

# 2013 - 2015 STUDENT HANDBOOK

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Dear Student:



Welcome to the University of Maryland Eastern Shore (UMES)! On behalf of the Division of Student Affairs & Enrollment Management, we are delighted you have decided to join the UMES community and Hawk Nation. Admissions to UMES carries with it the presumption that students will conduct themselves as responsible members of our community of scholars, excel academically, be civically engaged on and beyond campus, strive for the highest levels of human dignity, and respect the University's diverse educational environment. As a Division, we strive to be student-centered; thus, we are committed to lifelong learning and developing innovative

programs and services that drive you to your intellectual and creative limits. Your graduation is priority number one!

To get the most out of your experience at UMES, I want you to understand that 80% of your intellectual, social, and academic development takes place outside of the classroom; therefore, I encourage you to get connected and become involved in all aspects of your college life. Your presence on our beautiful campus is our most valued asset; moreover, you bring a wealth of talent and unique qualities that contribute toward making UMES a dynamic learning community. The Student Affairs' educators within the Division are proactive leaders, who are committed to lifelong learning and prepare to provide you with an extraordinary experience.

Please make use of all the programs and services available throughout the university. Being involved on campus is an expectation, and I hope you will actively pursue the broadest and most rewarding student experience possible. If I or any member of the Student Affairs' team can assist you in your educational pursuits or with any concern of any nature during your stay at UMES, please do not hesitate to call on us.

Again, welcome to UMES and we are grateful for the privilege of being a part of your developmental experience. *Hawk Pride...Catch It!*

Best regards,

Anthony L. Jenkins, Ph.D.  
Vice President for Student Affairs & Enrollment Management

## I. INTRODUCTION

### **PURPOSE OF STUDENT HANDBOOK**

The University of Maryland Eastern Shore (UMES) Student Handbook has been prepared through the Division of Student Affairs & Enrollment Management. This handbook is provided as a service to the student body of UMES and contains information regarding policies, regulations, procedures, student life and services at the university. The Student Handbook is a guide only and not a contract, it is intended to serve as a ready reference to policies, and procedures. Specific policies and procedures may be changed at any time without prior notice.

### **STUDENT RESPONSIBILITY**

Each student is responsible for his or her own conduct and for upholding values, policies and standards of the University of Maryland Eastern Shore. It is expected that students will act at all times (on campus and off-campus) in a manner that reflects favorably upon themselves, their families, and the University. Students, at the University's discretion are subject to sanctions for their conduct off campus, when that conduct contradicts the mission and/or violates University policies, local, state and Federal laws. Should a student's behavior be found unacceptable by the Conduct Board, depending on the nature of the violation that student may be warned, sanctioned, placed on probation, suspended or expelled from the University.

It is the responsibility and the duty of every UMES student to become acquainted with the Student Code of Conduct. Every student is presumed to have knowledge of the Student Code of Conduct and to agree to abide by the Code as a condition of his or her enrollment. Ignorance of the Student Code of Conduct and its provisions will not constitute a defense in any proceeding against a student. Copies of the Student Code of Conduct will be provided to each incoming student and will be generally available in the Offices of the Conduct Administrator, Public Safety, and Vice President for Student Affairs and Enrollment Management, and online at <http://www.umes.edu/Student/Default.aspx?id=1498>.

### **THE UNIVERSITY SYSTEM OF MARYLAND**

#### **University System of Maryland Administration**

System Administration serves as the headquarters for the University System of Maryland (USM). Under the direction of the Chancellor, System Administration supports the Board of Regents in governing USM, assists the USM institutions in fulfilling their distinct missions, and facilitates partnerships among institutions within and beyond the University System. Through leadership, strategic planning, and resource management, System Administration enhances the quality and accessibility of the System's services to the people of Maryland.

#### **Governance of the University System**

##### ***Board of Regents***

The Board of Regents has the authority and is responsible by law for the formulation of all policies under which the University operates. The Regents are appointed by the Governor, with Senate approval, to staggered five-year terms.

##### **Individual Institutions**

The following institutions make up the University System of Maryland.

Bowie State University  
 Coppin State University  
 Frostburg State University  
 Salisbury University  
 Towson University  
 University of Baltimore  
 University of Maryland, Baltimore  
 University of Maryland, Baltimore County  
 University of Maryland College Park

University of Maryland Eastern Shore  
 University of Maryland University College  
 University of Maryland Biotechnology Institute  
 University of Maryland Center for Environmental Science

### **INSTITUTIONAL IDENTITY**

The University of Maryland Eastern Shore (UMES), a Historically Black Land Grant University, is a teaching, research, and doctoral institution that nurtures and launches leaders, particularly from among ethnic minorities. UMES is a growing, primarily residential, university with a teaching, research, and extension mission consistent with its legacy and mission as Maryland's 1890 Land-Grant Institution.

An original purpose of the land-grant institutions – to educate citizens in areas that included disciplines (agriculture, home economics and mechanical arts) related to America's agrarian economy of that time-has been expanded at UMES, as has been the core at other land-grant institutions, to embrace a wide spectrum of liberal arts, scientific, technical, and professional programs. The University continues to promote the philosophical core of the land-grant tradition which is to make educational opportunities more accessible, regardless of race, gender, creed, or socioeconomic status. Land-grant traditions value both the discovery of new knowledge, the development and dissemination of practical applications of that knowledge, and community outreach. UMES has a variety of baccalaureate programs with emphasis in selected areas such as aviation, engineering, construction management, the liberal arts and sciences and career fields with particular relevance to the Eastern Shore and its land-grant mandate. UMES also offers programs at the master's and doctoral levels. As a constituent institution of the University System of Maryland, UMES practices affirmative action, cooperates with educational segments in Maryland, collaborates with other USM Institutions to provide citizens access to high-quality educational services, and serves the educational, economic, and cultural needs of Maryland. UMES has established and continues to expand its International programs and networks. UMES rewards its faculty for their teaching and advising, research and scholarship, creative endeavors, contributions to the university, and services extended to its communities.

### **VISION STATEMENT**

The University of Maryland Eastern Shore will become a Doctoral II (Carnegie Classification) university and a Four-Year 3 (Southern Regional Education Board Classification) institution within the next ten years. The University of Maryland Eastern Shore will continue to be a teaching-learning community that nurtures an environment of intellectual vitality. The University's commitment to excellence, coupled with continuous improvement, will result in a community that exhibits enthusiasm and dedication for learning, discovery, collaboration and institutional pride. It will be known for educational quality, student-centeredness, scholarship, teacher-scholar faculty, and buttressed by research and service beyond the campus.

The University will enhance its efforts to provide students access to the range, depth, and rigor of learning experiences associated with larger universities and to the frequent, meaningful personalized contact with faculty and staff characteristic of smaller institutions. Becoming a community whose state-of-the-art instructional and scholarly approaches are used for the creation, dissemination and application of knowledge is a major goal of the university. New technology will be utilized to enhance the communication between faculty and students, provide facilities necessary for research, and enable students and faculty to communicate and collaborate with classrooms and researchers around the globe.

This 1890 Land-Grant university community will continue to be accessible to all groups, especially those of disadvantaged backgrounds, because it believes and operationalizes its historic mandate that all deserve the same opportunity to participate in the higher education experience. Realizing that the population of this country is becoming more and more diverse, the university community will continue to seek to embrace, attract, and graduate students from diverse backgrounds.

The University values and will seek to enhance its mutually beneficial relationships with the people of the state by expanding opportunities to contribute to the social, economic, and intellectual well-being of the state. Much of this will be done by exercising its Land-Grant function of advancing research and extension in the food and agricultural services and related environmental and human services.

## UNIVERSITY CHRONICLE

The University of Maryland Eastern Shore (UMES) had its origin on September 13, 1886. Initiated under the auspices of the Delaware Conference of the Methodist Episcopal Church, the Delaware Conference Academy was established in Princess Anne on that date with nine students and one faculty.

Records reveal that 37 students were enrolled by the end of the year. Subsequently, the institution bore the title of Industrial Branch of Morgan State College, still under the influence of the Delaware Conference. As originally operated by the Morgan State College under the control of the Methodist Church, the institution was known as Princess Anne Academy.

The State of Maryland, in operating its landgrant program at the Maryland Agricultural College at College Park, to which Afro-Americans were not admitted as students, sought to provide a Land-Grant program for Afro-Americans and assumed control of the Princess Anne Academy, renaming it the Eastern Shore Branch of the Maryland Agricultural College. The arrangement was effected in 1919.

In 1926, the College passed into complete control and ownership of the State and the University of Maryland was designated as the administrative agency. In 1948, the Eastern Shore Branch of the University of Maryland, popularly known as Princess Anne College, became officially Maryland State College, a Division of the University of Maryland.

On July 1, 1970, Maryland State College became the University of Maryland Eastern Shore. With the strong support of the Maryland Board of Regents, Systems Administration, and the faculty, UMES has developed an academic program above and perhaps more impressive than any other higher educational institution of its size in the East. Today, the University offers major programs leading to the B.A. and B.S. degrees in 26 disciplines in the arts and sciences, professional studies and agricultural sciences. In addition, UMES presents 13 teaching degree programs and eight pre-professional programs, as well as an Honors Program designed in cooperation with the University of Maryland at Baltimore to prepare students for professional school study.

UMES offers graduate degrees in the following fields: Marine-Estuarine and Environmental Sciences at the M.S. and Ph.D. levels; Toxicology at the M.S. and Ph.D. levels, M.S. in Applied Computer Science, Guidance and Counseling, Agricultural and Extension Education, Physical Education, Physical Therapy and Special Education.

From its original building known as "Olney," constructed in 1798, when George Washington was still alive, the University now has over 600 acres, 28 major buildings and 41 other units. Today the University offers not only a well-constructed and varied academic program, but a beautiful campus. It provides today's student, through a versatile student life, an opportunity to develop into a well-rounded individual who is able to assume leadership in today's society. As the University of Maryland Eastern Shore enters its second century, it continues with an even greater vigor; the extent of progress and the apex of quality continue to expand.

Long-term plans include expanding the curriculum for graduate study, new construction and renovation projects for classroom and administrative buildings, and an improved physical plant. With the continued expansion of UMES, the University will continue to increase its enrollment of in-state students, and move toward greater selectivity in admitting high school graduates.

Within the last decade, UMES has added 17 new degree-granting programs to its academic roster. Graduates of these programs often choose to remain on the Delmarva Peninsula, procuring careers in their areas of professional study, to benefit the region, particularly the Lower Eastern Shore. The prediction is that this local enrichment will continue as more students enroll in the University's programs of business and economics, physical therapy, hotel and restaurant management, poultry technology and management, and computer science. Likewise the outlook is good for the sciences, agriculture, liberal arts and graduate programs.



As the Eastern Shore continues to gain in productivity and recognition, UMES will continue to serve the needs of the industries and people around it. UMES is the only four-year institution on the shore to offer undergraduate and graduate degrees in computer science. The University has long been known for providing professional training in the key regional industries of hospitality management, and the management of commercial poultry and swine operations.

The newest programs on the UMES campus also look toward current and future needs of the Eastern Shore. Airway Science, Law Enforcement and Rehabilitation services have all been recently added to the University's offerings. Greater course offerings during evening and weekend hours have also been developed, allowing a greater segment of the local population to enhance themselves and their communities through post-secondary education.

### **UMES COLORS**

The official colors of the University of Maryland Eastern Shore are maroon and gray. These colors are displayed on the University seal, the academic hood, and the University flag that flies in the Dr. Herman Franklin International Flag Mall.

### **UMES MASCOT – THE HAWK**

The Hawk is the official mascot of the University of Maryland Eastern Shore. The Hawk is a majestically intelligent bird of prey with keen eyesight, grace and agility. The Hawk symbolizes strength and power, an everlasting symbol of Hawk Pride . . . Catch it!

### **ALMA MATER**

The University of Maryland Eastern Shore Alma Mater was written by Daniel Lyman Ridout, Sr., a graduate of this university when it was known as Maryland State College. As is true at most universities the alma mater is sung at major college events, such as Founders' Day Convocation, Honors Convocation and Commencement. The alma mater serves to unite the students in a feeling of pride for the university.

To Thee, Dear Alma Mater  
 We raise our grateful song,  
 For through thy noble teachings  
 Thou has made thy children strong;  
 And thousands still shall praise thee,  
 All earthy shall hear their sell,  
 And bind our hearts yet closer  
 To thee we love so well.

We love thy spacious campus,  
 We love thy tow'ring halls  
 And hallow'd are the lessons  
 We've learn'd within thy walls.  
 Stand thou forever glorious,  
 Full rob'd in living green;  
 Shine thou in endless splendor  
 Beneath thy trees serene.

(Refrain)

Maryland, Maryland, home of Maroon and Gray  
 Maryland, Maryland, thee we will love always.  
 All hall to thee fair Maryland,  
 All Glory be to thee!  
 Grow thou in strength and honor  
 Through all eternity!

## UNIVERSITY ADMINISTRATION

**Dr. Juliette B. Bell, Ph. D.**

**President**

### OFFICE OF THE PRESIDENT

The President is the Chief Executive of UMES. The President is responsible for the overall leadership, direction, supervision, vision and coordination of all departments of the University. Additional responsibilities of the President include: long-range planning, the development of financial support, maintenance of sound external relations, and co-curricular and global opportunities.

**Dr. Ronal Nykiel**

**Provost and Vice President for Academic Affairs**

### OFFICE OF ACADEMIC AFFAIRS

The Office of Academic Affairs is the administrative arm of the University responsible for the academic functions of the University. The Provost and Vice President of Academic Affairs is responsible for the planning, execution, and evaluation of all academic programs and services provided by the University.

**Dr. Ronnie E. Holden**

**Vice President for Administrative Affairs**

### OFFICE OF ADMINISTRATIVE AFFAIRS

The Office of Administrative Affairs is responsible for all financial affairs of the University, including budgets, financial planning, and treasury functions.

**Mrs. Kimberly Dumpson, Esq.**

**Vice President for Institutional Advancement**

### DIVISION OF INSTITUTIONAL ADVANCEMENT

The Division of Institutional Advancement is responsible for engaging the university's stakeholders, particularly alumni, in an effort to generate private contributions that support student scholarships, faculty research, development, programs and initiatives at the University.

**Dr. Dale Wesson**

**Vice President for Research and Development**

### OFFICE RESEARCH AND DEVELOPMENT

The Office of the Vice President for Research and Development is responsible the University wide networking infrastructure, communication and information services, and commercial enterprises of the University.

**Dr. Anthony L. Jenkins**

**Vice President for Student Affairs and Enrollment Management**

### OFFICE OF STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

The Office of the Vice President for Student Affairs and Enrollment Management is responsible for managing the environment of the university as well as planning, organizing, implementing and evaluating programs and services that foster student development and co-curricular experiences. The Vice President and staff work to create and provide students with opportunities for learning and leadership outside the classroom, thereby honoring and complementing the university's mission.

### Student Life and Enrollment Management Administration

Dr. Anthony Jenkins

Vice President for Student Affairs and Enrollment Management

Dr. James M. White, Jr.

Associate Vice President for Student Affairs and Enrollment Management

Mrs. Cheryl Collier-Mills

Assistant Vice President for Student Affairs and Enrollment Management

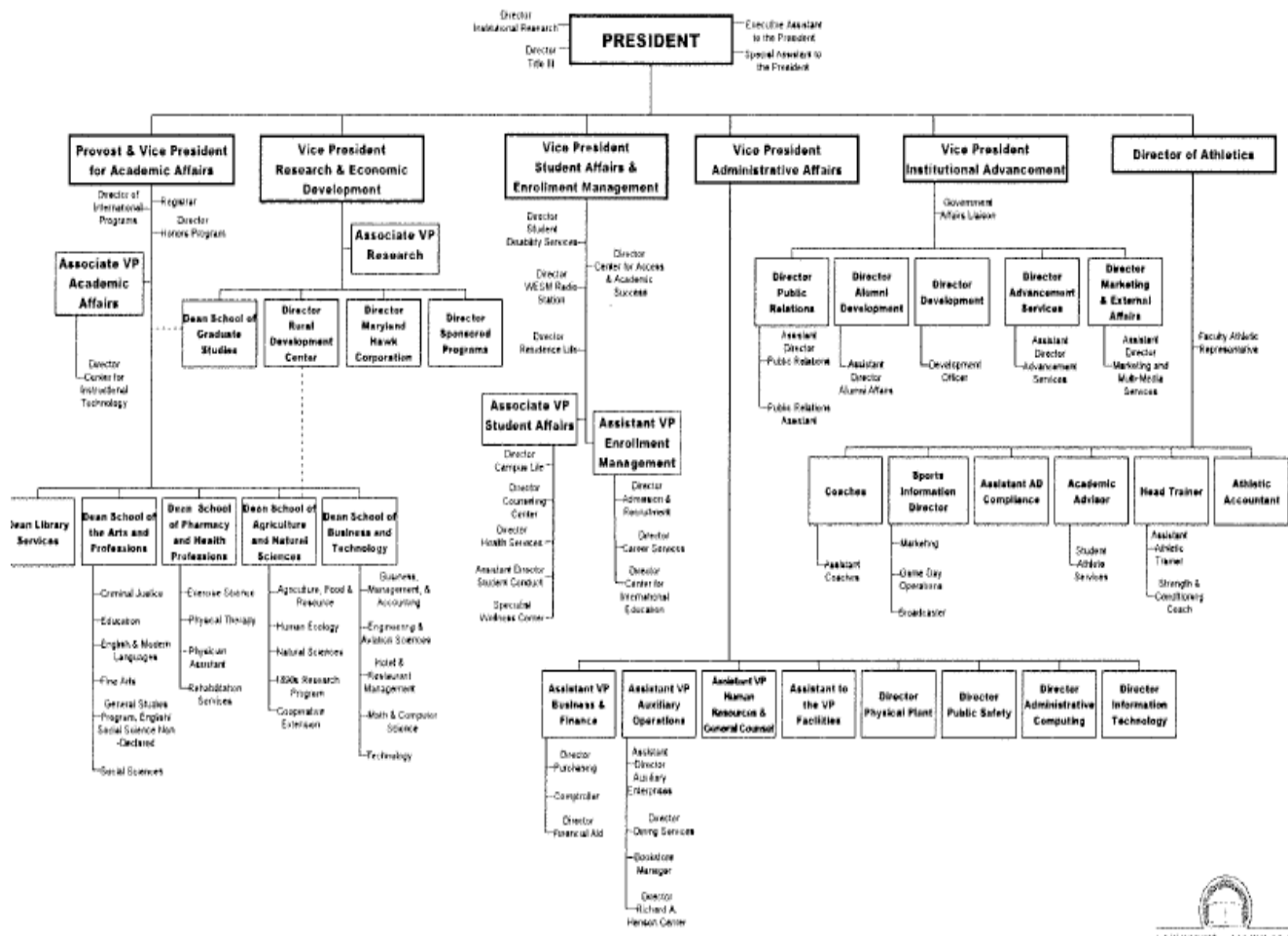
Mrs. Linda Woolford

Executive Administrative Assistant

Mrs. Tina Cottman

Administrative Assistant

# UNIVERSITY ORGANIZATIONAL CHART TELEPHONE DIRECTORY



**UNIVERSITY TELEPHONE DIRECTORY**

<b>OFFICE OF THE PRESIDENT</b>	<b>6102</b>
Athletics	6496
Sr. Executive Assistant to the President	8144
Institutional Research, Assessment & Planning	7531
International Programs	6543
Title III	8325
<b>ACADEMIC AFFAIRS</b>	
Vice President's Office	6508
Discover UMES	8070
Honors	6082
Office of the Registrar	6414
Summer School	6508
Upward Bound	6458
<b>SCHOOL OF AGRICULTURAL &amp; NATURAL SCIENCES</b>	<b>6072</b>
Agriculture, Food & Resource Sciences	6168
Food Science & Technology	7963
Human Ecology	6056
Child & Family Development Center	6173
Natural Sciences	6013/6015
Federal Liaison	7663
<b>SCHOOL OF THE ARTS AND PROFESSIONS</b>	<b>6083</b>
Alcohol, Tobacco & Drug Prevention	6385
Criminal Justice	6585
Education	6217
Praxis Coordinator	8362
English & Modern Languages	6552
Fine Arts	6487
Music	6571
Organizational Leadership	8368
Social Sciences	6086
<b>SCHOOL OF BUSINESS AND TECHNOLOGY</b>	<b>6067</b>
Business, Management & Accounting	6523
Engineering & Aviation Science	6365
Hotel & Restaurant Management	6563
Professional Golf Management	7790
Mathematics & Computer Science	6422
Technology	6465
<b>SCHOOL OF THE PHARMACY &amp; HEALTH PROFESSIONS</b>	<b>8327</b>
Exercise Science	8141
Pharmaceutical Sciences	8366
Physical Therapy	6360
Physician Assistant	7584
Rehabilitation Services	6262

