

Coppin State University

**BE  
MORE.**

**STUDENT HANDBOOK**

2024 - 2025

## *Find Help. Support a Friend.*

### Campus Recourses

Center for Counseling and Accessibility:

(410) 951-3939 | Grace Hill Jacobs,

Suites 208 and 212

csd@coppin.edu <http://www.coppin.edu/ccsd/>

Counseling support, crisis intervention, and community referrals, and student accessibility accommodations.

Student Health Insurance: (410) 951- 3958 Student Affairs, 3rd Floor,

Miles Connor Administration Building

<http://www.coppin.edu/studentaffairs/healthinsurance/>

### **Community Health Center**

(410) 951- 4188 | Health & Human Services Building, Room 131

healthcenter@coppin.edu <http://www.coppin.edu/chc/>

### Community Rescores

NAMI Metropolitan Baltimore:

(410) 435 - 2600 | [www.namibaltimore.org](http://www.namibaltimore.org)

Find Free, peer-led education, support, and advocacy programs throughout the Baltimore community.

The NAMI Helpline can be reached

Monday-Friday, 10 am - 10 pm, ET. 1-800-950-NAMI (6264) or [helpline@nami.org](mailto:helpline@nami.org)

### Crisis Text Line:

Text “NAMI” to 741-741

Connect with a trained crisis counselor to receive free, 24/7 crisis support via text message.

### Baltimore Crisis Response Inc.

(410) 433 - 5175

Trained counselors provide mental health and substance use information and referrals, supportive counseling, suicide crisis intervention, and adolescent crisis intervention. They also dispatch emergency assistance and link callers with more intensive BCRI and community services.

### Baltimore County Crisis Response:

(410) 931- 2214

24-hour hotline and warmline for immediate crisis support.

### National Suicide Prevention Lifeline:

1-800-273-8255 or “988”

A national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

### Turnaround Inc: 24/7 Helpline (443) 279-0379, Text line (410)498-5956

We provide free services to survivors of sexual abuse, sexual violence, and human trafficking, including trauma therapy, case management, advocacy, and more.

### Emergencies

Campus Police

For Campus Emergencies Dial: (410) 951-3900

**Emergencies Dial x3911**

## MISSION STATEMENT

Coppin State University, a historically black institution in a dynamic urban setting, serves a multi-generational student population and provides innovative education opportunities while promoting lifelong learning. The University fosters leadership, social responsibility, civic and community engagement, cultural diversity and inclusion, and economic development.



### **Title IX Notice of Nondiscrimination**

Coppin State University prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at Title IX Compliance | Coppin State University.

### **Student Conduct Pertaining to COVID-19**

To ensure the Rights and Responsibilities of all students, Coppin State University establishes a Code of Student Conduct, which requires standards of behavior for its members. During the COVID-19 pandemic, the University implemented safety recommendations from State and Federal Health agencies as well as the University System of Maryland. We are requiring vaccinated, non-vaccinated, and exempt students who return to campus to also follow these guidelines and recommendations. Students who do not choose to keep others safe by following the guidelines may be subject to disciplinary action according to the Coppin State University Student Code of Conduct. For more information visit [https:// www.coppin.edu/coronavirus](https://www.coppin.edu/coronavirus)



*Fanny Jackson Coppin*

## COPPIN'S STORY

Coppin State University is a model urban, residential liberal arts university located in the northwest section of the City of Baltimore that provides academic programs in the arts and sciences, teacher education, nursing, graduate studies, and continuing education. An HBCU (Historically Black Colleges and Universities), Coppin has a culturally rich history as an institution providing quality educational programs and community outreach services. Coppin offers 60 academic programs: 33 baccalaureate, 13 masters, 13 certificates, and one doctoral degree. A fully accredited institution, Coppin serves Baltimore residents as well as students from around the world, with flexible course schedules that include convenient day, evening, and weekend classes and distance learning courses.

Coppin was founded in 1900 at what was then called Colored High School (later named Douglass High School) on Pennsylvania Avenue by the Baltimore City School Board who initiated a one-year training course for the preparation of African American elementary school teachers. By 1902, the training program was expanded to a two-year Normal Department within the high school, and seven years later it was separated from the high school and given its own principal.

In 1926, this facility for teacher training was named Fanny Jackson Coppin Normal School in honor of the outstanding African American woman who was a pioneer in teacher education. Fanny Jackson Coppin was born a slave in Washington, D.C. She gained her freedom, graduated from Oberlin College in Ohio, and founded the Philadelphia Institute that was the forerunner of Cheyney State University.

By 1938, the curriculum of the normal school was lengthened to four years, authority was given for the granting of the Bachelor of Science degree, and the name of the Normal School was changed to Coppin Teachers College. In 1950, Coppin became part of the higher education system of Maryland under the State Department of Education and was renamed Coppin State Teachers College. Two years later, Coppin moved to its present 38-acre site on West North Avenue.

In acknowledgment of the goals and objectives of the College, the Board of Trustees ruled in 1963 that the institution's degree-granting authority would no longer be restricted to teacher education. Following this ruling, Coppin was officially renamed Coppin State College, and in 1967 the first Bachelor of Arts degree was conferred. In 1988, the College became part of the newly organized University of Maryland System (now the University System of Maryland).

Coppin's first president was Dr. Miles Connor, who was appointed in 1950. The institution's second president was Dr. Parlett Moore, who was appointed in 1956. Dr. Calvin W. Burnett was appointed as Coppin's third president in 1970. Coppin's fourth president, Dr. Stanley F. Battle, was appointed on March 3rd, 2003. Dr. Reginald S. Avery was appointed as Coppin's fifth president on January 14th, 2008. Dr. Mortimer H. Neufville was appointed as Interim President, on January 23, 2013, and president on July 10, 2013. Dr. Maria Thompson our 7th President, and first woman, was appointed July 1, 2015. Dr. Anthony Jenkins our 8th President was appointed on May 26, 2020.

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July 5, 2024

Dear Eagles,

I want to extend a warm welcome to Coppin State University for the 2024-2025 academic year. Today, we embark on a new chapter in the story of our great university.

As we begin a new academic year, I want to challenge you to stay committed not only to your educational success but to your personal growth and well-being. Our accomplished faculty, dedicated staff, and our trailblazing alumni are committed to helping you reach your goals and giving you the tools to leave your own mark on Coppin and the world beyond our campus. During your time here, they will empower you with knowledge, build your confidence, and help develop you holistically. You can also find inspiration from other students you will meet on campus. Coppin State is home to a multicultural and multi-generational community of scholars. Take time to learn from one another, challenge each other to think bigger, celebrate your successes, and encourage one another to remain resilient in the face of adversity.

Within the pages of this Eagle Guide, you will find the code of conduct that outlines and supports the culture of academic and personal excellence, respect, inclusivity, integrity, and accountability here at Coppin State University. Upholding our standards at Coppin State is key to ensuring safe and enjoyable experiences for you and your fellow Eagles. I encourage you all to familiarize yourself with the Eagle Guide and embrace the core values of Eagle Nation.

You are part of an enduring and revered legacy, that has left a permanent imprint on the City of Baltimore, our state of Maryland, and our world. Remember, true success goes beyond grades, popularity, and recognition. Measure your success by your growth from every experience, whether you are being true to yourself, and whether you invest in making yourself, and those connected to you better.

Take care, be well, and GO EAGLES.

Sincerely,

Anthony L. Jenkins, Ph.D.  
President



Office of the Vice President of Enrollment Management & Student Affairs  
2500 W. North Avenue Baltimore, Maryland 21216  
410-951-3584

July 5, 2024

Dear Coppin Eagles,

It is an honor and pleasure to welcome you to Coppin State University for the 2024-2025 academic year. Whether you are a first-year or transfer student beginning your journey, or a returning student advancing toward completion, you are an essential part of our vibrant campus community. As the Assistant Vice President and Dean of Students, I extend my best wishes for a great start to the school year.

The start of a new academic year is filled with anticipation and possibility. It is a chance to set new goals, make meaningful connections, and take significant steps toward pursuing your passions. During your time here, you will have many opportunities to engage with fellow students, faculty, and staff who will contribute to shaping your experience in meaningful ways.

This is an exciting time to be a part of Coppin State University's faculty, staff, and student leaders who are committed to creating an environment where you can be actively engaged while pursuing your academic and career goals. I invite you to participate in campus events, student activities, and co-curricular opportunities throughout the year. Whether you get involved in the Student Government Association, join student clubs and organizations, participate in athletics, or engage in community service, you will find a wide range of ways to connect and grow.

This handbook serves as a valuable resource throughout the year, providing important information on college policies, the Student Code of Conduct, and other essential resources to enhance your experience at Coppin. I encourage you to refer to it often.

You are now an important part of building a campus community that upholds respect, inclusion, and excellence. I am here to support you, and my office door is always open should you have any questions or need assistance.

Coppin State University is a community of care, and we are deeply committed to your success. I wish you the very best as you settle into your classes, engage with classmates, connect with faculty, and embark on your journey toward achieving your personal, academic, and professional goals.

Sincerely,

Dean Dorothy Parrish-Harris  
Assistant Vice President, and Dean of Students  
Coppin State University

## ACADEMIC INFORMATION

### DECLARING A MAJOR

Declaring a major is to officially choose the course of study that you would like to pursue. Admission to CSU is not an automatic guarantee of admission to a major program. To officially declare or change a major, students must:

1. Complete a Declaration of Major Form.
2. Meet with the appropriate Chairperson for acceptance in the major and assignment of a departmental advisor.
3. If changing the major/minor, meet with the appropriate Chairperson for release from the current major/minor; also meet with the appropriate chairperson for acceptance into the new major/minor
4. The academic department submits the Declaration of Major Form to the Office of Records and Registration.

Students must declare their major before completing 36 credit hours. Students can obtain the Declaration of Major Form from the Registrar's webpage. The completed form must be returned to the Office of Records and Registration by the academic department.

### FULL-TIME STATUS

Students are encouraged to take at least fifteen (15) credit hours. Full-time status for undergraduate students is earned by taking twelve (12) or more credit hours per semester. Graduate students who carry nine (9) or more credit hours are full-time.

### PART-TIME STATUS

Students taking less than twelve (12) credit hours are part-time. Graduate students who carry less than nine (9) credits are also considered part-time.

## Eagle Achievement Center

The Eagle Achievement Center (EAC) provides holistic support and wrap around services from New Student Orientation all the way through career and professional success after Coppin. The mission of the EAC is to help Coppin students reach their goals through centralized support, advising, strategic communications, data-informed interventions, peer support programs, tutoring, academic resources, and events. Through collaborations with others across the campus, the Eagle Achievement Center builds a campus community committed to student success and a nurturing environment for student development.

The EAC is located on the 4th Floor of the Library. It can be contacted online at [www.coppin.edu/eac](http://www.coppin.edu/eac), by email at [eac@coppin.edu](mailto:eac@coppin.edu), or by phone at 410-951-3586.

Read more about specific services and resources of the Eagle Achievement Center below.

### Academic Advising

The Eagle Achievement Center houses academic advisors specializing in each college and an advisor for general advising and undecided majors. The academic advising coordinators in the EAC are the primary advisors for student's first and second years of college up to

60 credit hours. After 60 credit hours or the Junior year, students receive a faculty advisor in their major as the primary advisor. The EAC Advisors remain available as secondary advisors always available to support students.

Academic Advising is required for registration for each term, and all students have an advising hold which should be lifted by an academic advisor after consultation on planning for the next term.

Academic Advisors and outreach staff assist students in strengthening their academic skills, can aid creation of academic plans, and connect students to other resources on campus. Staff also provide one-on-one coaching, answers to questions, and can help in the discernment of majors and minors.

#### Career and Professional Services

Career and Professional Services helps students and alumni build professional connections and develop the skills needed to transform your studies into the career you want. We offer programs and services that help you identify interests and career goals, learn industry trends, and connect employers, students, and alumni for professional opportunities.

#### International Student Services

The International Student Services office is here to provide specialized support for students coming to Coppin from abroad. Our goal is to make sure your transition to a new country and culture is a smooth one. Here are some of the ways we help international students who are part of our Coppin family:

- Schedule visa check-in meetings at the start of each semester
- Help students understand the I-20 and visa process
- Advise on course and registration requirements
- Provide resources to help students maintain F1 status
- Guide students through the F1 employment process
- Keep students up to date on Covid-19 information
- Lead campus activities, initiatives, and organizations that create safe spaces for international students

#### Military-Connected Student Services

At Coppin State University, there is space for everyone to belong—including active duty military service members and veterans. From prior learning credit opportunities to holistic student support, Coppin takes an active role in helping you transition from service to classroom to new career heights. Military-Connected Student Services provides programs, resources, and services to empower student success for veterans, active duty, reservists, and ROTC students and their families.

