2014-2015 ACADEMIC CALENDAR

Fall 2014
Classes Begin  August 27
Schedule Adjustment Period  August 27 - September 10
Labor Day Holiday  September 1
Last Day to Drop Class with a 'W'  November 11
Thanksgiving Break  November 27 - November 30
Last Day of Classes  December 11
Study Day  December 10
Final Exams  December 11 - December 17
Graduate Commencement  December 17
Undergraduate Commencement  December 18

Winter 2015
Classes Begin  January 5
Dr. Martin Luther King's Holiday  January 19
Classes End  January 23

Spring 2015
Classes begin  January 27
Schedule Adjustment Period  January 26 - February 6
Spring Break  March 15 - March 22
Last Day of Classes  May 12
Study Day  May 13
Final Exams  May 14 - May 20
Graduate Commencement  May 20
Undergraduate Commencement  May 21

Summer 2015
Memorial Day Holiday  May 25
Classes Begin, Session I  May 26
Last Day of Classes, 1st Session  July 2
Classes Begin, Session II  July 6
Last Day of Classes  August 14

All dates are potentially subject to change.
For the most current information visit registrar.umbc.edu
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Services</td>
<td>5</td>
</tr>
<tr>
<td>Student Services</td>
<td>10</td>
</tr>
<tr>
<td>UMBC Policy Resources</td>
<td>19</td>
</tr>
<tr>
<td>University Policies</td>
<td>24</td>
</tr>
<tr>
<td>Code of Student Conduct</td>
<td>27</td>
</tr>
<tr>
<td>Important Phone Numbers</td>
<td>35</td>
</tr>
</tbody>
</table>
GREETINGS FROM THE PRESIDENT

I am delighted to welcome you to the UMBC community. Ours is a special community — committed to nurturing people, ideas, and the values that support excellence and service. We also are an exciting university, where faculty, students, and staff are always working hard to excel.

This commitment to excellence has earned UMBC membership in the nation’s oldest and most prestigious scholarly honor society, Phi Beta Kappa. Of Phi Beta Kappa’s 280 member institutions — which represent less than 10% of all colleges and universities in the United States — UMBC is one of the youngest public campuses ever to gain admission. Also reflecting UMBC’s rapid development is its position among leading research universities in the United States.

We have created a campus environment in which students not only succeed, but thrive on success - an environment that will engage and challenge you to discover and achieve your potential, whether in the classroom or lab, in the studio or on stage, in the library or residence hall, out in the community, in internships or co-ops, in intellectual or athletic competition, in the United States or abroad.

The faculty, undergraduate and graduate students, and staff you meet at UMBC will be an important part of your experiences here, and I encourage you to reach out actively to others — not simply to learn from them, but also to be helpful.

You will be interested to know that more than a third of UMBC’s graduating seniors each year go immediately to some of the nation’s finest graduate and professional schools, while most of our other graduates move easily into professional positions in industry and government. UMBC graduates include thousands of doctors, scientists, lawyers, teachers, social workers, artists, and other professionals.

Again, welcome to UMBC. We wish you the very best and hope that your experience is deeply rewarding.

Sincerely,

Freeman A. Hrabowski, III

President
UMBC’s academic system is governed by policies and procedures which students should become familiar with, and knowledgeable of, while here. These policies and procedures can be located on the UMBC Policy Page, in the Undergraduate and Graduate Catalogs, as well as the websites for the Office of the Registrar, the Office of Undergraduate Education, and the Graduate School. The regulations govern such issues as academic status, academic conduct, registration activities and the handling of University records. The University assumes that all students have read and understand the policies and procedures discussed in the catalogs, the schedule of classes and the student handbook.

Students are responsible for seeking assistance with academic requirements and regulations, and students are strongly encouraged to consult regularly with their academic advisor or unit. Specific UMBC degree requirements pertain to each course of study (major, minor, certificate); further information can be found in the catalogs and obtained from the specific department or discipline.

Academic Integrity

Integrity lies at the heart of the academic endeavor. The Undergraduate Student Academic Conduct Policy (Policy) defines and strives to ensure academic integrity at the University of Maryland, Baltimore County (UMBC). The Policy describes the process for addressing allegations of undergraduate student academic misconduct. The underlying philosophy of this Policy is that members of the university community view academic integrity as a serious institutional value and that academic misconduct incidents should be resolved by faculty members and students in a cooperative manner.

Some cases of academic misconduct may seem more serious than others; however, all instances of academic misconduct as described in the Policy should be reported to the Academic Conduct Committee. Filing a report, even when the offense does not appear to be extensive, flagrant, repeated, or intentionally deceitful, produces two worthwhile results: it creates a record that can identify a student whose misconduct is repeated in more than one course or over more than one semester, and it clarifies that UMBC takes academic misconduct seriously.

All members of the UMBC community, including your student, are expected to make a commitment to academic honesty in their own actions and with others. Academic misconduct can result in disciplinary action that may include probation/suspension/expulsion with a permanent transcript notation. The following are examples of academic misconduct that are not tolerated at UMBC:

- Cheating: Using or attempting to use unauthorized material, information, study aids, or another person’s work in any academic exercise.
- Fabrication: Falsification or invention of any information or citation in an academic exercise.
• Facilitating academic misconduct: Helping or attempting to help another student commit an act of academic misconduct.
• Plagiarism: Knowingly, or by carelessness or negligence, representing as one's own, in any academic exercise, the intellectual or creative work of someone else.
• Dishonesty: Lack of truthfulness or sincerity when interacting with the faculty member regarding an academic exercise.

To that end, UMBC has adopted the following statement as it describes the high standards to which everyone in the community will be held:

*By enrolling in this course, each student assumes the responsibilities of an active participant in UMBC's scholarly community in which everyone's academic work and behavior are held to the highest standards of honesty. Cheating, fabrication, plagiarism, and helping others to commit these acts are all forms of academic dishonesty, and they are wrong. Academic misconduct could result in disciplinary action that may include, but is not limited to, suspension or dismissal.*

For more information on the topic of Academic Integrity, visit: [http://www.umbc.edu/undergrad_ed/ai/](http://www.umbc.edu/undergrad_ed/ai/)

**OFFICE FOR ACADEMIC & PRE-PROFESSIONAL ADVISING**

*102 Academic Services Building • 410.455.2729*

**Academic Advising**

Academic advising plays an important part in the academic experience at UMBC. The advising process provides opportunities for students to meet one-on-one with faculty or staff members to discuss their interests and goals, academic plans and progress toward degree completion. Academic advising is ongoing and can occur both formally and informally over the course of a student's academic career. Each semester prior to registration, advisors meet with their advisees to provide guidance in selecting courses for the following semester. Academic advising at UMBC fosters a collaborative relationship between students and their advisors. Ultimate responsibility for meeting University requirements lies with students.

Staff advisors in the Office for Academic & Pre-Professional Advising provide academic advising for many first year students, including students who are undecided about a major and students interested in health professions. Students with academic majors are advised by advisors and faculty members within their respective departments. Graduate students are advised through their academic department.
The Office for Academic & Pre-Professional Advising encourages students to consider possible majors at UMBC through the utilization of online self-assessment tools to investigate skills and interests and by browsing through the advising library for major related information. Peer Advisors are also on hand to answer questions students might have as they work in the Office of Academic and Pre-Professional Advising. Workshops are also conducted throughout the semester on subjects such as “Choosing a Major. Where do I start?” and “Learning about Majors through Self-Assessment.”

The Office for Academic & Pre-Professional Advising also assists students experiencing academic difficulty by helping to identify its source and by selecting appropriate interventions. Some students are referred for specific assistance such as tutoring, while others may reconsider their choice of courses or major. Still others find that talking it through and adjusting study and work hours can ease some of the challenges they face.