<b>LIBRARY SERVICES</b>	<b>6621</b>
Acquisitions	6615
Automation	6611
Cataloging	7697
Circulation	7691
Interlibrary Loan Office	6609
Media Services Office	6275
Reference Office	7937
Serials/Documents	7540
Special Collections	7695
 <b>ADMINISTRATIVE AFFAIRS</b>	
Vice President's Office	6230
Academic Computing	6012
Auxiliary Enterprises	7747
Follett Bookstore	6437
Hawk Center	7747
Hawk Copy Center	6485
Hawk's Nest	6561
Hawk Talk	8255
Oasis	6704
University Post Office	6439
Budget	7700
Comptroller's Office	6088
Accounts Payable	6097
General Accounting/Contracts & Grants	6089/6096
Inventory Accounting	6100
Student Accounts	6092/6093
Financial Aid	6172
Financial Aid Accounting	6090/7939
Procurement	7940
Sponsored Research & Programs	6107
Dining Services	6675
Café Grande	2233
Henson Center	8100
Human Resources	6400
Benefits	6403
Employment	6401
Payroll	6404
Information Technology	8324
IT Help Desk	8324 "TECH"
Physical Plant	6649
Architect	6656
Electrical	6654
Environmental Health & Safety	6652
Mechanical	6655
Transportation	6650
<b>Public Safety</b>	<b>6590</b>

**RESEARCH AND DEVELOPMENT**

Vice President's Office	2272
Administrative Computing	7550
HAWKWeb Help Desk	8488
Maryland Cooperative Extension	6206
Office of Graduate Studies	6507
Rural Development Center	6183

**INSTITUTIONAL ADVANCEMENT**

Vice President's Office	7773
Advancement Services	8045
Alumni Affairs & Planned Giving	7686
Development	8142
Public Relations	2355

**STUDENT AFFAIRS & ENROLLMENT MANAGEMENT**

Vice President's Office	6687
Associate & Assistant Vice President	8440
Admissions and Recruitment	6410
Campus Life	6434
Student Government Association	6442
Career Services & Cooperative Education	6447
Center for Access & Academic Success	6215
Center for International Education	8385
Counseling Services	6449
Health & Wellness	7665
Residence Life	6144
Student Conduct Office	8440
Student Health Center	6597
WESM Radio Station	8001

## II. UNIVERSITY SERVICES FOR STUDENTS

### ACADEMIC COMPUTER CENTER

The Academic Computer Center (ACC), located in Waters Hall is an academic work area provides computing resources for instructional purposes and academic research. Students can study, complete homework assignments and do research on the Internet. All student users are given a unique Account-ID and password to allow them to use the facility. Students use the Center for homework assignments, web classes, registering for classes, checking on e-mail, looking up grades, and various other activities. The Academic Computer Center is open 7 days a week and approximately 100 hours per week during the school year.

### INFORMATION TECHNOLOGY

#### Computer Labs

Campus Labs offer an opportunity to use specialized software that the student may not wish to purchase, but may need to use for a specific class assignment. Visit the UMES IT page [www.umes.edu/it](http://www.umes.edu/it) for more information on computing resources we offer.

**Passwords are required to be changed every 180 days to prevent misuse of your UMES account** (report misuse immediately to [ITC@umes.edu](mailto:ITC@umes.edu) ). Password must be at least 8 characters and is case sensitive. To change password at an UMES-owned computer, logon using assigned birth date password and press CTRL+ALT+DEL keys; this will bring up a screen to change password; type old then new and confirm new.

If you are off campus and having problems logging in, it may be that your password has expired. You will need to logon to your webmail first to change your password then you will be able to logon to any other area of the UMES website.

Email will be [username@umes.edu](mailto:username@umes.edu)

Access New Mail: from the UMES homepage click on the My UMES link, type in your username (jrdoe) and password (01141981) and then click the Web Mail link.

#### Computer Use Policy

##### Acceptable Use Policy

STUDENT AND FACULTY AGREEMENT TO ABIDE BY THE POLICY AND GUIDELINES FOR THE ACCEPTABLE USE OF COMPUTING RESOURCES AND INFORMATION TECHNOLOGY OF THE UNIVERSITY OF MARYLAND EASTERN SHORE

##### General Standards for Acceptable and Responsible Use

These guidelines set forth standards for responsible and acceptable use of University computing resources. They supplement existing University policies, agreements, and state and Federal laws and regulations. Computing resources include host computer systems, University sponsored computers and workstations, communications networks, software, and files.

Violation of these standards constitutes unacceptable use of computing resources and may violate other University policies and/or state and Federal laws. Suspected or known violations should be reported to the Office of the Vice President of Administrative Affairs, the Vice President of Student Affairs, and/or the Chief of Police of the University of Maryland Eastern Shore. Violations will be processed and adjudicated by the UMES Conduct System (for students), the UMES Grievance Committee (Faculty) and/or law enforcement agencies. Violations may result in revocation of computing resource privileges, academic dishonesty, or Honor proceedings, as well as faculty, staff, or student disciplinary action or legal action.

##### Privacy

The maintenance, operation, and security of computing resources require responsible University personnel to monitor and access the system. To the extent possible in the electronic environment and in a public setting, a user's privacy will be preserved. Nevertheless, that privacy is subject to the Maryland Access to

Public Records Act, other applicable state and Federal laws, and the needs of the University to meet its administrative, business, and legal obligations.

Users should be aware that email messages:

- Might be preserved as computer files on centrally administered disks. Therefore, it is possible for people other than the user to see the messages.
- Sent by one user becomes the possession of the receiver and can easily be re-distributed by recipients. In this sense, the email messages are not private, and all messages that should not be preserved should be deleted
- University policy also allows system administrators to view any files, including email messages, in the course of troubleshooting system problems.

#### User Responsibilities

The following provisions describe conduct prohibited under these standards and guidelines:

1. Altering system software or hardware configurations without authorization, or disrupting or interfering with the delivery or administration of computer resources.
2. Attempting to access or accessing another's account, private files, or email without the owner's permission.
3. Misrepresenting oneself as another individual in electronic communication.
4. Installing, copying, distributing, or using software in violation of: copyright and/or software agreements; applicable state and Federal laws or the principles described in Using Software; A Guide to the Ethical and Legal Use of Software for Members of the Academic Community.
5. Using computing resources for commercial or profit-making purposes without written authorization from the University.
6. Using computing resources to engage in conduct that interferes with other users' use of shared computer resources and/or the activities other users.
7. Failing to adhere to individual departmental or unit lab and system policies, procedures, and protocols.
8. Allowing access to computer resources by unauthorized users.
9. Using computer resources for illegal activities.
10. Not ensuring that one's use does not generate an inordinate amount of traffic that adversely affects others.
11. Attaching more than one computer to their data jack. Multiple machines or hubs are not permit.

#### ***Academic Support Services***

The University is aware of the need for and the value of support services as key factors in the academic success and retention of students. In particular, academic support services are designed and implemented as extensions of the overall academic program at the University of Maryland Eastern Shore.

Accuplacer Placement Testing is required for all first-time students in order to assess their math skills. These scores, along with other data, are used primarily for advising and placement purposes, and for diagnostic purposes on an individual basis.

Center for Access and Academic Success symbolizes UMES' commitment to providing academic support services to all students. The center is designed to aid students in developing comprehensive educational plans through advisement of course selection, peer-to-peer mentoring, student success workshops, major fairs, and surveys. This service is of significant value to students entering UMES for the first time.

Supplemental Instruction Tutorials (labs) are extensions of the University's academic programs. These tutorials provide instructional assistance in math and other challenging subjects, and are taught and directed by faculty, professional staff specialists, and peer supplemental instruction leaders. Emphasis is placed on assisting students in mastering these skills as required by their academic programs.



Student Success Workshops- These workshops are designed to serve as a resource and to provide strategies that will aid students in being successful throughout their matriculation. Some of the workshop topics include, but not limited to, enhancing your study skills, effective time management, creating positive relations, and knowing your learning style.

Tutoring Center is designed to provide instructional assistance to students. The tutoring is conducted in the Tutoring Center. Students may receive tutoring one-on-one or in small group settings. The tutors are trained in instructional methodology and are in contact with the faculty in order to maximize instructional benefits to those students in need of tutoring. The tutoring services are free.

Writing Center, the UMES Writing Center is administered by faculty of the Department of English and Modern Languages who hire as tutors students from diverse departments. The tutors are outstanding students who have excellent writing skills and work well with others. The writing center provides tutorial assistance with writing assignments to university undergraduate and graduate students, especially freshmen in basic composition classes. The writing center is located in Wilson Hall. For more information, please contact the Director of the Writing Center, Dr. Terry Smith, at [tsmith@umes.edu](mailto:tsmith@umes.edu).

#### **HAWK MENTORS**

Hawk Mentors is a peer mentoring program, designed to provide freshman students with a strong supportive network of peer and professional staff to assist them in navigating through their first year of college. Hawk Mentors are highly trained junior and senior students who possess the commitment, skill and knowledge to offer positive support and accurate information to freshman students regarding the core values of academic success: Engagement, Persistence, Excellence and Leadership.

#### **Alcohol, Tobacco, and Other Drug (ATOD) Prevention Center**

The Office of Alcohol, Tobacco, and Other Drug (ATOD) Prevention Center is committed to educating our students on issues pertaining to alcohol, tobacco, and other drug use, and sexual responsibility so that students are able to make more informed, responsible choices and decisions regarding substance using behavior and overall student wellness. In collaboration with other departments on campus and the UMES Peer Education Network, we provide a variety of awareness campaigns, programs, activities and events that help students realize that their choices and decisions not only impact themselves, but also their family, friends, roommates, UMES, and the surrounding community. The ATOD Prevention Center's desire is to optimize wellness, promote academic excellence, provide a network of prevention resources, and deliver outstanding alcohol and drug education to the UMES campus community.

Our office is located in the Lida Brown Building on the east end of campus. For more information, stop in or dial: (410) 651-6385.

#### **UMES GUIDELINES AND POLICY ON SMOKING APPROVED BY THE PRESIDENT ON JUNE 26, 2013**

It is UMES' goal to promote the good health and comfort of its employees. Maintenance of a smoke-free work environment can contribute toward the attainment of that goal. Therefore, smoking is not permitted in any UMES building or facility. Smoking is not permitted on UMES property except in designated areas around the campus perimeter. In addition, smoking is not permitted in any UMES shuttle bus or other UMES vehicle.

#### **POLICY**

In compliance with Executive Order 01.01.1987.13, issued by the Governor of Maryland, and in accordance with the above USM Policy on Smoking at USM Institutions, it is the policy of UMES to provide a healthful working environment on the UMES campus. UMES has attempted to consider the needs and concerns of both smokers and non-smokers in the development of this policy which applies to all employees, students and visitors to the campus.

## **I. PROHIBITIONS ON UMES PROPERTY**

Smoking is prohibited in the following areas:

- A. Consistent with Maryland law, smoking is not permitted in any UMES building, including academic buildings, residence halls, administrative buildings, and other enclosed facilities, and smoking is not permitted in State vehicles owned by UMES;
- B. Smoking is prohibited on UMES grounds and property, including walkways, parking lots, and recreational and athletic areas except as provided below; and
- C. The sale of tobacco and smoking-related products is prohibited on institution property.

Smoking in and on UMES property will be permitted only as follows:

- A. In designed smoking areas around the perimeter of the campus. Smoking areas are designated by signs and smoking must be limited to the immediate area;
- B. For controlled research, and educational, theatrical, or religious ceremonial purposes, with prior approval of the President or the President's designee; or
- C. Subject to any other exception to this policy recommended by the President and approved by the Chancellor.

## **II. IMPLEMENTATION**

- A. The Vice President for Administrative Affairs shall direct the Physical Plant Department to post smoke-free campus signs where smoking is prohibited and place appropriate signs and receptacles where smoking is permitted as mapped around the campus perimeter (Attachment 1);
- B. Each employee shall have access to the Smoking Policy on the UMES website and each new employee shall receive the policy as part of the orientation process;
- C. The smoking policy shall become part of the student and employee handbooks; and
- D. All members of the campus community share in the responsibility of implementing this policy, and are expected to bring it to the attention of visitors to the campus.

## **III. ENFORCEMENT**

### **A. Supervisors**

Supervisory personnel shall handle conflicts arising from the implementation of the Smoking Policy using the same procedures used to address other conduct violations.

### **B. Building Managers**

Building Managers shall enforce this policy and report any violation using the Violation Report Form (Attachment 2).

### **C. Reporting Violations**

Individuals who feel that there has been a violation of this policy should complete and submit the Violation Report Form (Attachment 2).

### **D. Penalties**

1. Faculty/staff/students that violate this policy are subject to disciplinary action and are subject to a progressive fine: \$25 first offense, \$50 second offense, and \$75 third offense and subsequent offenses. The initial fine can be waived if the individual registers in and successfully completes a smoking cessation seminar.
2. Visitors will be warned initially and directed to extinguish. Refusal to extinguish or resuming smoking can result in denied access in the future.

## **IV. Smoking Cessation Assistance**

A. UMES will make available smoking cessation assistance to students, faculty and staff, which may include opportunities to participate in smoking cessation seminars, classes, and counseling and the availability of smoking cessation products and materials.

### **B. Smoking Cessation Information:**

1. The UMES President has designated the UMES Assistant Director of Human Resources as the individual to answer faculty/staff questions, refer employees to resources, and otherwise provide information about smoking cessation options and opportunities.
2. The UMES President has designated the Director of the Alcohol, Tobacco and Other Drug Prevention Center as the designee to answer student questions, refer students to resources, and otherwise provide information about smoking cessation options and opportunities.

## **ATHLETICS**

### **Intercollegiate Athletics**

The University of Maryland Eastern Shore's Department of Intercollegiate Athletics has a long history of excellence in promoting athletic competition, academic achievement and personal development in a supportive environment. The Department strives to maintain this legacy by producing championship caliber teams while providing all student-athletes the opportunity and resources to reach their highest potential in all areas of their lives. The University and the Department of Intercollegiate Athletics are committed to the equitable and fair treatment of all student-athletes without regard to race or gender. Emphasis is placed on opportunities for full participation for women in the athletics program.

The faculty and staff seek to develop student-athletes' interpersonal skills and self-esteem through team sports. It is the philosophy of the Athletic Department that self-esteem is key to success in any endeavor, and should be fostered in all Departmental activities. Pride in one-self, respect for teammates, and pride in the Institution are actively promoted.

The University of Maryland Eastern Shore's Department of Intercollegiate Athletics emphasizes academics as the primary focus in all student-athletes' lives, and assists them in developing a balance in their social, athletic, and academic pursuits. It is the goal of the Department to produce graduates who are personally and professionally prepared to meet the challenges of the future.

The University of Maryland Eastern Shore is a Division I member of the National Collegiate Athletic Association (NCAA) and a member of the Mid-Eastern Athletic Conference (MEAC). The University sponsors the following sports: Men's – basketball, indoor track, outdoor track and field, golf, cross country. Baseball and tennis; women's – basketball, indoor track, outdoor track and field, cross country, softball, tennis, volleyball, and bowling.

Athletic scholarships are available to qualified student-athletes. All full-time students and prospective full-time students are eligible to try out for teams. Freshmen interested in participating must be cleared by the NCAA Clearinghouse prior to competition. Students can secure the proper forms at their high school counselor's office or by contacting the compliance coordinator on campus. Continuing students must meet University progress requirements before being allowed to participate.

### **Athletic facilities**

The Dr. William P. Hytche Center is the home of our indoor facilities, featuring a track, basketball, volleyball and racquetball courts, a golf simulator, swimming pool, athletic training room, weight room, dance studio, locker rooms classrooms and offices. Our outdoor facilities include the Hawk Stadium and Cappy Anderson Track, baseball, softball, basketball and tennis courts, soccer and football fields and a recreation cookout area.

## **AUXILIARY ENTERPRISES**

### **HAWK Center**

The HAWK CENTER is the pulse of Auxiliary Enterprises, located on the 2nd floor of the Student Services Center. The HAWK CAMPUS CENTER is an internet browser-based 24-hours a day, 7 days a week on-line interactive gateway to many of the services offered by Auxiliary Enterprises. Individuals are able to view their accounts, transfer funds from one account to another account, add a meal plan, use the Box Office, vote on line during Student Government Association elections, and establish a Who's Who page and many other services. The HAWK CAMPUS CENTER can be accessed using the following link <https://campuscenter.umes.edu/hawkcenter/>. Use your regular UMES username and password (same as your email) to sign in. The HAWK CAMPUS CENTER is only available to University of Maryland Eastern Shore students and staff.

### **GUEST LOGIN**

All HAWKCARD holders have the ability to give guest login to someone to add funds, transfer funds, view history and access to purchase events. By design, guest accounts are not active unless given by the user. To activate, the user will need to log into his or her account and go to manage account. There the option to manage your guest logins can be access. The guest will use the user name of the user and their last name as the password. The first initial must be in uppercase. Ex. [jedoe@umes.edu](mailto:jedoe@umes.edu) guest account is jedoe for the username and Doe as the password.