#### Math Lab

The Math Lab provides peer and professional tutoring and support for math and math-related courses and work. In addition, the staff supports the preparation of the nursing calculations and the nursing entrance exam. Staff in the EAC also oversee the Math Placement test required of all Coppin undergraduates who have not already taken college-level mathematics upon entry.

#### Writing Lab

The Writing Center is an inclusive and open learning environment where all Coppin students can get writing and research help—regardless of ability. We provide support through

personal tutoring, assignment consultations, and community workshops. We also work with you to get access to the tools and resources you need to feel confident about your writing and research skills in the classroom and beyond.

#### First and Second Year Experience

The First Year Experience (FYE) and Second Year Experience (SYE) Programs provide community building events and activities beyond the classroom to enhance students' journey through their foundational years of college experience.

#### Our House Mentoring Program

The Our House Mentoring program provides first-year or freshmen students with an upper-class student as a mentor to guide their transition and first year at Coppin. Students meet regularly with their mentor to check in on their progress and provide personalized and individualized advice and resources.

## ACADEMIC STANDING

Please visit the University catalog.

## ACADEMIC GRIEVANCE

A grievance is any legitimate complaint or dissatisfaction expressed by the student in connection with his or her academic studies. Such grievances could include disputes about the evaluation of scholarship, suspension, or dismissal from an academic major, or from the University for reasons that are not disciplinary in nature.

#### **INITIATING AN ACADEMIC GRIEVANCE**

The student who believes he or she has a legitimate complaint must initiate the grievance within fifteen (15) school days of learning the basis of the grievance.

#### **STEPS OF THE PROCESS**

1. **Instructor:** The student who has a grievance will arrange a meeting with the instructor involved to resolve the matter.
2. **Department Chairperson/Team Coordinator:**
  - A. If the student believes that his or her academic complaint has not been justly resolved, the student will arrange to meet with the department chairperson (or team coordinator in Nursing) within five (5) school days following his or her meeting with the instructor.
  - B. Following the meeting with the student or meeting with the instructor or both, the department chairperson/team coordinator will issue a decision on the grievance to all parties involved within ten (10) days.
3. **Provost/Vice President for Academic Affairs/Division Dean:**

If the student is not satisfied with the outcome of his or her grievance matter at the departmental level, he or she can file a written appeal with supporting documentation to the Dean and the Provost/Vice President for Academic Affairs within five (5) school days following the notification of the decision of the

departmental chairperson or team coordinator. The Provost/Vice President for Academic Affairs, in committee with the Dean of the specific college, will issue a decision on the appeal to all parties involved within ten (10) school days of receipt of the appeal.

4. **President of the University:**

If the student believes that his or her grievance was not satisfactorily resolved, the student may file an appeal, in writing, with the President of the University within five (5) school days following the notification of the decision of the Provost/Vice President for Academic Affairs/College Dean. The President shall approve or disapprove this decision within fifteen (15) days, and the decision of the President shall be final.

## ATHLETICS DEPARTMENT

Coppin State University is an NCAA Division I institution that competes in the Mid-Eastern Athletic Conference (MEAC). Men's varsity teams compete in baseball, basketball, cross country, indoor track and field, outdoor track and field, and tennis. Women's teams compete in basketball, bowling, cross country, softball, tennis, indoor track and field, outdoor track and field, and volleyball.

## CAMPUS RECREATION AND WELLNESS

### Campus Recreation Mission Statement

To cultivate lifelong learning through diverse collegiate recreational opportunities that will electrify?? achieve, develop leaders, and to promote healthy behavior in our students and surrounding community.

### Campus Recreation Vision Statement

Our vision is to create a culture of collegiate recreational experience that will positively impact the lives of our Coppin State University Students, Faculty, Staff, and the surrounding community.

### Value of Campus Recreation

- To be an integral part of the Collegiate experience.
- Focus on our STUDENTS as shareholders, users, and employee resources. Our staff offers development and leadership opportunities for students in each of these capacities.
- Striving to be a community of builders by exhibiting Pride and supporting the Coppin State University, Student Affairs, Campus Recreation, Faculty and staff, and our patrons.
- Inclusion, embracing and respecting the diversity inherent in all people and creating an environment where all students can live, learn and lead meaningful lives regardless of what they are.

The Coppin State University Department of Athletics' mission is to assume an active role in providing equal opportunity for both men and women by developing and sustaining

programs that help student Athletes achieve their maximum potential - both academically and athletically. The Department is an integral part of the University, and it strives to achieve the same standards of excellence that exists in the University's teaching, research, and public service efforts. The Department believes in the concept that the student athlete is first and foremost a student possessing individual rights, academic abilities, personal interests, and ambitions comparable to those of other members of the general student body.

Department of Athletics is committed to maintaining integrity and institutional control by observing and adhering to all rules and regulations governing its programs. This statement is consistent with the mission of the University, which is to provide high quality undergraduate and graduate education and to continue its development as a model comprehensive, urban, Liberal Arts University.

## CAREER SERVICES CENTER

Located in the J. Millard Tawes Center; the Career Services Center provides the total student body with career information to stimulate an awareness of the need for early career planning as a part of one's educational experience. The services and programs are as follows:

**College Central Network (CCN)** is an online resource for jobs, internships, volunteer, and other career related opportunities. Other resources in CCN include Career Advice Documents, a Job Search Kit, Career Podcasts, and the ability to search and apply for opportunities. Upload your resume for review by Career Services Center staff. Go to [https:// www.collegecentral.com/coppin/](https://www.collegecentral.com/coppin/) to create a free account.

### Programs

Employer Information Sessions - Fall & Spring Semesters HBCU Career Development Marketplace – Fall Semester Professional Development Workshops  
Maryland Career Consortium Career Fair

**Hours of operation:** Monday – Friday, 8:30 a.m. to 5:00 p.m.

**Contact information:** Phone 410-951-3919 / E-mail [careerservices@coppin.edu](mailto:careerservices@coppin.edu).  
Website – <https://www.coppin.edu/CareerServices/>

### Follow Career Services on -

Facebook - <https://www.facebook.com/CSUCareerService/>  
Twitter – [www.twitter.com/csucareerctr](http://www.twitter.com/csucareerctr)  
Instagram- <https://www.instagram.com/csucareer/>

## ATTENDANCE POLICY

Students are expected to attend class regularly and punctually. However, the Institutional Undergraduate Class Attendance Policy (IUCAP) allows students to have a specified number of unexcused absences: students are allowed unexcused absences up to two times the number of lecture hours for a course. A student who has unexcused absences exceeding two times the number of lecture hours for a course has surpassed the number of allowable unexcused absences and is in violation of the class attendance policy. The student who exceeds the allowable number of unexcused absences may receive a grade of AW or FX based on unsatisfactory class attendance. The course instructor determines whether a student's absences are excused or unexcused. The number of allowable unexcused absences is based on the number of classes excused or unexcused lecture hours per week, not on the number of class meetings.

### **NOTE:**

The Institutional Undergraduate Class Attendance Policy refers to the number of lecture **hours** not the number of class meetings. For 3-credit MWF classes, there is equivalence, and the number of allowable unexcused absences is six (6). For 3-credit TR classes (which meet 75 minutes each day), each class meeting equals **One-and-one half** lecture hours, and the number of allowable unexcused absences is four (4). For 3-credit evening classes which meet once a week, each class meeting equals **three** lecture hours, and the number of allowable unexcused absences is two. Each instructor establishes his or her own policy regarding penalties for excessive absence. Class attendance is compulsory for all students at Coppin State University.

## COURSE AUDITING

Students may register at the Office of Records and Registration, during the open registration period, to audit certain courses with the instructor's consent. Payment for tuition and fees is required for all courses that are audited in accordance with the University's Tuition & Fee payment. Students auditing a course may not take the final examination or receive credit unless the course is later repeated for credit. The audited course will appear on students' academic records.

## CENTER FOR COUNSELING AND ACCESSIBILITY

The Center for Counseling and Accessibility is located in Grace Jacobs Suite 208 and 212. The center provides a wide range of programs and services that promote mental well-being and accommodation access to achieve a successful learning experience. The center is staffed by experienced mental health professionals dedicated to the personal, social, and academic development of the whole student. Accessibility and counseling services are available to all currently registered students.

According to the ADA and Section 504 of the Rehabilitation Act of 1973, reasonable accommodations must be made to courses, programs, services, and/or facilities in order to ensure that all students with disabilities have equal access to higher education opportunities. Students with disabilities may not be excluded from participation or denied opportunities on the basis of their disabilities.

Although the ADA mandates that reasonable accommodations are provided by institutions of higher education, it does not specify what constitutes reasonable. Therefore, it is up to the institution in conjunction with the CCA to determine what accommodations would be reasonable for individual students. Since the accommodations process is an interactive, individualized process and accommodations are determined on a case-by-case basis, certain accommodations may be deemed reasonable for some students but may be deemed unreasonable for others. The reasonableness of an accommodation is determined based on several factors, including a review of supporting documentation and collaboration between the CCA, the student, and cooperating faculty/staff.

For information regarding accommodations, please contact the Center for Counseling and Accessibility.

### **Reasonable Accommodation:**

1. Identify diagnosed disability.
2. Provide appropriate documentation from your licensed provider (Primary Care Provider, therapist, psychiatrist, etc.).
3. Schedule a meeting to discuss your case.

Hours of operation are Monday-Friday, 8:30 a.m. – 5:00 p.m. For additional information or to schedule an appointment, call 410-951-3939.

## CHANGE OF GRADE

An instructor may change a grade already submitted to the Office of Records and Registration only after approval by the Department Chair and the College Dean. A grade change, along with a written justification, must be submitted by the designated date on the academic calendar.

## DIVISION OF ENROLLMENT MANAGEMENT & STUDENT AFFAIRS

The **Division of Enrollment Management and Student Affairs** is concerned about the *Total Student Experience* at Coppin State University for undergraduate, graduate, and professional students. *The Vice President* participates in developing institutional policies and supporting services that assist students in reaching their educational goals by providing co-curricular opportunities of exceptional quality and providing assistance to students for the development of positive attitudes, personal qualities, and intellectual pursuits that will promote the worth, dignity, and aspirations of each student as they matriculate towards graduation. The Vice President for Enrollment Management & Student Affairs is dedicated to a collaborative approach to student development and works with faculty and departmental staff to impart appropriate guidance over issues of policy, conduct, and university safety.

The **Division of Enrollment Management and Student Affairs** provides administrative oversight for the services provided by departments under the purview of the Vice President of Enrollment Management and Student Affairs. Staff members within the Division provide budgetary and technological support to keep our division operating at maximum potential and on the cutting edge. Staff members are available to answer questions and assist students to address any issues relative to their matriculation at the University by offering guidance and support to navigate within the framework of university policy.

The Division of Enrollment Management and Student Affairs provides the following for our students:

- Institutional Leadership
- Divisional Budget Planning and Support
- Divisional Technology Planning and Support
- Student Conduct and Disciplinary Procedures
- Interpretation of Policies and Procedures

### **Our Mission**

In furtherance of the University's Mission, the Division of Student Affairs is committed to providing from orientation through graduation, an exceptional co-curricular experience, supportive of academic programs and reflective of the University's diverse student population. Finally, the Division's mission is to empower our student population to persist academically and to develop personally and socially in a nurturing environment (See developmental learning outcomes).

## **POLICY FOR ON OR OFF CAMPUS EVENT RELATED MISCONDUCT**

The Policy for On or Off Campus Event Related Misconduct ("Event Related Misconduct") is misconduct by a Coppin State University student that occurs on or off campus that is directly or indirectly related to a University sponsored activity or event, including but not limited to athletic events where the misconduct results in any harm either on or off campus to any person or property, or poses a threat to the stability of the campus, or the campus community, or the community surrounding the campus or the community where the event was located. Event Related Misconduct includes but is not limited to on or off campus acts such as rioting, assault, theft, vandalism, arson, fire setting, breach of the peace, or destruction of property that is related either directly or indirectly to a University sponsored activity or event. Campus disciplinary action for Event Related Misconduct may take place regardless of the existence, status, or outcome of any criminal charges in a court of law related to the misconduct. Event Related Misconduct does not include offensive related speech by a student at university sponsored events which is covered under other sections of the Student Code.