Students wishing to enroll for more than 19.5 credits and those who wish to enroll in courses off campus during their final 30 semester hours can request permission through the Office for Academic & Pre-Professional Advising.

Registration
A student’s first registration occurs during an orientation/course selection session. From that point on, the registration process occurs during the latter part of each semester for the following semester. Assigned times to register are noted on the student’s myUMBC account. Prior to registration, students must make an appointment with their advisors to get schedule clearances.

The Registrar’s Office provides support for student registration. However, students are responsible for creating and managing their schedules through their myUMBC account. Through the student’s myUMBC account, students are able to make adjustments to their schedules (i.e., add, drop, withdraw, and join a waitlists for classes). Undergraduate students should contact the Office of the Registrar when questions about the registration process arise. Graduate students should start with the graduate program director in their department.

Information About Registration: http://registrar.umbc.edu/services/registration/

CHANGES IN REGISTRATION
Once registered for a particular semester, students may add or drop courses according to the Academic Calendar published on the Registrar’s Office website. After the end of the schedule adjustment period, dropped courses will be reflected on official transcripts with a grade of “W.” Students will receive grades for all courses not dropped by published deadlines. Students who fail to attend class without having dropped the course will receive a grade of “F” unless they have officially withdrawn from the university. Students must follow all registration procedures as published on the Registrar’s Office website each semester.
Students who have been administratively de-registered from UMBC or from a specific class will be notified in writing via e-mail sent to their UMBC e-mail address. De-registration can result from a class being cancelled due to insufficient enrollment, academic or disciplinary suspension, or other reasons.

WITHDRAWAL/ABSENCES/RE-ENROLLMENT

Student success is a priority at UMBC. While the University takes every effort to ensure that students make consistent academic progress and complete a degree(s) in a timely fashion, it is recognized that individual circumstances may change and in some cases student’s work on a degree may be interrupted.

Should an undergraduate student find himself or herself in a position in which an interruption is necessary (i.e., class absence, course/term withdrawal, or break in enrollment) they should promptly review the information provided below and consult with an academic advisor. Such interruptions should only be considered by a student in exceptional circumstances to avoid delays in degree completion. Students should consider such interruptions carefully, as they may have academic and/or financial implications.


LEARNING RESOURCES CENTER

*Academic IV (B Wing), 345 • 410.455.2444 (Main Office)*  
*The Writing Center and Math Lab (Retriever Learning Center (Library, 1st flr.)) 410.455.2584 (Math Lab) • 410.455.3291 (Writing Center) • umbc.edu/lrc*

The Learning Resource Center (LRC) is UMBC’s comprehensive academic support department. LRC provides learning assistance services that reflect the expectations of a research-focused Honors University. LRC supports student achievement with a variety of programs and services that serve as catalysts for learning including walk-in tutoring centers, small group tutoring, success classes, Supplemental Instruction (SI), Placement Testing, and early academic difficult alerts (First-Year Intervention Program, FYI).

LRC Programs include:

1. **The Tutorial Center**, providing small group peer tutoring for 115 selected courses. The Courses that receive the most student requests and/or are largely enrolled in by freshmen and sophomores are the primary courses tutored.
2. **The Math Lab and The Writing Center**, providing walk-in tutoring in selected math courses (Math Lab) and writing assistance (The Writing Center) for any paper in any UMBC course. They are located in the Retriever Learning Center (RLC) in the Library.
3. **The Placement Testing program**, administering campus-developed placement tests in mathematics and composition to newly admitted freshmen and some transfer students. A standardized reading test also is administered to freshmen for advisement purposes. Advisors use these scores and other information to assist
students with course selections. Sample tests are on the LRC and Orientation Web sites.

4. The First-Year Intervention Program (FYI), providing an early academic intervention effort. Before the final drop date of each semester, faculty-identified first-year students who are in danger of receiving a grade below "C" are sent myUMBC Academic Intervention Alerts. Students are directed to campus contacts and resources to help them improve their grade(s).

5. LRC-sponsored courses, Introduction to Algebra, Introduction to College Reading, and Advanced Diction for Graduate Teaching Assistants. LRC offers LRC 101 (Academic Success for Lifelong Learning) for students who are recommended by advisors, Placement Testing, or who self-select. LRC 101A (Academic Success for Lifelong Learning) is recommended/required for students in academic difficulty.

6. Supplemental Instruction (SI), providing peer led discussion groups several times weekly. SI is offered in Math 150 (Pre-calculus) as well as selected courses which are listed each semester on the LRC website

STUDENT SUPPORT SERVICES

345 Academic IV (B Wing) • 213 Math/Psychology • 410.455.3250 (Voice)
410.455.2459 (Voice) • 410.455.3233 (Voice/TTY) • umbc.edu/sss

The Student Support Services Department (SSS) provides support services to a select population of UMBC students who have specific needs for academic support. A federal grant supports these services, and students must meet federally defined eligibility criteria.

SSS also coordinates accommodation services for students with properly documented disabilities. Users of the services include blind and visually impaired, deaf and hearing impaired, physically and learning disabled students and others with other chronic, disabling conditions. Services include note takers, readers, electronic books, scribes, mobility training and interpreters. Personal counseling and special orientation are provided as needed. Students with disabilities should make an appointment to discuss their specific needs for services and accommodations. A resource and information center, in 213 Math/Psychology, houses some adaptive equipment. Additional adaptive equipment is available in the A.O.K. Library, and a public access TTY pay phone is available 24 hours a day in the University Police Department.
The Division of Student Affairs facilitates learning and prepares students for success in our multicultural and increasingly global society. Through programs and services which augment your classroom experience, the Division of Student Affairs offers support to all UMBC students. If you are ever unable to find the answers to questions, need to be pointed in the right direction, are having trouble maneuvering through the University, or wish to become involved in student life, student organizations or leadership opportunities, call, write or stop by the Office of the Vice President for Student Affairs. We are located on the third floor of the Commons. We’ll be glad to help or find someone who can. The departments listed below comprise the Division of Student Affairs.

ATHLETICS
Retriever Activities Center, 410.455.2126 * [http://www.umbcretrievers.com](http://www.umbcretrievers.com)  
Building Hours: Monday - Friday 7:00am - 9:00pm, Saturday-Sunday 12:00pm - 6:00pm

More than 400 student-athletes compete in 19 NCAA Division I sports at UMBC. The Retrievers participate in the America East Conference along with Albany, Binghamton, Hartford, Maine, UMass-Lowell, New Hampshire, Stony Brook and Vermont. The men’s swimming and diving squads joined the Coastal Collegiate Swimming Association (CCSA) for the 2013-14 season. Our facilities include a 4,500-seat stadium (UMBC Stadium) and track and field complex, the 4,000-seat Retriever Activities Center (RAC) Arena, Retriever Soccer Park, The Retriever Aquatic Complex (indoor and outdoor pools and an indoor diving well), the Retriever Tennis Complex, Alumni Field (baseball), UMBC Softball Stadium and several practice fields. UMBC’s mascot is the Chesapeake Bay Retriever and our spirit colors are black and gold. Eleven Retriever teams and individuals from six other programs have competed at NCAA Championships. In the fall of 2013, the men’s soccer squad finished with the nation’s best record (16-1-3) and reached the NCAA Tournament for the third time in four years.