### **ADDING FUNDS TO YOUR ACCOUNT**

To add funds to your card via the Campus Center, just click on the “Account” button then “add to account”. You may check your balance, transfer funds between accounts or view your spending or meal history. Once you click the “Accounts” button you will see four choices displayed. Clicking “View Account Balance” will display the amount remaining in your accounts or meals left on a meal plan. If you choose “Transfer Funds” your accounts will be listed as well as “To” and “From” buttons and an area for you to indicate the amount of money to transfer. Under “View History” you will be asked to type in the “start date” and “end date”. These dates must be typed in DD/MM/YY format. Choose which of the accounts you wish to view.

### **BOX OFFICE**

Just click the “Box Office” button to see what campus tickets are available on-line. Programs, activities and movies will be listed as soon as information is received from the various organizations and departments. If there is a charge for the tickets, fill in the numbers of tickets desired and press the “Buy” button. Another page will be displayed allowing you to confirm your purchase to be charged to your HAWKCARD Account.

### **WHO’S WHO**

The “Who’s Who” button brings you to the USP directory. Although you are listed in the directory there is no information available unless you personally put in the information. Once you click the button and enter the directory, you will have three choices: “Search” for someone in the directory, “Edit” your own information, or “Remove” yourself entirely. If you don’t want to list information about yourself now, but think that in the future you may, you do not have to remove yourself from the directory. Just leave the information blank and no one will be able to find you. To find someone in “Who’s Who” directory just click the “Search” button and type in anything that you want to search for (i.e. a part of a name, a special interest, etc.). This program does not allow for multiple search entries separated by “AND” or “OR.” Next, choose which of the four areas, (Name, Major or Department, E-mail Address, or Bio Information), to search and then press “Go.” The first match, if a match exists, will be displayed. You may either continue with the search or, if an e-mail address is provided, e-mail the person

To add to or change your own “Who’s Who” listing just choose the “Edit” button. Remember, it is your responsibility to add and maintain accurate “Who’s Who” information and the information you enter will be accessible to the entire University community. We do not recommend listing your social security number, phone number, or address. We do recommend listing organizations and special interests. Individuals are expected to maintain information posted on the HAWK CAMPUS CENTER in a professional manner. Material that is illegal, used in violation of copyright laws, or that does not conform to the guidelines developed in the University’s “Policy for Responsible Use of Computing Resources” and “Policies and Standards for Creating Web Pages” will result in immediate removal from “Who’s Who.” If at any time you are uncomfortable about being listed in “Who’s Who,” delete your entry immediately. This may be done on the first screen after logging on to Campus Center or on the main “Who’s Who” screen. For assistance you may contact the HAWK CENTER at extension 7747.

### **STUDENT VOTING**

At various times throughout the year, different University organizations may use the Campus Center for on-campus elections. Many of the elections will be used for specific groups and only members of those groups will be able to use this area. If you are eligible for a particular vote, you use the “Vote” button, read the ballot and vote. You will be able to see the running tally, but you will only be able to vote once.

## **SERVICES**

The “Services” button brings up a page where you can apply for a meal plan, or, in the event you lose your HAWKCARD, reissue yourself a new number and a new HAWKCARD which would render your old HAWKCARD unusable for everything. If during non-work hours (other than Monday-Friday 8:00 AM to 4:15 PM) you lose your HAWKCARD, you can place your card on hold so that no one can use your card if found.

## **UNIVERSITY PRINTING AND DOCUMENT SERVICES (UPDS)**

Individuals wishing to have copies made or binding done can do so for a nominal fee at UPDS located next to the Art & Technology Building. Payment must be in the form of the HAWKCARD or Credit Card only. Funds can be added to your HAWKCARD at any HAWK CASH CENTER located throughout the campus.

## **HAWK CARD GENERAL INFORMATION**

1. Funds deposited at the HAWK CENTER or at any of the HAWK Cash Centers will be placed directly on your HAWK Card with the exception of ORL Community Center. Funds deposited at the ORL Community Center will be placed directly on your Room Deposit Account.
2. Auxiliary Enterprises reserves the right to correct ALL transactions errors regardless of their source.
3. Three (3) accounts are available. They are the: (1) HAWK Card (Declining), (2) Holding Account and (3) Room Deposit Account. You can transfer funds between your HAWK Card and your Holding Account via the Campus Center @ <http://www.umes.edu/auxiliary/>
4. Funds cannot be transferred out of your Room Deposit Account via the web. You must report in person to the HAWK CENTER.
5. Individuals cannot receive cash withdrawals from their HAWK Card.
6. It is highly recommended that your Holding Account be used to store your funds. You can always transfer funds from your Holding Account to your HAWK Card via the HAWK Campus Center.
7. Always keep track of your account balance. You have the ability to do so via the HAWK Campus Center.
8. Always secure your card and do not allow anyone to use it. There is a \$35.00 penalty fee for allowing another individual to use your card.
9. Do not bend or put holes in your card.
10. If your card is lost or stolen, immediately go to the HAWK Campus Center and place your card on hold. It is your responsibility to do so. You can also report your card lost or stolen to the HAWK CENTER.
11. The cardholder is responsible for ALL transactions made on his/her card if the card is lost or stolen.
12. A replacement fee of \$20.00 charge is charged for ALL lost or stolen cards. There is a \$10.00 fee charged for damaged cards. The damaged card must be presented when a new one is being issued.
13. Cards that are damaged (cracked, taped or faded) will not be accepted. You must report to the HAWK Center to acquire a new card.
14. Policies/procedures governing the HAWK Card and management of identification cards are subject to change without prior notice.

The HAWK Card is the property of the University of Maryland Eastern Shore and must be surrendered upon request by a University Official.

## **BOOKSTORE**

Operated by Neebo, the UMES Bookstore provides course materials (both new & used), general reading books, references and magazines, school and office supplies, computer products, snack foods, candy, beverages, and official UMES sportswear and paraphernalia to the university family. The bookstore, which is located in the Student Services Center, accepts the Hawk Express, cash, checks, and all major credit cards. You can also purchase online at [www.neebo.com/umes](http://www.neebo.com/umes). The bookstore also has a book buyback program.

## **CAREER SERVICES**

The University Career Center contributes a unique outlook regarding students, their experiences and their campus environment. This office is an integral part of extending the University's influence beyond the classroom. As a result, of this, students are able to take their experiences and opportunities and integrate them into the academic process effectively. The Office of Career Services has a mission to serve as a very important component in the student's academic environment and training. Students must be empowered at every stage of their career development process, so they can acquire the skills necessary to be competitive in a global workforce. Career Services Professionals are available to assist with exploring careers, while also helping to ensure a successful transition from academic life to the world of work.

This office provides cutting edge career programs and experiences for students, while assisting them with further development of the skills needed for the workforce. There are Career Services Professionals who are prepared to assist students with the selection or affirmation of career choices, provide assistance with identifying professional interests, work values, various career options, develop job search/decision making skills and to also assist students with the overall successful transition from college to the workforce. Emphasis's are place on involvement with incoming freshmen and encouraging them to become involved with the career services process upon entering the university. This office understands that access to high quality independent and impartial career information, career advice and guidance is vital if students are to make informed decisions about career opportunities in a rapidly changing global workforce. The Office of Career Services is committed to empowering students to enter a competitive and evolving work force with confidence and competence.

The Office of Career Services also operates as the University Testing Center for Law School Administration Services and Educational Testing Services. The office administers and provides information about testing for Graduate and Professional School. The exams currently administered are the Graduate Record Examination (GRE), Law School Admission Test (LSAT), and Professional Assessments for Beginning Teachers (PRAXIS), and the Multistate Professional Responsibility Examination. For additional information, regarding services offered please contact the Office of Career Services/Cooperative Education at 410-651-6447.

### **The Cooperative Education Program**

The Office of Career Services administers the Cooperative Education program. This program is designed to combine educational training and practical work experience. The program provides students with planned and supervised work experiences related to their chosen field. All eligible and qualified students shall have access to the benefits of a cooperative education work experience through the availability of credited undergraduate and graduate cooperative academic course offerings and the provision of course enrollment opportunities. It is the University of Maryland Eastern Shore policy that all eligible and qualified students shall have access to the benefits of a cooperative education employment experience through the availability of credited undergraduate and graduate Cooperative Education academic course offerings and the provision of course enrollment opportunities.

Credit may be awarded contingent upon approval of the Cooperative Education Office only. The grading system for all Cooperative Education courses shall be pass/fail. Student's credits are designated as non-additive free elective credits that are applied, in accordance with the applicable academic major criteria for graduation, towards the completion of a baccalaureate, masters or doctoral degree.

**Cooperative Education Eligibility:** In order to participate, the student must:

- possess a minimum 2.5 GPA,
- have completed a minimum of 24 semester hours,
- be a sophomore or junior enrolled in a degree seeking program,
- have full-time status, and
- file an application with the Cooperative Education Office.

**To remain in the program, the student must:**

- register for each semester of cooperative education assignment,
- satisfactorily perform the work assignments for each work semester,
- submit and complete all required reports to the Cooperation Education Office on time
- attend Cooperative Education orientation workshops and seminars.

**Cooperative Education Courses**

Co-Op Ed. 300 Cooperative Work Experience 1-12 credits

Co-Op Ed. 301 Cooperative Work Experience 1-12 credits

Co-Op Ed. 400 Cooperative Work Experience 1-12 credits

Co-Op Ed. 401 Cooperative Work Experience 1-12 credits

**CENTER FOR INTERNATIONAL EDUCATION (CIE)**

The Center for International Education provides centralized services, information and programs for International Students, Study/Research/Internship Abroad Students, Scholar-in-Residence, Faculty, Staff and UMES Community. The mission for the CIE is to support and enhance international students' academics, cultural and social interactions at UMES; and the international education of the Community. The International Student Services include but not limited to: Orientation, Advising (Academics & Non-Academics); Mentoring, Housing, Banking, workshops, Educational Materials, and Homeland Security policy, Rules, Regulations and Compliance. The services for Study/Research/Internship Abroad Students are: Course Selection, Credit Transfers; Orientation, Advising, Mentoring, Short-Term and Long-term Study Abroad and Summer Internship. In summary, the CIE aims at providing a supportive and nurturing environment conducive to global learning; and to produce competent students that can be competitive in the global market for the 21<sup>st</sup> century. The CIE is under the Division of Student Affairs and Enrollment Management. All International Students are to register immediately at the CIE upon arrival at UMES. For more information, please contact the Center at (410) 651-6079/8385.

**COUNSELING SERVICES**

Counseling Services serves the University of Maryland Eastern Shore's enrolled students who seek assistance with developmental and mental-health related concerns and the broader campus community by offering a wide variety of programs in direct support of the university's mission. Counseling Services is composed of professional counselors and consulting psychiatrists who have years of experience working with college-aged students. The staff provides a confidential atmosphere and a safe environment in which students may explore and resolve issues of concern. Counseling Services is located in the Student Development Center (SDC). Normal hours of operation are 8:00 a.m. – 5:00 p.m. Monday- Friday. All appointments may be made in person or by calling 410-651-6449. For after hour emergencies, Counseling Services may be reached through the University Police at 410-651-3300. All services are free of charge.

Services offered by the center include:

- Individual Counseling
- Group Counseling and Workshops
- Crisis Intervention
- Couples Counseling
- Professional Consultation
- Outreach and Presentations
- Referrals

**UNIVERSITY DINING SERVICES**

All students living in residence halls (except those in efficiency units) must purchase a meal plan with the campus food service. Students living off campus may also purchase a meal plan. University Dining Services offers three meals daily Monday through Friday and two meals (brunch and dinner) on Saturday and Sunday. When students subscribe to a meal plan, their identification cards are validated and used for entry into the Dining Hall (The Plateau). Guests may also eat in the dining hall on a cash basis.

University Dining Services also provides other eating establishments on campus. Students can purchase food in the HAWKSNEST, a fast food restaurant located in the Student Services Building between the hours of 11:00 a.m. and 11:30 p.m. The Café Grande is a coffee shop located in Waters Hall and provides Starbucks coffee items and desserts between the hours of 9:00 a.m. and 4:30 p.m. Monday thru Friday. The Hawk Card is accepted at all University Dining Services locations.

#### **FINANCIAL AID AND SCHOLARSHIPS**

The University is particularly sensitive to the financial needs of its student body. Operating on the premise that no student should be denied an education solely because of a lack of financial resources, the University's Office of Student Financial Aid renders assistance to as many students as possible in the form of employment, scholarships, grants and student loans. Qualifying students may receive funds from one or more of the programs administered by the University and funded from Federal, state, and institutional sources.

Financial aid is not automatically renewed, and students requesting financial aid must re-apply each year in order to be considered for assistance. Since it is the students who gain the benefits of a higher education, it is reasonable to expect students to contribute to the cost of their education to the fullest extent possible. The most important procedural tactics to keep in mind are: apply early and pay close attention to deadlines. It is very important that all students seeking financial assistance complete the Free Application for Federal Student Aid (FAFSA at <http://www.fafsa.gov>) as soon as possible after January 1<sup>st</sup> of each year (the school code for UMES is 002106), and submit all the necessary forms, verification documents (if requested) and information before the required deadlines. The priority deadline of all required documents is March 1st of the upcoming academic year. Missing the deadline can seriously affect eligibility for financial assistance. The Office of Student Financial Aid should be contacted regarding eligibility and information for the following forms of aid: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study, Federal Direct Stafford Loan, and Federal Direct Parent Loan for Undergraduate Students (PLUS), and Federal Perkins Loan (based on the availability of funds). For additional information, contact The Office of Student Financial Aid, located in the Student Development Center, Suite 1100, (410-651-6172).

#### **HEALTH AND WELLNESS CENTER**

The Health and Wellness Program located in Tawes Gymnasium, provides blended health promotion and illness prevention services with on-site fitness management. Health promotion services include, monthly health communication campaigns, presentations to residence halls, classrooms and student organizations, free health promotion items, workshops/seminars, growth groups, special events and exhibits. The fitness center management provides safe, effective, efficient and enjoyable exercise programs; equipped with state of the art cardiovascular machines, spin bikes, free and machine assist weights. For additional information on wellness programs, health promotion and fitness management, contact the Health and Wellness Office at (410) 651-7665.

#### **LIBRARY SERVICES**

The Frederick Douglass Library, located near the center of the campus, houses books, scholarly and popular periodicals and newspapers, microforms, multimedia, government documents, and agricultural extension materials. As a member of the University System of Maryland and Affiliated Institutions (USMAI) Consortium, the library is linked with the USMAI's sixteen libraries via a shared integrated library system and discovery layer, and consortial licensing of database and e-journal subscriptions. Library faculty and staff develop and maintain the collections, and provide instruction services to the campus community.

There are nine departments within the Library: Acquisitions/Collection Development, Information Technology, Cataloging, Circulation, Interlibrary Loan, Media Services, Reference and Instruction, Serials/Documents, and Special Collections. Library faculty and staff are competent and courteous individuals with a variety of skills, knowledge, and training. All are committed to providing quality service.



Library technology continues to emerge, providing global access to collections. Electronic databases, e-books, and e-journals enable patrons to fill their information needs. Please visit the Library website [www.umes.edu/fdl](http://www.umes.edu/fdl) for further information about the Library, including Library hours.

### **Reference, Research and Instructional Services**

The Reference Department has evolved over the years offering a computerized network of resources, including an online catalog, subject based databases, subject guides and various citation formats. Students, faculty and staff request information in person, via e-mail, chat or telephone. A Bibliographic Instruction Lab, Computer Lab and Group Study Room provide additional quality options for all library patrons. One-credit online and hybrid class is regularly offered providing Library Orientation and Research Skills. These online classes are in addition to the traditional library format offerings of library orientation classes, library skills, database search classes, user education classes as well as, one-on-one reference instruction and guidance, which include specific topics such as citation style formats.

### **Circulation Services**

All circulating material at the Frederick Douglass Library is checked out at the Circulation Desk on the first floor. Books may be returned there or in the book drops located outside the library. The Circulation Department offers services such as recalls on circulating materials and requesting materials from other USMAI campuses through the Intercampus Request Service. Laptops for use in the library are checked out here. The Circulation Department bills for late returns and lost items. Also, the Circulation Department houses the reserves collection. These are books placed on reserve by professors for limited time use. These books do not circulate outside the library and often come from a professor's collection. Many textbooks and supplemental materials are usually included in the reserves collection.

### **Checking Out a Book**

A valid University ID must be presented in order to borrow materials. Borrowers from participating USMAI campuses may borrow with a valid ID from their respective campus. Others may inquire at the Circulation Desk regarding acquiring Special Borrowing Privileges.

### **Special Collections and University Archives**

The library maintains several special collections among its holding; a Juvenile Literature collection, African American (Black) collection, Maryland Eastern Shore collection, University Archives collection, and a Manuscript collection. These collections support scholarly research and study opportunities for faculty, students, and independent researchers. The Jessie Cottman Smith Library Exhibit Room is used to mount periodic exhibits that highlight its holdings or reflect special themes and subjects.

### **Inter-Library Loan Services**

Interlibrary Loan offers patrons the opportunity to obtain materials from other libraries that cannot be found within the USMAI. This service allows patron access to a wide range of materials provided it is owned by a library that is willing to lend it. In turn, Interlibrary Loan provides access to FDL's collections to other libraries.

### **Media Services Center**

The non-print collection for the library is located in the Media Services Center. The collection consists of videotapes, DVDs, and CDs. Services offered include, audiovisual equipment loans; videotaping; editing; video, audio cassette and CD/DVD duplication. The Interactive Video Network (IVN) is a strong source of distance learning for students. Media Services Center provides videography and photography documentation of campus events such as the Presidential Inauguration, Commencements, Diner Theatre, etc.

Your future is in your hands and the Frederick Douglass Library wants to help you achieve your dreams. Schedule your day at [www.umes.edu/fdl](http://www.umes.edu/fdl) or make plans to tour the library, meet with a librarian, and more. Contact us at [refuser@umes.edu](mailto:refuser@umes.edu) or give us a call at 410.651.7937.

### **OFFICE OF THE REGISTRAR**

The Office of the Registrar serves currently enrolled students, faculty, staff and alumna regarding the registration of students and classes, processes grades, and maintains the official academic records and transcripts of all students. The office mails to the students their academic standing at the end of each regular semester and confirms grade point averages for class rankings, for honors and honor societies. Official transcripts are issued from this office, which is located in the Student Development Center (SDC).

### **POST OFFICE**

The University Post Office is a full service Post Office located in the Student Services Center. The following services are available: Certified, Delivery Confirmation, Express Mail®, First Class Mail®, Insured mail, International, Postage Stamp Sales, Priority Mail®, Return Receipt, Signature Confirmations, FedEx and our newest service DHL. The service window and lobby are open Monday through Friday from 8:00 a.m. to 4:30 p.m. For additional information about postal services, phone 410.651.6439.

