriate school/department administrator, the Office of the Vice President for Academic Affairs, Employee/Labor Relations-Human Resource Services, or the Office of Student and Employee Health.
- A University Associate who is a victim of Threatening, Aggressive or Violent Behavior may be assisted, with limited confidentiality, by administrative and counseling (for faculty, staff, and students of UMB) services available at the Campus. Any University Associate responsible for Threatening, Aggressive or Violent Behavior will be subject to appropriate administrative/disciplinary action up to and including expulsion from school (for students), termination of employment (for faculty and staff of UMB), and removal from UMB premises (for volunteers and other invitees).

- UMB will not condone any form of retaliation against a University Associate who reports in good faith Threatening, Aggressive or Violent Behavior or Warning Signs. Similarly, UMB will not condone the deliberate filing of false reports of Threatening, Aggressive or Violent Behavior or Warning Signs.

Threat Response and Assessment Coordinating Team (TRACT)

The Threat Response and Assessment Coordinating Team (TRACT) coordinates activities responsive to reports of Threatening, Aggressive or Violent Behavior. TRACT consists of appointed, standing representatives of the following offices: Employee/Labor Relations-Human Resource Services (410-706-7302); Employee Assistance Program (410-328-5860); UMB Student Counseling Center (410-328-8404); University Police (24-hour emergency service at x711, 410-706-6882, 410-706-3333); Office of the Vice President for Academic Affairs (410-706-1850); and Student and Employee Health Services (410-328-2686). An attorney from the UMB Office of University Counsel (410-706-5353) will serve as legal advisor to TRACT and will involve the Office of the Attorney General of Maryland as necessary. The TRACT Chair may include a representative from the Office of External Affairs (410-706-5020) on a case by case basis. The TRACT Chair may add other representatives on an ad-hoc basis. The TRACT roster will be posted on the UMB Web site and other designated places.

General Procedures

Administrative/disciplinary remedies available to address Threatening, Aggressive or Violent Behavior by UMB students include, but are not limited to: (a) administrative counseling; (b) reprimand, suspension, reassignment, or community service; (c) withheld or unsatisfactory references or certifications for post-degree training or employment, licensing, and employment-related academic assignments; (d) permanent or temporary entry of notations in student files; (e) denial of, or removal from, UMB-operated or affiliated student housing; (f) expulsion; (g) voluntary or mandatory UMB Counseling Center referral and treatment; or (h) psychological or psychiatric evaluation.

Statement Regarding Organized Activities on Campus

As an academic institution, the University of Maryland, Baltimore welcomes the exchange of ideas and respects the rights of our faculty, students, and staff to free speech, regardless of the topic. The use of our facilities, including outdoor space, however, must fall within appropriate guidelines, as set forth in our policy regarding physical facilities and public meetings. This policy [Section VI-4.10(A)] is online at www.umaryland.edu/hrpolicies and is also published in this document.

Policy on the Use of the Physical Facilities of the University System for Public Meetings

Purpose: To identify the groups that can use University of Maryland, Baltimore facilities, to establish administrative procedures for applications for use of UMB facilities, and to establish standards for allowing and denying use of facilities.

I. Definitions

A. Academic activities of UMB schools and activities organized by UMB take priority over all other uses of campus facilities. Nonacademic uses by campus groups take priority over any uses by outside groups.

B. “Campus groups” refers to student organizations recognized by the Director of Student Services or dean’s office, faculty or student government organizations established under UMB policy, faculty or staff organizations established by state law, or University System of Maryland policy, academic and administrative offices of UMB, University Physicians Inc., University of Maryland Medical System, faculty professional associations organized under University policy, and recognized alumni associations and foundations.

C. “Outside groups” refers to unrecognized campus groups and other organizations.

II. School Buildings

Use of a building designated specifically and completely for occupancy by one or more professional schools is administered and scheduled by the dean(s) of the school(s) or designee(s). For this purpose, the University of Maryland School of Law includes the Thurgood Marshall Law Library. Use of the Health Sciences and Human Services Library is administered and scheduled by the HS/HSL director or designee. If a building is shared by schools, each dean is responsible for areas used by that dean’s school.

A. Use by Campus Groups

1. The dean or director will determine what areas, if any, in the building or its grounds are available for reserved use by campus groups.
2. Requests from campus groups for use of areas will be considered and acted on by the dean or director. Use of an area will not be permitted if the use is inconsistent with the academic mission of the school, would interfere with academic activities, or would result in unbudgeted costs (see part IV) which the dean or director is not willing to meet from the school’s budget and which the campus group is unable to pay.