Event Related Misconduct may vary in its seriousness and degree of harm. However, because of the very seriousness of the impact of any Event Related Misconduct on the University, other students, innocent bystanders, the campus community, and the community surrounding the University or the community where the University sponsored event is located, or the potential for Event Related Misconduct to impact the behavior of others, Event Related Misconduct student disciplinary proceedings and sanctions will be as follows:

1. For Event Related Misconduct there is a presumption that if the student is found responsible for Event Related Misconduct by the University, that student will be dismissed from the University. This Presumption of Dismissal means that if the student is found by a preponderance of the evidence during a CSU judicial hearing or appeal, responsible for or to have committed Event Related Misconduct, the sanction for that student will be dismissal from the University - either temporarily through suspension or permanently through expulsion.

2. The student is allowed to present to the Judicial Board during a judicial board hearing evidence of mitigating or extenuating facts or circumstances that a lesser penalty than suspension or expulsion is appropriate. If the Judicial Board imposes a sanction of less than suspension or expulsion from the University, the Judicial Board must issue a written finding of facts to support the lesser sanction. The final decision of the University whether decided on appeal or otherwise that provides for discipline of less than suspension or expulsion from the University must be signed by the Judicial Appeals Board Chairperson.
3. Students who are suspended under this section of the Student Code shall not be admitted to class or be allowed to be on campus during the term of the suspension at Coppin State University or to be admitted to any other University System of Maryland (USM) institution during the term of the suspension.
4. Students expelled for Event Related Misconduct are not allowed to be readmitted to Coppin State University. Students expelled for Event Related Misconduct shall not be admitted to any other USM institution for at least one year from the effective date of his/her expulsion.
5. Campus disciplinary action may take place regardless of the existence of, status, or outcome of any criminal charges in a court of law related to the event related misconduct. In addition to all provisions of the Coppin State University student code, if a Coppin State University student has been charged or convicted of any crime related to a violation of federal, state, or local law for on or off-campus behavior arising out of or related to Event Related Misconduct, that student may be disciplined under the Student Code without a judicial hearing when the following occurs:
  - a. The student if found guilty by a court of law or
  - b. The student pleads guilty or solo contenders to the charges
  - c. The case is settled.

If the University exercises its right under Section 6 above against a student, it will only be taken after a limited investigation by the Police Department and or the Judicial Affairs Advisor after the student has been offered an informal meeting with both.

## **DROPPING AND ADDING COURSES**

Students may drop courses using the following methods during the designated drop period;

- online self-service or
- in-person (at the Office of Records and Registration) or
- submission of a written and signed request to the Office of Records and Registration.

Please refer to the academic calendar for the deadline for dropping courses. When courses are dropped during the designated drop period, the course will not appear on the student's transcript. When a student drops courses after the drop deadline, the courses will appear on the transcript with a grade of "W". Note: A student who decides not to attend classes must drop his/her classes in accordance with the Charge Reduction and Refund Schedule to avoid full tuition and fee charges (Refer to the Charge Reduction & Refund Policy). Questions regarding tuition and fee adjustments should be directed to the Office of Student Accounts at 410-951-3677.

## BLACKBOARD CONNECT EMERGENCY TEXT MESSAGING SYSTEM

The university uses Blackboard Connect for its mass notification system. In the event of an emergency, campus closing, or severe weather event, authorized campus officials will use Blackboard Connect to send a text message to your cell phone, a voicemail to your home phone, and a message to your Coppin e-mail. Your cell phone and home phone numbers will be retrieved from Eaglelinks. It is important that your contact information in Eaglelinks is accurate; otherwise, you may not be able to receive messages.

Please take a few moments to login to Eaglelinks and confirm your contact information. Should you need to update your information, listed are the simple steps for doing so.

1. Login to EagleLINKS (<http://eaglelinks.coppin.edu>).
2. Click on “**Personal Portfolio.**”
3. Click on “**Phone Numbers.**”
4. In the drop-down menu, select “**Mobile.**” Do not leave the mobile field blank unless you do not have a mobile/cell phone. Type in your cell phone number. **Do not place a landline number in this field.**
5. Click on **Add a Phone Number.**
6. Select “**Home**” from the drop-down menu. Type in your home phone number. (You may place a cell number or landline number in this field.)
7. Click **Save.** You’re done!!!

### Emergency Contact Update:

1. Login to EagleLINKS (<http://eaglelinks.coppin.edu>).  
Click on “**Personal Portfolio.**”
2. Click on “**Emergency Contacts.**”
3. To update an existing contact, click on the Edit button next to the name of the contact, update the information as needed, and click **Save.**
4. To add a new contact, click on **Add an Emergency Contact**, enter the contact’s name, relationship, phone type, and phone number fields, and click **Save.**
5. You’re done!!!

### Address Update:

1. Login to EagleLINKS (<http://eaglelinks.coppin.edu>).  
Click on “**Personal Portfolio.**”
2. Click on “**Addresses.**”
3. To update an existing address, click on the **Edit** button next to the address type, update the information as needed and click **OK.**
4. To add a new address, click on **Add a New Address**, enter the Address 1, City, State, Postal, and County fields, and click **OK.**
5. You’re done!!!

## PERSONS WITH DISABILITIES EQUAL OPPORTUNITY

Coppin State University, as an Equal Opportunity/Affirmative Action employer, complies with applicable federal and state laws prohibiting discrimination, including Title IX of the Education Amendment of 1972 (sex discrimination) and Section 504 of the Rehabilitation Act of 1973 (discrimination against the handicapped). It is the policy of Coppin State University that no person, based on race, sex, color, religion, national origin, age, marital status, handicap, or veteran status, shall be discriminated against in employment, educational programs, activities, admissions, or financial aid.

For information regarding academic accommodations resulting from a disability, please contact the student accessibility services program counselor: (410) 951- 3944, (410) 951-3510.

## OFFICE OF FINANCIAL AID

The Office of Financial Aid, located in the Miles W. Connor Administration Building, 1st floor; is responsible for administering and processing all Federal and State financial aid programs, in addition to any institutional and private sources that assist students in meeting educationally related expenses as authorized by the Higher Education Act of 1965 and its subsequent revisions.

The Financial Aid staff will respond to all students and parents of dependent students by providing assistance in helping them to understand the federal financial aid process, its interpretations as well as questions about the documents required to obtain such funds. Eligibility consideration to receive maximum funding will require all students to complete a FAFSA (Free Application for Federal Student Aid) on or before March 1st for the fall semester and spring semester of that aid year at [fafsa.ed.gov](http://fafsa.ed.gov). In addition, all required and correct verification documents e.g., (previous year’s tax return transcript and verification worksheet must be received by May 15th to ensure priority awarding. FAFSA applications received after March 1st and documents for verification received after their deadline date will be processed; however, those submitted prior to the deadline dates receive first consideration to be awarded prior to the start of the fall semester. All documents should be faxed to (410) 951-2551 or emailed to [financialaid@coppin.edu](mailto:financialaid@coppin.edu), please include your Coppin State University student ID#.

The office hours of operation for walk-ins are Monday, Tuesday, Wednesday, and Thursday, 8:00 a.m. - 5:00 p.m., and Friday, 8:00 a.m. – 3:00 p.m. Appointments are highly encouraged and can be made with a financial aid officer via email to arrange a date and time. If there are any additional questions, refer to the CSU FA website at [www.coppin.edu/financialaid](http://www.coppin.edu/financialaid), or email us at: [financialaid@coppin.edu](mailto:financialaid@coppin.edu) or call (410) 951-3636.

## GRADE POINT AVERAGE (GPA)

To compute your GPA for the semester, multiply the credit (quality) hours of the course by the quality points assigned to the grade, add the total credit (quality) hours, add the total number of quality points, divide the total number of quality points from all courses by the total number of credit (quality) hours which were attempted. The quality points assigned to grades are A=4.00, B=3.00, C=2.00, D=1.00 and F=0. See example below.

Course	Credit Hrs.	Grade	Total Points
Eng.	3 X	A (4.00)	12.00
P.E.	2 X	F (0.00)	0.00
Math	3 X	C (2.00)	6.00
Read	3 X	D (1.00)	3.00
Biol.	4 X	B (3.00)	12.00
Orie.	1 X	A (4.00)	4.00
	16		37.00

The total quality points (37) divided by the total credit hours (16) gives a GPA of 2.31. Quality hours are only associated with courses which receive credit toward graduation. PS, I, W, and AW are not computed.

## GRADING SYSTEM

The grade of “A” designates work of superior quality, “B” work of good quality, “C” work of satisfactory quality, “D” work of less than satisfactory quality, but allowable for credit in electives but not major courses, and “PT” credit by examination. The grade of “F” designates failing quality. The grade of “PS” is given to students who, at the end of the semester, have satisfactorily completed all requirements for certain courses. The “AU” grade, which has no grade value, is given to auditing students only.

## HOUSING AND RESIDENCE LIFE

The Offices of Housing and Residence Life offer housing to more than 600 students. Housing at CSU offers a unique living and learning environment focused on promoting the overall success of the residential student. Our residential options are designed to accommodate the physical, social, and academic needs of residential students. The Office of Housing is located on the north side of Daley Hall and can be reached at (410) 951-6300 for additional information. The Office of Residence Life is located on the right side of the front entrance of Daley Hall and for additional information call (410) 951-6399.

### WHY LIVE ON CAMPUS?

Residence Hall living enhances the University experience both academically and socially. Research indicates that living arrangements play a significant role in a university student's success. Here are what recent studies reveal about students who live in residence halls:

- Higher Grade Point Average.
- Higher probability of graduating from college.
- Higher degree of overall satisfaction with his/her university experience.

Additional benefits enjoyed by students living on campus include:

- Convenient access to classes, campus resources, and events.
- The opportunity to meet new people, make new friends, and cultivate new interests is endless. Many lifelong friendships come from living in the Residence Hall.
- The ability to participate in an array of student leadership and development opportunities.

## ROOM ASSIGNMENTS

Fully admitted, full-time students can live on campus. Students receive room assignments on a first-come, first-serve basis, after submitting the complete housing application packet which consists of the housing application, signed housing contract, medical form (with copy of vaccination records), and the required \$150.00 application fee.

Students wishing to return to the residence halls for the next academic year must participate in the re-contracting process during the spring semester. Students interested in re-contracting must have at least a 2.0 GPA and must maintain a status of good standing both financially and judicially. All students who receive an on-campus room assignment must sign a Housing Contract and have a meal plan each semester.

## CSU MISSING STUDENT POLICY

### REASON FOR THE POLICY

The Higher Education Opportunity Act (HEOA) requires institutions that participate in any federal higher education programs and maintain on-campus housing to establish a missing student notification policy for students who reside in on-campus housing and have been determined after an investigation by campus law enforcement officials to be missing for 24 hours.

### APPLICABILITY OF THE POLICY

The requirements of this policy apply to all University administrators, faculty, staff, and students.

### DEFINITION

**Missing Student:** For purposes of this policy, a student is missing when the student's whereabouts are unknown and unexplained for a period that would be regarded as highly unusual or suspicious by persons familiar with the student's plans, habits or routines.

## POLICY STATEMENT REPORTING A STUDENT AS MISSING

Any person may report any Coppin State University student as missing by making a report to the CSU Police Department by calling (410) 951-3900. It is not necessary to wait until the student has been missing for twenty-four hours before making a report.

### Initial Institutional Response

Upon receipt of a missing student report, the CSU Police will promptly begin efforts to locate the student on campus or at other sites controlled by the University by working closely with the Division of Enrollment Management and Student Affairs and other relevant departments such as the Office of Residence Life (by contacting the Director of Residence Life) and/or the academic department in which the missing student is enrolled.

Initial efforts to contact the student may involve telephone, e-mail, text message, or other electronic communications such as the usage of a meal plan card or building access card.

University personnel authorized by CSU Police or the Vice President of EMSA may attempt to contact the student at his or her housing assignment on campus or at his or her residence.

If a student who resides on campus does not respond to initial efforts to make contact, **Student Affairs or other authorized Office of Residence Life personnel may enter the student's room** in order to assess the condition of the room and look for clues to explain the student's absence. CSU Police will request that Student Affairs personnel enter student rooms. University personnel authorized by CSU Police, or the Vice President of Student Affairs may pursue such additional or other investigative activities that are considered reasonable under the circumstances.