### **OFFICE OF RESIDENCE LIFE (ORL)**

Residence Life at the University of Maryland Eastern Shore is comprised of 7 traditional housing facilities and three apartment communities which accommodate 2200 residents. The Office of Residence Life manages each area through the appointment of Area Directors and Student Paraprofessionals to handle day to day operations. The overall thrust in the Residence Life program is to provide facilities which are safe, conducive to academic progress and accommodating to socio/educational programming. Students living in the residential community are governed by contractual policies, which are designed to create an environment, which promotes success among all residents. This section of the handbook is not intended to cover each Residence Life policy as entirety. The department has many policies designed to create the best possible living/learning environment students may experience while living on campus. Among these policies is one that addresses the use of drugs and alcohol. Essentially, local, state and Federal laws apply to their forbidden consumption. Specific guidelines on this subject may be found in the University's Student Code of Conduct. Alcohol and Drug Policy are in other publications made available to students. Students should refer to the Residence Hall Agreement Booklet (Contract) for information on all policies affecting on-campus living. For detailed information on housing, refer to the Residence Hall Contract Booklet and/or contact the Office of Residence Life, (410) 651-6144 or [www.umes.edu/reslife](http://www.umes.edu/reslife). *NOTE: Students living in campus housing must meet the meningitis requirement.*

### **Residence Hall Agreements**

Before occupancy, residents are required to sign the online Housing Contract. Upon signing this Agreement, students are acknowledging they have read and understand its content including housing policies, and agree to comply accordingly. The Housing Contract is only available online at [umes.edu/reslife](http://umes.edu/reslife). To successfully complete the Contract a room deposit is required, paid by credit card in advance of a final sign off. Upon completing the online contract residents are guaranteed housing when it is available. The online process also provides an option for prospective residents to enter housing preferences. These requests are honored as long as space exists in the area sought. Should all housing be reserved at the point of Contract completion, the applicant will be waitlisted and contacted whenever housing becomes available. Deposits are refunded if no offer of housing is made. Students who fail to comply by the content of the housing contract are subject to monetary fines and/or eviction.

### **Application and Occupancy**

Each semester returning students are offered an opportunity to apply for on-campus accommodations for the subsequent term. The room deposit amount will vary based upon the semester of desired housing. Fall semester's housing deposit is usually double the rate assessed for the spring term. After students have signed the housing contract indicating they will reside on campus, they are expected to take occupancy of the assigned room no later than the first of class unless an approved late check-in is granted by the ORL. A monetary penalty will be imposed to those individuals who fail to arrive on this date, or fail to register a late arrival plan. This fee will be charged according to the schedule announced in the Office of Residence Life. Residence halls are open at the beginning of each semester and remain in operation until the close of the semester. Residence halls do not close during Thanksgiving or Spring Break. Residence halls close between the end of the fall semester and opening of the spring semester. Exceptions are made for students

requiring accommodations during the winter session and for international students finding difficulty in traveling to their native countries.

### **Housing Options**

The University of Maryland Eastern Shore is equipped to accommodate residents in three different styles of living. The traditional housing area is designed with loaded corridors having student rooms on each side and bath/showers in appropriate number per floor. The second option is apartment type living where the majority of bedrooms are single accommodation. Students assigned to the traditional halls and single room apartments are required to select a meal plan option. Lastly, the housing options include efficiency style apartments; Student Residential Complex (single occupancy) and Hawks Landing (double occupancy). These communities are equipped with full kitchens. Thus a meal plan may be selected as an option, but is not required.

### **Visitation and Guest Policy**

Residence Hall visitation policies vary according to classification status and implementation strategy area-by-area. Freshman may only have room visitors on weekends during specified hours. For upperclassmen (sophomores, juniors and seniors) room visitation is allowed daily from noon to midnight, with extended hours on weekends. Overnight guests of the opposite sex are not allowed in halls where visitation is not permitted. All overnight non-student guests must be registered in the area management office and adhere to guidelines regarding behavior and duration of stay.

### **Alcoholic Beverages in Residence Halls**

Possession, use or distribution of alcoholic beverages is prohibited by anyone under the age of 21 on campus. No person under the legal age for drinking should consume, possess or distribute alcohol in any area of the University. Individuals of legal age are permitted consumption within the privacy of their room. At no time is alcohol allowed in public areas of housing, including by not limited to the grounds and surrounding building perimeters. Policy violators are subject to disciplinary action and/or educational intervention to curb future problems of a similar nature. Parents will be notified if alcohol violation occurs and student is underage.

### **Liability**

The University cannot and does not assume responsibility for personal accident, injury, or illness sustained by residents, guests, or visitors, nor for the damage, theft, or loss of personal property. The University recommends that students contact an insurance carrier of their choice to insure protection against such harm or loss.

### **Care of Facilities**

The resident accepts responsibility for and agrees to be held accountable for their actions and those of his/her guest(s); for care of the residence hall facility, assigned space, common areas and University property; and promptly report any interruptions of services or any needed repair. The resident will take responsible action to protect and prevent the residence hall facility and property from wanton, reckless, or negligent damage; will refrain from encouraging or participating in activities which cause damage to occur; will report property or facilities damage; and will take responsible action to assist the University in identifying individuals responsible for damage.

### **Noise Levels**

Minimum noise levels are to be observed at all times. During special periods of the semester, notices shall be posted requiring quiet hours. Students are expected to comply with these announcements when requested. At no time will anyone be permitted to place speakers or other entertainment equipment in windows. Entertainment equipment may not be played through doorways leading outside. Should this occur, ORL will confiscate these items until the end of the academic semester. Automobile speakers must be played at minimum levels while vehicles are parked in any University parking lot. Violators are subject to losing the privilege of maintaining a vehicle on campus.

### **Change of Assignment**

Residence Life reserves the right to move a resident from one space to another in order to: (a) meet its responsibilities to student health, safety, and wellbeing; (b) to insure the maintenance, operation, or renovation of facilities; (c) to establish a special interest hall or apartment; (d) to reassign rooms in an apartment or hall to students of the opposite sex; or (e) to more efficiently manage University property and facilities.

### **Guests**

The resident recognizes that his/her guest may stay in the assigned space only with the concurrence of the roommate(s) and for no more than three consecutive nights that must be approved by the Area Director. If the exercise of this privilege results in excessive frequency, ORL may invoke limitations on the guest privileges of the involved resident(s).

### **Furnishings and Amenities**

All rooms are furnished with single beds, chairs, desks, closets and general lighting. Additionally rooms are air conditioned, have HD cable TV and wireless internet at no additional student cost. Students will need to provide their own linen, pillows and reading lamp. A general list of things to bring may be found online at the Residence Life site. Each housing community accommodates at costs laundries, printing centers and in some locations computer labs for free-will use.

### **Bike Storage**

Bicycles and motorbikes may not be kept inside of apartment housing. Their presence may prohibit free movement and cause bodily injury or property damage. Bikes should be stored in the shelters provided.

### **Cleaning and Maintenance**

It is the responsibility of each student to clean and maintain his/her room. All waste paper and other trash must be deposited in the dumpsters near the building. Littering is not permitted. Rooms must be left in a clean condition at the end of the contract period. Weekly checks will be made by the Paraprofessional or Professional staff to insure that residents are taking proper care. If cleaning standards have been neglected, residents will be given one day to bring the room up to acceptable condition or be billed for cleaning by University personnel.

### **Electrical Appliances**

Personal electrical equipment authorized for use in individual rooms includes radios/stereo equipment and other entertainment devices. Personal electrical equipment also includes razors, toothbrushes, fans, clocks, hair dryers, microwaves, lamps, coffee/tea pots and small cubic refrigerators. The following appliances may not be used in residence halls: George Foreman Grills, hot plates, heat lamps, sun lamps, electric blankets, electric heaters, electric frying pans, griddles, toaster ovens, woks and any other such appliances that use great amounts of electricity to generate heat and are potentially unsafe. Should these items be found, they will be confiscated and not returned.

### **Smoking Policy**

July 26, 2013 the University of Maryland Eastern Shore became a smoke free campus. Smoking is not permitted in any University building, including academic buildings, residence halls, administrative buildings, enclosed facilities, or vehicles, except in special designated areas (see appendix).

### **Animals in Residence Halls**

In a general sense animals of all types are not permitted in residence halls at the University of Maryland Eastern Shore. However, Federal Laws under The Americans with Disabilities Act (ADA) have enacted legislation to allow QUALIFIED individuals to be accompanied by "Comfort and Service Animals" that may reside in the residence halls under certain special conditions. Qualification is determined by medical/health care professionals and presented to Student Disability Services to assess overall feasibility and execution. "Comfort and Service Animals" may not be housed in the residence halls, without the approval of the University's Disabilities Coordinator. Residents must comply with all state laws and local animal ordinances to include, but not limited to: required licenses, and current vaccination and

identification tags. Contact the Student Disability Services Coordinator for more detailed information and/or proper referral.

In order for “Comfort and Service Animals” to be considered a reasonable accommodation, the following documentation must be on file with Student Disability Services:

- The existence of a documented disability.
- A relationship between the disability and the relief the animal provides.
- The animal is necessary in order for the resident to use and enjoy on-campus.

### **WESM RADIO**

WESM (91.3 FM) is the University’s listener-supported radio station. It is operated by professional staff and community volunteers. The station offers a diverse music format (jazz, blues & gospel), along with news, sports, and public affairs programming. WESM is owned and operated by the University of Maryland Eastern Shore. Opportunities exist for student internship experiences. Visit WESM at <http://www.wesm913.org>.

### **SERVICES FOR STUDENTS WITH DISABILITIES**

Student Disability Services (SDS) assures the commitment of the University of Maryland Eastern Shore to provide access and equal opportunity to student with disabilities admitted to the University. Integration into the mainstream of campus life and empowerment are top priorities of SDS. Although there is no special curriculum for students with disabilities, SDS focuses on supporting the positive development of students with disabilities. The office is available with assistance with: Orientation to the University, Reader Referral, Advocacy and Guidance, Classroom Accommodations, Faculty Liaison, Agency Liaison, Tutoring, Note Taking, Test Proctoring and Assistive Technology. For more information, contact SDS at (410) 621-3446 or by email at [djoseph@umes.edu](mailto:djoseph@umes.edu). Student Disability Services is located in the Student Services Center, on the second floor in suite 2165.

### **STUDENT HEALTH CENTER**

The Charles R. Drew Student Health Center provides basic health care for students (residents and commuters) currently enrolled at UMES through evaluation, diagnosis, treatment, counseling, and referral for health needs. The Student Health Center provides a variety of services such as treatment for acute conditions, immunizations and screenings. There is no charge for office visits; however some fees may be required for certain services. Students who are referred off campus to other medical facilities (for x-rays, more extensive testing, etc.) are responsible for any expenses incurred. Likewise, costs for prescriptions are the responsibility of the student.

All registered students, including graduate, transfer and international, regardless of number of credit hours being taken are required to provide a completed health history form and proof of up-to-date immunization status for measles, mumps, rubella (MMR) and tuberculosis (TB) prior to registering for and/or attending classes. *Students living in campus housing must also meet the meningitis requirement.* Registration blocks will be placed on students who have not submitted the required documents. This will prevent students from registering for/or attending classes until the records are received and processed. To avoid delays, students should submit the records as soon as possible. The deadlines for submission are: August 1 for the fall semester and January 1 for the spring semester. Students who encounter difficulty obtaining documentation should contact the Student Health Center for assistance.

Hours for the Health Center during the fall and spring semesters are 8:00 a.m. to 5:00 p.m. Monday through Friday. For medical emergencies after these hours, students may seek assistance through Public Safety or Residence Life staff members. The Student Health Center may be contacted at 410-651-6597 (phone) or 410-651-6702 (fax).

### III. ACADEMIC INFORMATION, POLICIES AND PROCEDURES

#### ACADEMIC STRUCTURE

At the University of Maryland Eastern Shore (UMES), departments are grouped into Schools. A Dean heads each School. The following is a listing of the names of each School, along with departments within the School. A student belongs to the School in which his/her department is located, (i.e., if a student's major is Physician Assistant, then he/she is a member of the Department of Physician Assistant, which is a Department within the School of Agricultural and Natural Sciences).

#### School of Agricultural and Natural Sciences

Dr Moses Kairo, Dean 410-651-6072  
Hazel Hall, Rm. 3052

Dr. Robert Dadson, Acting Chair 410-651-6168  
Department of Agriculture  
Trigg Hall, Rm. 1107

Dr. Nina Lyon-Bennett, Chair 410-651-6056  
Department of Human Ecology  
Richard Henson Center, Rm. 2101

Dr. Gurbax Singh, Acting Chair 410-651-6013/6015  
Department of Natural Sciences  
Carver Hall, Rm. 1103

#### School of Arts and Professions

Dr. Ray Davis, Dean 410-651-6083  
Hazel Hall, Rm. 2051

Dr. Robert Harleston, Acting Chair 410-651-6585  
Department of Criminal Justice  
Hazel Hall, Rm. 3018

Dr. Karen Verbeke, Chair 410-651-6217  
Department of Education  
Hazel Hall, 2023

Dr. Jacqueline Brice-Finch, Chair 410-651-6552  
Department of English & Modern Languages  
Wilson Hall, Rm. 1102

Dr. Christopher Harrington, Chair/Assistant Professor 410-651-6488/6571  
Department of Fine Arts  
Arts and Technology, Rm. 1151

Dr. Joyce Bell, Interim Chair 410-651-6086  
Department of Social Sciences  
Hazel Hall, Rm. 3034

#### School of Business and Technology

Ayodele J. Alade, Dean 410-651-6067  
Kiah Hall, Rm. 1111

Dr. Kate Brown, Acting Chair Department of Business, Management & Accounting Kiah Hall, Rm. 2102	410-651-4472
Dr. Alvernon Walker, Chair Department of Engineering and Aviation Science Tanner Hall, Rm. 1115	410-651-6365
Dr Ernest P. Boger, Chair Department of Hotel & Restaurant Management Richard A. Henson Center, Rm. 2100	410-651-6563
Dr. Robert Johnson, Chair Department of Mathematics and Computer Science Kiah Hall, First Floor 1104	410-651-6422
Dr. Derrek Dunn, Chair Department of Technology, Arts and Technology Center, Rm. 110	410-651-6465
<b>School of Graduate Studies</b> Dr. Jennifer Keane-Dawes, Dean Early Childhood Research Center, Rm. 1136	410-651-6507/7966
<b>School of Pharmacy and Health Professions</b> Dr. Nicholas Blanchard, Dean Hazel Hall, Suite 1062	410-621-8327
Dr. William Talley, Acting Assistant Dean School of Pharmacy and Health Professions Hazel Hall, Suite 1062, Room 1117	410-651-6262
Dr. Raymond Blakely, Chair Department of Physical Therapy Hazel Hall, Rm. 2076	410-651-6310
Dr. Margarita Treuth, Chair Department of Exercise Science W. P. Hytche Athletic Center, Rm. 1121	410-651-8141
Ms. Peter Stanford, Interim Chair Department Chair & Program Director Department of Physician Assistant Hazel Hall, Rm. 1038	410-651-7584
Dr. William Talley, Chair Department of Rehabilitation Services Hazel Hall, Rm. 1113	410-651-6262
<b>Library Services</b> Dr. Ellis Beteck, Dean Frederick Douglass Library, Rm. 2105	410-651-6621

## ACADEMIC HONESTY POLICY

### ACADEMIC HONESTY POLICY FOR GRADUATE AND UNDERGRADUATE STUDIES

Academic honesty and integrity lie at the heart of any educational enterprise. The University of Maryland Eastern Shore (UMES) is committed to the values of academic honesty and integrity, and the ensuring that these values are reflected in behaviors of the students, faculty, and staff.

UMES is committed to the prevention of academic dishonesty. To reinforce that commitment, information, including definitions and examples of academic dishonesty, will be published in the UMES Student Handbook and the university catalog. The intention of this information is to prevent acts of academic dishonesty. Prevention is the primary goal of the University in general and the Division of Academic Affairs in particular.

When there is evidence that a student has disregarded the University's Academic Honesty Policy, that student will be subject to review and possible sanctions. Students are expected to do their own work and neither to give nor to receive assistance during quizzes, examinations, or other class exercises.

One form of academic dishonesty is plagiarism. Plagiarism is intellectual larceny: the theft of ideas or their manner of expression. Students are urged to consult individual faculty members when in doubt. Because faculty and students take academic honesty seriously, penalties for violation may be severe, depending upon the offense, as viewed by the committee selected by the appropriate Dean to review such matters. The minimum sanction for cases of proven cheating is failure of the course. Instructors will explain procedures for taking tests, writing papers, and completing other course requirements so that students may understand fully their instructor's expectations. A more detailed version of the Academic Honesty Policy for Graduate and Undergraduate Studies and the process for addressing grievances can be found in the University Catalog.

### ACADEMIC PROBATION AND DISMISSAL

#### Good Academic Standing

Students are considered to be in good academic standing and performing satisfactorily at UMES if their cumulative GPA is at least 2.0.

#### Unsatisfactory Performance:

Total Hours Attempted	Academic <b>Dismissal</b> If Cum. GPA is	Academic <b>Probation</b> If Cum. GPA is in the range
1-24	1.549 or below	1.550 to 1.999
25-48	1.699 or below	1.700 to 1.999
49-73	1.799 or below	1.800 to 1.999
74 and above	1.949 or below	1.950 to 1.999

#### Academic Probation

Any student will be placed on academic probation if he/she:

1. fails to maintain the cumulative grade point average consistent with the number of credit hours attempted, or
2. has been reinstated to the University following academic dismissal.

Students on academic probation are restricted to no more than thirteen (13) credit hours per semester and are required to repeat all courses in which deficiencies have been received, as scheduling allows. Students on academic probation are required to participate in prescribed academic crises intervention programs and activities provided by the major department and/or UMES Center for Access and Academic Success. Students must abide by ALL regulations during the entire period of academic probation.

#### Academic Dismissal

Students matriculating as first time freshmen will not be academically dismissed at the end of their first semester regardless of cumulative grade point average or number of credit hours earned. Beginning with their second semester, such students will be subject to the standards given in the table above.



A student, other than a first semester freshman, will be academically dismissed if he/she:

1. fails to maintain the cumulative grade point average consistent with the number of credits attempted, or
2. falls in the category of Academic Probation for two consecutive semesters.

A student who has been academically dismissed and who is reinstated will still be subject to the standards set forth in the table above. For example, a student will be academically dismissed again at the end of the first semester after reinstatement, if he/she remains in the Academic Dismissal category.

### **ACADEMIC DISMISSAL AND REINSTATEMENT**

When a student is academically dismissed from UMES, he/she is not eligible to register with any campus or program of the University System of Maryland. To become eligible for registration once again, he/she must complete the Application for Reinstatement prior to the desired date of reinstatement. Applications for Reinstatement must be filed by the following deadlines:

#### **Fall Semester**

**April 1<sup>st</sup>** Students who have been out one or more semesters and want to return for the Fall Semester.

**June 15<sup>th</sup>** Current semester students on dismissal at the end of the Spring Semester who want to return for the Fall Semester.

#### **Spring Semester**

**November 1<sup>st</sup>** Students who have been out one or more semesters and want to return for the Spring Semester.

**January 5<sup>th</sup>** Current semester students on dismissal at the end of the Fall Semester and want to return for the Spring Semester.

Applications received after the deadline indicated above will be considered for the next session. Applications may be obtained online at [www.umes.edu/registrar](http://www.umes.edu/registrar) or by writing to the Office of the Registrar, Student Development, Cultural and Recreation Center, Suite 1120, University of Maryland Eastern Shore, Princess Anne, Maryland 21853.