■ RULES AND REGULATIONS

3. A use fee may be charged for use of a school area by a campus group associated with another school. A use fee (see part IV) may be charged for use of a library area by any campus group.

B. Use by Outside Groups

1. Requests for use of these areas by outside groups which (a) are professional organizations related to the academic mission of the school, or (b) administer professional, licensing, and other examinations related to the academic programs of the school, will be considered and acted on by the dean or director, who may permit use of areas subject to the criteria stated in II.A.
2. Use by outside groups not described in B.1. is subject to payment of a use fee, and special costs (See part IV) and the approval of the dean or director.
3. Use fees will be set by the Vice President for Administration and Finance. Special costs will be determined by the dean or director. See part IV.
4. To assure consistent application of the requirements of this paragraph II.B, the dean or director, or designee, must obtain approval in advance from the President's office for a request subject to this paragraph.

C. The dean or director may approve use of an area if the use is consistent with the academic mission of the school.

III. Other Campus Facilities

Designated areas in the Southern Management Corporation Campus Center, the University Plaza park, and the HS/HSL plaza at Greene and Lombard streets are available for use by campus groups and outside groups. The Southern Management Corporation Campus Center's Operations office's designee will schedule use of the space surrounding the center and the UMB Police designee will schedule use of the University Plaza park and the HS/HSL plaza.

A. Use by Campus Groups

1. Requests for use of these areas by campus groups should be made by an application requiring approval of the appropriate office as listed above. Events will be permitted in these areas subject to space, noise, and safety limitations, and payment of any use fees or special costs (see part IV).

2. The President may waive use fees or special costs for campus groups.

B. Use by Outside Groups

1. Requests for use of these areas by outside groups should be made by an application to the appropriate office as stated above. To assure consistency in application of this campus policy, the designee from each of these offices will seek advance approval from the President's office concerning each application. Approval from the President's office is not required for table space in the Southern Management Corporation Campus Center.
2. If the application is acceptable and the area is available, the requesting user will be notified of the use fee or security deposit, any estimated special costs, and any restrictions specified as a condition of use of the area. Upon payment of the use fee or security deposit and estimated special costs, a permit for use of the area will be issued.
3. Requests to use University Plaza park and HS/HSL plaza should be granted only after consideration of pedestrian and vehicle traffic control needs and costs, clean-up requirements, and impact of activities in the park upon patient care and academic, patient care, and administrative activities in adjoining buildings. The UMB police may establish sound regulations, weight limits, and other requirements for use of University Plaza park and HS/HSL plaza. Use of these areas may be prohibited during certain times of day (e.g., rush hour) or on specific days when activities would be unduly disruptive (e.g., examination period; opening day).

IV. Fees

A. The Vice President for Administration and Finance shall issue at least annually a schedule of use fees and security deposits for use of campus facilities by recognized groups and/or noncampus groups. Use fees are intended to cover basic facilities costs. Security deposits are intended to cover any damage to the area or additional unanticipated special costs.

B. Special costs are costs incurred by UMB over and above basic facilities costs. Special costs include cleaning, set-up, security, pedestrian and vehicle traffic control, and any other UMB work required to ensure that the use of an area has minimal

impact upon the operations of the campus and the medical center and the area is restored to a normal condition after the use. Special costs will be estimated and must be pre-paid, subject to adjustment after special costs are calculated. The Vice President for Administration and Finance will establish a price schedule for typical special costs.

C. Use fees for school areas will be collected by the office that issues permission to use an area and retained by that school for use as determined by the dean. Use fees for library areas will be collected by the library director and retained for use by the library as determined by its director. Use fees for the Southern Management Corporation Campus Center areas will be collected by the Southern Management Corporation Campus Center's Operations Office and retained for use by the designee. Security deposits for University Plaza park and HS/HSL plaza will be collected by UMB police and retained or distributed as directed by the Vice President for Administration and Finance.

D. Any special costs collected will be collected by the office that issues permission to use an area, but remitted to the campus unit(s) incurring the costs.

(Approved by the president; effective June 15, 1984, revised July 1, 1989, revised Sept. 18, 2001.)

Health Insurance Portability and Accountability Act

The Health Insurance Portability and Accountability Act of 1996 is a federal law that provides uniform rules for protecting the privacy of health information. This law affects employees, students, and others at the University of Maryland, Baltimore. The HIPAA law requires UMB employees, students, and other UMB personnel to keep health information private and secure. UMB employees, students, and other UMB personnel may not see, use, or share private health information unless authorized to do so and as necessary to fulfill UMB work responsibilities. All UMB employees—including faculty and staff members, students, residents, fellows, and volunteers—must safeguard health information, including research information, in accordance with both federal and state privacy laws. You may be required to complete additional education about HIPAA and privacy, depending on your responsibilities and the policies of your school and program.