### **INSTITUTIONAL RESPONSE AFTER DETERMINING A STUDENT IS MISSING**

When CSU Police and the Vice President of Enrollment Management and Student Affairs determine that the student has been missing for a period of twenty-four hours, or if the university cannot locate the student and determines that the student appears to be missing as defined under this policy:

- The CSU Police shall notify local law enforcement agencies such as the Baltimore City Police Department, the Sheriff's Office, and other law enforcement agencies that are necessary to locate the missing student.
- The Vice President of Enrollment Management and Students Affairs will notify the persons designated by the student in the Emergency Contact Form that the student is missing.
- The Vice President of Enrollment Management and Students Affairs also must notify the student's custodial parents or legal guardians in the case of emancipated students under the age of eighteen.

### **POLICY AWARENESS**

The University has linked this policy electronically through websites designed to convey emergency or law enforcement information such as the CSU Office of Public Safety website; will incorporate its provisions into the Residence Life website and the Division of Enrollment Management and Student Affairs' quarterly newsletter; and will otherwise assure that students know, or should know, of its provisions.

**Students in University Housing:** At the time that a student initially registers for classes or is accepted as a resident in university housing, the student will be given an opportunity to designate an emergency contact, which would be used in the event of an emergency, or the student is missing. This information can be updated at any time by the student.

**Confidentiality:** Missing Person contact information will be maintained by the University as a confidential student record and will be accessible only to specifically designated authorized university officials. This confidential information may not be disclosed except to law enforcement personnel or designee in furtherance of a missing student investigation.

**Students Under 18:** The University will inform students under the age of eighteen that, in the event they are emancipated and determined to be missing, their custodial parent or legal guardian must be notified.

### **INCOMPLETE GRADE**

When a student initiates the request, for an incomplete grade because of experiencing extenuating circumstances, an instructor, may submit a grade of "I" for students who have failed to complete one or more requirements of a course by the end of the semester. Students must meet the following criteria:

- Successfully completed most of the course requirements and;
- Legitimate reason(s) for not completing all assignments must be accepted by the instructor.

Students are allowed one semester following the one in which the "I" is incurred (not including the summer session) to complete the work and remove the incomplete grade. When submitting a grade of "I", the instructor must complete the Incomplete Grade Form by indicating the student's full name, student ID number, complete address, and the course discipline code, section number, semester, and year. The instructor must provide an explanation of the incomplete grades, the requirements that must be met to complete the course satisfactorily, along with the student's and the grade the student will be assigned if all requirements are not submitted by the end of the following semester on the incomplete form. If the work has not been satisfactorily completed by the end of the following semester, the student will receive a grade of "F".

### **COMMUNITY HEALTH CENTER**

Coppin State University Community Health Center (CSU CHC) is located in the Human Health and Services Building (HHSB) suite 131. Hours of operation are 9:00 a.m. to 5:00 p.m. Monday through Friday. Appointments are encouraged. Student health insurance, Medicaid, Medicare, most commercial insurances, and fees for service are accepted. If another medical provider's name is listed on the student's insurance card, the name of the provider must be changed to a provider from the CSU CHC. Co-payments/payments are expected at time of service. Co-payments are not required when the student health insurance is used in the CSU CHC. The student health insurance liaison is Ms. Sherita Jordan. She can be reached at 410-951-6305 for any questions or concerns. The phone number for the SCU CHC is 410-951-4188, the fax number is 410-951-6158, and the email address is [healthcenter@coppin.edu](mailto:healthcenter@coppin.edu).

All students living in the residence halls must have proof of Hepatitis B and Meningitis vaccines on file in the CSU CHC.

## HEPATITIS B

### **What is hepatitis B?**

Hepatitis B is a contagious liver disease that results from infection with the hepatitis B virus. When first infected, a person can develop an “acute” infection, which can range in severity from a very mild illness with few or no symptoms to a serious condition requiring hospitalization. Acute hepatitis B refers to the first 6 months after someone is infected with the hepatitis B virus. Some people can fight the infection and clear the virus. For others, the infection remains and is “chronic,” or lifelong. Chronic hepatitis B refers to the infection that occurs when the hepatitis B virus remains in a person’s body. Over time, the infection can cause serious health problems.

### **What are the symptoms of hepatitis B?**

Infants and young children usually show no symptoms. In about 7 out of 10 older children and adults, short-term hepatitis B causes the following:

- Loss of appetite (not wanting to eat)
- Fever
- Tiredness
- Pain in muscles, joints, and stomach
- Nausea, diarrhea, and vomiting
- Dark urine
- Yellow skin and eyes

Symptoms of short-term illness usually appear 3 or 4 months after infection.

### **How serious is hepatitis B?**

Hepatitis B can be very serious. Most people with short-term hepatitis B may feel sick for a few weeks to several months. Some people get over the illness. For other people, the virus stays in their body for a lifetime.

People with lifelong hepatitis B usually don’t have symptoms, but the virus causes liver damage over time. For these people, there is no cure for the infection, but treatment can help prevent serious problems. Each year, 3,000 to 5,000 people in the U.S. die from liver damage or liver cancer caused by hepatitis B.

### **How does hepatitis B spread?**

Hepatitis B spreads through blood or other body fluids that contain small amounts of blood of an infected person. People can spread the virus even when they have no symptoms. Babies and children can get hepatitis B in the following ways:

- At birth from their infected mother.
- From bites from an infected person.
- By touching open cuts or sores of an infected person.
- Through sharing toothbrushes or other personal items used by an infected person.
- From food that was chewed (for a baby) by an infected person.
- From ear piercing needles that were not cleaned well.

The virus can live on objects for 7 days or more. Even if you don’t see any blood, there could be virus on an object.

### **What is the hepatitis B vaccine?**

The hepatitis B vaccine protects against getting hepatitis B. It is a copy of only one small part of the virus. The vaccine cannot give the infection. The hepatitis B vaccine protects children by preparing their bodies to fight the virus. Almost all children (95 children out of 100) who get three to four doses of the vaccine will be protected from hepatitis B.

### **Benefits of the hepatitis B vaccine**

- Saves lives.
- Protects against serious disease.
- Prevents liver disease and cancer.
- Keeps others safe.

The most common side effects of the hepatitis B vaccine are usually mild and include the following:

- Sore arm from the shot in up to 1 out of 4 people.
- Fever of 99.9 degrees or higher in about 1 out of 15 people.
- Tiredness and crankiness in about 1 out of 5 people.

### **When should my child get the hepatitis B vaccine?**

Children need three to four doses of the hepatitis B vaccine (depending on the brand of vaccine used) at the following ages for best protection:

- The first dose at birth (within 12 hours if the mother has hepatitis B infection);
- A second dose at 1 through 3 months; and
- A third dose at 6 through 18 months of age.

Some children may need a fourth dose. Talk with your child’s doctor to find out how many shots your child needs. Older children who did not get the vaccine as a baby should get it as soon as possible.

### **Why should my child get the hepatitis B vaccine?**

Getting your child, the hepatitis B vaccine protects him against serious disease. Of the more than 1 million people in the United States living with life-long hepatitis B, most got the virus as a child. When infants and young children are infected with hepatitis B, they have a 90% chance of developing a life-long, chronic infection. One out of 4 of these children will have serious liver disease as an adult, including cancer. Children and adults with life-long hepatitis B can pass on the virus to other people.

### **If my child does not get the hepatitis B vaccine, will he get the disease?**

Children who do not get the vaccine for hepatitis B are at risk for infection. More than 1 million people in the U.S. have life-long hepatitis B. Most don’t know it. Therefore, an unvaccinated child may be at risk of getting the disease from someone who has the virus and doesn’t even know it.

### **Is the hepatitis B vaccine safe?**

The hepatitis B vaccine is very safe, and it is effective at preventing hepatitis B. Vaccines, like any medicine, can have side effects. However no serious side effects are known to be caused by the hepatitis B vaccine. Most people who get the hepatitis B vaccine will have no side effects at all. Those that do occur are very mild, such as a low fever (less than 101 degrees) or a sore arm from the shot.

## Where can I learn more about the hepatitis B vaccine?

To learn more about the hepatitis B vaccine or other vaccines, talk to your child's doctor.

### MENINGOCOCCAL VACCINES

#### What You Need to Know

##### 1. What is meningococcal disease?

Meningococcal disease is a serious bacterial illness. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of the covering of the brain and the spinal cord. Meningococcal disease also causes blood infections.

About 1,000–1,200 people get meningococcal disease each year in the U.S. Even when they are treated with antibiotics, 10–15% of these people die. Of those who live, another 11%–19% lose their arms or legs, have problems with their nervous systems, become deaf, or suffer seizures or strokes.

Anyone can get meningococcal disease. But it is most common in infants less than one year of age and people 16–21 years. Children with certain medical conditions, such as lack of a spleen, have an increased risk of getting meningococcal disease. College freshmen living in dorms are also at increased risk.

Meningococcal infections can be treated with drugs such as penicillin. Still, many people who get the disease die from it, and many others are affected for life. Therefore, preventing the disease through the use of a meningococcal vaccine is important for people at the highest risk.

##### 2. Meningococcal vaccine

There are two kinds of meningococcal vaccine in the U.S.:

- Meningococcal conjugate vaccine (MCV4) is the preferred vaccine for people 55 years of age and younger.
- Meningococcal polysaccharide vaccine (MPSV4) has been available since the 1970s. It is the only meningococcal vaccine licensed for people older than 55. Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the United States and a type that causes epidemics in Africa. There are other types of meningococcal disease; the vaccines do not protect against these.

##### 3. Who should get the meningococcal vaccine and when? Routine vaccination

- Two doses of MCV4 are recommended for adolescents 11 through 18 years of age: the first dose at 11 or 12 years of age, with a booster dose at age 16.
- Adolescents in this age group with HIV infection should get three doses: 2 doses 2 months apart at 11 or 12 years, plus a booster at age 16.
- If the first dose (or series) is given between 13 and 15 years of age, the booster should be given between 16 and 18 years of age. If the first dose (or series) is given after the sixteenth birthday, a booster is not needed.

#### Other people at increased risk

- College freshmen living in dormitories.

- Laboratory personnel who are routinely exposed to meningococcal bacteria.
- U.S. military recruits. Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa.
- Anyone who has a damaged spleen, or whose spleen has been removed.
- Anyone who has persistent complement component deficiency (an immune system disorder).
- People who might have been exposed to meningitis during an outbreak.
- Children between 9 and 23 months of age, and anyone else with certain medical conditions need 2 doses for adequate protection. Ask your doctor about the number and timing of doses, and the need for booster doses.
- MCV4 is the preferred vaccine for people in these groups who are 9 months through 55 years of age. MPSV4 can be used for adults older than 55.

### **PARKING AND VEHICLE REGISTRATION**

**All students must have a permit to park on the Coppin State University campus. There is no free parking on campus, and violators will be issued a citation.**

#### **PARKING AND VEHICLE REGISTRATION PROCEDURES**

Please be advised that all students need to register for parking in the Office of Parking and Transportation Services (PTS) located in the Talon Center, Room 132, if they plan to park on Coppin's campus. To do so, you will be required to complete a brief application. When purchasing your permit, please have your student I.D., and current vehicle information available for the application process (vehicle make, model, tag number). Outstanding balances must be satisfied prior to purchasing annual parking permits. This includes unpaid parking citations, and unpaid permit balances.

**\* Students with less than 30 credit hours are not eligible for a residential parking permit.**

#### **Permit Prices**

Per Semester (Fall Permit VALID 9/1-1/31 <b>OR</b> Spring Permit VALID 2/1-5/31)	\$39.00
Annual Permit (Fall <b>AND</b> Spring, VALID 9/1-5/31)	\$71.00
Summer Permit (VALID 6/01-8/31)	\$30.00

Note: Payment methods include exact cash (no change is given in the PTS office), personal check, Campus Card, and Visa, MasterCard, American Express and Discover credit cards.

#### **HOW TO AVOID A PARKING VIOLATION**

**All vehicles MUST display a valid Coppin State University permit to park on campus.**

**Visitor Parking:** Pay station meters are located on Lots B, C, F and H, for those guests who do not possess a valid CSU parking permit. If you or your visitor(s) are unfamiliar with the campus, you can refer to [coppin.edu/pts](http://coppin.edu/pts), or contact the PTS office at 410-951-3556. Visitor's having business with a specific department should contact that department to make parking arrangements.

1. Commuter parking is available on Lot B (specific times), Lot CS (HHSB), Lot J

(across from the Tawes Center), Lot G (in front of the tennis courts, adjacent to the Talon Center) and sections of Lot H (PEC).