PHYSICAL EDUCATION
Retriever Activities Center Room 321 - 410-455-2638 / 6883  
Hours: Monday - Friday 8:00am - 6:00pm

Physical Education provides instructional courses to students in a wide variety of activities including: team sports, racket sports, aquatic activities, fitness programs, outdoor recreation courses, team building courses, and individual sport activities. The goal of physical education is to provide students the opportunity to develop and improve upon skill level, increase understanding and appreciation of physical activity, and teach
training systems and fitness concepts specifics to each course regardless of abilities, culture, or gender population. Courses are primarily instructional with emphasis on the improvement of skill level and physical fitness concepts. The ultimate goal is to provide students the opportunity to acquire the skills needed to make positive decisions about a healthy, physically active lifestyle. Each student is required to take and pass two Physical Education courses in order to graduate from UMBC.

RECREATION
Retriever Activities Center - Room 321  410-455-8888 / 1545
Hours: Monday - Friday 8:00am - 6:00pm

The purpose of the UMBC Recreation Program is to provide a variety of programs, facilities and equipment for broad and diversified quality recreational opportunities for students, faculty, staff and Retriever Activities Center Members. The Recreation Programs create an atmosphere where individuals will be encouraged to increase personal interests in the activities of their choice. Our intent is to promote participation in varied opportunities which foster healthy, active lifestyles through involvement in and/or use of recreational facilities, programs, and services. Our comprehensive program offerings include fitness & wellness, aquatics, intramural sports, informal recreation and club sports.

CAREER SERVICES CENTER
Math/Psychology Building, 212 • 410.455.2216 • careers.umbc.edu
Semester Hours: 8:30am - 5:00pm • evening appointments by request
Walk-in hours: Monday - Friday, 2:00pm - 4:00pm

The Career Services Center provides a comprehensive list of services for students and alumni including individual career advisement, professional development and networking programs, job and internship search assistance, and links to professional resources and careers that will help students make a smooth transition from UMBC to the world of work or graduate/professional education.

COUNSELING CENTER
Student Development and Success Center, Center Road • 410-455-2472
410-455-5555 (for 24 hour on-call assistance) • umbc.edu/counseling
Hours: Monday - Friday, 8:30am - 5:00pm

The Counseling Center provides students with several different kinds of help, starting with a private and confidential initial meeting with a counselor to assess your needs. Depending on needs students may then receive brief individual, brief couples counseling, participate in group counseling at the Center, or be assisted to find services that they need in the community. Brief individual counseling can help you to address blocks to educational or career achievement; address anxiety, depression or anger; assist you with life planning and decision-making or simply support you to have the experience you want here at UMBC. Group counseling gives students an opportunity to share experiences, solve problems and
practice new skills. Brief couples counseling can provide a safe atmosphere for you and
a partner to examine and improve your relationship. The Counseling Center also provides
workshops and trainings on a variety of topics. All Counseling Center services are free
of charge to UMBC students. The Counseling Center is accredited by the International
Association of Counseling Services.

UNIVERSITY HEALTH SERVICES
Erickson Hall, ground floor • 410.455.2542 • 410.455.5555 (for 24 hour on-call
service via campus police) • umbc.edu/uhs
Hours: Monday - Friday, 8:30am - 5:00pm

University Health Services (UHS) provides convenient primary and urgent care and
health education to UMBC students. Professional staff members include certified nurse
practitioners, board-certified physicians and health educators. UHS charges for its services.
Students' insurance companies can be billed for covered services or charges may be paid
using the campus (debit) card or billed to students' university accounts. (No student will be
turned away.) Students may be seen at UHS by appointment or on a walk-in basis.

OFF-CAMPUS AND TRANSFER STUDENT SERVICES
The Commons IA09 • 410.455.2770 • umbc.edu/ocss
Hours: Monday - Friday, 8:30am - 5:00pm

Off-Campus Student Services provides educational and social programs for commuters,
transfers and veterans. The office also maintains information about off campus housing,
roommate referrals, MTA passes and commuting information. OCSS programs, services
and advocacy help students make the transition to UMBC's campus community, providing
social and academic support, community building opportunities, information services and
referrals.

RESIDENTIAL LIFE
184 Erickson Hall • 410.455.2591 • 410.455.FXIT(3948) umbc.edu/reslife
Hours: Monday - Friday, 8:30am - 4:30pm Community Desks provide continuous
service during academic periods

Residential Life provides on-campus housing for students. Together we Create
Connections and Build Community. Living on campus provides easy access to friends,
food, faculty, study groups, campus events and the library. Activities and opportunities
within the residential community include involvement in community action boards, resident
student association, participation in social and educational programs, movies and trips and
opportunities to get to know and interact with UMBC faculty.

STUDENT JUDICIAL PROGRAMS
Student Development & Success Center • 410.455.2453
conduct@umbc.edu • umbc.edu/sjp
Hours: Monday - Friday 8:00am to 4:30pm
Student Judicial Programs assists our community members as they achieve excellence through the acceptance and practice of responsibility and integrity. The program supports the University’s dedication to student success and its educational purposes and goals by publishing, enforcing, drafting, and interpreting standards of student behavior and related policies and procedures.

**STUDENT LIFE**
*The Commons, 336 • 410.455.3462 • umbc.edu/studentlife*
*Hours: Monday - Friday, 8:30am - 5:00pm*

Student Life helps students discover and develop their leadership potential, learn to thrive in a diverse community, prepare for lives of civic involvement, and feel welcome, empowered, connected, inspired and ready to explore. Student Life offers a plethora of opportunities to get involved and engaged including: 240+ student organizations, leadership workshops and retreats, the Student Government Association (SGA), the Student Events Board (SEB), the Mosaic Center for Culture and Diversity, the Interfaith Center, Fraternity and Sorority Life, service and volunteerism, and many social event and activities.

**THE COMMONS**
*General Information: 410.455.1000 (CIC) • umbc.edu/thecommons*
*Administration Offices: The Commons, Suite 335 • 410.455.3454*
*Hours: Monday - Friday, 7:30am – 12:00am (1:00am Fridays); Saturday 8:00am – 1:00am; Sunday 10:00am – 11:00pm*

*If UMBC has a “Main Street”, The Commons is it!*
The Commons integrates all aspects of university life by serving as the principle gathering place and activity hub for the campus community. The Commons houses dining options, as well as venues for recreation and entertainment, like The Sports Zone, The Gameroom and Flat Tuesdays. Additionally, The Commons houses other useful resources for students, faculty, and staff, including the Bookstore, Women’s Center, PNC Bank (E-Branch), and a number of organizations such as The Student Government Association, Fraternity and Sorority Life, and SEB (Student Events Board).

**TRANSPORTATION SERVICES (UMBCTransit)**
*Warehouse, Room 113 • 410.455.2454 (Office) • 410.455.3974 (Information)*
*umbc.edu/transit*
*Hours: Monday - Friday, 8:30am - 5:00pm*

Transportation Services provides fixed route and charter bus services to any student with university ID. Transit routes extend from the Baltimore Washington International (BWI) MARC and Amtrak Station, and include residential, service, shopping and entertainment opportunities near UMBC. Schedules and other information can be found on the UMBCTransit website or by calling the 24-hour Info Line.
The Women’s Center exists to assist all women in achieving their full potential in education, career, and personal life through academic and intellectual growth, professional development and personal empowerment. The Women’s Center provides students with a variety of services and programs including: resource and referral services, lounge and study space, support and affinity groups (i.e. Between Women, Mother’s Group, Returning Women Students Forum, Rebuilding Manhood, Spectrum, and Women of Color Coalition), quiet and safe space for mediation, a lactation room, and educational experiences around women, gender, and social justice issues. All are welcome, so long as they respect women, their experiences, stories, and potential.