The General Introduction to HIPAA and Privacy Regulations, located online at www.umaryland.edu/cits/policies, provides a summary of the federal privacy law. However, it does not replace targeted educational sessions that may be planned by your supervisor or the UMB Privacy Official. It is not a substitute for consulting the official federal regulations and state law when necessary. It is important to note that there are harsh civil and criminal penalties for violators of HIPAA.

For more information, contact UMB's Privacy Official, the Vice President and Chief Information Officer, or visit www.umaryland.edu/cits/policies.

Immunization Policy

I. Policy Statement

The University of Maryland, Baltimore strives to be a model health-promoting campus, and to support the health of its students and the people in the community with whom they come in contact. All students, both full- and part-time, who wish to qualify for enrollment at UMB must satisfy the University's immunization requirements. All costs of student compliance with the immunization requirements will be the responsibility of the student.

II. Immunization Requirements

A. A Report of Medical History form, which includes an immunization history, shall be mailed to all new students and must be completed and returned to Student Health prior to the student's initial registration.

B. All incoming students are required to provide to the satisfaction of Student Health:

1. Proof of immunization for measles, mumps, and rubella (students born before 1957 are considered immune to measles).
2. Certification of varicella (chicken pox) immunity by a) history of disease, b) proof of vaccination, or c) by way of a positive titer.
3. Evidence of immunization against tetanus/diphtheria within the past 10 years.
4. The results of tuberculosis screening performed within 12 months of the date of the student's enrollment. Screening must show a negative PPD test or, if the PPD is positive, a negative chest X-ray report.

C. All students who live on campus in student housing must receive a vaccination for meningococcal disease or sign a waiver stating that the student has received and reviewed information provided by UMB about meningococcal disease and has chosen not to be vaccinated.

D. Students who wish to enroll in advanced dental education programs or the dental (DDS), dental hygiene, medical and research technology (BS and MS), medicine (MD), and undergraduate nursing programs must be immunized against Hepatitis B. This requirement will not be waived.

Students enrolled in other programs are strongly encouraged to consider such immunization.

E. Students may be required to comply with additional immunization requirements specified by a particular school or program. Students should check with their school and program to determine which requirements may not be waived, and the possible curricular implications of waiving other immunization requirements.

F. To participate in clinical training at nonuniversity sites students must comply with the health and immunization requirements of the training sites.

G. Students not in compliance with the requirements of this policy will not be able to register for their second semester.

III. Waivers

Immunizations required by law or mandated by a UMB school or program will not be waived. For example, the requirement for immunization against Hepatitis B cannot be waived by students in advanced dental education programs or in the dental (DDS), dental hygiene, medical and research technology (BS and MS), medicine (MD), and undergraduate nursing programs.

A. In other cases, a student may receive a waiver on health grounds if he or she presents a written statement from a licensed physician or a local deputy state health officer indicating that immunization against any or all of the diseases for which immunization is required, is medically contraindicated, detrimental to, or not in the best interest of the student. The physician's statement shall state whether the contraindication is permanent or temporary and, if temporary, provide assurance that the student will receive immunization(s). The student subsequently must furnish evidence of completion of immunization at the first reasonable opportunity. In the absence of such evidence, the student will not be allowed to register.

B. A student who objects to immunization upon the grounds that immunization conflicts with his or her bona fide religious beliefs and practices may request a religious waiver. A waiver on religious grounds may be obtained by submitting a written request to Student Health. This waiver will not apply in case of an emergency or epidemic of disease declared by the Secretary of Health and Mental Hygiene or the Secretary's designee. Students requesting religious waivers should refer to this policy and contact their school or program for possible curricular implications.

IV. Review and Revision of Policy

UMB Immunization Policy and immunization requirements are based on Maryland law and public health recommendations of the U.S. Centers for Disease Control. The policy and the requirements will be reviewed periodically and revised as necessary.

(Approved by the president April 22, 2003.)

Service to Those With Infectious Diseases

It is the policy of the University of Maryland, Baltimore to provide education and training to students for the purpose of providing care and service to all persons. The institution will employ appropriate precautions to protect providers in a manner meeting the patients' or clients' requirements while also protecting the interest of students and faculty members participating in the provision of such care or service. No student will be permitted to refuse to provide care or service to any assigned person in the absence of special circumstances placing the student at increased risk for an infectious disease. Any student who refuses to treat or serve an assigned person without prior consent of the school involved will be subject to penalties under appropriate academic procedures, such penalties to include suspension or dismissal.