### **Adding and Dropping Classes**

Students who are properly registered may add courses during the first week of instruction each semester. Only in exceptional cases, and with the permission of the **Dean**, will a student be permitted to enter a class later than one week after the beginning of instruction. Students may drop courses during the first two weeks of the current semester. Only in exceptional cases, and with the permission of the **Dean**, will a student be permitted to drop a course later than the end of the drop period. Should a student officially exit a class prior to the end of the drop period, no grade will be recorded on the transcript. The end of the drop period is published in the Academic Calendar for each semester or term.

### **CANCELED CLASSES**

The determination of the operational status of the campus during inclement weather is the responsibility of the President or designee. During inclement or impending poor weather conditions, such determination will be made in consultation with state and county roads departments, state police on the condition of roadways and with the National Weather Service on the forecasts for the local weather. The Office of the President will announce the appropriate operational policy status in accordance with the provisions of this policy. Depending on the severity of prevailing or impending road conditions, the University will observe a state of: full operation, minimum manning, or closed. Full Operation indicates no change in operational status, business as usual. This designation will not involve a special announcement to the UMES community. Minimum Manning will denote the maintenance of a "skeletal crew" for the continued operation of individual office functions. The instructional schedule will continue to be observed under "minimum manning. In the event commuting students miss class(es) because of prevailing or impending weather condition, they are not to be penalized pursuant to the University Attendance Policy. Closed will be issued when it is determined that the University is to be closed. In addition to making announcements on our own radio station, [WESM-FM \(91.3\)](http://WESM-FM), announcements will be made via other local radio and television outlets.

### **CLASS ATTENDANCE**

The University expects all students to take full individual responsibility for their academic work and progress. All students must meet the qualitative and quantitative requirements of each course in their curricula to progress satisfactorily. They are expected to attend classes regularly, for consistent attendance offers the most effective opportunity open to all students to gain command of the concepts and materials of their courses of study.

### **COMMENCEMENT**

It is the policy and practice of the University of Maryland Eastern Shore that all participants in its commencement must have completed all academic requirements as presented in the catalog in effect at the time of initial enrollment at the University as a degree-seeking student and approved by the degree granting department.

#### **Winter Commencement**

Students planning to graduate in **December** must complete their academic program requirements by the end of the fall semester. Students who expect to complete the degree requirements at the end of a semester should complete an application for degree during the pre-registration period prior to the semester of the expected graduation. Pre-registration dates are published in the Academic Calendar. The deadline for submission for the Winter Commencement is June 30<sup>th</sup>. Students who do not graduate as expected must resubmit an application for degree in order to participate in the next Commencement Exercise.

#### **Spring Commencement**

Students planning to graduate in **May** must complete their academic program requirements by the end of the spring semester. Students who expect to complete the degree requirements at the end of a semester should complete an application for degree during the pre-registration period prior to the semester of the expected graduation. Pre-registration dates are published in the Academic Calendar. The deadline for submission for Spring Commencement is January 30<sup>th</sup>. Students who do not graduate as expected must resubmit an application for degree in order to participate in the next Commencement Exercise.

#### **Summer Commencement – Physical Therapy Students Only**

Students planning to graduate in **September** must complete their academic program requirements by the end of the third summer session. Students who expect to complete the degree requirements at the end of a term should complete an application for degree during the pre-registration period prior to the semester of the expected graduation. Pre-registration dates are published in the Academic Calendar. The deadline for submission for Summer Commencement is June 1<sup>st</sup>. Students who do not graduate as expected must resubmit an application for degree in order to participate in the next Commencement Exercise. For additional information contact the Office of the Registrar at 410-651-6413.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

**(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access;** Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar to whom the request was submitted, then the Registrar shall advise the student of the correct official to whom the request should be addressed.

**(2) The right to request the amendment of the student's education records that the student believes is inaccurate;** Students may ask the University to amend a record that they believe is inaccurate. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;** one exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University 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 agency); a person serving on the Board of Trustees; 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. 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. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

**(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Maryland Eastern Shore to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA are:  
 Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-4605

#### **FINAL EXAMINATIONS**

A final examination shall be given in every course. Exceptions may be made with approval of the Department Chairman and Dean. Normally the final examination, additional tests, quizzes, term papers, and reports are used to determine a student's comprehension of a course. The order of procedure in these matters is left to the discretion of the department and should be announced to the class at the beginning of the course. Generally, no more than **three** final examinations a day is considered a normal test load for students. In making travel plans, students should be aware that they are likely to have an examination at any time during this period and plan accordingly.

#### **GRADE CHANGE POLICY**

Grade changes must be initiated by the instructor on the required change of grade form available in the Office of the Registrar. Such petitions require the approval of the department head and the dean of the instructor's school before the Registrar will make changes on the student's record. Any grade change must be received in the Office of the Registrar no later than 60 business days immediately following the beginning of classes in the semester succeeding the one in which the grade was given or omitted. **For a winter term, the changes are due in the Office of the Registrar no later than 60 business days immediately following the beginning of classes in the succeeding Spring semester.** For a summer term, the changes are due in the Office of the Registrar no later than 60 business days immediately following the beginning of classes in the succeeding fall semester. If a student is not enrolled in the succeeding semester, then the grade change is due 60 business days following the beginning of classes in the next regular semester. For courses in which the grade of 'I' (Incomplete) has been awarded, the work must be completed and the terminal grade must be submitted by the end of the next semester of enrollment, otherwise the "I" becomes "W."

#### **INCOMPLETE GRADE POLICY**

The grade of "I" (Incomplete) is to be given only to students whose work in a course has been qualitatively satisfactory, when because of illness, or other circumstances beyond their control, they have been unable to complete the requirements for the course. In no case will the grade of "I" be recorded for a student who has not completed satisfactorily the major portion of the course work. In cases where this grade is given, the student may not re-register for the course until the "I" is removed by completing work assigned by the instructor. Work must be completed and the terminal grade must be submitted by the end of the next semester of enrollment, otherwise the "I" becomes "W."

## **POLICY AND PROCEDURES ON THE DISCLOSURE OF STUDENT EDUCATIONAL RECORDS**

### **Confidential Relationships Policy**

It is the policy of UMES to comply with the requirements of the Federal Family Educational Rights and Privacy Act, known as the Buckley Amendment, concerning the disclosure of student records. Following is an outline of the policy, and an explanation of the procedures by which students may obtain access to education records. A copy of this policy is to be furnished to each student annually with Registration materials for the Fall semester. New and transfer students enrolling for the first time during the Spring semester will receive the policy at that time.

### **Definitions**

- **“Attendance”** includes but is not limited to attendance in person or by correspondence; and the period during which a person is working under a work-study program.
- **“Directory Information”** means information which would generally not be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: a student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic teams, dates of attendance, degrees, and the most recent previous educational agency or institution attended.
- Photographic, video, or electronic images of students taken and maintained by the University are categorized as directory information.
- **“Disclosure”** means to permit access to or the release, transfer, or other communication of education records to any party by any means, including oral, written or electronic means.
- **“Educational Records”** means those records maintained by UMES, which contain information directly related to a student except:
  - Records made by instructors, professors, and administrators for their own use, and not shown to others.
  - Records maintained by UMES Police solely for law enforcement purposes and kept separately from the education records described above.
  - Records of employment, which relate exclusively to the individual in that individual’s capacity as an employee, and are not available for use for any other purpose.

***NOTE: If a currently enrolled student is employed as a result of his or her status as a student, records relating to that employment are educational records.***

- Records on a student who is eighteen years of age or older made by a physician, psychiatrist, psychologist, or other recognized profession or paraprofessional made or used only for treatment purposes are available only to the persons providing treatment.

***Note: Treatment for the purpose of this definition does not include remedial educational activities.***

- Alumni records which contain only information relating to a person’s activities after that person is no longer a student at UMES and not related to that person as a student.
- **“Parent”** means a parent of a student, and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent.
- **“Party”** means an individual, agency, institution or organization.
- **“Personally identifiable information”** means a student’s name, a name of a student’s parent or family member, an address of a student or a student’s family, a personal identifier such as a social security number or student number, a list of personal characteristics or any information that would make a student’s identity easily traceable.
- **“Record”** means any information recorded in any way, including, but not limited to, handwriting, print, type, film, microfilm, and microfiche.
- **“Student”** means any individual who is or has been in attendance at UMES, and on whom education records are maintained.

**Right of Access** Each student in attendance at UMES has a right to inspect and review his or her education records.

Procedure

- Form of Request - Requests for access to education records must be made in writing, signed by the student, and must include the student's social security number.
- Place of Request - Requests are made to the Office of the Registrar, First Floor, Bird Hall, Princess Anne, Maryland 21853.
- Response by UMES - UMES shall comply with a request for access within a reasonable time, in no case to exceed 45 days. Whenever possible, arrangements shall be made for the student to read his or her records in the presence of a staff member.
- Reproduction of Records - A student may ordinarily obtain copies of education records by paying the cost of reproduction. The fee of copies is \$.25 per page. There is no charge for staff time to search for or collect education records. Only copies of a student's current UMES transcript will be provided. Official or unofficial University of Maryland transcripts with the seal of the University will be provided at a higher cost.

Types and Locations of Educational Records Maintained at UMES

**Note: All requests must be routed through the Office of the Registrar.**

- Admissions - Applications and transcripts from institutions previously attended.  
Office of Admissions & Recruitment
- Registration - All on-going academic and biographical records.  
Office of the Registrar
- Departments - Departmental Offices  
Chairperson of the Department
- Deans - Miscellaneous records  
Dean's offices of each school
- Residence Life - Student's housing records  
Director of Residence Life
- Advisors - Letters of evaluation, personal information sheet, transcript, test scores (with student permission.)
- Conduct Affairs - A student's Conduct and disciplinary records.
- Counseling Center - Biographical data, summaries of conversations with students, tests results.
- Financial Aid - Financial aid applications, needs analysis statements, awards made.  
**Note: There is no student access to parents' confidential statements.**
- Career Services - Recommendations, unofficial copies of academic record.
- Office of the Comptroller - Student accounts receivable, records of students' financial charges, and credits.

**Waiver of Access to Confidential Recommendations**

Students may waive the right of access to confidential recommendations in the following areas:

- Admission to any educational institution
- Job placement
- Honors and awards

The waiver must be in writing, and UMES shall not require such waivers as a condition to admission, or the receipt of any service or benefit. If right of access is waived, a student will be notified, upon written request, of the names of all persons making confidential recommendations. Such recommendations shall be

used only for the purpose for which they were specifically intended. A waiver may be revoked in writing at any time, and will only apply to subsequent recommendations.

### **Disclosure of Personally Identifiable Information**

It is the policy of UMES to limit disclosure of personally identifiable information without a student's prior written consent, subject to the following limitations and exceptions:

#### **Directory Information**

This information may be disclosed and may appear in public documents unless a student files a written notice not to disclose any or all of the information within three weeks of the first day of the semester in which the student begins each year. This notice must be filed annually with the Registrar's Office within the allotted time to avoid automatic disclosure of directory information. Students will be given annual notice of the categories of information designated as directory information.

#### **Prior Consent Not Required**

Prior consent is not required for disclosure of educational records to the following parties:

- School officials of UMES who are or may be in a position to use the information in furtherance of a legitimate educational objective.
- A school official is:
  - A person employed by the University System of Maryland in an administrative, supervisory, academic or research, or support staff position.
  - A member of the Board of Regents.
  - A person employed by or under contract to the University to perform a special task, such as an attorney or auditor.
- A school official has a legitimate educational interest if the official is:
  - Performing a task that is specified in his or her position description or by a contract agreement.
  - Performing a task related to a student's education.
  - Performing a task related to the discipline of a student.
  - Providing a service or benefit relating to the student's family, such as health care, counseling, job placement or financial aid.
- Officials of other schools in which a student seeks or intends to enroll or is enrolled. A student will be provided with a copy of the records that have been transferred upon request and payment of copying fees as described above.
- Authorized representatives of the Comptroller General of the United States, the Secretary of Education, the Commissioner of the Office of Education, the Director of the National Institute of Education, the Administrator of the Veterans' Administration, the Assistant 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, these officials will protect information received so as not to permit personal identification of students to outsiders.
- Authorized persons and organizations that are given work in connection with a student's application for or receipt of financial aid to the extent necessary.
- State and local officials to whom such information is required to be reported by effective state law adopted prior to November 19, 1974.
- Organizations conducting education 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 is to be destroyed when no longer needed for these purposes.
  - Accrediting organizations for purposes necessary to carry out their functions.
  - Parents of a student who is dependent for income tax purposes.
  - 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.

- In response to a court order or subpoena, UMES will make reasonable efforts to notify the student before complying with the court order.  
Prior Consent Required in all Other Cases.
- When releasing information to UMES school officials or other school officials, UMES will not release personally identifiable information in education records, or allow access to those records without prior consent from the student. The consent must be in writing, signed by the student, and dated. The student must specify the records to be disclosed, the identity of the recipient, and the purpose of the disclosure. A copy of the record disclosed will be provided to the student upon request and payment of copy of copy fees described above.

### **Record of Disclosures**

#### **Maintenance of List**

UMES shall maintain a list of each request and each disclosure of personal identifiable information with each student's education records. The list shall include:

- the parties who have requested or received the information;
- the legitimate interest the parties had in requesting or receiving the information.

#### **Inspection of List**

The list of disclosures may be inspected by:

- the student;
- the official custodian of the record; and
- other UMES and governmental officials.

#### **Exceptions**

The following disclosures are not listed:

- disclosures are not listed;
- disclosures pursuant to written consent;
- disclosures to instructional or administrative officials of UMES; and
- disclosures of directory information.

#### **Correction of Educational Records**

It is the policy of UMES to provide students the opportunity to seek corrections to educational records which are believed to be inaccurate, misleading, or which violate the right to privacy, or other rights.

#### **Request to Correct an Educational Record**

A request must be in writing, to the Registrar's Office. A request must contain:

- The specific document(s) being challenged;
- The basis for the challenge;
- UMES shall decide within a reasonable time whether to amend the document(s).
- The student shall be notified of the decision in writing, and if the decision is to refuse to amend, the student shall be notified of the right to a hearing.

#### **Right to a Hearing**

Upon request, a student shall be provided an opportunity for a hearing to challenge the content of educational records. A request for a hearing must be made in writing to the Registrar's Office. Within a reasonable time, the student shall be notified in writing of the date, place and time. The student shall be given reasonable advance notice of the hearing.

#### **Educational Record Amendment Hearing**

- The hearing shall be conducted by a UMES official with no direct interest in the outcome.
- The student shall have a full and fair opportunity to present evidence, and may be represented by individuals of his or her choice, including an attorney. The cost for such representation shall be the responsibility of the student.

### Decision

- The student shall be notified in writing within 3 to 5 business days.
- The decision is to be based solely upon evidence presented at the hearing, and must include a summary of the basis of the decision.
- In cases where the challenged information is found to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the education record shall be amended accordingly within a reasonable time.
- In cases where the challenged information is found to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the student shall be informed in writing of the right place in the challenged record a statement commenting on the information and explaining any reasons for disagreeing with the decision.
- The statements described above shall be kept as part of the student's record, and disclosed whenever that portion of the record is disclosed.

### Right to File a Complaint

Students alleging noncompliance with the Family Educational Rights and Privacy Act may file a complaint with the Department of Education, Room 4512, Switzer Building, 330 C Street, S.W. Washington, D.C. 20202.

## WITHDRAWAL FROM THE UNIVERSITY AND REFUND POLICY

### From A Class

Should a student officially exit a class after the drop period, but before the end of the withdrawal period, a grade of "W" will be recorded on the transcript. **Withdrawal requires the signature of the Advisor and the Instructor of the course in which the student is withdrawing.** The end of the withdrawal period is published each semester or term in the Academic Calendar.

### From the Institution

Any student who desires or is compelled to withdraw from the University for any cause at any time during the academic year should secure an application for withdrawal from the Office of the Registrar, obtain the proper signatures and file it in the Office the Registrar. If the student is physically off campus and cannot return to process the University Withdrawal form, the student may email the Registrar's Office via their UMES Email Account at [registrarconcerns@umes.edu](mailto:registrarconcerns@umes.edu). Once the form or email request is received, the Office of the Registrar will record a grade of "W" for all courses. The effective date for withdrawals, with regard to refunds and grades, is the date the form is filed at the Office of the Registrar. No student may withdraw after the last scheduled day of classes in a given semester. Exceptions will be referred to the Office of Academic Affairs.

Students withdrawing from the University during a semester will be credited for all academic fees charged to them, in accordance with the following schedule.

<u>Period from First Day of Instruction</u>	<u>Refundable Percentage</u>
Two weeks or less	80
Between two and three weeks	60
Between three and four weeks	40
After four weeks	No refund

No part of the charges for room and board is refundable, except when the student officially withdraws from the University or is given permission by the appropriate officials of the University to move from the residence facility and/or to discontinue dining hall privileges. When permission is given to discontinue dining hall privileges, the meal card must be turned in to the Office of the Vice President for Administrative Affairs. In these cases, the room refund will be computed by deducting ten percent (10%) of the charge for the semester as a service charge and the remainder will be prorated on a weekly basis. Refunds to students for board (dining hall) charges will be calculated in the same manner. No room and/or board refunds will be made after the fourteenth week of the semester. Weekly basis shall be defined as a complete week or any fraction thereof.



**Readmission after Voluntary Withdrawal**

A student who voluntarily withdraws or who is administratively withdrawn from the University for reasons such as medical, personal, financial, lack of interest, and employment may apply for readmission to the University by completing and filing an Application for Readmission with the Office of the Registrar. Applications for Readmission must be filed by the following deadlines: **November 1<sup>st</sup>** – Students wanting to return for the Winter or Spring Session. **April 1<sup>st</sup>** – Students wanting to return for the Summer and Fall Session.

## IV. GENERAL UNIVERSITY POLICIES

### Alcoholic Beverage Policy

Possession, use, or distribution of alcoholic beverages is prohibited by anyone under the age of **21** on campus. **No person under the legal age for drinking (21) should consume, possess, or distribute alcohol in any area of the University.** This means that students/persons underage cannot drink alcohol and shall accept responsibility for their behavior if this policy is violated. The sale of any alcoholic beverage on the UMES campus is prohibited. Students are not permitted to possess kegs, or any other containers designed to hold large volumes of alcohol than what is found in common source containers. Students are not allowed to construct or own a table used for the purpose of alcohol related games, including but not limited to, beer pong, flip cup, card games, quarters, etc. All laws consistent with related state, municipal, county, or Federal laws and related University regulations govern the consumption of alcoholic beverages, both on campus and during any event or activity sponsored or sanctioned by the university.

Individuals of legal age are permitted consumption within the privacy of their room in a responsible intelligent manner, and in conformity with all pertinent state, municipal, county, and Federal laws. At no time is alcohol allowed in public areas, including but not limited to residence halls, campus grounds and surrounding building perimeters. Policy violators shall be subject to University Conduct action, possible civil/criminal discipline, and/or when living in campus housing, moved to other accommodations, or be evicted.