DIVISION OF INFORMATION TECHNOLOGY
Computing Services Help Desk, 020 Engineering Building • 410.455.3838
umbc.edu/oit

The Division of Information Technology (DoIT) manages the extensive computing and network infrastructure that has helped UMBC gain national recognition as a high-tech, wired campus.

myUMBC Computing Account
myUMBC computing accounts are passports to services provided by UMBC. New students may register for an account by logging onto the web page: accounts.umbc.edu. Students can log onto campus computers, manage their courses, register for classes, review personal financial information, use email, publish personal web pages and access the Internet. Account problems should be directed to the Help Desk (see below). A Policy for Responsible Computing defines the use of myUMBC accounts. Students should read the policy and its provisions before activating accounts.

Help Desk
DoIT’s Help Desk (ECS 020) offers technical support to the campus community. Check the Knowledgebase (umbc.edu/oit) for solutions to common problems before calling.

Email
UMBC uses email to officially communicate with students. Students can set up email forwarding to another account or set up spam filtering options through myUMBC. Students can also log into email from a web browser through myUMBC. Documentation for advanced options and the configuration of specific email clients is available from the OIT Web site.

CONNECTING TO THE UMBC NETWORK
Residential Networks
Students living on campus and using their own computers can access the residential network, ResNet, from Ethernet jacks or WiFi installed in rooms and apartments. Resident students can find instructions, configuration information and Guidelines for Acceptable Use...
when they login to myUMBC or directly at resnet.umbc.edu. Gaming is welcome on ResNet and special network options are available upon login to ResNet which ensure online gaming works in our secure UMBC network.

**Wireless Ethernet**
UMBC Ranked in Top 25 of Intel’s “Most Unwired College Campuses. Visit the Web site umbc.edu/oit for support and configuration details. More than 80% of campus buildings are covered by WiFi (802.11G) including many student residential buildings.

**UMBC Security**
DoIT’s website includes tips on configuring a secure PC or Macintosh computer for ResNet or general Internet access. These handy hints include useful programs and documents.

**Software**
Students may download McAfee anti-virus software free from myUMBC. The bookstore also sells academic software packages to students at reduced rates. Check the “Computing & Technology” topic off myUMBC for information on availability and pricing or visit the UMBC Bookstore’s computer department.

**UMBC BOOKSTORE & YUM SHOPPE**
The Commons Bookstore 410-455-2695
Yum Shoppe 410-455-3803 bookstore.umbc.edu

*Hours of operation for the fall and spring semesters:*
Bookstore: Monday - Thursday, 8:30am - 6:00pm and Friday, 8:30am - 4:00pm
Yum Shoppe: Monday - Thursday, 8:00am - 6:00pm and Friday, 8:00am - 4:00pm

*For both locations and all semesters, please visit our website for Saturday and special hours of operation as well as a complete listing of policies and procedures.*

**UMBC Bookstore**
UMBC Bookstore, located on Main Street in The Commons, is the official source of required and recommended course materials for UMBC classes. Textbooks are available for purchase in both used and new conditions. Many are also available to rent and to access in digital format. The Bookstore’s textbook buyback program allows students to sell their purchased books back to the store for cash. In addition to course materials, UMBC Bookstore carries study aids, reference materials, school & art supplies, office supplies, lab equipment, and UMBC apparel and gift items. True Bits Tech Ctr located on the first floor of the Bookstore is a full service Apple Authorized Campus Store with a full line of educationally discounted computers, tablets, and software. True Bits also offers repair services, tech-accessories, and PCs from Dell, Lenovo, and Chromebook. Visit the UMBC Bookstore website at http://bookstore.umbc.edu for additional information and to shop the online catalog.

**Yum Shoppe**
Located on the ground floor of The Commons, the Yum Shoppe is UMBC’s “convenience store with more.” Featuring the largest and most diverse selection of beverages and snack
foods on campus, the Yum Shoppe also stocks quick meals, toiletries, cleaning supplies, and health & beauty aids. You’ll find a wide range of healthy choices, a varied and inexpensive coffee bar, and the only location at UMBC with non-Pepsi soft drinks.

Like us on Facebook (fb.com/umbcbookstore) and follow us on Twitter (@umbcbookstore).

**CAMPUS CARD (ID) and MAIL SERVICES**
*University Center Building, 1st Floor - 443.612.CARD(2273)*
443-612-8622 (Fax) - [campuscard.umbc.edu](http://campuscard.umbc.edu)
*Hours: Monday - Friday 8:00am – 4:00pm*

**The Card**
The UMBC Campus Card is the official UMBC ID, it an essential part of campus life, allowing students to establish their identity and become one with the campus community. Identity theft is a serious matter and, through the Campus Identity Management System, full identity protection is provided. The 2-alpha 5-numeric identifier printed on the card is your unique UMBC ID… for life. It links you to all campus systems safely and securely. A separate encoded number on the card’s magnetic strip is randomly assigned and does not contain any sensitive information, making it useless outside of our system. Your UMBC identity is safe and, through the Campus Card, opens doors to a variety of services and resources.

**Photo Identification**
Just "show the Card" to attend campus social, sporting and cultural events, vote in SGA elections or gain admittance to athletic facilities and shuttle buses. It enables check use at the UMBC Bookstore, access to University Health Services and visits to friends in the residence halls. For a variety of campus activities, it is the only way to gain entry or use the available services.

**Library & Print Services**
The Card is required to check out library books and access reserve materials. It is the only way to utilize the Library, Computer Center, Commons and the Campus Card Center pay-for-print machines and copiers. Fines, should they be incurred, are only payable by Campus Card or personal check.

**The Campus Card Center**
The student postal counter and shipping center in the University Center can handle all your mailing and shipping needs, local, national and international. Materials, supplies, personal mailboxes and services such as fax send/receive, copying, scanning, color printing and notary public are readily available with the Card as the Store is a cashless operation.

**Meal Plans**
Campus meal plans are not restricted to just resident students; Commuters can also sign up and enjoy the variety of culinary offerings available daily. The Card is the only way to participate in meal plans. For all information regarding Dining and Meal Plans, visit campus-card.umbc.edu.
Pre-Paid Services
The Card enables cashless purchasing at the Bookstore, OTC, vending machines and dining facilities. Many campus services, some exclusively, are available through the use of the Card. Adding value is easily realized through myUMBC, at campus Cash-to-Card machines, or at the campus cashier.

Off Campus Merchants
Acceptance of the Card even extends into the surrounding business community with some local merchants now accepting it for purchases. Paying with your Card is convenient, carries various benefits, and is a great way to show your support of UMBC. On-campus or off, the UMBC Campus Card is the key to conveniently accessing and enjoying the full benefits of campus life. Use it to your advantage, everywhere on campus, every day.

UMBC POLICE
410.455.5555 (ext. 55555) - umbc.edu/police

It is tempting to think of a college campus as a tranquil setting where one need not worry about personal safety. However, as in any highly populated area, crime does occur and it is important to exercise good judgment and take reasonable precautions in going about daily life here.

The UMBC Police Department is on duty 24 hours a day, 7 days a week. All police officers, student marshals and support personnel are committed to the safety of students. But they cannot do their jobs successfully without help. It is important to take as much responsibility as possible for personal safety and possessions. Make safety a priority!

One Important Phone Number
UMBC police, bike and foot patrols can be reached immediately by dialing 410.455.5555 (ext. 55555).

Remember:
1. Escort Service is available by calling ext. 55555 from any campus phone
2. Emergency Blue Light phones are located around campus and connect directly to the police station
3. Police officers conduct foot patrols in the apartment and residence hall communities
4. Police maintain 24-hour hotlines to University Health Services and to an on-call counselor at University Counseling Services.