Policy on Sex-based Discrimination of Students

(Approved by the president August 17, 1993; revised April 9, 1998; revised May 6, 2009.)

Article I. Policy

The University of Maryland, Baltimore ("UMB") prohibits sex-based discrimination of students by other students, faculty or staff. Sex-based discrimination includes, but is not limited to, sexual harassment. Academic decisions will not be based on stereotypes and assumptions about abilities, traits, or the performance of individuals on the basis of sex. Furthermore, both intentional discrimination and neutral procedures that disproportionately exclude individuals on the basis of sex that are not school related are prohibited. Sexual harassment is an infringement of an individual's right to work and study in an environment free from unwanted sexual attention and sexual pressure of any kind. Sex-based discrimination including sexual harassment can result in a significant human resource drain for UMB, can hinder the scholastic efforts of students, and may violate the law of Maryland and the United States. UMB students who are also UMB employees should be aware of UMB's Policy on Sex-based Discrimination of Employees.

Article II. Definitions

UMB has adopted the standards of the U.S. Equal Employment Opportunity Commission and the U.S. Department of Education.

A. Sex-based discrimination: Unlawful discrimination against a student because of his/her sex in regard to admission, dismissal, advancement, graduation, training, or any other term, condition, or privilege of student status.

B. Sexual Harassment: Unwelcome sexual advances, unwelcome requests for sexual favors, and other behavior of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in a UMB educational program; or
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Article III. Examples of Sexual Harassment

Sexual harassment can include any or all of the following behaviors, as well as others which are not listed:

- Harassment through public or private insult, sexually suggestive comments concerning a person's body or behavior, and sexual demands.
- Subtle or overt pressure to comply with demands of sexual activity.
- Remarks about another person's clothing, body, sexual activities, sexual preferences, or sexual orientation, as well as teasing, jokes, remarks, or gestures which are sexual in nature.
- Unnecessary touching, pinching, patting, or exposure of another person's body.
- Unwarranted staring at another person's body.
- Unwanted communications of a sexual nature in writing, by telephone, or by other means.
- Requests or demands for sexual favors accompanied by implied or overt threats about grades, clinical assignments, class academic assignments, recommendations, student employment, etc.
- Repetition of unwanted invitations for dates.
- Physical assault of a sexual nature, up to and including attempted or actual rape.

Article IV. Students' Resources

Sex-based discrimination and sexual harassment of students by students, faculty or staff will not be tolerated. Proven harassment will result in disciplinary action possibly including suspension, expulsion or dismissal.

Student questions about peer behavior that may constitute sex-based discrimination or sexual harassment and questions about disciplinary policies should be directed to the Associate Vice President for Student Affairs in the UMB Office of Academic Affairs ("AVPSA"), (410) 706-2477 or to the identified dean of the school involved (See Article V.A.2 for list and contact information).

Student questions about employee behavior that may constitute sex-based discrimination or sexual harassment and questions about disciplinary policies should be directed to the campus Manager of Diversity/EEO/Affirmative Action ("EEO Manager") at (410) 706-7302.

Article V. Filing a Complaint and Investigation Proceedings

Timely reporting of allegations of sex-based discrimination or sexual harassment is crucial. It permits effective UMB intervention to protect students and educate and/or discipline offenders. Incidents of discrimination or harassment should be documented promptly and reported as soon as practical.

Reporting an incident of discrimination or harassment more than thirty (30) days after it occurs can hinder the ability of UMB to investigate the matter. This reporting time may change if the alleged sexual harassment incident is continuous. Nevertheless, UMB will investigate any complaint filed within a reasonable time.

Students should refer to the procedures below to file a complaint so, if necessary, an investigation can begin as soon as practicable. UMB is committed to working with a complaining student and the respondent throughout the investigation. Good faith departure from standard practices, in order to better serve the needs of the student, the respondent, or UMB, will not invalidate the policy or procedures.

A. Peer-to-Peer

1. Confronting a Peer

In some cases, informing an alleged harasser that the behavior is unwelcome or offensive and needs to stop immediately may be enough. However, if a student feels uncomfortable confronting the offender, or if the student's attempts to solve the problem are unsuccessful, the student should contact the appropriate school official listed below in Article V.A.2.

