

University of Baltimore
Office of Student Support
How to Submit a Student Code of Conduct Violation

Violations

All student code of conduct violations are listed on the [UB Student Handbook website](#).

Why it is important to Refer

- Due Process – It is important to make sure every student is given due process when a violation is referred to the Office of Student Support. The goal of the University of Baltimore conduct process is to identify the best ethical decision available to the institution, which should be one of integrity, wisdom, & empathy, as well as a sense of impartiality and fairness. Thus, the procedures and processes with which we handle academic integrity violations should be consistent and equitable to every student. Reporting an alleged violation to the Office of Student Support provides students with that due process to respond to the allegations and participate in the student conduct process.
- Consistency – the Office of Student Support strives to maintain consistency in the process, procedures, and application of sanctions to all reported violations. Your referral is important to uphold that consistency for all students.
- Prior Incidents – the Office of Student Support maintains records of all previous academic integrity/code of conduct violations. It is important to refer all alleged violations to OSS so that we are able to keep track of students who may have multiple violations

Referral Process

If you believe a student may have violated the Code of Conduct, you should complete an incident reporting form [here](#).

- Please refer to the Faculty Toolkit for Managing Disruptive Conduct if you are unsure of how to respond to disruptive behavior in the classroom or if you are unsure if the behavior constitutes a code of conduct violation.
- When completing an incident reporting form, make sure to include a narrative description of the alleged violation(s) and attach any documentation that may be

relevant. The narrative of the violation should include an objective description of the incident & should clearly state only the facts of what occurred.

- Once the incident reporting form is completed, the Case Manager for Student Conduct will reach out if more information is needed & will then contact the student to meet with them.

Student Conduct Process

- Initial Review – This is the first step in the student conduct process and would be the step where many lower-level violations would be resolved, unless the situation presents the need to move to an Administrative Hearing or Board Hearing. This step consists of an individual meeting between the student and the Hearing Officer of the case. The student will be able to share their understanding of the incident and present any evidence they have, and the Hearing Officer will present the evidence they have. Evidence that may be presented at a code of conduct hearing might include: a narrative of the incident from the reporting party/witnesses, copies of emails or other documentation, video camera footage, or a UBPD report. All narratives will be provided to the witnesses beforehand to allow for confirmation that the summary of the incident is correct. When necessary, follow-up meetings with the Respondent or other involved individuals may be required. Following the initial review, the Hearing Officer will refer the case to a hearing or make a finding of responsible or not responsible, and assign any sanctions if the student is found responsible. The decision will be emailed to the student within two (2) business days, and the student will then have a five (5) business day window to submit any appeals. Once the appeal window is closed, the complainant will be notified of the decision and relevant sanctions.
- Administrative Hearing/Board Hearing – These are the next steps in the adjudication process in the event that the violation cannot be resolved at the lower level. The case would proceed to these stages of the conduct process if the student had a history of multiple violations, if there is a risk of harm to others/the institution, or if the code of conduct violation is determined to be severe enough to warrant a hearing.

If you have any questions about the process for reporting and adjudicating Code of Conduct violations, or need assistance with a specific incident, please feel free to contact the Office of Student Support at studentsupport@ubalt.edu or 410-837-4755.

Adapted from *Academic Integrity Violations and Referral process*, by University of Vermont Center for Student Conduct, 2020. <https://www.uvm.edu/sconduct/faculty>.