2. Parking illegally in a restricted area, under any condition, is a parking violation.
3. Disabled parking spaces and transfer areas: In addition to a Coppin State University parking permit, individuals parked in any handicap space, must have a disability placard, registered to them, or a disability license plate. Individual's utilizing a disabled parking space, with a disability plate, must be the registered owner of the vehicle. These spaces are available as first come, first serve on all lots. Lots A and D are restricted to permit holders with gate access only.

**Fines:** This section is to provide students with the necessary information to avoid fines.

1. Fire Lanes: Drivers are not permitted to park vehicles in fire lanes at any time. If you stop your vehicle to load or to unload, or for any other reason, a licensed driver must always remain with the vehicle and must be able to move the vehicle upon request. (Fire lanes are towaway zones). Parking on curbs painted red or yellow is prohibited.
2. Non-Designated Spaces: All vehicles must be parked between two white/yellow lines. Areas in which drivers cannot park include, but are not restricted to the following: (1) crosswalks—marked areas designated for pedestrian travel; (2) landscaped areas— the grounds beyond the sidewalk or curb, plazas, and sidewalks; (3) the concrete walkways along the roadside or surrounding buildings; (4) loading zones—areas used for loading or delivery of materials; including areas adjacent to dumpsters; and (5) driving lanes—areas used for vehicle traffic, some are designated by white hash marks.
3. Roadways: Drivers should not leave vehicles unattended in a road designated for traffic.
4. Improperly Displayed Permits: All permit holders must display a hanging permit from the vehicle's rear-view mirror in such a way that the lot assignment information faces the vehicle's windshield.

### **WHERE CAN I PARK?**

**A valid Coppin State University parking permit is required to park on campus during the hours of 7 a.m.-6 p.m., Monday – Friday. Vehicles with unauthorized permits are subject to citations.**

1. Commuter students with a valid CSU student permit may park at Lot J (across from the Tawes Center), Lot CS (at the rear of HHSB and the backside of the building), Lot G (adjacent to the Talon Center), and Lot H (the rear of PEC parking lot). Housing students are permitted to only park in Lot E and Lot J (Housing) with a valid CSU Housing permit. After 4 p.m. Lots B, C, F, and H may be used by students who possess a valid CSU commuter permit.
2. Daily parking permits may be purchased on Lots B, C, F, and H, for those vehicles that do not have a valid CSU permit. Visitor spaces are metered, and you must display a valid receipt on your dashboard when parked in these spaces. A valid CSU parking permit may not be used as a substitute in any visitor space, except for a handicap parking space. Disability parking rules still apply.

### **WHAT ABOUT PARKING AT NIGHT AND ON WEEKENDS?**

**Parking lots may be restricted and/or enforced for special University events.**

Coppin State University parking lot restrictions are limited after 4:00 p.m. for vehicles displaying a valid CSU permit. Please note, however, that every vehicle must display a valid CSU permit.

Lots E and J housing are restricted 24 hours a day, 7 days a week, to only those individuals that have a valid housing permit. All others will be cited.

CSU parking permits are not required Monday – Friday after 6:00 p.m. and on weekends. This only applies if there are no special University events taking place.

### **I FORGOT TO MOVE MY PERMIT TO THE VEHICLE I AM USING FOR THE DAY, WHAT DO I DO?**

Contact PTS via email at [parking@coppin.edu](mailto:parking@coppin.edu) or call (410) 951-3556, with the following information to update your account: Vehicle make, model and tag number.

If you have any additional questions about campus parking, please feel free to email [parking@coppin.edu](mailto:parking@coppin.edu), call (410) 951-3556, or stop by the PTS office, located in the Talon Center, room 132. Office hours: Monday – Friday, 8:30 a.m.-5:00 p.m. For complete parking rules and regulations, please visit [coppin.edu/pts](http://coppin.edu/pts).

## **POLICE DEPARTMENT**

The CSU Police Department is located in the PEC Building, providing 24-hour, seven days a week service which includes: emergencies, lost and found and reporting campus crimes. The administrative office hours of operation are Monday – Thursday, 9:00 a.m. – 4:30 p.m. and Friday, 9:00 a.m. – 3:30 p.m. For information about additional services, call (410) 951-3900.

## **CODE BLUE EMERGENCY CALL BOXES**

Code Blue Emergency Call Boxes are positioned throughout the campus for your safety. The emergency call boxes (phones) are in place to assist the Coppin community in time of emergency. There are two buttons on the phone, one black, and one red. The black button labeled “info” sends an audible and visual communication Operator who will assist you with information. The red button labeled “need help” activates the emergency blue light and allows for audible and visual communication Center, and Campus Police will be delighted.

## **ANNUAL SECURITY REPORT**

The Annual Security & Fire Safety Report is a combined report that contains campus security and policy disclosures, resources, crime statistics for Clery Act crimes that occurred on or near campus and on University controlled or affiliated property for the previous three years, and fire statistics for on-campus residence halls for the previous three (3) year crime statistics can be found at: <https://www.coppin.edu>.

## **POLICY ON ALCOHOL, DRUGS, AND SMOKING**

### **ALCOHOL**

Maryland State Law is enforced in all facilities and on the campus. Alcohol may not be possessed or consumed by anyone. No alcohol is allowed. This is a dry (non-alcohol) campus.

### **DRUGS**

The use, cultivation, manufacture, sale, distribution, and/or possession of drugs or controlled substances in violation of Federal, State, or Local law are prohibited by the University.

### **SMOKING**

Coppin State University is a smoke-free campus. Smoking is not permitted in any facility. Students, employees, and visitors are prohibited from smoking tobacco, chewing smokeless tobacco, any form of cannabis or using snuff, in any existing building.

## **POLICY ON DESTRUCTIVE STUDENT GROUPS**

Coppin State University encourages the formation and continued existence of student organizations and clubs, which provide students with the opportunity to participate in their educational experience beyond the classroom. In making this opportunity available to the student population, Coppin has the obligation to ensure the fundamental rights of individual members of the groups. Accordingly, Coppin prohibits individuals or the groups collectively from engaging in verbal or physical abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the mental or physical health or safety of any person, or which destroys public or private property, for the purpose of recruitment, initiations, decision into, affiliation with, or as a condition for continued membership in a group or organization, including but not limited to acts of hazing which are prohibited by law.

Violations of the policy will result in withdrawal of the organization's charter and/or institutional recognition for un-chartered groups and will subject individuals who engage in prohibited behaviors to the disciplinary procedures set forth in the Student Code of Conduct.

### **DEFINITION OF DESTRUCTIVE GROUPS**

A destructive group (cult-like) is a group with a hidden agenda of power which is achieved by deceptive recruitment and control over the minds and lives of its members.

### **CHARACTERISTICS OF DESTRUCTIVE GROUPS**

As a general rule, be aware that every destructive group can be defined as a group having all of the following five (5) characteristics:

1. It believes 'the end justifies the means' in order to solicit funds and recruit people and therefore uses deception, manipulation, and high pressure tactics when recruiting.
2. It creates a comprehensive environment and lifestyle that occupies the entire person's attention monitors activities such as eating, and sleeping, and defines all activities by absolute principles.
3. It forms an elitist totalitarian society and promotes an "us vs. them" mentality.
4. Its charismatic founder/leader (usually living) is self-appointed, dogmatic, messianic, and not accountable. He/She makes the rest of the group center around

him/her and/ or perhaps a combination of belief and practices defined within a book, manifesto, or doctrine or "revealed word" which is given precedence over personal experience.

5. Its wealth does not benefit its members or society.

### **RECRUITMENT PRACTICES**

All organizations have some form of recruitment and destructive groups are no exception. How the recruitment is carried out will differ from group to group (some requiring all members to bring a new 'friend' to each meeting, others allowing only a few selected people to bring new members), but the tactics will seldom change. You need to watch for people who:

- Attempt to coerce you through guilt or fear.
- Are excessively or inappropriately friendly.
- Offer easy solutions to problems, your own or societies.
- Offer invitations to free meals, lectures or workshops, not clearly stating why the group is meeting and/or who will be there.
- Pressures you though peer pressure ("everyone else is doing it").

These destructive groups may have specific criteria for members involving gender, race, ethnicity, etc. but all attempt to recruit people who are:

- Any age
- Economically advantaged
- Idealistic
- Intellectually or spiritually curious
- Intelligent
- Respected in the community
- Well educated

### **IF YOU ARE APPROACHED BY A DESTRUCTIVE GROUP OR A REPRESENTATIVE:**

1. Don't be afraid to ask specific questions, be skeptical, and don't accept evasive answers.
2. Take a stand! Learn to say no!
3. Get support from residence hall administrators on how to protect your privacy.
4. Examine yourself; are you vulnerable? Get the support and help you need!
5. Resist their efforts to isolate you. Stay in touch with family and friends.
6. Consider whether you can get an accurate or clear picture of a group before attending a meeting.
7. Tell the residence hall or campus staff about overzealous recruiters.

### **FOR ADDITIONAL INFORMATION CONTACT:**

<b>The Center for Counseling &amp; Student Development</b>	<b>410-951-3939</b>
<b>CSU Police Department</b>	<b>410-951-3900</b>
<b>Department of Housing and Residence Life</b>	<b>410-951-6399</b>

## STUDENTS COMPUTER USE AND INTERNET ACCESS POLICY

### 1. Introduction

1.1. The computer and network facilities of Coppin State University (CSU) are provided to support the student's educational experience. These guidelines set forth standards for responsible and acceptable use of University computing resources. Computing resources include host computer systems, University-sponsored computers and workstations, communication networks, software, and files.

1.2. Violation of this policy constitutes unacceptable use of computing resources and may violate University policies and/or state and federal law. Suspected or known violations should be reported to the Vice President of the Information Technology Division or his designated representative. Violations will be forwarded to Student Affairs and will be adjudicated in accordance with the Student Handbook. Violations may result in revocation of computing resource privileges, student disciplinary action or legal action.

### 2. User Responsibilities

2.1. Users are responsible for safeguarding their logins and passwords and for using them for their intended purposes only. Each user is responsible for all transactions made under the authorization of his or her login. Users are solely responsible for their personal use of computing resources and are prohibited from representing or implying that their content constitutes the views or policies of CSU.

2.2. Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.

2.2.1. Any copyrighted, electronic information retrieved from computer or network resources must be used in compliance with applicable copyright and other laws. Use of electronic versions of text, pictures, icons, etc. must have the proper citation that lists the owner of that material. Plagiarism of electronic information is subject to the same sanctions as applies to plagiarism in any other medium.

2.2.2. Users may not install software onto the network without first receiving express authorization to do so from the Vice President of the Information Technology Division.

2.2.3. All software protected by copyright must not be copied except as specifically stipulated by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any CSU faculty or student, except pursuant to a valid license or as otherwise permitted by copyright law.

2.3. Users are responsible for using standard e-mail and Internet etiquette. This etiquette includes: not forwarding private or confidential email to any other person without permission of the sender; not altering or copying a file without first obtaining permission from the owner; not sending chain mail; and not sending unsolicited mass mail.

2.4. CSU provides access to an area on its servers where CSU students can publish their own personal WWW pages. Web pages published by the students in this personal area will not be reviewed by CSU staff and do not represent official university communication. The content of those WWW pages is the sole responsibility of their publishers. CSU shall not be responsible for the material or opinions expressed in these homepages.

2.4.1. When a user creates and publishes a web page, the user is responsible for adding the following text to any web pages published:

"Individual faculty, staff or students have created this web page. Coppin State University ("CSU") makes absolutely no guarantee as to the currency, accuracy or quality of the information published and/or archived; nor will CSU accept any responsibility for other organizations, businesses or private persons who provide information on the CSU system. The views and opinions expressed on this page, or any links made available are strictly those of the web page author and do not necessarily state or reflect those of CSU. The contents of these pages have not been reviewed or approved by Coppin State University".

This disclaimer must be part of the web page.

2.4.2. Pages must be used for educational or professional purposes only. No pages created solely or partially for commercial purposes will be allowed without the express written consent of the President of Coppin State University or his designee.

2.4.3. In the event that a web page or other Internet resource causes interruption of other CSU Internet services, the appropriate staff will remove that resource until the cause of the Interruption is eliminated.

2.5. Users are expected to follow any additional rules in effect at specific labs.

### 3. Users are prohibited from:

3.1. Sending unsolicited mass mail (spamming).

3.2. Altering system or hardware configurations without authorization or disrupting or interfering with the delivery or administration of computer resources.