■ RULES AND REGULATIONS

2. Who to Contact

A student who believes that he or she has been subjected to sex-based discrimination or sexual harassment by another UMB student is encouraged to file a written complaint of the alleged incident to either:

- a. The appropriate school official (“School Official”) below, who may also instruct the student to contact the school’s equivalent of a student judicial board or student committee (“Board”) upon request;

UMB SCHOOL	POINT OF CONTACT	PHONE NUMBER
School of Medicine	Associate or Assistant Dean for Student Affairs	(410) 706-7476
School of Nursing	Assistant Dean for Student & Academic Services	(410) 706-0501
Dental School	Associate Dean for Academic & Student Affairs	(410) 706-7461
School of Law	Assistant Dean for Student Affairs	(410) 706-5235
School of Pharmacy	Associate Dean for Student Affairs	(410) 706-4332
School of Social Work	Associate Dean for Administration	(410) 706-6102
Graduate School	Associate Dean	(410) 706-8323

or,

- b. AVPSA, UMB Office of Academic Affairs, (410) 706-2477

3. Investigation Proceedings:

Each graduate and professional school has a protocol for handling peer-to-peer relations. This

section will broadly discuss the general protocols. Reporting within the time limits set in a school’s judicial policy is strongly encouraged.

A complaint filed by a student against another student, will be addressed, reviewed, and investigated, as appropriate, within a reasonable time in an impartial manner, by the appropriate Board (“the Board”), as established and governed by the judicial process of each school. Formal rules of evidence do not apply.

Investigation of complaints will be made through the appropriate Board, whenever feasible. If a complaint involves persons from more than one school, the AVPSA will work with the deans of the schools involved to develop an appropriate investigational process.

The respondent’s rights generally include the right to review the complaint filed against them, the right to present witnesses, and the option to question any witness(es) present. The respondent, generally, has the right to attend or not to attend the proceeding, and to remain silent throughout the proceedings.

The parties will be notified in writing of the appropriate Board’s finding, ordinarily within sixty (60) days from receipt of the student’s written complaint.

If the complaining student wishes to appeal/contest the recommendations of the Board, the student must (within three days of his/her notification by the Board) make a written request to the appropriate dean for an opportunity to meet and be heard in an impartial manner.

The appropriate dean will review the Board’s report and any timely comments shared by the complaining student after the issuance of the finding, before making a decision. The parties will be notified promptly of the dean’s decision within ten (10) days from receipt of the Board’s report. Should the decision be against the respondent, the respondent has the appeal rights set forth in each school’s judicial policy.

For information on the Board, how the investigation will be conducted, the time frames, and appeals process, when applicable, please consult the specific school’s policy.

B. Student Complaint Against UMB Faculty or Staff Investigation

1. Confronting the Harasser

In some cases, informing an alleged harasser that the behavior is unwelcome or offensive and needs to stop immediately may be enough. However, if a student feels uncomfortable confronting the offender, or if the student's attempts to solve the problem are unsuccessful, the student should contact the appropriate school official listed below in V.B.2.

2. Who to Contact

A student who believes he or she has been subjected to sex-based discrimination or sexual harassment by a UMB employee (faculty member or staff member) is encouraged to file a written complaint with the EEO Manager at UMB's Human Resource Services located at 620 W. Lexington St., 3rd Floor, Baltimore, MD 21201-1508. Questions and concerns should be directed to (410) 706-7302. If the student is making allegations against the EEO Manager, the written complaint should be directed to the Executive Director, Human Resource Services, 620 W. Lexington Street, 3rd Floor, Baltimore, MD 21201-1508.

3. Investigation Proceedings

The EEO Manager will interview the complainant, within a reasonable time period, to gather preliminary evidence, identify witnesses, and to establish whether there is enough evidence to proceed with further investigation.

Before an investigation begins, the student must complete the standard UMB Intake Form for proper documentation of the complaint. If the respondent is a part of the student's academic program, the student's dean will be notified and the student may be reassigned to other class(es), if appropriate, while the investigation is pending.

The EEO Manager will interview the respondent and other relevant persons or witnesses regarding their factual knowledge of the circumstances surrounding the complaint. Upon the timely completion of the investigation conducted in an impartial manner, the EEO Manager shall generate a full Investigative Report with written recommendations to the appropriate UMB dean or vice president, ordinarily within thirty (30) days

from receipt of the student's UMB Intake Form. An Investigative Summary will be given promptly to the student and the respondent at separate meetings with the EEO Manager.

If the complaining student wishes to appeal/contest the recommendations within the Investigative Summary, the student must (within three days of his/her final meeting with the EEO Manager) make a written request to the appropriate dean or vice president for an opportunity to meet and be heard in an impartial manner.