UMBC TIPS LINE: 410-455-2446
The UMBC TIPS LINE is available to anyone who would like to pass along information to the UMBC Police Department. The TIPS LINE is answered by a voice-activated answering machine that is checked daily by the University Police. Information retrieved from the TIPS LINE will be assigned to an officer for follow-up investigation. Callers may leave a call
back name and number if they choose. In that instance, a police officer will contact callers confidentially to discuss the information. Callers may remain anonymous. The identity of callers will remain confidential and will be known only to the assigned police officer. For more information call 410-455-3733.

PARKING SERVICES
Facilities Management • 410.455.2551 • my.umbc.edu/go/parking

Parking services manages the assignment and distribution of parking permits as well as the enforcement of parking rules and regulations. Important student parking information and visitor parking information is available on the parking services website.

SHRIVER CENTER
Public Policy Building, 1st Floor • 410.455.2493 • shrivercenter.umbc.edu

Each year The Shriver Center coordinates more than 1000 placements in applied learning experiences in nearly 100 non-profit, community based organizations, schools and public sector agencies in the Baltimore area. Shriver Center programs are academically-based and carefully supervised and evaluated. Students enroll in a 0-credit course that provides a transcript notation and a pass-fail grade. Students may also earn 1-6 credits through several academic departments.

Service-Learning
Campus-Community Partnerships and K-16 Outreach initiatives allow students to provide direct service to the community in non-profit organizations and K-12 schools that address various social and educational issues. Credit courses offer students opportunities to examine service experiences through a disciplinary perspective.

Public Service Scholars Programs
The Center’s Public Service Scholars Programs offer competitive internships for students with a 3.00 GPA or above. Scholars students compete locally or nationally for top-level placements that are paid. Scholars programs include the Governor’s Summer Internship Program, which places students with the heads of Maryland state agencies or in the Governor’s Office, the Maryland Department of Transportation Fellows Program, the Walter Sondheim Jr. Nonprofit Leadership Program and the Maryland Public Service Law Fellowship. These programs introduce Maryland’s most promising college students to the rewards and challenges of working within the public and nonprofit sectors.

Additional Leadership & Engagement Activities
The Shriver Living Learning Center provides a group of undergraduates a unique and exciting residential opportunity with a special focus on service-learning.
UMBC POLICY RESOURCES

As a matter of UMBC policy and procedure, students are expected to familiarize themselves with resources such as the UMBC Policy Page, the Undergraduate Catalog and the Degree Audit, and to adhere to all published degree requirements, academic calendar dates, and university policies. Failure to do so does not provide a basis for exceptions to academic requirements or policies.

In this section, you will find the following:

- UMBC Non-Discrimination Policy Statement
- The Clery Disclosure of Campus Security Policy and Campus Statistics
- Substance Abuse Policy Notification
- Disclosure of Student Records
- Code of Student Conduct Statement
- Procedure for Review of Alleged Arbitrary and Capricious Grading
- Rights and Responsibilities for Academic Integrity
- Health Requirements Policy Statement
- Non-Smoking Statement
- Sexual Assault Response and Risk-Reduction Procedures

All policies are subject to review and change.

UMBC Non-Discrimination Policy

The University of Maryland Baltimore County does not discriminate on the basis of race, color, national origin, ancestry, ethnic background, genetic information, disability, age, sex, gender identity and expression, marital status, sexual orientation, religion, creed, and/or veteran status in admission to and participation in education programs and activities, or employment practices in accordance with federal laws, including, but not limited to Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act as amended, as well as state laws, and regulations. For assistance or more information contact the Office of Human Relations, Administration Building, Suite 903, (410) 455-1606 TTY (410) 455-3233, or go to umbc.edu/ogc/hr

UMBC is an Equal Opportunity and Affirmative Action Institution

The Clery Disclosure of Campus Security Policy and Campus Statistics

In accordance with the guidelines established by UMBC and pursuant to federal law, identified as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998,” all currently enrolled students, campus employees and all prospective students and prospective employees are entitled to request and receive a copy of the UMBC Annual Campus Security Report (CLERY REPORT). The report contains crime statistics about certain specified crimes/incidents that have been reported to the UMBC Police Department and/or Campus Security Authorities over the past three years.
and have occurred either on-campus, in off-campus buildings or property owned or
controlled by the University, or on public property adjacent to campus. The report also
contains policies and practices pertaining to campus security, crime reporting, alcohol and
drugs, victims’ assistance programs, student discipline, campus resources, community
safety alerts, crime prevention, access to campus facilities/properties as well as personal
safety tips. The report encourages the reporting of all crime occurrences. The report
describes how and to whom to report crimes. Copies of this report may be obtained by
calling 410.455.5555 or in person from the UMBC Police Department or on-line at the Police
Department’s website located at umbc.edu/police.

Disclosure of Students Records Procedures
The University of Maryland, Baltimore County (UMBC) adheres to a practice of compliance
with the Family Educational Rights and Privacy Act (FERPA). As such, it is the practice
of the University (1) to permit students to inspect their education records (2) to limit
disclosure to others of personally identifiable information from education records without
student’s prior written consent. and (3) to provide students the opportunity to seek
correction of their education records where appropriate. The complete Disclosure of
Student Records Procedure is available at http://www.umbc.edu/ogc/compliance.html.

Substance Abuse Policy Notification
Substance abuse continues to be a major problem on our nation’s campuses and in society
as a whole. As an institution of higher learning, UMBC seeks to promote the intellectual,
social, cultural, and physical well being of all of its students, faculty and staff. The
abuse of controlled substances and alcohol poses substantial risks to the well being and
judgment of all members of the community. In addition, such abuse threatens the stability
of the campus community. It is the purpose of this notification to inform students, faculty
and staff about standards of conduct, counseling and educational services, and the health
risks associated with substance abuse.

UMBC Substance Abuse policy is multifaceted and designed to:

1. foster a safe and healthy campus environment in which students, faculty, and staff
can live, work, and study free of the consequences associated with substances
abuse;

2. inform members of the UMBC community about:
   a) the health risk associated with substances abuse;
   b) resources available to educate students, faculty, and staff about alcohol and
controlled substances;
   c) confidential resources available to help those with special needs related to
substances abuse;
   d) local, state, and federal laws regarding the purchase and consumption of
alcohol and the possession, use and distribution of controlled substances;
   e) institutional standards regarding the use and abuse of alcohol and controlled
substances; and,

3. comply with state and federal requirements regarding alcohol and other drugs in the
work place on campus.
The complete Substance Abuse Policy Notification is available at http://www.umbc.edu/ogc/compliance.html.

For further information concerning the Substance Abuse Policy as it applies to employees, call Human Resources at 410.455.2337. Questions concerning the policy, as it applies to students, should be directed to the Office of the Vice President for Student Affairs at 410.455.2393 or Student Judicial Programs at 410.455.2453.

**Code of Student Conduct Statement**
The Office of Student Judicial Programs supports the University’s dedication to student success and its educational purposes and goals by publishing, enforcing, drafting and interpreting standards of student behavior and related policies and procedures. The Code of Student Conduct is intended to: outline certain responsibilities and expectations of UMBC students, assist students in understanding their role in the academic community, and establish procedures that ensure due process in the adjudication of complaints concerning students. The Code of Student Conduct can be found at the Student Judicial Programs Web site (http://www.umbc.edu/sjp/articles/code.html).

**Health Requirement Policies**
Every student is required to have two MMR vaccinations after the age of 12 months, one of which is after 1980. If the student is living in university housing, he/she must have a meningitis shot or sign a waiver acknowledging that he/she understands the risks of meningitis and elects not to have the shot. If the student is not a U.S. citizen or permanent resident, he/she must have a TB test in the U.S. within three months of initial enrollment. Students who fail to provide this documentation during their initial semester of enrollment will have their class registration blocked for the upcoming semester. International Student Health Insurance Policy as well as information pertaining to the Health needs of all students can be found at umbc.edu/uhs.