### Sanctions

The following sanctions may be imposed on any student, alumni or student organization that violates the university's alcohol policy. The university reserves the right to impose sanctions, up to and including termination of space usages, expulsion, conduct action, possible civil/criminal discipline, and/or when living in campus housing, moved to other accommodations, or termination of housing contract (eviction).

Students and guest who are of legal age to drink are expected to do so responsibly. The university will make an ongoing effort to educate students, through the offices of ATOD, Counseling Services, and during campus events about responsible drinking from a health, safety, and legal standpoint. Students who feel that they may have a problem with alcohol and/or drug abuse should contact the Counseling Center, located on the second floor in the Student Development Center, (410) 651-6449. All services are strictly confidential.

### Alcohol Policy Violations Fines and Penalties

<b>First Violation</b>	Mandated to the ATOD Prevention Center to complete BASICS (Brief Alcohol Screening Intervention for College Students and parental notification for underage violators). <i>Policy Violation Fine:</i> \$100 <i>BASICS Fee:</i> \$100
<b>Second Violation</b>	Referred to off campus Substance Abuse Treatment Program Student placed on probation for one academic semester <i>Policy Violation Fine:</i> \$150 <i>Off Campus Substance Abuse Treatment Program: Agency determines fee/pay</i>
<b>Third Violation</b>	Conduct Hearing (Potential removal from Campus Housing and/or suspension from the University) <i>Policy Violation Fine:</i> \$200

### **Americans with Disabilities Act Compliance**

The University of Maryland Eastern Shore assures commitment to provide access and equal opportunity to students with disabilities admitted to the University. The obligation to accommodate students with disabilities extends beyond the moral responsibility and beyond our University's commitment to fulfill the promise of access. As part of the Rehabilitation Act of 1973, Congress enacted Section 504. Section 504 provides that, "*No otherwise qualified handicapped individual in the United States...shall, solely by reason of...handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial Assistance.*"

On July 26, 1990, the Americans with Disabilities Act (ADA) was enacted. The ADA (updated expansion of Section 504) reinforces the concept of reasonable accommodations in education and mandates greater access to employment transportation and public accommodations. Thus, the University of Maryland Eastern Shore is charged with the responsibility of assuring that meaningful access and opportunity to students with disabilities be provided to maximize not only their academic potential, but social and extracurricular activities as well.

### **Disruptive Behavior**

Disruptive behavior is defined as conduct, by a student that negatively impacts the University community. This behavior detracts from any student's ability to benefit from an environment that is conducive to academic, spiritual, emotional, and social growth. The University of Maryland Eastern Shore considers disruptive behavior to be inclusive of, but not limited to speech or actions which: 1) are disrespectful, offensive, and/or threatening, 2) interfere with the learning and or social activities of other students, 3) impede the delivery of University services, and; or 4) have a negative impact in any learning environment – including department and staff offices, the Library, the Computing Center, the Learning Assistance Centers, labs, clinical sites, services learning sites, classrooms, and residential facilities, etc. (see Student Code of Conduct). Students are required to adhere to the behavior standards listed in the Student Code of Conduct and to refrain from disrupting classes, other university settings or sponsored events.

### **Dress Code**

The dress code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors not only improves the quality of one's life, but also contributes to optimum morale, as well as embellishes the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for values and ethics. The continuous demonstration of appropriate manners and dress insures that University of Maryland Eastern Shore students meet the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives - essential areas of development necessary for propelling students toward successful careers. *Students may be denied admission to various functions, and facilities if their manner of dress is inappropriate.* On this premise students at the University of Maryland Eastern Shore are expected to dress neatly at all times. The following are examples of inappropriate dress for dining hall and classroom attendance; they include but are not limited to: Pajamas, caps, do-rags midriiffs or halters, mesh shirts, netted shirts, tube tops or cutoff tee shirts (*see full Dress Code in appendix of the Student Code of Conduct*).

### **Equal Opportunity Statement**

The University of Maryland Eastern Shore supports equal opportunity in admissions, education, and use of facilities by prohibiting discrimination in those areas based on race, color, creed or religion, sex, sexual orientation, national origin, age, physical or mental handicap, or veteran status. Inquires should be directed to the Affirmative Action Officer, in the Office of Human Resources, Byrd Hall.

### **Freedom of Inquiry and Expression**

Students and registered student organizations are free to examine and respectfully discuss all questions of interest to them and to express opinions publicly and privately in a responsible way. They are also free to support causes by orderly means, including any means of peaceful assembly or advocacy, which do not infringe upon the rights or freedom of others.

In accordance with the activity request, registered student organizations are allowed to invite and to hear any person of their own choosing. Guest appearances must not interfere with the University's regular instructional, research, and service programs. Invited speakers are afforded the full courtesy and protection appropriate to a University community. The institutional control of campus facilities is not to be used as a device of censorship. Sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring organization or the institution.

### **Demonstrations and Picketing**

As an academic community, UMES values the rights of free expression and peaceable assembly and does not intend to restrict the exercise of these rights. However, all members of the university community are responsible for respecting conditions that preserve the freedom to learn. Demonstrations and picketing do not violate university policy unless they interfere with university functions, violate the rights of others, or break the law.

A demonstration is defined as the assembly of a group of persons to express their views on an issue. Picketing is defined as patrolling a building or area with or without carrying signs or handbills. The university requests that the Office of Campus Life receive prior notification of picketing or demonstrations if the event is advertised on campus or presents a potential disruption. When a demonstration is planned or announced under the sponsorship of university-approved student organization, university officials will advise the group leaders of their responsibilities for maintaining order, which may include restrictions on time, place, and manner.

Demonstrations within a campus building may take place only during the normal operating hours of the building. Demonstrators or picketers are prohibited from blocking free entry to or free exit from buildings, interfering with free movement, or presenting obstacles to regular university activities. "Interfering with free movement" is defined as any physical denial or restriction of a person's ability to freely reach or leave a given geographical area, or abusive conduct as defined in the Code of Student Conduct. "Obstacles" are defined as physical devices, bodies, or signs which cause interference with free movement or sounds which prevent normal aural communications. Any and all signs used as part of a demonstration must be made of paper products and cannot have handles made of wood or other non-flexible materials.

### **Hazing Policy**

#### **Purpose**

It is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity and to provide positive influence and constructive development for members and aspiring members. "Hazing" is an unproductive and hazardous custom that is incongruous with this responsibility and has no place in university life; either on or off campus. Any student who refuses to comply with this policy shall be subject to disciplinary action under the Student Code of Conduct. The purpose of this policy is to define hazing and to provide guidelines with regard to hazing which student organizations and their members must follow.

#### **Definition**

"The State of Maryland, in Article 27, s268, defines "Hazing" as, doing any act or causing any situation which recklessly or intentionally subjects a student to the risk of serious bodily injury for the purpose of initiation into student organization of a school, college, or university." "Violation constitutes misdemeanor; penalty - A person who hazes a student so as to cause serious bodily injury to the student at any school, college, or university is guilty of a misdemeanor and, upon conviction, is subject to a fine of not more than \$500, or imprisonment for not more than 6 months, or both." "Consent of student not a defense. The implied or expressed consent of a student to hazing may not be a defense under this section. (1985, ch. 153)."

UMES further defines "HAZING" as, doing any act or knowingly participating in, or causing any situation that subjects a student to the risk of serious injury, including physical injury and mental or emotional stress, for the purpose of initiation into a student organization of a school, college or university.

### **Prohibition and Sanctions**

- Hazing as defined in this policy is prohibited.
- Organizations found to be in violation of this policy may lose their status as recognized student organizations of the University.
- Individual members who are found to be in violation of this policy are in violation of the Conduct Code and may be disciplined in accordance with the University's disciplinary procedures.
- The negligence or consent of a student member of an organization or any assumption of risk by a student member of an organization is not a defense to an action brought pursuant to this policy.
- The negligence or consent of individuals joining an organization or any assumption of risk by an individual joining an organization is not a defense to an action brought pursuant to this policy.
- The penalty for hazing as defined by this policy shall be determined through the conduct process and may include expulsion.
- The following are examples of actions, which might constitute hazing:
  - Padding;
  - Requiring or compelling excessive exercise and calisthenics;
  - Involuntary excursions;
  - Requiring or compelling excessive exposure to elements;
  - Verbal harassment;
  - Requiring the forced consumption of any liquid or solid substance or drugs, or the forced inhalation of any substance.

### **Responsibility**

- The Vice President for Student Life & Enrollment Management or designated representative is the University official who has primary responsibility for administering this policy.
- It is the responsibility of every member of the University Community who has first hand or reliable knowledge of a hazing incident to report it immediately.
- Fraternities, sororities and social fellowships must provide the Director of Campus Life a copy of a signed statement from each candidate seeking member, indicating that they have read and understand this policy. Forms may be obtained from the Office of Campus Life.

When a Greek-letter organization has been suspended either by the University or their National Chapter they must:

- Remove all symbols, shields, and other paraphernalia from the campus for the length of their suspension.
- Refrain from wearing all fraternity/sorority clothing for the length of their suspension.

Failure to adhere to this policy will result in a conduct hearing, which may lead to suspension and/or expulsion from the University.

### **Identification Cards**

All currently enrolled full and part-time students will be issued a student identification card (HAWKCARD) that should be carried in their possession at all times. A current ID card entitles students to various services including admission into sporting events, social events and it also serves as a meal card for students on the meal plan. There is a fee for replacement of identification cards.

### **Posting Signs, Banners and Flyers**

All signs, banners, flyers and handbills must be approved through the Office of Campus Life prior to posting. Unauthorized materials will be removed. Materials should be posted only in areas or on surfaces designed for such. Contact the Office of Campus Life concerning size of signs, banners, posters and any additional requirements for posting and/or distributing materials on campus.

### **Racism, Discrimination and Diversity**

The policy of UMES is that racism - or any attitude, action or institutional structure that has for its purpose the subordination of a person or a group based on race, color creed, disability, religion, marital status, national origin, sex or sexual orientation - must not be tolerated. Any persons who feels that they have been

discriminated against by a student, a faculty or staff member, should contact the Affirmative Action Officer, Office of Human Resources, 3rd floor John T. Williams Hall (410) 651-6400.

### **Smoking Policy**

July 26, 2013 the University of Maryland Eastern Shore became a smoke free campus. Smoking is not permitted in any University building, including academic buildings, residence halls, administrative buildings, enclosed facilities, or vehicles, except in special designated areas (see appendix for the full policy).

### **Social Networking Policy**

The University of Maryland Eastern Shore may use Facebook, and/or other social networking websites and communities, to keep in touch with and to inform our campus community about events, programs, contest, etc. It is not our policy to monitor these social networking websites and communities; nor does UMES prohibit or encourage faculty, staff, or students from joining, or from participating in these websites and communities. However, any behavior when using these websites that violates the Student Code of Conduct, Human Resource, Academic or Computer Use Policies, brought to the attention of a University official, may result in disciplinary action, to include, but not limited to conduct sanctions. Violations of the University's Computer Use Policy will result at a minimum, in the suspension of the violator's access to University's computing resources.

### **Soliciting and Sales**

Registered student organizations have the right to retail on campus with prior approval. Dates are scheduled on a first come basis. Off-campus vendors may retail after obtaining approval from the Office of Campus Life. Vending forms are available in the Office of Campus Life. UMES reserves the right to deny vending to any student organization or off-campus enterprise. A daily vending fee is assessed to off campus vendors.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### ***Preamble***

As an academic community, the University of Maryland Eastern Shore exists for the pursuit of learning and truth, for the development of students as scholars and citizens, and ultimately, for the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. The University's responsibility for creating and maintaining an atmosphere conducive to these freedoms is shared by students, faculty, administrative personnel and regents.

The University community accepts its responsibilities to develop policies and procedures, which provide and safeguard these freedoms, and to promote the corresponding responsibilities within the framework of the University's Mission. As integral members to the University community, students exercise responsibility while developing their capacity for critical judgment and engaging in a sustained and independent search for truth. Students shall exercise their freedoms in a manner that does not infringe upon the rights and freedom of others.

### **Student Rights**

Once enrolled for classes, a relationship based upon mutual respect is established between the student and other members of the University community. Faculty and staff see students within many contexts, and students have rights and responsibilities within those contexts.

### **In the Classroom**

A student who enrolls in a class has the following rights:

- to know the instructor's goals and the content of the course,
- to know from the beginning of the class the instructor's expectations and grading methods,
- to be evaluated on the materials of the course and not on extraneous matter, and
- to consult with the instructor outside of the classroom on matters relating to the course.

Students enrolled in a course have the corresponding responsibility to observe the standards of academic performance defined by the instructor which are designed to ensure the freedom to teach and the freedom to learn.

### **Outside the Classroom**

Students have the right to services provided by teaching and non-teaching faculty and classified staff, including such services as academic advising, counseling, the sharing of information and clarification of University policies and procedures. Faculty and staff are expected to be sensitive to student needs and to offer assistance. However, due to the size and complexity of the University, students have a responsibility to initiate requests for service.

### **Student Grievance**

The University of Maryland Eastern Shore espouses the philosophy that student grievances are best resolved informally through meaningful dialogue between the individuals involved. The University believes that most student grievances can be satisfactorily resolved in this manner. Student grievance procedures are designed to give aggrieved students a process by which they may express substantive complaints about actions, inactions or policies which they believe are unfair, or which they believe discriminate on the basis of race, sex, color, religion, national origin, age, sexual orientation marital status or handicap.

These procedures are designed to ensure that students receive fair and impartial hearings about any and all substantive and procedural concerns except, (1) grade reviews (grievances) which are addressed by the UMES Grade Review policy, and (2) matters related to conduct actions resulting from violations of the Student Code of Conduct.

### **Procedures**

Student grievances may be associated with academic life (e.g. teaching, testing, and advising) or they may be associated with some aspect of campus life (e.g. work experience, co-curricular programs and activities). Students who wish to pursue grievances must follow the steps listed below.

- Step 1:** The student will submit a written statement of grievance, along with a request for resolution, to the original individual(s) involved. In academic matter, this will usually be a faculty member and in campus life matters, this will usually be a Student Life & Enrollment Management staff member. The staff member receiving the grievance shall respond in writing to the aggrieved within five (5) working days of receipt of the written grievance.
- Step 2:** If the matter is not resolved to the student's satisfaction as a result of action taken in Step 1 above, the student may, within five (5) working days of receipt of a written response to the grievance, take the matter to the next level of supervisory authority. A written response must be given to the student within five working days of receipt of the written grievance.
- Step 3:** If the matter is not resolved to the student's satisfaction as a result of action taken in Step 2, the student may continue taking the matter to the next level of supervisory authority provided the grievance is filed with the next level within five (5) working days of receipt of the response from the previous step. The final authority rests with the Vice President for Academic Affairs in the case of academic matters or concerns and the Vice President for Student Life & Enrollment Management in the case of campus life matters or concerns. Although the final authority rests with the Vice President of Academic Affairs or Student Life & Enrollment Management, the final decision will be written with the knowledge and concurrence of the President.

At each level, the individual receiving student grievance will respond in writing to the student within five working days of receipt of the grievance. The individual receiving the grievance may respond by referring the matter to appropriate committees or councils for study and recommendation. In such cases the student will be informed of the referral and a probable date on which a decision will be rendered.

### **UMES Drug Policy**

The University of Maryland Eastern Shore operates as a University with three major functions: instruction, research, and service. In this context the University holds as its fundamental purpose the maintenance of an environment that supports and encourages the pursuit and dissemination of knowledge. It is expected that students, staff, faculty and administrators share the responsibility of nurturing the environment. Consequently, all members of the academic community are expected to epitomize high standards of professional and personal conduct. The illegal or abusive use of drugs or alcohol by students, staff, faculty, or administrators is counteractive to the environment UMES strives to maintain. Therefore, the University of Maryland Eastern Shore is committed to a workplace and campus that is free of illegal drug use and drug and alcohol abuse. Possession, use, or distribution of drugs on University property is strictly prohibited.

### **The Policy**

Individuals who support or are in the presence of individuals who engage in illegal or abusive use of drugs or alcohol will be subject to the same sanctions as the offenders. The University of Maryland Eastern Shore has “zero tolerance” for offenders and their supporters. Remaining in the presence of offenders, whether actively participating or not, will result in disciplinary action by the University. People who are using drugs should stop and those who are considering experimenting with drugs should seek help from one or more authoritative sources before actually participating in the act of drug use. The policies of the University do not punish individuals who seek rehabilitation voluntarily. Confidentiality is assured all that voluntarily present themselves for drug or alcohol counseling or rehabilitation services.

Trafficking in illegal drugs is particularly objectionable and the penalties outlined in the UMES policies reflect this position. However; in keeping with the primary purpose of the University, educational strategies have been established as the major approach to interdiction. The use of illegal drugs or abuse of drugs including alcohol may result in prosecution and punishment by civil authorities and disciplinary action by the University. It is the University’s intent to establish clear limits of conduct for all members of the campus community.

- Any student having a drug problem may, voluntarily, on a confidential basis report it to the professional counseling staff at the counseling center where assistance will be provided in securing treatment.
- Any student caught and suspected of using drugs will be processed through the campus conduct system. If evidence presented at a conduct hearing results in dismissal, the student will be referred to a drug rehabilitation agency. Before the student can be readmitted to the University, evidence must be presented which confirms that the student has successfully participated and completed a rehabilitation program.

### **Penalties and Sanctions**

Students at the University of Maryland Eastern Shore are subject to Federal, state, and local laws for the possession and distribution of illegal drugs. Students caught selling or distributing drugs will be turned over to criminal authorities.

### **Use of University Facilities by Individuals and On-Campus Groups**

The physical facilities of the University of Maryland Eastern Shore are designed to enable the institution to carry out its responsibilities of education, research and public service; thus the regular instructional program and scheduled activities of the various divisions, departments, administration, and service units of the University shall receive priority in the scheduling of University facilities. When space is available, registered active student groups, individual full-time matriculating students, and alumni organizations, may be granted use of facilities provided they observe the policies and procedures governing such use and further agree to compensate the University for the rental of space and any applicable expenses resulting from the scheduled activity. The University may refuse the use of its facilities to otherwise eligible groups if the proposed activity would require an unreasonable amount of University supervision or service, or where there is a question concerning the safety of the participants or propitious use of University property.



### **Guests and Visitors**

The University campus and facilities are special purpose buildings and grounds and are generally not open to the public. They are principally for the use of University of Maryland Eastern Shore students, faculty, staff and alumni. Visitors and guests may utilize University facilities for events sanctioned by the University such as conferences, musical programs, dramatic productions, art exhibitions, athletic contests, etc., and be guests of members of the University community provided they conduct themselves in accordance with standards established for members of the University community. A host must accept responsibility for the behavior of any guests and ensure that the guests comply with University regulations. The host is required to be in the immediate presence of their guest at all times.