The dean, vice president (or a designee) will review the Investigative Report, the written recommendations, and any timely comments shared by the complaining student after issuance of the Investigative Report, before making a decision. The parties will be notified of the dean's or vice president's decision within ten (10) days from receipt of the report. Should the decision result in taking formal action against an employee, the appropriate University System of Maryland ("USM")/UMB policy or procedure or non-exempt employee bargaining unit Memorandum of Understanding ("MOU") article will be utilized.

4. Grievance Proceedings

All matters concerning exempt and non-exempt staff or faculty termination, demotion, suspension, reprimand, re-assignment or related administrative/disciplinary actions are subject to the appropriate USM/UMB policy or article in the MOU. Depending on the recommendations of the Investigative Report, the employee may be subject to sanction according to these policies. For more information on grievance and separation procedures, a student should refer to the respondent's employing school for faculty or ELR/HRS for staff, as proceedings vary depending on the employee's position within UMB.

C. Student Complaint Against Affiliate of UMB

Many UMB students will be supervised by employees of UMB's affiliates and teaching sites during their educational experiences. A student, who believes that, in the course of study at a UMB affiliate or teaching site, he or she has been subjected to sex-based discrimination or sexual harassment, should contact either their School Official (See Article V.A.2 for list and contact information) or the AVPSA, (410) 706-2477.

UMB will attempt to resolve the issue, as soon as practicable, and will attempt to reassign the student to another site within ten (10) days of the student's complaint, if a resolution is not feasible. If necessary, UMB may also work with the affiliate to co-investigate the complaint under the affiliate's process.

D. Student Complaint Against a Third Party Not Affiliated With UMB

A student, who believes that, in the course of study, he or she has been subjected to sex-based discrimination or sexual harassment by a third party not affiliated with UMB, should contact either their School Official (See Article V.A.2 for list and contact information) or the AVPSA, (410) 706-2477. After discussion with the student and a review of the circumstances, the School Official and/or the AVPSA may contact the UMB President's Office as soon as possible to request a formal letter to the third party denying access to UMB buildings or grounds for acting in a manner that disrupts or disturbs the normal educational functions of the institution. The President is authorized to deny campus access to a third party engaged in behaviors under Maryland State law (see Sections 26-101 and 26-102, Education Article, *Annotated Code of Maryland*).

Article VI. UMB Administrative Reporting Requirements

If a School Official receives an oral or written complaint of sex-based discrimination or sexual harassment, he or she has an affirmative responsibility to promptly inform the AVPSA, (410) 706-2477. The AVPSA will document the report, advise as to the proper procedure, as stated in this policy, to be followed by the appropriate body, and track the final outcome.

Article VII. Confidentiality

UMB recognizes that sex-based discrimination or sexual harassment and allegations of sex-based discrimination or sexual harassment are a sensitive subject matter, for all parties involved. Administrators, faculty, staff, and those students acting in an official capacity will respect the privacy of the student reporting an alleged incident as well as the respondent to the fullest extent possible; however, UMB is obligated to investigate all allegations that might be severe enough to constitute sex-based discrimination or sexual harassment and thus confidentiality cannot be guaranteed.

Investigations of sex-based discrimination or sexual harassment allegations often require the complainant's identity to be known by the party or parties whose conduct is being reviewed. However, the investigation shall be kept confidential to the maximum extent possible with the allegations made available only to those who need to know.

Article VIII. Retaliation

The University will not tolerate or condone any form of retaliation against a student complainant. Allegations of sex-based discrimination or sexual harassment are extremely serious, with potential for great harm to all persons if ill-conceived or without foundation. The University is committed to protecting the rights of the respondent as well as those of the complaining student. Similarly, UMB will not tolerate or condone the deliberate filing of false accusations of sex-based discrimination or sexual harassment. An individual found to have filed a false accusation is in violation of this Policy and may be subject to disciplinary action.

Article IX. Counseling

The UMB Student Counseling Center can be useful in helping students cope with the stress resulting from sex-based discrimination or sexual harassment or participation in campus proceedings to investigate charges. Please call (410) 328-8404 for information about campus counseling services. More information can also be found at www.umaryland.edu/counseling/counseling.html.

Article X. Education and Consultations

Through the EEO Manager, (410) 706-7302, a School Official (See Article V.A.2 for list and contact information), or the AVPSA, (410) 706-2477, sex-based discrimination or sexual harassment educational programs for students can be arranged.