**Non-Smoking Statement**
The University of Maryland, Baltimore County students, faculty, staff, employees, and visitors are responsible for complying with the nonsmoking policy on campus. The full policy can be found at umbc.edu/policies.

**Sexual Assault Response and Risk-Reduction Procedures**
Sexual assault severely violates the standards of conduct expected of every member of the UMBC community. Sexual assault threatens the personal safety, well being, educational experience, careers and aspirations of individuals within the UMBC community. Such behavior, therefore, is not tolerated at UMBC. Specifically, UMBC prohibits nonconsensual sexual contact between individuals, strangers or acquaintances as described in the USM Policy on Sexual Assault (VI-130). This policy applies to all students, faculty, and staff of UMBC.
UMBC is committed to:

1. educating the campus community about the nature, consequences, prevention and/or reduction of the risk of sexual assault, and
2. recognizing and responding to the severe trauma imposed by sexual assault on its survivors, by providing support, advocacy and assistance to survivors of sexual assault, including information and referrals for:
   1. health care
   2. emotional support
   3. community, legal and law enforcement systems, and
   4. adjudication through the Code of Student Conduct and other administrative procedures.

Additional information can be found on page ? of the Student Handbook and Resource Guide.

Graduate Student Policy Resources
The following policies have been approved by either the University of Maryland Board of Regents or the Graduate Council of the University of Maryland Graduate School, Baltimore to govern the conduct of graduate education, research and student life. For more information on the Graduate School policies, visit the Graduate School Web site at umbc.edu/gradschool.

Graduate Student Mediation Procedure
The purpose of this procedure is to establish a committee that will mediate disputes between graduate students and the faculty and/or administration of the program in which the student is enrolled. The UMGSB, UMBC Mediation Committee (MC) is composed of three experienced faculty members, appointed by the dean of the Graduate School for a period of two years* and two full-time graduate students appointed each year by the Graduate Student Association. The MC provides mediation when major disagreements or differences of opinion arise between a graduate student and his/her advisor and/or other members of a graduate program that (a) cannot be resolved successfully at the program level; (b) are serious enough in nature to jeopardize a student’s ability to complete his/her education; and (c) are not covered by other policies. For more information on the Graduate Student Mediation Procedures, visit umbc.edu/gradschool/essentials/proc_mediation.html.

All Policies Are Subject to Review and Change. Students are responsible for applying the most current version of the policy available on the University Website.

UMBC Policies Specific to Graduate Students
The following policies specific to graduate students are available on the Graduate School web site: umbc.edu/gradschool/procedures/policies.html

- Graduate Assistant Policies and Guidelines
- Rights and Responsibilities for Academic Integrity
- Policy on Student Classification for Admission and Tuition Purposes
- Disclosure of Student Records Procedure
EMERGENCY PREPAREDNESS
Information on UMBC’s emergency preparedness and response can be found on the University Police Web site. Additionally on the University Police website, students, faculty and staff are able to register for the emergency notification system which uses your cell phone text messaging capabilities to provide updates via text and through e-mail.

Students living on campus are encouraged to visit the “safety” section of the Residential Life Web site for safety and emergency response information specifically related to living in the residence halls or apartments.

Health alerts will be posted on the UMBC University Health Services Web site. Please refer to the Center for Disease Control and Prevention for guidelines and advice on actions one should take to prepare for health emergencies.

All students, faculty and staff are encouraged to be adequately prepared for emergencies. It is recommended that everyone have water, food and other supplies on hand. Please refer to Red Cross guidelines and advice on actions one should take to prepare.

UMBC: A CARING COMMUNITY
It is important that all of us take care of ourselves and also look out for each other as members of a campus community.

Counseling, Consultation and Information Services Available to The UMBC Community

Emergencies: 410-455-5555 (on campus) or 911 (off campus)
If you know or observe that someone is a potential harm to him/herself or someone else please contact University Police at 410-455-5555.

Counseling Center: 410-455-2472
If you know or observe someone to be troubled, confused, very sad, highly anxious, irritable, lacks motivation and/or concentration, demonstrates bizarre behavior, or thinking/talking, writing/e-mailing/texting about suicide please contact UMBC Counseling Services at 410-455-2472.

Behavioral Concerns:
Some UMBC community members may find themselves confronted with a situation in which they feel uncertain, uncomfortable or disturbed by an individual’s behavior, whether in class, in the workplace or at a meeting or event. University Police (410-455-5555), Student Judicial Programs (410-455-2453), Student Affairs Office (410-455-2393) and
members of the Behavioral Risk Assessment and Consultation Team (410-455-2393; 410-455-5555; 410-455-2420) are a resource for you and can help you deal with the situation.

UNIVERSITY POLICIES
It is the responsibility of all UMBC students to know, understand, and adhere to all official UMBC policies and procedures. Included below is a list of important student policies and procedures for which you are responsible for knowing.

If you are unable to access the Web, copies of these policies are available in the Office of the Vice President for Student Affairs. You can call 410.455.2393 or stop by The Commons Room 319 to request a copy.

Policies located on the Vice President for Student Affairs website (umbc.edu/saf) include:
- UMBC Policy on Facility Use
- Hazing Policy
- Campus Posting Policy
- Commons Posting Policy
- Code of Student Conduct
- Policy on Sexual Harassment
- Substance Abuse Policy Notification
- Campus Alcohol Policy
- Sales and Solicitation

ADDITIONAL POLICIES
Policy for Responsible Computing
UMBC provides access to computing and information resources for students, staff, faculty, and certain other users in support of UMBC’s mission of teaching, research, public service, and in support of the official duties of the University. When activating an account, a user implicitly affirms that: they will abide by the broadest interpretation of the following policies; failure to follow policies may result in loss of computing privileges; UMBC may monitor computer use to protect the system; and the University may terminate the account of anyone who has been determined to use his or her access for unlawful purposes or in contravention of this Policy. Click here to view full policy.

Policy on a Drug-Free Workplace
The use of controlled substances and the abuse of alcohol present a serious threat to individual health and everyone’s safety. Moreover, the use of illegal drugs and the abuse of alcohol can result in less than complete reliability, stability, and good judgment, which is inconsistent with the standards set for the faculty, staff and students of the University of Maryland Baltimore County. Additional Information can be found here.

Statement of Values for Student Academic Integrity
Academic integrity is a vital ethical commitment of the UMBC community. The Faculty
Senate affirmed the importance of our values and practices at its February 2001 meeting by adopting the Statement of Values for Student Academic Integrity at UMBC. This statement follows the Faculty Senate’s adoption of the Student Academic Conduct Policy in March of 1998. UMBC undergraduate students approved an Undergraduate Honor Statement in a student referendum in spring, 2004. Honors Task Force Report and subsequent conversations in the 2000-2001 year have reinforced our shared commitment to uphold high ethical standards amidst new challenges and technologies. As a member institution of the Center for Academic Integrity (CAI), UMBC is one of 244 institutions of a national consortium to share best practices and establish ongoing efforts to maintain traditional values in a dynamically changing academic environment. To view the entire Value Statement go to: umbc.edu/undergrad_ed/ai/overview.html

Student Academic Conduct Policy
The Academic Conduct policy defines and ensures academic integrity at UMBC. The policy describes the process for addressing cases of undergraduate student academic misconduct. The underlying philosophy of this policy is that members of the University community view academic integrity as a serious institutional value and that academic misconduct incidents should be resolved by faculty members and students in a cooperative manner. Click here to view the entire policy.

Procedure for Review of Alleged Arbitrary and Capricious Grading
UMBC has designed procedures to provide students with a means for review of course grades alleged to be arbitrary and capricious. There are procedures outlined for Undergraduate students and Graduate students. Links to these procedures can be found here.