3.3. Attempting to access another user's account, private files or e-mail without the owner's permission; or misrepresenting oneself as another individual in electronic communication.

3.4. Misrepresenting oneself as another individual for the purpose of completing an online test, computer or online assignment. Suspected or known violations will be reported to the Vice President of the Information Technology Division and will be forwarded to the Provost/Vice President of Academic Affairs.

The Provost/Vice President for Academic Affairs shall forward any violations to the Vice President for Enrollment Management and Student Affairs and will be adjudicated in accordance with the Student Handbook.

3.5. Using computing resources to engage in conduct that interferes with other's use of shared computer resources or disrupts other computer users.

3.6. Using computer resources for illegal activities. Criminal and illegal use may include distributing or accessing obscenity or child pornography for non-academic purpose, threats, harassment, copyright infringement, defamation, theft and unauthorized access. Conveying threats or harassment is defined as any speech that falls outside the scope of the First Amendment protection.

3.7. Using computer resources for political, personal, or commercial use.

3.8. Intentionally developing and using programs that disrupt other computer users or which access private or restrictive portions of the system and/or damage the software or hardware components of the system. Computer users must use great care to ensure they do not use programs or utilities which interfere with other computer users or which modify normally protected or restricted portions of the system or user accounts.

The use of any unauthorized or destructive program may result in legal civil action for damages or other punitive action by any injured party, including CSU, as well as criminal action.

#### 4. Administration

4.1. A firewall is a part of the University's computer network. Its purpose is to protect the confidential nature of the University's computer network. The firewall logs and documents all traffic between CSU network and the Internet (i.e., user ids and web pages read). These logs will be used to research violations of the Computer/Internet guidelines.

4.2. The maintenance, operation and security of computing resource 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 persevered. 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.

## POLICY ON SEX DISCRIMINATION AND OTHER SEXUAL MISCONDUCT

Approved on an interim basis October 2014; Amended and approved October 21, 2015; Amended and approved September 2019; Amended and approved on an interim basis August 14, 2020; Amended and approved by the President November 2, 2021; Amended and approved by the President on July 30, 2024<sup>1</sup>.

### POLICY

#### I. Purpose

Coppin State University (University) is committed to providing a learning and working environment free from all forms of Sex Discrimination<sup>2</sup> through training, education, and prevention programs that promote prompt reporting and response, and that eliminates the Sex Discrimination, prevents its recurrence, and addresses its effects. Sex Discrimination violates the core mission and values of the University and creating an environment free from discrimination is the responsibility of all members of the campus community. The University is also committed to upholding academic freedom and free speech on campus and does not condone behavior which violates these principles.

The purpose of this Policy and its accompanying Procedures is to define Sex Discrimination, and other Prohibited Conduct such as Retaliation, and provide for the procedures and standards in investigating and resolving Complaints. This Policy also identifies resources and other programs for individuals experiencing sexual assault or other types of sex-based harm.

This Policy applies to all reports of Prohibited Conduct occurring on or after the effective date. Where the date of the alleged Prohibited Conduct precedes the effective date of this Policy, the definitions of misconduct and the Procedures in existence at the time of the alleged incident(s) will be used.

#### II. Definitions

For purposes of this Policy and accompanying Procedures, the following definitions apply:

**“Advisor”** means a person chosen by a Party to provide advice and consultation to that Party, in accordance with this Policy and Procedures. An Advisor may be an attorney or another individual. An Advisor cannot be a witness or provide evidence in a case.

**“Appellate Hearing Officer”** means an individual designated to review decisions concerning responsibility and sanctions, based on the Respondent's status as a student, staff member, or faculty member. Appellate Hearing Officers shall have had no previous involvement with the substance of the Complaint.

**“Complainant”** is an individual who is alleged to have been subjected to Sex Discrimination who is a student or employee or who was participating or attempting to participate in the Education Program or Activity at the time of the alleged Sex Discrimination, whether or not that individual initiated the Complaint<sup>3</sup>.

**“Complaint”** means an oral or written request to the Institution that objectively can be understood as a request to investigate and make a determination about alleged Sex Discrimination or Prohibited Conduct.

**“Confidential Employees”** are (1) employees whose communications are privileged<sup>4</sup> or confidential under Federal or State law; (2) employees whose communications are specifically designated as confidential for the purpose of providing services related to potential Sex Discrimination; or (3) employees who are conducting an Institutional Review Board-approved human-subjects research study designed to gather information about sex discrimination, but the employee's confidential status is only with respect to information received while conducting the study<sup>5</sup>.

**“Consent”** means a knowing, voluntary, and affirmatively communicated willingness to participate in a particular sexual activity or behavior. Only a person who has the ability and capacity to exercise free will and make a rational, reasonable judgment can give Consent. Consent may be expressed either by words and/or actions, as long as those words and/or actions create a mutually understandable agreement to engage in specific sexual activity. It is the responsibility of the person who wants to engage in sexual activity to ensure that the person has Consent from the other party and that the other party is capable of providing Consent.

- Lack of protest or resistance is not Consent. Nor may silence, in and of itself, be interpreted as Consent. For that reason, relying solely on non-verbal communication can lead to misunderstanding.

<sup>3</sup> A parent, guardian, or other authorized legal representative with the legal right to act on behalf of the Complainant may also file a Complaint on behalf of a Complainant.

<sup>4</sup> The employee's confidential status is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies.

<sup>5</sup> Each Institution's Notice of Nondiscrimination (as defined in Section II.D) and policy shall conspicuously publish the names of all Confidential Employees, except any employee whose confidential status is only with respect to their conducting an institutional review board-approved human subjects research study designed to gather information about Sex Discrimination.

<sup>1</sup>This amendment is effective on August 1, 2024.

<sup>2</sup>A parent, guardian, or other authorized legal representative with the legal right to act on behalf of the Complainant may also file a Complaint on behalf of a Complainant.

- Previous relationships, including past sexual relationships, do not imply Consent to future sexual acts.
- Consent to one form of sexual activity cannot automatically imply Consent to other forms of sexual activity.
- Consent must be present throughout sexual activity and may be withdrawn at any time. If there is confusion as to whether there is Consent or whether prior Consent has been withdrawn, it is essential that the participants stop the activity until the confusion is resolved.
- Consent cannot be obtained by use of physical force or Sexual Coercion.
- An individual who is Incapacitated is unable to give Consent.

“**Education Program or Activity**” of the University includes all operations of the University in the United States, including but not limited to, all conduct<sup>6</sup> over which the University exercises disciplinary authority and all conduct that occurs in any building owned or controlled by a student organization that is officially recognized by the University. The University will address a sex-based hostile environment under its Education Program or Activity even when some conduct alleged to be contributing to the hostile environment occurred outside the University’s Education Program or Activity or outside the United States.

“**Employees with Authority**” are employees, other than Confidential Employees, who have authority to institute corrective measures or who are responsible for administrative leadership, teaching, or advising.

“**Hearing Officer**” means a trained University faculty or staff member or third-party contractor designated to preside over the Hearing and has decision-making and sanctioning authority within the adjudication process.

“**Incapacitated**” means an individual’s decision-making ability is impaired such that the individual is incapable of understanding the “who, what, where, why, or how” of their sexual interaction/encounter. A person may be Incapacitated if they are asleep, unconscious, coming in and out of consciousness, being physically restrained by another person or device (e.g., handcuffs, rope, tape), or in any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a temporary or permanent mental or developmental disability that impairs the ability to Consent to sexual contact. Alcohol or drug use is one of the primary causes of Incapacitation. Being “drunk” or “high”, by most individuals’ understanding, is not the same as being Incapacitated. Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is Incapacitated, and therefore unable to give Consent, requires an assessment of whether the consumption of alcohol or other drugs results in a person being unable to:

1. make decisions about the potential consequences of sexual contact;
2. evaluate one’s own conduct;
3. communicate to another person, Consent to sexual contact; or
4. communicate an unwillingness to another person to engage in sexual contact.

“**Informal Resolution**” means a broad range of conflict resolution strategies, including, but not limited to, mediation, Respondent acknowledgement of responsibility, negotiated interventions and remedies, and/or restorative justice practices.

“**Investigator**” means a trained University faculty or staff member or third-party contractor designated to conduct an impartial, fair, and unbiased investigation into an alleged violation of this Policy.

“**No Contact Order**” means an official directive that serves as notice to an individual that the individual must not have verbal, electronic, written, or third-party communications with another individual.

“**Parental Status**” means the current, potential, or past status of an individual who is, with respect to any person who is under the age of 18, or who is over the age of 18 but incapable of self-care because of a disability: (1) a biological, step, adoptive, or foster parent; (2) a legal custodian or guardian; (3) in loco parentis; or (4) actively seeking legal custody, guardianship, visitation, or adoption of any person who is under the age of 18, or who is over the age of 18 but incapable of self-care because of a disability.

“**Pregnancy or Related Conditions**” means the current, past, or potential presence of any of the following conditions:

- Pregnancy, childbirth, termination of pregnancy, or lactation.
- Recovery from pregnancy, childbirth, termination of pregnancy, or lactation.
- Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation.

“**Party**” means the Complainant or the Respondent (collectively, the “Parties”).

“**Preponderance of Evidence**” means that it is more likely than not that a Policy violation has occurred.

“**Prohibited Conduct**” means any conduct that is listed in Section V of this Policy.

“**Relevant**” means related to the allegations of Sex Discrimination under investigation as part of the grievance procedures. Questions are Relevant when they seek evidence which may aid a Hearing Officer in determining whether the alleged Sex Discrimination occurred. Evidence is Relevant when it may aid a Hearing Officer in determining whether the alleged Sex Discrimination occurred.

“**Remedies**” are measures provided, as appropriate, to a Complainant or any other person the University identifies as having had their equal access to the University’s Education Program or Activity limited or denied by Sex Discrimination. These measures are provided to restore or preserve that person’s access to the University’s Education Program or Activity after the University determines that Sex Discrimination occurred.

“**Respondent**” means an individual alleged to be the perpetrator of conduct that may constitute Sex Discrimination.

“**Responsible Employee**” means a University administrator, supervisor, a member of the Public Safety Department, the President’s Cabinet (including staff in the Office of the President), Enrollment Management and Student Affairs division (including resident assistants, desk assistants, student workers in the Eagle Achievement Center, including Orientation Leaders, Tutors, and Student Mentors), Athletic Department (including coaches and athletic trainers), Academic Affairs division (including faculty

<sup>6</sup> Such conduct may occur in-person or through the use of technology such as e-mail, texts, social media applications, etc.

and administrative staff), Administration and Finance division (including directors and administrative staff), Institutional Advancement division, and first responders who are not confidential resources, and are obligated pursuant to this Policy to report the Prohibited Conduct to the Title IX Coordinator.

“**Sex Discrimination**” means exclusion from participation in or being denied the benefits of any Education Program or Activity of an Institution on the basis of sex, including sex stereotypes, sex characteristics, sexual orientation, gender identity, and Pregnancy or Related Conditions. Sex-Based Harassment is a form of Sex Discrimination.

“**Sanctions**” means disciplinary and other consequences imposed on a Respondent who is found to have violated this Policy.

“**Student**” means a person who has gained admission to the University.

“**Support Person**” means a person chosen by the Complainant or Respondent to provide emotional, logistical, or other kinds of assistance. The Support Person is a non-participant who is present to assist a Complainant or Respondent by taking notes, providing emotional support and reassurance, organizing documentation, or consulting directly with the Party in a way that does not disrupt or cause any delay. A Support Person shall not be an active participant or a witness, and the Parties must speak for themselves.

“**Supportive Measures**” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or the Respondent to:

1. Restore or preserve that Party’s access to the University’s Education Program or Activity, including measures that are designed to protect the safety of the Parties or the University’s educational environment; or
2. Provide support during the University’s grievance procedures.

Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, restrictions on contact applied to one or more Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, training and education programs related to Sex-Based Harassment, and other similar measures.

### III. Applicability

This Policy prohibits Sex Discrimination, Other Sexual Misconduct, and Retaliation under federal and state discrimination laws, including Title IX of the Education Amendments of 1972 (Title IX) and Title VII of the Civil Rights Act (Title VII).

This Policy applies to all members of the campus community, including Students, faculty, and staff. It also applies to contractors and other third parties who are engaged in any University Education Program or Activity, or who are otherwise interacting with the University, including, but not limited to volunteers, vendors, and visitors. All University members are prohibited from engaging in or assisting or abetting another’s engagement in Sex Discrimination, Other Sexual Misconduct, or Retaliation.