Procedures Relating to Sexual Assault

I. Purpose and Scope

A. The University of Maryland, Baltimore's sexual assault procedures are designed to comply with the requirements of the University System of Maryland Board of Regents' Policy on Sexual Assault (VI 1.30), and state and federal laws. These procedures apply to all faculty, staff, and students.

II. Educational Programs

A. UMB will establish a sexual assault educational committee to develop programs to inform faculty, staff, and students about what constitutes sexual assault, how to prevent it, and what the campus' procedures are for handling reports of alleged sexual assault.

B. The committee shall coordinate specialized training on the topic of sexual assault and the provision of sexual assault procedures to those individuals who may be involved in providing services to, or interacting with, alleged victims of sexual assault.

C. The membership of the committee shall include, but not be limited to:

- (1) the Director of Diversity Initiatives and Employee Relations (as chair),
- (2) the Director of Student Services,
- (3) the Assistant Director of Police and Public Safety,
- (4) the Director of the Student Counseling Center, and
- (5) a student appointed by the University Student Government Association president.

III. Reporting of Sexual Assaults

A. The University Police and Public Safety offices, located at the Pine Street Station, are open 24 hours a day, seven days a week. Alleged victims may access the victim and witness assistance program anytime of the day or night to report a sexual assault.

B. For adults, the nearest hospital equipped to perform the state Sexual Assault Forensic Exam (SAFE) is Mercy Hospital's Rape Crisis Center, 410-332-9499. In Baltimore County, contact the Greater Baltimore Medical Center at 410-849-3323 to obtain the Sexual Assault Forensic Exam. Additionally, the University of Maryland Medical Center's Pediatric Emergency Room has a Rape Crisis Center equipped to perform the appropriate examination on children and young adults up to age 19 years old. An additional resource is the Baltimore County Domestic Violence and Sexual Assault Hotline, 410-828-6380.

C. The University recognizes that a student or faculty or staff member who has been sexually assaulted may choose to report the matter to an individual, either on or off campus, with whom they are most comfortable. Two off-campus organizations offering assistance to alleged victims of sexual assault are the Sexual Assault Recovery Center (SARC) and the House of Ruth. Sexual assaults also may be reported to the Baltimore city police. However, the campus encourages an alleged victim to report a sexual assault to one of the following campus-based initial contacts:

- (1) the Director of the Student Counseling Center,
- (2) the Director of Student and Employee Health,
- (3) the Director of Student Services, or
- (4) the Police and Public Safety detective.

D. Each of the initial contacts will encourage the alleged victim to call appropriate law enforcement and medical personnel as soon as possible following the incident to receive guidance in the preservation of evidence needed for proof of criminal assaults and the apprehension and prosecution of assailants. Each initial contact will assist the alleged victim at his or her request with:

- (1) notification of off-campus authorities;
- (2) obtaining medical attention, including providing transportation;
- (3) access to counseling both on and off campus;
- (4) notification of the appropriate school disciplinary board and student affairs office, if the accused is a student;
- (5) notification of Human Resource Services, if the accused is a staff member;
- (6) notification of the appropriate dean, if the accused is a faculty member; and
- (7) notification of the appropriate authority regarding:
 - a. possible absences from employment or the academic program, and
 - b. to arrange alternative academic, living, or employment situation, if such alternative is available, feasible, and appropriate to the facts of the sexual assault reported.

IV. Campus Disciplinary Procedures

A. In addition to any criminal or civil remedies available, if the accused is a student or faculty or staff member, the appropriate employing department and school or school's judicial board will initiate and follow through with the applicable process with regard to a sexual assault complaint. If there is a finding of sexual assault, the finding must be reported according to federal and state laws.

B. (1) Accusers and the accused are entitled to have others present during the applicable campus process. (2) Both the accuser and the accused will be informed of the outcome of any campus proceeding alleging a sexual assault.

C. Students or faculty or staff members found in violation of the sexual assault policy will be subject to discipline, including, but not limited to, expulsion or termination of employment.

(Approved by the president; effective July 1994, revised May 2000.)

Student Sexual Orientation Nondiscrimination Policy

I. Definition

Sexual orientation is the identification, perception, or status of an individual as to homosexuality, heterosexuality, or bisexuality.

II. Policy

Consistent with the policy of the University System of Maryland Board of Regents, it is the University of Maryland, Baltimore's policy that:

- (1) within UMB, the educational environment will be free of discrimination on the basis of sexual orientation, and

- (2) UMB students are prohibited from discriminating on the basis of sexual orientation against fellow students, University personnel, and other people with whom the students interact during the course of their educational experiences both on and off campus. Students may be disciplined for violation of this policy.