Rights and Responsibilities for Academic Integrity
At the heart of the academic enterprise are learning, teaching and scholarship. In universities these are exemplified 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. In the traditions of the academic enterprise, students and teachers have certain rights and responsibilities that they bring to the academic community. UMBC statements of Faculty and Student Rights and Responsibilities

Policy and Procedures for Student Academic Misconduct
This document states the basic University of Maryland Graduate School, Baltimore (UMGSB) policy and procedures for dealing with various forms of student academic misconduct. It applies primarily to course work. For student misconduct in research and scholarly work at the University of Maryland, Baltimore County (UMBC), please visit umbc.edu/gradschool/essentials/proc_policies.html

Policies and Procedures for the Appeal of Academic Dismissal
These procedural guidelines are designed to provide a means for the resolution of appeals by students who have been dismissed from the UMGSB because of poor academic
performance or progress. These policies and procedures can be found [here](#).

**Inclement Weather/Emergency Closing Policy**

For the most reliable closing, updates and reopening information, members of the UMBC community and visitors should rely on the only three official sources of information:

** UMBC's homepage

** myUMBC

** Hot line telephone number (410-455-6789).

Members of the campus community are encouraged to sign up for E2Campus, an emergency alert text-messaging system that will permit the University to notify subscribers to any campus-related emergency (such as potential campus safety hazards or campus closures due to weather). It is compatible with mobile phones, Blackberries, "smart phones," satellite phones, e-mail, wireless PDAs and pagers. Normal text-messaging rates apply. There are no additional charges. Sign up for this important service today at my.umbc.edu/go/alerts.

Although we will distribute closing information to regional news outlets, do not depend on the news media for complete, accurate and up-to-date information.

If UMBC is open, classes will be held and no special announcement will be made; all employees should report to work or use appropriate leave, and all classes should meet.

It is the responsibility of each community member to check the homepage and hot line telephone numbers for up-to-date information regarding campus opening/closing status. Information will be posted on myUMBC, but there may be a time delay between when the announcement is entered and when it appears on the site, so please rely on UMBC's homepage as the primary source for closing information. This procedure will be operational seven days a week, 24 hours a day. The hot line number is 410-455-6789 (or ext. 5-6789 from on campus).

The decision to close campus/open late/close early applies only to the UMBC campus (1000 Hilltop Circle and South Campus Technology Center). Employees at other sites, i.e., Columbus Center, Shady Grove, off-campus centers, etc., should follow the inclement weather notices at those sites.

UMBC will make every effort to decide whether the campus will be closed/opening late by 6 a.m.

Do not depend on the news media for complete, accurate, up-to-date information. The campus hot line phone number and homepage should be used for updates on campus reopening information.
SEXUAL ASSAULT RESPONSE AND RISK-REDUCTION PROCEDURES

I. Introduction
UMBC’s Sexual Assault Response and Risk-Reduction procedures are designed to implement the University System of Maryland (USM) Policy on Sexual Assault (VI-I.30), approved by the Board of Regents on December 1, 1995.

Sexual assault severely violates the standards of conduct expected of every member of the UMBC community. Sexual assault threatens the personal safety, well being, educational experience, careers and aspirations of individuals within the UMBC community. Such behavior, therefore, is not tolerated at UMBC. Specifically, UMBC prohibits nonconsensual sexual contact between individuals, strangers or acquaintances as described in the USM Policy on Sexual Assault (VI-130). This policy applies to all students, faculty, and staff of UMBC.

UMBC is committed to:
1. educating the campus community about the nature, consequences, prevention and/or reduction of the risk of sexual assault, and

2. recognizing and responding to the severe trauma imposed by sexual assault on its survivors, by providing support, advocacy and assistance to survivors of sexual assault, including information and referrals for:
   • health care
   • emotional support
   • community, legal and law enforcement systems, and
   • adjudication through the Code of Student Conduct and other administrative procedures.

Sexual assault is a serious offense. In addition to criminal and legal penalties, sexual assault may result in sanctions including expulsion from the university for students and termination of employment for faculty and staff, as provided for in the USM policy on Sexual Assault, the UMBC Code of Student Conduct, and UMBC Personnel Policies and Procedures.
II. Definitions
The University System of Maryland Policy on Sexual Assault recognizes two levels of sexual assault:

Sexual Assault I:
Any act of rape, forcible sodomy, or forcible sexual penetration, however slight, of another person’s anal or genital opening with any object by a stranger or acquaintance constitutes Sexual Assault I. These acts must be committed either by force, threat, and intimidation or through the use of the victim’s mental or physical helplessness of which the accused was aware or should have been aware.

Sexual Assault II:
Any act, by a stranger or acquaintance, of touching an unwilling person’s intimate parts (defined as genitalia, groin, breast, or buttocks or clothing covering them) or of forcing an unwilling person to touch another’s intimate parts constitutes Sexual Assault II. These acts must be committed either by force, threat, and intimidation or through the use of the victim’s mental or physical helplessness of which the accused was aware or should have been aware.

III. Education and Risk Reduction
The President of UMBC has designated the University Health Services Health Educator as the Sexual Assault Education/Risk Reduction Program Coordinator for the UMBC Campus. The Sexual Assault Education/Risk Reduction Program Coordinator, or her/his designee(s), will develop and/or coordinate campus-wide education programs for faculty, staff and students to promote awareness and reduce the risk of sexual assault.

A. Educational Programs
UMBC provides a variety of education and risk reduction programs related to sexual assault. The Sexual Assault Education/Risk Reduction Program Coordinator develops, coordinates, and/or provides consultation regarding these efforts, including the following:

1. Faculty and Staff:
   a. Programs will be presented to faculty and staff at least 2 times per year which promote:
      I. understanding of sexual assault and its consequences,
      II. ways in which the risk of sexual assault occurrences can be reduced,
      III. knowledge of action to take if a sexual assault occurs,
      IV. understanding of ways to be helpful to survivors of sexual assault, and
      V. review of USM Policy and UMBC Procedures related to sexual assault.
   b. Individual campus departments or offices may request additional programs by calling the Sexual Assault Education/Risk Reduction
2. **Students:**
   
a. **New Student Orientation Programs:** Sexual assault education and risk reduction programs are presented during new student orientation each year. The USM/UMBC policy and other educational materials are distributed during these programs.

b. **Peer Education Program:** Peer Educators are trained each semester in USM/UMBC Sexual Assault Policy and Procedures, sexual assault and sexual assault risk reduction and related issues, e.g., substance use and abuse, and sexuality. University Health Services Office of Health Education and the Department of Social Work will coordinate peer education training. Peer Educators provide sexual assault education and risk reduction programming in the UMBC residential community and throughout the campus.

c. **PHED 202: Introduction to Health Behaviors:** Sexual assault, rape, acquaintance rape, and sexual assault risk reduction are included in this required course for UMBC athletes.

B. **Distribution of Sexual Assault Policy and Procedures**

These Sexual Assault policies and procedures will be published each year in the Student Handbook and the UMBC Directory and each semester in the Schedule of Classes, UMBC’s Web site, and other appropriate publications. These policies and procedures will also be posted in appropriate campus locations including residential communities, University Center, and dining facilities.

Faculty and staff supervisors will distribute the USM Policy and UMBC Procedures to all new employees during their orientation to UMBC and review the information covered therein. Supervisors will report in writing to the Sexual Assault Education/Risk Reduction Program Coordinator that this procedure has been followed.