In particular, individuals may not obstruct or disrupt normal activities on campus, interfere in any way with the free use, access to or enjoyment of University facilities by students, faculty, staff, or alumni, or act so as to threaten or endanger the property, health or safety of others. Some campus events and University facilities, when required for University purpose, may be subject to further limitations. Any persons who have been previously told to leave the campus by a University official because of the above-described misconduct or who have engaged in criminal activity may not utilize or be present at or on University facilities or property for any reason on any occasion without first having obtained written permission from the Vice President for Student Affairs and Enrollment Management or designee.

### **Sexual Assault Policy**

A student who has been the victim of sexual assault may go through a range of emotions, which impacts their decisions with regard to reporting the incident. Therefore, it is very difficult to have a procedure to cover all possibilities. The procedural list below serves as a general guideline to follow when you become aware of a sexual assault. Please note, the student's name should not be forwarded in the notification chain. General guidelines are as follows:

#### **Primary Protocol**

1. If a sexual assault is believed to have occurred on campus and the survivor is discovered on campus and/or in housing, immediately call the University Police Department (UPD) at ext. 3300, as well as the Director of Housing and/or Area Director. The Director of Housing and/or Area Director will consult with the Associate Vice President for Student Affairs (AVPSA), who will then apprise the Vice President for Student Affairs & Enrollment Management (VPSAEM) of the situation. University Police will be responsible for contacting any additional external medical personnel as needed. University Police will also contact the On-Call Counselor to meet/communicate with the survivor – if needed – female survivors will be partnered with a female counselor (when applicable). After their assessment of the situation, the On-Call Counselor may contact a Rape Crisis Center representative and request that a volunteer be dispatched as needed. The AVPSA will be responsible for contacting/communicating with the parent(s) of the survivor.
2. The primary point of contact is to assess the situation to determine the survivor's immediate needs and requests. If medical attention is needed contact the University Police at (x. 3300) for assistance and coordination of transport to the hospital. This assessment may occur through the RA if the survivor is not willing to speak to the Director/Associate Director of Residence Life (note: the RA must notify the Director/Associate Director/Area Directors/University Police in all cases). If the survivor is not comfortable with the RA, the RA is required to contact a different professional staff member immediately (Area Director, Associate Director of Housing, Director of Counseling, Director of Health Services, Associate and/or Assistant VP for Student Affairs, etc.). It is critical to have an individual that the survivor is comfortable with to assist them through the process. The primary point of contact is to ensure the survivor that they are there to support them and available to talk.
3. All parties involved are to document their interaction with the survivor (except for Counseling Services – if they are acting in their official capacity as a therapist) and the accused student(s). Copies of all reports/materials are to be collected and a file developed and housed with the AVPSA.
4. The Student Affairs team is to encourage the survivor to seek help/support and inform them of available resources both on and off-campus. Student Affairs staff are prohibited from providing legal advice to either the survivor or accused student(s).

5. Survivors should also be encouraged to contact the Office of Student Conduct (ext.: 6434, located in the Student Services Center (SSC). The Conduct Administrator can explain the student conduct process to both survivors and accused students of sexual assault). The university cannot initiate disciplinary/judicial or criminal action unless the person who has been assaulted chooses to do so even if the alleged assailant is named in the Anonymous Notification. The university conduct process can and will move independently of any external civil and/or criminal proceedings.

6. Counseling Center staff and/or a Rape Crisis Center volunteer will arrive at the locale but will not engage in the situation until permission is granted by the student and/or the police department. The individual whom the survivor feels most comfortable with (e.g. counselor, Life Crisis Center, etc.) should provide greater detail regarding support options and encourage the survivor to seek medical attention.

7. If the survivor wants medical attention only, assist with the transport to the local hospital or the University Student Health Center per the student's request. The Student Affairs' Hospital protocol procedures should be followed and the student should be accompanied to the hospital.

8. If the student wants to inform the police, contact the University Police at ext. 3300 for assistance to make statements and/or coordination of transport to the hospital, University Police will initiate an investigation of the incident and will notify the appropriate external support units, if necessary. If the victim does not wish to involve the University Police, University Police still must be informed of the incident with limited details (e.g. names, location, etc.). The survivor should be informed/encouraged, but never forced to participate in the investigation, student conduct, or criminal proceedings.

9. The AVPSA will keep the VPSAEM apprised of the situation, and the VPSAEM will keep the President apprised of the situation.

10. The AVPSA, in consultation with the VPSAEM, will convene the SART team and provide ongoing coordination.

11. The VPSAEM will initiate policies and procedures for disciplinary action when appropriate.

The University of Maryland Eastern Shore (UMES) has developed a coordinated response to sexual assault, including a Sexual Assault Response Team (SART). SART includes individuals and representatives from the following offices:

- Director of Residence Life
- Associate Vice President for Student Affairs
- Alcohol, Tobacco and Other Drugs
- Counseling Center
- Rape Crisis Center (external)
- Student Health Center
- University Police Department
- Human Resources Department

All of the resource professionals listed above will be available as needed for consultation as needed. Whenever possible, the identity of the survivor will not be disclosed without their written permission. However, if the matter is forwarded to the Student Conduct Process the identity of the survivor cannot be withheld as the accused student(s) shall have the right (under Due Process) to question their accuser. It is of primary concern that the survivor controls the steps she/he takes next after receiving the desired information from professional resources. In all cases, an *Anonymous Notification* will be filed with the University Police.

## V. CONDUCT SYSTEM

### STUDENT CODE OF CONDUCT

The University of Maryland Eastern Shore claims certain foundational principles of values upon which its entire existence stands. All students at the University of Maryland Eastern Shore have the duty to observe and uphold and accept these values as standards of conduct. These include honor, personal and academic integrity, mutual respect for personal and property rights of others, justice, freedom, diversity, leadership, civility, courtesy, fairness, spirituality, and loyalty to the University.

Toward this end, each student is responsible for his or her own conduct and for upholding values, policies and standards of the University of Maryland Eastern Shore. It is expected that students will act at all times (on campus and off-campus) in a manner that reflects favorably upon themselves, their families, and the University. Students, at the University's discretion are subject to sanctions for their conduct on or off campus, when that conduct contradicts the mission and/or policies of the University. Should a student's behavior be found unacceptable, depending on the nature of the violation that student may be warned, sanctioned, placed on probation, suspended or expelled from the University.

It is the responsibility and the duty of every UMES student to become acquainted with the Student Code of Conduct. Every student is presumed to have knowledge of the Student Code of Conduct and to agree to abide by the Code as a condition of his or her enrollment. Ignorance of the Student Code of Conduct and its provisions will not constitute a defense in any proceeding against a student. Copies of the Student Code of Conduct will be provided to each incoming student and will be generally available in the Offices of the Conduct Administrator, Public Safety, and the Vice President for Student Affairs and Enrollment Management.

#### Zero Tolerance Policy

The University of Maryland Eastern Shore maintains and strictly enforces a policy of *zero tolerance* with regards to fighting, the use, possession and/or distribution of illicit drugs, and the possession of dangerous weapons, firearms, and explosives. If a student is found guilty of using, possessing, selling or distributing illegal drugs; initiating a fight, or using any object (weapon) with the intent to cause harm, *the minimum sanction will be suspension from the University for one (1) academic semester*, and where appropriate will be referred to local policing authorities for criminal prosecution. *Suspension from the University for a violation of the zero tolerance policy will result in the cancellation of the accused student's housing contract, loss of tuition and fees, grades attempted, and denial of a housing contract in the future.* If a student is found guilty of drug distribution or the possession of dangerous weapons, firearms, or explosives, the maximum sanction may result in expulsion from the University.

### DISCIPLINARY PROCESS

The UMES Conduct System is designed to assure due process, with the speedy and constructive resolution of cases and controversies. Disciplinary proceedings at UMES are not criminal proceedings; therefore the focus of inquiry in disciplinary proceedings shall be to determine whether a student(s) has violated the University Code of Student Conduct. It is intended that this conduct system, will operate on the principle that justice will best be served by promoting the development of self-knowledge and self-discipline, expressed in socially desirable ways, rather than harmful, destructive or immature attitudes or behaviors. A humanistic approach to discipline is employed.

Ultimate authority for student discipline is vested in the President. The Vice President for Student Affairs and Enrollment Management is the person designated by the President to be responsible for the administration of the Conduct System and the Student Code of Conduct. Discipline authority may be delegated to University officials and committees as set forth in this Code, in accordance with other University policies, rules, or regulations, and as deemed appropriate by the Vice President for Student Affairs and Enrollment Management.

Disciplinary proceedings at UMES are not criminal proceedings, therefore the focus of inquiry in disciplinary proceedings shall be to determine whether a student(s) has violated the Student Code of Conduct, and do not require the same standards of procedural due process as do criminal proceedings.

However, the substance and spirit of a fair and impartial hearing are reflected in the procedures of the UMES hearing. The focus of inquiry in disciplinary proceedings shall be to determine whether or not the accused student has violated the Student Code of Conduct, as proven by a preponderance of the evidence (which would lead a person to conclude that it is more likely than not that the conduct in question did occur). Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student respondent or the university may result. Students may be accountable to both civil authorities and to the University for their conduct. When attending the University of Maryland Eastern Shore, students are expected to obey applicable Federal, state, and local laws, or laws of a foreign country, if the student is out of the county at the time of the conduct, which is the subject of the violation. A student is also expected to obey the rules and regulations in the Student Code of Conduct and other University policies. Disciplinary action at the University will normally proceed despite the pendency of criminal proceedings. *Disciplinary action under this Student Code of Conduct is not subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.*

### **The Conduct Board**

The Conduct Board is composed of seven (7) members, five who are students, and two who are members of the faculty and staff. A quorum shall consist of any five (5) sitting members. A special panel consisting of students, faculty, and staff members shall be appointed to provide alternate members in the event a committee cannot be filled, or during summer and/or winter semesters. The Conduct Board, except as otherwise provided in the Code, shall consider all complaints involving violations of the Student Code of Conduct.

### **Mediation**

This procedure is implemented by the Office of Student Affairs and Enrollment Management, Conduct Administrator, or his or her delegate, and is generally reserved for first and less serious violations. It is employed when a violation arises out of a dispute between a charged student and another party or parties. The goal is to design a mechanism to resolve the dispute and to prevent it from recurring. In cases where expulsion or suspension from the University is not contemplated as a sanction, and where there are no pending charges in any criminal court, the parties involved in an alleged violation of the Student Code of Conduct may agree to enter into a formal mediation process through the Office of the Conduct Administrator. (In cases where there is no agreement among the parties about seeking mediation, formal disciplinary procedures through the conduct process will be employed.) The results of a mediation conference do not become part of a student's official disciplinary record, but a record is kept of the findings and agreements reached. The following conditions must be accepted by the parties:

- All parties involved must agree to the mediation process;
- The resolution that results from the mediation process will be written, must be signed by all parties, and will bind the parties to abide by the agreed terms until such terms are completed, or an alternative agreement is developed by the parties;
- The agreement reached through mediation is not subject to any appeals process; and
- If no form of resolution can be determined by mutual consent, the Conduct Administrator or mediator may recommend that the matter be referred to the Conduct Board for adjudication.

### **How to File a Charge or Complaint**

Any member of the University community may file a written complaint against a student for violation of the Student Code of Conduct. The complaint can be either filed with the Office of Public Safety/Police Department (incident Report) or the Office of the Conduct Administrator, using the prepared Conduct Complaint Form. Violations that take place on campus are to be reported to the Office of Public Safety immediately, and those that occur off campus should be reported as soon as possible. Victims or witnesses of a crime, who desires to report an incident on a voluntary and confidential basis, may do so through the Office of Public Safety/Police Department, the Vice President for Student Affairs and Enrollment Management, the Vice President for Administrative Affairs, Student Security, Athletic Director, Coaches, Area Directors, and Resident Assistants, or any other member of the UMES faculty/staff. Identities will be safeguarded when possible. University Police will investigate, and if warranted at their discretion, pursue the matter through the conduct process and/or criminally.

### **Rights of the Complainant and Charged Student**

Students who are the victims of violations of the Code shall be provided with rights in the disciplinary process. Typically the victim's input shall be sought during the disciplinary process; however, the right and responsibility for disposition of any individual complaint is reserved by the University. If a victim withdraws his or her complaint or refuses to offer statements during the course of a disciplinary proceeding, the University reserves the right to proceed with a disposition of the allegations consistent with this Code.

The complainant/victim is entitled to:

1. The victim shall be advised in writing of the time and place of the disciplinary hearing at least three (3) business days in advance.
2. The victim shall be given an opportunity to submit a written account of the alleged incident.
3. The victim shall have the right to be accompanied at all stages of the discipline process by an advisor (advocate or counsel) whose participation shall be limited to advising the victim. The advisor (advocate or counsel) may not conduct direct or cross-examination, make opening or closing statements, or engage in testimony.
4. The victim shall have the right to review all materials prior to the hearing.
5. The victim shall have the right to a timely hearing.
6. The victim must be present during the entire hearing and to participate as a witness during the hearing.
7. The victim shall have the right to question witnesses and/or evidence.
8. In the event the case involves a sexual violation, the victim has the right to have her/his sexual history kept private.
9. The victim may reserve the right to decline to participate during a conduct hearing, with the knowledge that such action could potentially result in dismissal of allegations of University Code violations for lack of evidence.
10. The victim shall be notified of the outcome of the conduct hearing process unless the victim requests not to be notified of such. The notification will include the finding of responsibility and any resulting sanctions.

### **Rights of the Accused**

1. The accused (charged) shall have the right to be present at the hearing and hear all testimony presented. If an accused student, who has been properly notified, fails to appear at the scheduled date, time, and place for the hearing, the Board may proceed with the case and make its recommendations in the student's absence.
2. The accused shall be provided, prior to the hearing, with the names of witnesses whom the Conduct Administrator has asked to appear at the hearing.
3. The accused shall be afforded an opportunity to question witnesses in accordance with the rules.
4. The accused shall have the right to review all materials prior to the hearing.
5. The accused shall be afforded an opportunity to present evidence in accordance with the rules.
6. The accused may remain silent or testify during the formal hearing (silence will not be used against the accused in any way).
7. The accused will be advised that written or taped (at the discretion of the Conduct Administrator) record of the hearing is being maintained.
8. The accused has the right to know that the hearing is closed.
9. The accused shall be afforded an opportunity to plead guilty or not guilty to the charges.
10. The accused shall have the right to consult with counsel of choice (including an attorney who may advise, but not speak at the hearing); counsel whose participation shall be limited to advising the accused; counsel may not conduct direct or cross-examination, make opening or closing statements, or engage in testimony.
11. The accused shall have the right to appeal a sanction(s) rendered by the Conduct Board, or the Conduct Administrator, under the provisions for filing appeals. *NOTE: Students who enter a plea of "guilty," or waive their right to a hearing, forfeit their right to appeal the decision/sanction or outcome of their hearing.*
12. The accused will be advised that a decision by the Board will be based solely on a preponderance of the evidence presented during the hearing.

### Parental Notification

Due to recent amendments to the Family Educational Rights and Privacy Act (FERPA) by the U.S. Department of Education, it is now permissible for the University to notify the parent or guardian of students under the age of 21 when those students have been found responsible for violations to the Student Code of Conduct. In the event that a student under the age of 21 has been charged with a Code violation in which the sanction of suspension from the University is required, the parent or guardian of that student may be notified by phone or in writing by the Conduct Administrator before the conduct hearing. Consideration in these situations will be given to the following conditions: the violation involved harm or threat of harm to self, others or property; the violation involved an arrest in which the student was taken into custody; the violation resulted in or could result in the student being suspended from the university and/or removed from the residence halls; the student has shown a pattern of violations; and the student who committed the violation became physically ill and/or required medical intervention as a result of consumption of alcohol and/or drugs.

Before notifying the parent or guardian, every effort will be made to consult with the student in an attempt to have the student make the first contact. This is consistent with the general philosophy that supports students developing independence and personal accountability. However; in some situations, consultation with the student or first contact by the student may not be possible or appropriate, and in such cases the University is not required to alert the student when it has notified his/her parent or legal guardian. In other situations, after consulting with the student, the Conduct Administrator may determine that notifying the parent/guardian may be harmful to the student and in such cases the University is not obligated to make notification. If a student under the age of 21 is found to be responsible for a violation to the *Student Code of Conduct* resulting in suspension from the University, the resultant sanction will include notification of the parent/guardian.

### Sanctions

Sanctions are imposed, consistent with the severity of the violation and without regard to a student's classification, prospective graduation date, the time in the semester, or when the violation occurred, scholarship status, or any other factor. Failure to perform prescribed sanctions, as directed, can lead to the imposition of more severe sanctions, including suspension from the University. Upon the finding of a violation of the Student Code of Conduct, students are subject to any of the following sanctions, alone or in combination.

- Expulsion
- Suspension
- Disciplinary Probation
- Disciplinary Reprimand
- Suspension of Group
- Organizational Dissolution
- Mandatory Work Sanction
- Restitution
- Cancellation of Housing Contract
- Academic Registration Block
- Presumptive Dismissal/Dismissal
- Order to Obtain Counseling
- Fines

### Appeals

To file an appeal, the accused student must deliver a typed letter addressed to the Associate Vice President for Student Affairs and Enrollment Management, within **three (3) business days** subsequent to receiving notice of the decision/sanction. Failure to appeal within the allotted time will render the original decision final. Appeals which do not provide sufficient written grounds based on the requirements for filing an appeal as found in the Student Code of Conduct shall be denied consideration and dismissed.

## VI. PUBLIC SAFETY AND UNIVERSITY POLICE

### Campus Police

The Department of Public Safety and University Police are committed to providing the highest quality of service to the university community and the public. We are constantly striving to meet the needs and rights of students, faculty, staff and our guest. Staff is on duty 24 hours a day, seven days a week. The law enforcement staff of the Department of Public Safety is Maryland Police and Correctional Training Commission certified police officers. Each office is trained to manage and respond to the needs of the community in a professional and efficient manner. Students are urged to report situations that could threaten the health and/or safety of members of our community; this includes suspicious persons, thefts, assaults, car accidents and unsafe conditions.

University Police may be contacted anytime 24 hours a day; you can walk in for assistance or dial the office at ext. 3300 for non-emergencies. For emergencies, you can contact our office by dialing ext. 0000. We also provide campus escort service, as well as managing security personnel in our residence life units.

### The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a Federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in Federal student aid programs are subject to it. UMES publishes **a report every year by October 1st** that contains three years of campus crime statistics, and certain security policy statements, including policies which assure basic rights to victims of sexual assault, which state the law enforcement authority of campus police, and which explain where students should go to report crimes. Students should contact the Office of Public Safety for more information and a copy of the report.

### Emergency Services

There emergency “blue light” telephones strategically located throughout the campus, which are connected to the Department of Public Safety for immediate Police response. Elevators also have emergency phones, which are also connected to the Department of Public Safety and can serve as emergency telephones. The Department of Public Safety can be reach for emergency assistance by dialing extensions 410-651-3300 or 410-651-6590, twenty-four (24) hours a day.

### Escort Services

Escort services are provided to students during the evening hours by the Department of Public Safety. Students desiring escort services should contact the Department of Public Safety at 410-651-6590.