III. Procedures

Students' questions about peer, staff, or faculty member behavior that may constitute discrimination based on sexual orientation and questions about disciplinary policies should be directed to the Associate Vice President for Academic and Student Affairs at 6-2477, to the Director of Employee Relations and Diversity Initiatives at 6-7302, or to the student affairs dean of the student's school. A complaint of discrimination based on sexual orientation may be made initially to the dean of the complaining student's school, to the appropriate student or school judicial board of the complaining student's school, or to the Associate Vice President for Academic and Student Affairs, who should be notified of any complaint filed with another office. Investigation of complaints will be made through appropriate school judicial bodies, whenever feasible. If a complaint involves persons from more than one school, the Associate Vice President for Academic and Student Affairs will work with the deans of the schools involved to develop an appropriate investigational process. To determine whether alleged conduct constitutes discrimination on the basis of sexual orientation, the University will look at the record as a whole and at the totality of the circumstances. The determination of whether a particular action is discrimination will be made from all the facts, on a case-by-case basis. Timely reporting of allegations of discrimination based on sexual orientation is crucial. It permits effective University intervention to protect students and educate and discipline offenders. Incidents of discrimination should be documented promptly and reported as soon as practical. Reporting within the time limits set in a school's judicial policy is strongly encouraged. Reporting an incident of discrimination more than 30 days after it occurs can hinder the ability of the school and institution to investigate the matter. Nevertheless, the school and institution will investigate any complaint filed within a reasonable time. Institutional investigations of discrimination based on sexual orientation charges often require the complainant's identity to be known by the accused. However, complainants should be aware that UMB will not tolerate or condone any form of retaliation against a student complainant whose discrimination claim is made in good faith. Deliberate filing of false accusations may be the basis for independent disciplinary action against the accuser.

IV. Complaints Involving Affiliates' Employees

Many UMB students will be supervised by employees of the University's affiliates and teaching sites during their educational experiences. If a student experiences discrimination on the basis of sexual orientation in such a setting, the University will attempt to resolve the issue and will attempt to reassign the student if a resolution is not feasible.

V. Counseling

The Student Counseling Center offers assistance in coping with the stress resulting from discrimination based on sexual orientation or participation in campus proceedings to investigate such discrimination charges. Call 8-8404 for more information about campus counseling services.

VI. Educational Programs

Programs for students about discrimination based on sexual orientation can be arranged through the Director of Student Services, the student affairs dean of each school, or the Director of Employee Relations and Diversity Initiatives.

(Approved by the president November 1997.)

Inclement Weather and Emergency Policy

It is the general policy of the University of Maryland, Baltimore that the campus is always open for business, and employees are always expected to report to work. In the event of inclement weather, a decision regarding the status of the University will be made by the President or his designee. No other University official has the authority to determine the status of the campus. Once a decision has been made, the Office of External Affairs will contact both the media and internal communications personnel to ensure that changes are communicated quickly and efficiently. For accurate school, program and general office closings related to inclement weather and any other types of emergencies, go to the UMB home page at www.umaryland.edu and click on the "ALERTS" page. Otherwise, call the University's Emergency Information Hotline at 410-706-UMAB (8622).

The University of Maryland, Baltimore (UMB) is accredited by the Middle States Commission on Higher Education.

UMB is an equal opportunity institution with respect to both education and employment. In educational programs, UMB does not discriminate on the basis of race, color, religion, age, ancestry or national origin, gender, sexual orientation, physical or mental disability, marital status, or veteran status. Exceptions are made as allowed by law, for example, due to bona fide occupational qualifications or lack of accommodations for disabilities that fundamentally alter the nature of an academic program.

Student Right to Know and Campus Security Act

The Student Right to Know and Campus Security Act (Public Law 101-542), signed into federal law Nov. 8, 1990, requires that the University of Maryland, Baltimore make readily available to its students and prospective students the information listed below.

Should you wish to obtain any of this information, please check the appropriate space(s); fill in your name, mailing address, and school name; tear off this form and send it to:

Student Services
 Attn: Student Right to Know Request
 Southern Management Corporation Campus Center
 Suite 302
 621 W. Lombard St.
 Baltimore, MD 21201

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT

Complete and Return

- Campus Crime Statistics
- Campus Safety and Security
- Completion and Graduation Rates
for Undergraduate Students
- Costs of Attending the University of Maryland, Baltimore
- Facilities and Services for Students With Disabilities
- Financial Aid
- Loan Deferral Under the Peace Corps and Domestic
Volunteer Services Act
- Procedures for Review of School and Campus
Accreditation
- Refund Policy

Name

Address

School

Program