This Policy is consistent with University System of Maryland Policy VI-1.60. To the extent any provision of this Policy conflicts with any other University policy, this Policy controls. Prohibited Conduct under this Policy may also be sex discrimination in violation of *VI-1.00(B) Coppin State University Non-Discrimination Policy and Procedures*. However, this Policy and Procedures supersedes *VI-1.00(B) Coppin State University Non-Discrimination Policy and Procedures* with respect to allegations of Prohibited Conduct addressed by this Policy. The University will respond to reports and Complaints of Prohibited Conduct in accordance with this Policy and Procedures.

### IV. Scope

This Policy applies to Prohibited Conduct committed by or against Students, faculty, staff and third parties when:

1. Conduct occurs on University premises, in any University facility, or on property owned or controlled by the University, including but not limited to, a building owned or controlled by a student organization that is officially recognized by the University, and conduct that is subject to the University’s disciplinary authority;
2. Conduct occurs in the context of a University Education Program or Activity, including, but not limited to, University-sponsored academic, athletic, extracurricular, study abroad, research, online, or internship programs or activities; or
3. Conduct occurs outside the context of a University Education Program or Activity or outside the United States, but has continuing adverse effects on or creates a hostile environment for Students, employees or third parties while on University premises or other property owned or controlled by the University or in any University Education Program or Activity;

The University has no authority to investigate reported incidents involving members of the campus community that occurred prior to the individual being enrolled at or employed by the University when the incident did not occur on campus or otherwise in connection with a University Education Program or Activity. The University may, however, be able to assist individuals with Supportive Measures.

### V. Prohibited Conduct

This Policy prohibits Sex Discrimination, Other Sexual Misconduct, and Retaliation as set forth below. Prohibited Conduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Prohibited Conduct can occur between people of the same or different sex, sexual orientation, or gender identity. Prohibited Conduct includes:

- A. **Sex Discrimination** as defined in Section II of this Policy.
- B. **Sex-Based Harassment** means sex discrimination and other harassment on the basis of sex, including harassment because of gender identity, sexual orientation, sex characteristics, sex stereotypes, and/or pregnancy and other related conditions, that is prohibited by Title IX and satisfies one or more of the following:

1. **Quid Pro Quo Harassment**— An employee, agent, or other person authorized by the University to provide an aid, benefit, or service under the University’s Education Program or Activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct.

**Hostile Environment Harassment** - Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from the University’s Education Program or Activity (i.e., creates a hostile environment).

2. Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
  - a. The degree to which the conduct affected the Complainant’s ability to access the University’s Education Program or Activity;
  - b. The type, frequency, and duration of the conduct;
  - c. The parties’ ages, roles within the University’s Education Program or Activity, previous interactions, and other factors about each party that may be Relevant to evaluating the effects of the conduct;
  - d. The location of the conduct and the context in which the conduct occurred; and
  - e. Other Sex-Based Harassment in the University’s Education Program or Activity.
3. **Sexual Assault** means an offense classified as a sex offense in the uniform crime reporting system of the Federal Bureau of Investigation. Sex offenses are sexual acts directed against another person and include:
  - a. **Non-Consensual Sexual Penetration**— Penetration, no matter how slight, of the genital or anal opening of the body of another person with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
  - b. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
  - c. **Incest**—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - d. **Statutory Rape**—Nonforcible sexual intercourse with a person who is under the statutory age of consent.<sup>7</sup>
4. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

<sup>7</sup> The age of consent in Maryland is 16. See Md. Code Ann., Crim. Law §§ 3-301 through 307.

5. **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Maryland or by any other person against an adult or youth Complainant protected from that person’s acts under the domestic or family violence laws of Maryland.
6. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for their safety or the safety of others; or (2) suffer substantial emotional distress.

**C. Other Sexual Misconduct** means the following conduct:

1. **Sex-Based Harassment prohibited by Md. Code Ann., State Gov’t § 20-601<sup>8</sup>** means unwelcome and offensive conduct, which need not be severe or pervasive, when the conduct is based on sex, sexual orientation, or gender identity or consists of unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature; and
  - a. Submission to the conduct is made either explicitly or implicitly a term or condition of the employment of an individual;
  - b. Submission to or rejection of the conduct is used as a basis for employment decisions affecting the individual; or
  - c. Based on the totality of the circumstances, the conduct creates a working environment that a reasonable person would perceive to be abusive or hostile.
2. **Sexual Coercion:** The use of unreasonable pressure in an effort to compel another individual to initiate or continue sexual activity against the individual’s will. A person’s words or conduct are sufficient to constitute Sexual Coercion if they wrongfully impair another individual’s freedom of will and ability to choose whether or not to engage in sexual activity. Sexual Coercion includes but is not limited to intimidation, manipulation, express or implied threats of emotional or physical harm, and/or blackmail. Examples of Sexual Coercion include but are not limited to causing the deliberate Incapacitation of another person; conditioning an academic benefit or employment advantage on submission to the sexual contact; threatening to harm oneself if the other party does not engage in sexual contact; or threatening to disclose an individual’s sexual orientation, gender identity, gender expression, or other personal sensitive information if the other party does not engage in the sexual contact.
3. **Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of another person for one’s own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited.
4. **Sexual Intimidation:** Threatening behavior that is verbal and/or physical of a sexual nature directed at another person, such as threatening to sexually assault another person or engaging in indecent exposure.

<sup>8</sup> This definition applies only to sex-based harassment of employees that does not constitute Sex-Based Harassment prohibited by Title IX. See Md. Code Ann., State Gov’t §§ 20—601 through 20-611.

5. **Attempted Sexual Assault:** An attempt to commit Sexual Assault.

**D. Retaliation** means intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because an individual has reported information, made a Complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding, or hearing related to Sex Discrimination. Retaliation includes bringing charges against an individual for violations of other institutional policies that do not involve Sex Discrimination but arise out of the same facts or circumstances as a Complaint, for the purpose of interfering with any right or privilege secured by Title IX.

## VI. Reporting

### A. General

Any person may report Prohibited Conduct at any time by contacting the Title IX Coordinator or Deputy Coordinators listed below (the Title IX Team), regardless of whether the reporting person is the Complainant.

Katsura Kurita, J.D./M.S.  
Title IX Coordinator  
Coppin State University  
Office of Title IX Compliance  
2500 West North Avenue  
Baltimore, MD 21216  
Physical Education Complex (PEC)  
Room 219/224  
Phone: (410) 951-6543  
Fax: (410) 951-1352  
TitleIXCoordinator@coppin.edu or kkurita@coppin.edu

Lisa Horne Early, Ph.D.  
Title IX Deputy for Employees  
Coppin State University  
Human Resources  
2500 West North Avenue  
Baltimore, MD 21216  
Physical Education Complex (PEC)  
Room 348  
(410) 951-3666  
learly@coppin.edu

Nichole Person, Ed.D.  
Title IX Deputy for Student-Athletes  
Coppin State University  
Department of Athletics  
2500 West North Avenue  
Baltimore, MD 21216  
Physical Education Complex (PEC)  
Room 306  
(410) 951-3732  
nperson@coppin.edu

The Title IX Coordinator is responsible for monitoring the Education Program or Activity for barriers to reporting information about conduct that reasonably may constitute Sex Discrimination and take steps reasonably calculated to address such barriers. The Title IX Coordinator leads, coordinates, and oversees the University's efforts regarding compliance, training, prevention programming, and educational programs. The Title IX Coordinator is available to meet with any Student, employee, or third party to answer any questions about this Policy. The Title IX Coordinator may delegate appropriate responsibilities under this Policy to other members of the Title IX Team or any other qualified representative under the Title IX Coordinator's supervision. The use of the term "Title IX Coordinator" in this Policy and Procedures will include any person to whom the Title IX Coordinator has delegated any responsibilities under this Policy or the accompanying Procedures.

The University's Title IX Team is comprised of the Title IX Coordinator, Deputy Title IX Coordinators, and may include representatives from Public Safety, Student Affairs, Academic Affairs, and Human Resources, and any other employees or third-party contractors to fulfill the University's obligations under this Policy, as appropriate. The Title IX Coordinator is responsible for coordinating, delegating, and supervising the activities of the Title IX Team.

Concerns of bias or a potential conflict of interest by any member involved in the resolution process should be raised with the Title IX Coordinator. Concerns involving bias or conflict of interest by the Title IX Coordinator will be addressed to the Chief of Staff to the President or designee.

All persons are encouraged to report Prohibited Conduct promptly to maximize the University's ability to obtain evidence, identify potential witnesses, and conduct a thorough, prompt, and impartial investigation. While there are no time limits to report Prohibited Conduct, if too much time has passed since the incident occurred, the delay may result in loss of Relevant evidence and witness testimony, impairing the University's ability to respond and take appropriate action.

### B. Notification Requirements

All Coppin State University employees must notify the Title IX Coordinator or provide Students or other persons with the contact information of the Title IX Coordinator under the following circumstances:

1. **Pregnancy or Related Conditions** – If a Student, or a person who has the legal right to act on behalf of the Student, informs any employee of the Student's Pregnancy or Related Conditions, the employee must provide that person with the Title IX Coordinator's contact information and inform them that the Title IX Coordinator can coordinate specific actions to ensure equal access and prevention of discrimination. Employees need not provide the Title IX Coordinator's contact information if the employee reasonably believes that the Title IX Coordinator has been notified.
2. **Sex Discrimination** – When an employee becomes aware of information about conduct that reasonably may constitute Sex Discrimination or Retaliation, they are required to take the following action based on their designation:
  - a. **Confidential Employees** must inform any person who communicates information about conduct that may reasonably constitute Sex

Discrimination that they are Confidential Employees, circumstances in which they are not required to notify the Title IX Coordinator about conduct that reasonably may constitute Sex Discrimination, how to contact the Title IX Coordinator and how to initiate a Complaint, and that the Title IX Coordinator may be able to offer and coordinate Supportive Measures as well as initiate an informal resolution process or investigation under the procedures.

- b. **Employees with Authority** must notify the Title IX Coordinator when they obtain information about conduct that may reasonably constitute Sex Discrimination.
- c. **All Employees** who are not Confidential Employees or Employees with Authority shall either (1) notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute Sex Discrimination or (2) provide the contact information of the Title IX Coordinator and information about how to make a Complaint to any person who provides the employee with information about conduct that may reasonably constitute Sex Discrimination.

### C. Reporting to the Police

Prohibited Conduct, particularly Sexual Assault, may be a crime. The University will assist Complainants who wish to report Prohibited Conduct to law enforcement authorities, including Public Safety 24 hours a day and 7 days a week. Representatives of the Office of Student Conduct and Residence Life are also available to assist students with reporting to Public Safety.

To report to Public Safety, please call 410-951-3911. Public Safety can also assist Complainants in notifying other law enforcement authorities in other jurisdictions, as appropriate; and can also assist with transportation to the nearest hospital for appropriate medical attention. In an emergency, regardless of where the incident occurred, **call 911**.<sup>9</sup> Complainants can also decline notifying Public Safety and/or local law enforcement.

Standards for a violation of criminal law are different from the standards for a violation of this Policy, and conduct may violate this Policy even if law enforcement authorities decline to prosecute. Complaints of Prohibited Conduct and related internal University processes may occur prior to, concurrent with, or following criminal proceedings off-campus.

### D. Clery Act Compliance and Timely Warnings

In handling Sex-Based Harassment reports, the University remains responsible for complying with the requirements of the Crime Awareness and Campus Security Act of 1990 (Clery Act) and its amendments. The University must comply with Clery Act requirements, including crime recording and reporting requirements, where compliance is not otherwise achieved by actions under this Policy.

If a report of Prohibited Conduct discloses a serious and ongoing threat to the campus community, Public Safety may issue a timely warning of the conduct in compliance with the Clery Act in the interest of the health and safety of the campus community. This notice will not contain any personally identifying information related to the Parties.

<sup>9</sup> Calling 911 from a cell phone located on campus may ring to the central dispatch for Baltimore City, rather than University Police. The direct number for University Police is (410) 951-3911.