### Prevention Education

The Department of Public Safety distributes materials specific to UMES campus safety at the Enrollment 101 presentations and New Student Orientation. Flyers and Posters are also posted throughout the campus and copies of the safety materials may be requested from the Department of Public Safety or downloaded from the Public Safety Website. In addition to the UMES specific safety information, publications recommended by the National Crime Prevention Council and by Maryland Crime Watch on various topics, including general crime prevention, sexual assault/date rape, awareness, self-protection and operation I.D. Information is provided to the University community through lectures, videos, bulletins and workshops. Officers are available to give presentations on a number of public safety topics.

### Emergency Response Plans

The UMES Crisis Management Committee routinely meets to review, exercise and critique our emergency response plans. The plans are published and available from the Department of Public Safety upon request or may be found on the UMES Public Safety Website. Questions or clarification regarding the published plans may be made through the Department of Public Safety at 410-651-6590.

### **Emergency Notification**

In the event of a campus emergency several methods will be used to make the appropriate notification depending on the type and extent of the emergency. Our policy is that quantity verses quality takes priority, in other words, we will use as many methods as possible to communicate the existence of an emergency, and as quickly as possible. Events which might require use of notification systems are severe weather, HAZMAT spills, fire, flooding, major road closures, criminal activities requiring precautions, etc. Several or all of the listed methods might be used for notification and those methods include: Emergency Siren/Public Address Notification System, text messaging for those students, faculty and staff registered for receiving text messaging, campus wide e-mail notification, campus cable TV, campus electronic message monitors, WESM Radio, and local media channels. For every notification event we ask that you communicate with as many fellow students, co-workers and visitors that an emergency exists and follow any guidance or precautions provided.

### **Motor Vehicle Operations**

All motor vehicles operated on campus by anyone associated with the University must be registered with the Department of Public Safety, regardless of ownership. All vehicles operated or parked on the UMES campus must have a valid parking permit. It is the responsibility of everyone who operates a motor vehicle on campus to become familiar with University parking rules and regulations. Detailed rules and regulations can be found in brochures located in the Department of Public Safety or on the Public Safety Website.

### **Parking Permits**

All vehicles must be registered with the Department of Public Safety and display a valid parking permit. Permits must be properly displayed on vehicles, affixed to the front windshield (driver's side) or via hang tag. Vehicles are not considered properly registered unless the proper permit is displayed. The registration period is September 1 through August 31. Permits can be purchased Monday through Friday, 8:30 a.m. to 3:00 p.m. at the Student Services Center, room 1135. UMES honors all valid parking permits for all University System of Maryland Institutions.

### **Parking Areas**

The University has both restricted and unrestricted parking areas, please pay close attention when parking on campus. Be aware that you can only parking in designated parking lots where your permit authorizes you to park. Handicapped parking regulations are strictly enforced. Vehicles found parked illegally in these locations will be ticketed and towed. Remember an authorized parking space is a lined designated parking space.

### **Temporary and Daily Permits**

Temporary permits are issued by the Department of Public Safety for guests at the University. Group or individuals should request the temporary permit at least three (3) working days in advance. Daily permits are also available through the Department.

### **Nonresident Permit**

Anyone who operates a vehicle that is registered in another state, in that person's name or someone else's, and meets one of the following criteria, is required to apply for a Maryland nonresident permit.

- Students enrolled in an accredited school, college, or university of this state, a bordering state or serving a medical internship in this state, for a period in excess of 30 days.
- Persons temporarily employed in Maryland, not to exceed 1 year.
- Members of a Armed Forces of the United States or of the United States Public Health Service and serving on active duty in this state, an adjoining state or the District of Columbia.
- Persons visiting or vacationing who temporarily maintain or occupy a dwelling in this state not to exceed a period of six (6) months, and maintain a dwelling in another state.

For additional information regarding Nonresident applications (Form VR-111), contact University Policy at (410) 651-6590, call M.V.A. toll free at 1-800-950-1682 or visit the local M.V.A. office.



**Towing and Wheel Boot Policy**

Any University Police Officer may order the towing or immobilization of vehicles in violation of the following parking regulations and possible revocation of parking privileges on the UMES Campus.

- Failure to respond to six (6) parking violation summons.
- Parking an unauthorized vehicle in a handicapped space.
- Parking in a fire lane.
- Parking in a reserved space.
- Parking in traveled portion of roadway.
- Parking in No Parking/Tow Zone.

**Note: There is a boot fee plus all parking fines for booted automobiles. The owner has up to three business days to pay all parking fines plus booting fine. After three business days, if the owner has not contacted the University Police Department or made arrangements for release of the boot, the vehicle will be towed with additional towing and storage fees. Towing and storage fees are per day after the first 24 hours.**

**Reporting Crime and Incidents**

Reporting crimes and incidents immediately is very important. The University Police Department is an agency that is manned by sworn police officers who have arrest powers. The University complements its sworn police officers with security personnel. Any occurrence that takes place on campus is to be reported immediately, and those that occur off campus should be reported as soon as possible. Any victim or witness of a crime, who desires to report an incident on a voluntary and confidential basis, may do so through the Police Department, the Vice President for Student Affairs and Enrollment Management, the Vice President for Administrative Affairs, Athletic Director, Coaches, Area Directors, and Resident Assistants, or any other member of the UMES faculty/staff. The individual's identity will be safeguarded when possible. The University Police Department closely cooperates with the Vice Presidents for Student Affairs and Enrollment Management and Administrative Affairs, Residence Life, Student Government, and the Counseling Center, to disseminate information about safety and security matters to the campus community through newsletters, annual brochures, scheduled meetings, and other forms of mass communications.

## VII. CAMPUS LIFE

### Office of Campus Life

As an extension of the educational process, the goal of the Office of Campus Life (OCL) is to support and enhance the academic mission of the University, by providing students opportunities to explore their individual skills and talents. The OCL is committed to providing educational, cultural, social, recreational, and leadership opportunities that allow for personal growth through participation in leadership experiences. OCL strives to develop and employ strategies that are responsive to the diverse needs of the University community, fostering an environment conducive to increase retention and graduation rates. OCL provides many opportunities for student engagement including but not limited to engagements in: student leadership, clubs/organizations, community service, student government, commuter affairs, health and wellness, intramural sports and recreation, as well as cultural and social events and activities. Students may contact the OCL to learn more about clubs and organizations and volunteer and service opportunities.

### Student Services Center

The Student Services Center, commonly known as the SSC is the hub of student and campus life. The SSC is the place for cultural, personal and recreational development of the student body, and provides a multitude of co-curricular support services, offices, and facilities for students and student organizations. It is the home of the Student Government Association, Office of Campus Life, and Office of the Vice President for Student Affairs & Enrollment Management, Office of Career Services, Auxiliary Enterprises, University Dining Services and the Campus Post Office. In addition, the university bookstore, student lounges, game room, and food vending are all located there. Also located within the Student Services Center is an automatic bank machine, or ATM. The ATM is fully insured by the FDIC, and is owned and operated by the State Employees Credit Union of Maryland. The SSC is filled with activity during a typical day, and is the site for organization/club meetings, lectures, recreational and cultural activities. The SSC is open seven days a week during the academic year.

### Student Organizations

All official extra-curricular and co-curricular organizations, activities, and student clubs operate under the broad guidance of the Director of Campus Life. The following is a sample of the student organizations and clubs currently functioning on the UMES campus. To obtain a more complete list, contact the Office of Campus Life.

- Action Anime
- African Students Association
- Bazaar Models Entertainment
- Campus Activities Board
- Caribbean International Club
- Commuters Student Association
- Diamonds Dance Squad
- Drama Society
- Education Club
- Eta Rho Mu
- Ethiopian Student Association
- Golden Key International Honour Society
- Gospel Choir
- HAWK Radio
- Human Ecology Club
- International Student Association
- Math and Computer Science Club
- Men of Distinction
- NAACP (UMES Chapter)
- National Association of Black Accountants
- National Student Business League

- PGA Golf Club
- Student Rehabilitation Association
- Sigma Alpha Rho
- Student Government Association
- Thunderin HAWKS Pep Band
- Wesley Foundation
- W.O.R.T.H (Women of Respect, Tact and Honor)

Only registered student organizations may reserve university facilities, sponsor events/activities. For information regarding how to register an organization contact the Office of Campus Life, located in the SSC, or phone (410) 651-6434.

### **Fraternities and Sororities**

The UMES National Pan-Hellenic Council comprises representation of the National Greek Letter Organizations. The Council makes recommendations to the administrative bodies regarding the activities of all Greek Letter Organizations. One of the chief functions of the Council is to stimulate and guide each individual Greek Letter Organization so that the best interests of the University community will be served. National Greek Letter fraternities and sororities are represented by the following campus chapters:

- Alpha Kappa Alpha   AKA
- Alpha Phi Alpha     ΑΦΑ
- Omega Psi Phi       ΩΨΦ
- Sigma Gamma Rho   ΣΓΡ
- Iota Phi Theta     ΙΦΘ
- Phi Beta Sigma     ΦΒΣ
- Delta Sigma Theta   ΔΣΘ
- Kappa Alpha Psi    ΚΑΨ
- Zeta Phi Beta       ΖΦΒ

### **Council of Independent Organizations**

The Council of Independent Organizations serve the campus and greater community by providing leadership development for students and by promoting community spirit, activism, public service, and social, recreational, and cultural interaction among UMES students, faculty, and staff.

- Groove Phi Groove Social Fellowship Incorporated
- Swing Phi Swing Social Fellowship Incorporated
- Alpha Nu Omega Fraternity and Sorority Incorporated

### **Honor Societies**

Honors Societies are national organizations that recognize and honor students who excel academically or as leaders among their peers, often within a specific academic discipline. Here is a list of the honor societies at UMES that spanning several academic disciplines.

- Alpha Kappa Mu       Beta Kappa Chi       Kappa Omicron Nu
- Alpha Tau Alpha     Kappa Delta Pi       Sigma Beta Delta
- Eta Sigma Delta     Phi Kappa Phi       Sigma Tau Delta
- Alpha Phi Sigma     Phi Alpha Delta
- Golden Key International Honour Society

### **Interfaith Life**

College is a time of change and growth in all areas of life. It is a time of questions and decisions. The Interfaith Life Organization, comprised of representatives of all faith organizations is here to provide you with an opportunity to explore and develop your spiritual life while at the University of Maryland Eastern Shore. Interfaith Life is here for students, faculty and staff to help create an atmosphere where you can integrate your faith-life with your educational and social life.

### **Student Government Association (SGA)**

Comprised of elected student officers and advised by the Office of Campus Life, the SGA is the official student governing body of the campus. It promotes the interests and welfare of the University community and encourages student participation in the solution of student life problems and issues and cooperates with faculty in the regulation and promotion of campus life.

### **Community Service**

Community service activities are an important part of our mission for the Office of Campus Life. It conveys that those who participate in the community service are expected to commit themselves as good citizens for the betterment of others. Community service activities and/ or projects are assigned by the Office of Campus Life.

Student organizations should plan to devote about 80 percent of their organizations' time and effort to citizenship development and service activities. All organizations are expected to complete at least 35 hours of community service each semester, total 70 hours for the academic year. Additionally, organizations should ensure that their total program reflects a fairly equal balance of educational, service, and social programs.

### **Commuter Student Services**

Commuter Student Services (CSS) exists to provide research, services, and encourage campus involvement for the benefit of commuter students through publications and programs. CSS also coordinates and manages a computerized off-campus housing rental/referral service. We are dedicated to give commuters students the most from our growing campus and its wonderful facilities and resources.

### **Athletic facilities**

The Dr. William P. Hytche Center is the home of our indoor facilities, featuring a track, basketball, volleyball and racquetball courts, a golf simulator, swimming pool, athletic training room, weight room, dance studio, locker rooms classrooms and offices. Our outdoor facilities include the Hawk Stadium and Cappy Anderson Track, baseball, softball, basketball and tennis courts, soccer and football fields and a recreation cookout area.

### **Recreation Facilities**

Recreation facilities include: the Student Services Center (Recreation Center: billiards, bowling lanes, video games, and ping-pong); Tawes Gymnasium and Wellness Center; Dr. William P. Hytche Athletic Center, which houses an swimming pool and weight room; Hawk Stadium and "The Cappy" Anderson Track, and two Pavilions. The Recreation Center also has a 32" "Main Event" screen that plays both PlayStation 2 and Nintendo Wii games. The Center also is available for rental. Contact the office for hours and availability. Outdoor amenities included: tennis, softball, baseball, volleyball, basketball, a barbeque area, pond, and the Hawk golf putting, chipping and driving range.

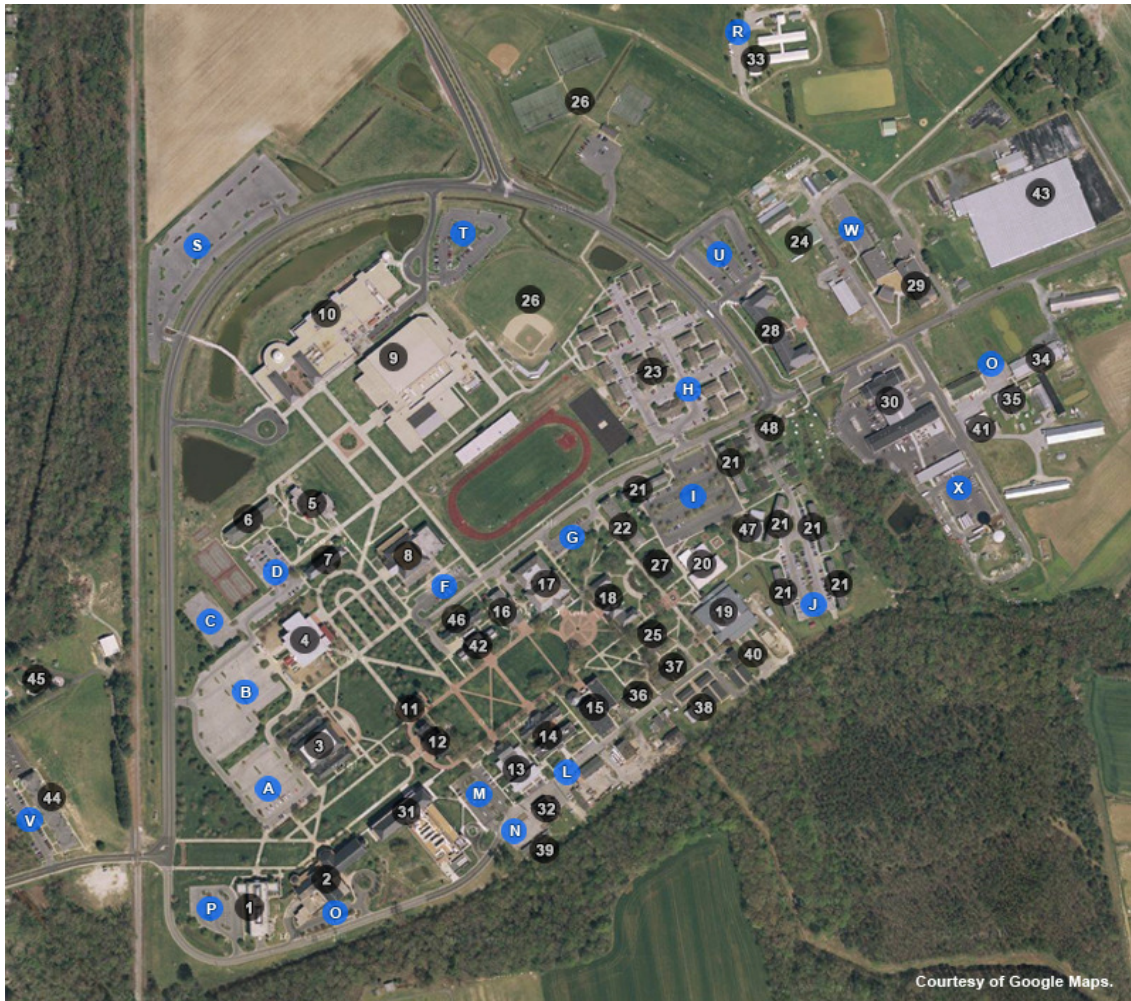
### **Recreation and Intramural Sports**

The recreation and intramural sports program is housed in Tawes Gymnasium, generates a great deal of enthusiasm and participation from the thousands of University students. All programs and activities are co-ed and they include: softball, flag football, basketball, Dodgeball, volleyball, club football and club soccer. For more information, contact the Office of Intramural/Recreation Sports ext. 6624.

### **Recreation Equipment**

Recreation equipment is available in Tawes Gymnasium for check-out to registered UMES students. You must possess a current UMES ID Card to check out equipment.

## VIII. UNIVERSITY MAP



- |    |  |    |  |    |                           |
|----|--|----|--|----|---------------------------|
| 1  | Kiah Hall  | 21 | Student Apartments                     | 41 | Poultry Research Center   |
| 2  | Richard Henson Center                            | 22 | Plaza Hall                             | 42 | Somerset Hall             |
| 3  | Ella Fitzgerald Performing Arts Center           | 23 | Residence Life/Student Clusters        | 43 | Commercial Greenhouse     |
| 4  | Student Development Center                       | 24 | Agricultural and Research Facilities   | 44 | Hawks Landing             |
| 5  | Nuttle Hall                                      | 25 | Tanner Airway Science Center           | 45 | President's House         |
| 6  | Court Plaza                                      | 26 | Sports Facilities                      | 46 | Harford Hall              |
| 7  | Wicomico Hall                                    | 27 | Lida Brown Building                    | 47 | Access & Success Building |
| 8  | Tawes Building                                   | 28 | University Terrace                     | 48 | WESM Radio Station        |
| 9  | William P. Hytche Center                         | 29 | Food Science and Technology Building   |    |                           |
| 10 | Student Services Center                          | 30 | Physical Plant                         |    |                           |
| 11 | Bird Hall (Human Resources and Public Relations) | 31 | Hazel Hall                             |    |                           |
| 12 | John T. Williams Administration Building         | 32 | Public Safety                          |    |                           |
| 13 | Waters Hall                                      | 33 | Swine Research Facilities Center       |    |                           |
| 14 | Murphy Hall                                      | 34 | Crop Research and Aquaculture Building |    |                           |
| 15 | George Washington Carver Science Building        | 35 | Agriculture Research Building          |    |                           |
| 16 | Wilson Hall                                      | 36 | Banneker Hall                          |    |                           |
| 17 | Frederick Douglass Library                       | 37 | Spaulding Hall                         |    |                           |
| 18 | Trigg Hall                                       | 38 | Temporary Classroom Building 1         |    |                           |
| 19 | Thomas/Briggs Arts and Technology Center         | 39 | Foreign Language Instructional Center  |    |                           |
| 20 | Early Childhood Research Center                  | 40 | Alumni House                           |    |                           |

**NOTE:** Parking Lot Designations are indicated by Letters

## APPENDIX

### Designated Smoking Areas



★ Designated smoking areas

Designated Smoking Areas: Moving clockwise from the top to bottom; smoking will only be permitted in these areas marked with signage.

- Behind the Food Science and Technology Building.
- Behind Hazel Hall.
- Beside the Student Development Center.
- Between the William P. Hytche Athletic Center and Cappy Anderson Stadium.