C. **Campus Safety and Risk Reduction**

1. **Escort Service**

UMBC provides a police/student marshal Escort Service during evening and early morning hours. Whenever anyone on campus is concerned for his/her safety and cannot travel with a friend, he/she may call the UMBC Police at 410.455.3133 to request an escort. A foot patrol student marshal will meet and escort him/her to the destination. When student marshals are not on duty, a police officer or a resident patrol officer will escort the student.

2. **Blue Light Emergency Telephones**

Clearly marked “blue light” emergency telephones are located throughout the UMBC campus. When the call button is pushed on the blue light telephone the caller is connected directly to the UMBC Police. Individuals are advised to use the emergency phones whenever they feel uncomfortable, or that they are being followed, or need UMBC Police for any emergency.
IV. Sexual Assault Response Procedures
The President of UMBC has designated the Director of University Health Services (or
designee) as the initial contact after an alleged sexual assault has occurred.

To reach University Health Services after a sexual assault has occurred, between 8am -
5am call University Health Services at 410.455.2542. At all other times: call UMBC Police at
410.455.5555. Indicate that it is an emergency, and that you need to speak to the director
of University Health Services or designee. No additional information will be required of the
caller.

The Director of University Health Services, or his/her designee, will assist the survivor or
other(s) acting on behalf of the survivor, by providing appropriate information regarding
the importance of personal safety, medical attention, and emotional support. Information
will include services available through University Police and from campus and community
health, mental health and rape crisis services.

The Director (or designee) will help the survivor decide about seeking medical attention,
police protection, and other issues, including transportation to a hospital or other
emergency medical facility. A brochure will be provided to all campus community members
informing them of UMBC Sexual Assault policy and procedures.

V. Reporting Sexual Assault
Accurate information about the nature and number of sexual assaults occurring on
campus can significantly affect the University’s risk reduction and education efforts.
Therefore, it is extremely important, that students, faculty, and staff report all incidents
to the Director of University Health Services. This report may be made anonymously and
should include sufficient information to distinguish one event from another.

Please note: The University cannot take student disciplinary action or criminal action
unless a report is filed with the Student Judicial Programs Office or with the University
Police.

VI. Resources For Survivors Of Sexual Assault

University Health Services and the Counseling Center offer health care and personal
counseling to UMBC students who may have been sexually assaulted. Outside regular
office hours, these services may be contacted through University Police 410.455.5555.
Health care services and/or personal counseling for faculty and staff are available through
their health care providers. Campus and community resources for students, faculty, and
staff are listed below and are available in the campus Sexual Assault brochure.

All contacts with University Health Services, University Counseling Services and Police
Department are confidential. No information will be released without the consent of the
individual involved. Exceptions to this confidentiality policy may occur when an individual is considered to be actively suicidal or homicidal, or to comply with a court order.

**CAMPUS RESOURCES**

**INITIAL CONTACT:**
University Health Services 410.455-2542

**OTHER RESOURCES:**
- Counseling Center 410.455.2472
- Campus Ministries 410.455.3611
- Human Resources/Relations 410.455.2337
- Residential Life 410.455.2591
- Student Affairs Office 410.455.2393
- Student Judicial Programs 410.455.2453
- University Police 410.455.3133
- Women’s Center 410.455.2714

**COMMUNITY RESOURCES**

**PRIMARY RESOURCE:**
- 24 Hour Crisis Hotline: Baltimore/Carroll County 410.828.6390
- SAFE (Sexual Assault Forensic Evidence) Nurse Programs at:
  - Mercy Medical Center 410.332.9000
  - Howard County general hospital 410.740.7890

VII. Legal and Institutional Procedures for Redress

When a sexual assault is reported, the campus official or individual receiving the report should, with the consent of the survivor, notify University Health Services and the UMBC Police. Working collaboratively, these departments are responsible for all the subsequent referrals to campus or civil authorities that are requested by the survivor.

In addition to any criminal remedies available, a sexual assault perpetrator is subject to appropriate faculty, employee or student disciplinary procedures.

A. **Faculty and Staff:** The range of employment penalties for faculty and employees includes but is not limited to, one or more of the following: counseling, reprimand, suspension, or termination of employment

B. **Students:** Students who violate federal, state, or local laws are subject to criminal charges. In addition to any criminal remedies available, an alleged or adjudged perpetrator who is a UMBC student may be subject to charges through the University’s judicial system. University judicial procedures are set forth in the Code of Student Conduct, and are available on the web [umbc.edu/saf](http://umbc.edu/saf) (go to publications/student handbook link) or [umbc.edu/sjp](http://umbc.edu/sjp) and in the Student Judicial Programs office (Student Development and Success Center) and the Office of the Vice President for Student Affairs (The Commons, room 319). The range of sanctions for violations under the Code of Student Conduct include, but are not limited to, one or more of the following: suspension or expulsion, alteration of class schedule, termination of Residential Life contract, disciplinary probation, loss of privileges, and making
restitution. Suspension and expulsion are the standard recommended sanctions if a student is found guilty of an incident of sexual assault or other acts of violence.

A sexual assault survivor, the University Police, or other representative of the University, with the consent of the survivor, may file a complaint with the Student Judicial Programs Office if the accused is a student. University disciplinary procedures and due process protections are set forth in the Code of Student Conduct published in the Student Handbook.

In addition to the above procedures and protections, the following actions will be undertaken if sexual assault is the alleged violation:

3. The survivor and the suspect will be afforded the same opportunities to have an advisor/advocate present during a campus disciplinary proceeding.
4. Both the survivor and the suspect will be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault, and
5. An offense will be reported statistically according to federal reporting mandates, Maryland State law, and USM policy.

VIII. Rights of a Survivor

A person who reports having been sexually assaulted has the right to:
1. request a female or male officer to take the report.
2. have his/her identity protected, consistent with legal or judicial requirements.
3. be treated professionally and with sensitivity, regardless of the race, ethnicity, religion, gender, or sexual orientation of the survivor or the suspect.
4. assistance with medical treatment, counseling, and other resources if desired, including transportation to a hospital.
5. have one primary investigator assigned to the case and have his/her case investigated fully, if he/she chooses to report the assault to University Police.
6. have an advisor/advocate (or others, upon the approval of the Director of Student Judicial Programs, the appropriate dean or the Human Resources department) present during the University judicial process.
7. be informed of the outcome of a police investigation or judicial hearing, if conducted.
8. request an alternative academic, living, or employment situation if such an alternative is available, feasible, and appropriate to the facts of the sexual assault reported.
9. have all questions fully answered.
ABOUT THE COVER DESIGN:

My time here at UMBC is coming to an end. While finishing up my last two years of my undergraduate degree, I’ve spent the majority of my time during the week on campus—from early morning lecture classes, eating lunch in the commons, to the late nights I spent in the screen printing studio finishing. I’ve seen the campus transform overnight from a busy and filled campus to just a few lingering students in the hallways. Whether you spend a late night up in the A.O.K. Library or an early morning in the U.C. at Starbucks, UMBC is a lively community and a place I could easily call home.

— Michael Muccioli

Graphic Design Fall ’13
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<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Academic Services (Registrar)</td>
<td>410.455.3158</td>
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<tr>
<td>Admissions (Undergraduate)</td>
<td>410.455.2291</td>
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<td>Bookstore</td>
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<td>Career Services Center</td>
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<td>Financial Aid</td>
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<td>Graduate School</td>
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<td>Health (University) Services</td>
<td>410.455.2542</td>
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<td>Inclement Weather</td>
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<td>Operator (Campus)/Information</td>
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<td>Off-Campus Student Services</td>
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<td>OIT Help Desk</td>
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<td>Police (University)/Escort Service</td>
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<td>Retriever Athletic Center</td>
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<td>Student Accounts</td>
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<td>Vice President for Student Affairs</td>
<td>410.455.2393</td>
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<td>Women's Center</td>
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