### E. Amnesty for Students Who Report Prohibited Conduct

The University recognizes that a Student who is under the influence of alcohol and/or drugs when an incident of Sex-Based Harassment occurs may be reluctant to report the Sex-Based Harassment out of concern that the Student may face disciplinary actions for engaging in prohibited alcohol or drug use. As such, a Student who provides information about conduct which may be Sex-Based Harassment to the University or law enforcement, or who participates in an investigation either as a Complainant or witness, will not face disciplinary action for violating University drug and alcohol policies. This Amnesty provision applies only when the University determines that: (1) the drug/alcohol violation occurred during or near the time of the alleged Sex-Based Harassment; (2) the Student acted in good faith in reporting or participating as a witness; and (3) the violation was not likely to place the health or safety of another individual at risk.

## VII. Pregnancy or Related Conditions

- A. **Nondiscrimination.** The University shall not discriminate on the basis of current, past, or potential Pregnancy or Related Conditions.

The University will not require any Student to provide certification that they are physically able to participate in a class, program, or activity, unless:

1. The certified level of physical ability or health is necessary for the class, program, or activity;
2. The University requires such certifications of all Students participating in the class, program, or activity; and
3. The information obtained through the certification is not used as a basis for prohibited discrimination.

- B. **Student Modifications.** The University will provide reasonable modifications to policies, practices, or procedures for students experiencing Pregnancy or Related Conditions.

1. **Requesting Reasonable Modifications.** Students may request modifications for Pregnancy or Related Conditions by contacting the Title IX Coordinator (see Section VI.A of this Policy). The Title IX Coordinator may request documentation from the Student's medical provider which is necessary and relevant to determining what modifications are appropriate for the Student's needs. The Title IX Coordinator will initiate the interactive process, in consultation with the Student, faculty members, and any other necessary parties to determine reasonable modifications based on the Student's individualized needs.
2. **Consideration of Reasonable Modifications.** A modification that would fundamentally alter the nature of the University's Education Program or Activity is not reasonable and will not be granted under this Policy. Depending on the unique needs of the Student, reasonable modifications may include but are not limited to: breaks during class; a larger desk; rescheduling of tests or exams; excused absences; submitting work after a deadline missed due to pregnancy or childbirth; providing alternatives to make up missed work; incomplete grade; and break time to use lactation room.

3. **Leaves of Absence.** Students experiencing Pregnancy or Related Conditions may take a voluntary leave of absence for a period of time determined by the Student's medical provider. Upon return from a leave of absence, the Student will be reinstated to the same academic status and (to the extent possible) extracurricular status that the Student held when the leave began.

**C. Employee Modifications.** The University will provide reasonable modifications for qualified employees with known limitations related to Pregnancy or Related Conditions.

1. **Requesting Reasonable Modifications.** Employees may request modifications for Pregnancy or Related Conditions by contacting the Title IX Coordinator (see Section VI.A of this Policy). The Title IX Coordinator may request documentation from the employee's medical provider which is necessary and relevant to determining what modifications are appropriate for the employee's needs. The Title IX Coordinator will initiate the interactive process, in consultation with the employee, supervisor, and any other necessary parties to determine reasonable modifications based on the employee's individualized needs.
2. **Consideration of Reasonable Modifications.** A modification which causes an undue hardship on the part of the University is not reasonable and will not be granted under this Policy. Depending on the unique needs of the employee, reasonable modifications may include, but are not limited to a larger desk; elevator access; allowance for frequent bathroom breaks; temporary light duty; break time to use lactation room; flexibility to attend medical appointments due to pregnancy or related conditions; flexible work schedule and/or remote work, if appropriate; chair for a standing position; and allowing food and drink in workspace, as appropriate.
3. **Employee Leave.** The University shall consider employee leave if there is no other reasonable modification which will enable the employee to perform their essential job functions for the duration of a known limitation based on Pregnancy or a Related Condition. If an employee has no remaining paid leave pursuant to the University's employee leave policy on Annual, Holiday, Personal, and Sick Leave,<sup>10</sup> the University will consider unpaid leave as a possible modification, in consideration of the unique needs and circumstances of the employee.

**D. Lactation Space.** The University provides a lactation space for all members of the campus community and visitors which may be used for expressing milk or breastfeeding, as needed. Designated lactation spaces are:

1. Parlett L. Moore Library, Room 306. A key to the room may be requested at the Front Desk.
2. Science and Technology Center, Room 112. Contact the Title IX Coordinator, by email at [TitleIXCoordinator@coppin.edu](mailto:TitleIXCoordinator@coppin.edu) or by phone at (410) 951-6543 for card access to the room.

## VIII. Description of Parties' Rights<sup>11</sup>

Parties will be treated with dignity, respect, and sensitivity by University officials during all phases of the grievance process. The accompanying Procedures are designed to allow for a fair and impartial investigation, as well as prompt and equitable disciplinary proceedings and resolutions that provide an opportunity for the Parties to be heard.

**A. Notice.** Parties will be given timely written notice of:

1. The reported violation, including the date, time, and location, if known, of the alleged violation, and the range of potential Sanctions associated with the alleged violation;
2. Their rights and responsibilities under this Policy and information regarding other civil and criminal options;
3. The date, time, and location of each Hearing, meeting, or interview that the Party is required or permitted to attend;
4. The final determination made by the Hearing Officer regarding whether a Policy violation occurred and the basis for the determination;
5. Any Sanction imposed, as required by law; and
6. The right to appeal and a description of the appeal process.

**B. Procedures.** Parties will be entitled to participate in the investigation and adjudication of the Complaint in accordance with the Procedures. Parties will be provided with:

1. Access to the case file and evidence regarding the incident obtained by the University during the investigation or considered by the Hearing Officer(s);
2. An opportunity to be heard through the process and an opportunity to offer testimony at a Hearing;
3. An opportunity to submit evidence, witness lists, and suggest specific questions to be posed to the other Party during the investigation, or to the other Party at a Hearing;
4. An opportunity to review testimony electronically or in a way in which the Parties are not required to be in the physical presence of one another;
5. An opportunity to review and provide written responses to the draft investigation report;
6. An opportunity to participate at a Hearing without being required to be in the physical presence of the other Party;
7. An opportunity to appeal a determination and/or Sanction;
8. An opportunity to be assisted by a licensed attorney, an advocate supervised by an attorney, or a trained advocate throughout the disciplinary proceedings, including by the attorney or advocate:
  - a. Attendance at hearings, meetings, and interviews with the Party;
  - b. Private consultations with the Party during hearings, meetings, and interviews, except during questioning of the party at a hearing; and
  - c. Assistance with the Party's exercise of any right during the disciplinary proceedings; and

<sup>10</sup> This policy is available at: <https://www.coppin.edu/annual-holiday-personal-and-sick-leave>

<sup>11</sup> See Md. Coe Ann., Educ. § 11-601.

9. Notice to a presented in an appropriate and sensitive format, before the start of the resolution process, of:
  - a. The Party’s right to the assistance of an Advisor, including an attorney or advocate;
  - b. The legal service organizations and/or referral services; available to the Party; and
  - c. The Party’s right to have a Support Person of the Party’s choice at any Hearing, meeting, or interview.

Notwithstanding whether a student accesses an attorney paid for by the Maryland Higher Education Commission (MHEC), the presence of no more than two people, including a personal supporter of the Party’s choice, an attorney, or an advocate, is permitted at any Hearing, meeting, or interview during the disciplinary proceedings.

#### **IX. Agreements with Local Law Enforcement and Sexual Violence Crisis Programs<sup>12</sup>**

The University has a Memorandum of Understanding (MOU) Concerning Law Enforcement Jurisdiction and Coordination of Services Between the CSU Department of Public Safety and the Baltimore Police Department. This agreement with the Baltimore Police Department complies with Title IX and clearly states when the University will refer a matter to a local law enforcement agency, in compliance with Federal and State laws. The University has an Agreement with TurnAround, Inc. which is the local sexual violence crisis center, and has formalized a commitment with TurnAround, Inc. to provide trauma-informed services to victims of sexual violence and to improve the University’s overall response to sexual violence.

#### **X. Co-Occurring Criminal Action**

Proceeding with a University resolution of Prohibited Conduct under this Policy and accompanying Procedures is independent of any criminal investigation or proceeding. Reporting to law enforcement does not preclude a person from proceeding with a report or Complaint of Prohibited Conduct under this Policy. The University is required to conduct an investigation in a timely manner, which means, in most cases, the University will not wait until a criminal investigation or proceeding is concluded before conducting its own investigation, implementing Supportive Measures, and taking appropriate action.

However, at the request of law enforcement, the Title IX Coordinator may defer its fact-gathering until the initial stages of a criminal investigation are complete. If such a written request is made by Public Safety, then the Complainant will be notified. In addition, when possible, in cases where there is a co-occurring criminal investigation by Public Safety, Baltimore City Police, or the local prosecutor’s office, the Title IX Coordinator will work collaboratively and supportively with each respective agency within the abovementioned parameters. The Title IX Coordinator will communicate any necessary delays in the University’s investigative process to both Parties in the event of a deferral.

#### **XI. False Statements**

Knowingly making false statements or submitting false information under this Policy and accompanying Procedures is prohibited and may be subject to the sanctions set forth in this Policy.

#### **XII. Legal Representation Fund for Student Title IX Proceedings**

Student Complainants and Student Respondents may elect to retain an attorney to serve as their Advisor, though assistance by an attorney is not required. The Maryland Higher Education Commission (MHEC) has developed resources to assist current or former Students in retaining an attorney to serve as an Advisor at no or low cost to the Student. MHEC provides a list of licensed attorneys who have indicated that they may represent Students in Title IX proceedings on a pro bono basis or for reduced legal fees. A Student’s attorney may seek reimbursement of certain legal costs and fees from MHEC’s Legal Representation Fund for Title IX Proceedings, subject to the availability of funding. More information is available on MHEC’s website under “Title IX Campus Sexual Assault Proceedings: Attorney List” at <https://mhec.maryland.gov/Pages/Title-IX-Campus-Sexual-Assault-Proceedings---Attorney-List.aspx>.

#### **XIII. Emergency Removals and Other Interim Measures**

##### **A. Student Respondents**

An emergency removal is for the purpose of addressing imminent threats posed to any person’s physical health or safety, which might arise out of Prohibited Conduct. The University may remove a Student Respondent on an emergency basis from the University’s Education Program or Activity when the University:

1. Undertakes an individualized safety and risk analysis;
2. Determines that an imminent and serious threat to the health or safety of a Complainant or any students, employees, or other persons arising from the allegations of Sex Discrimination justifies removal; and
3. Provides the Student Respondent with notice and an opportunity to challenge the decision immediately following the removal.

The University will not remove a Student Respondent from the University based solely on an accusation. The Student Respondent will be offered an opportunity to meet with the Title IX Coordinator to review the reliability of the information within five (5) days from the effective date of the emergency removal. However, there is no guarantee that the Student Respondent will be permitted to return to campus.

The University may also impose an interim disciplinary suspension on a Student Respondent in accordance with the *Code of Student Conduct* for reasons not arising from the alleged Prohibited Conduct.

##### **B. Employee Respondents**

The University in consultation with the Title IX Team, Public Safety, and any other necessary campus department may take interim measures for employee Respondents such as changing an employee’s work responsibilities or work location or placing the Respondent on administrative leave during the resolution process. Such action may be appropriate when there is a legitimate concern that without interim measures: 1) the employee will engage in Prohibited Conduct while the investigation is ongoing, or 2) the employee would be unduly disruptive to University members or the University’s Education Programs or Activities.

<sup>12</sup> See Md. Coe Ann., Educ. § 11-601.

University members who are neither students nor employees may be removed from their University role or a University program as an interim measure during the investigation and adjudication process at the discretion of the University and in consultation with the Title IX Coordinator.

#### **XIV. Consensual Relationships and Professional Conduct**

Sexual relationships that occur in the context of educational or employment supervision and evaluation present possible conflicts of interest. Relationships in which one Party maintains a supervisory or evaluative responsibility over the other also reflect an imbalance of power, leading to doubt as to whether such relationships are truly consensual. For these reasons, the University *strongly* discourages such relationships.

Because of the potential conflicts of interest, persons involved in consensual sexual relationships with anyone over whom the person has supervisory and/or evaluative responsibilities *must inform their supervisor(s)* of the relationship(s). Supervisory or evaluative responsibilities may be reassigned, as appropriate. While no relationships are expressly prohibited by this Policy, failure to self-report such relationships in a timely manner, as required by this Policy, may result in disciplinary action.

#### **XV. Training**

##### **A. Prevention and Awareness Education<sup>13</sup>**

The University will develop and implement preventive education, for all employees and Students, to help identify and reduce the occurrence of Sex Discrimination. At a minimum, these educational initiatives must contain information regarding what constitutes Sex-Based Harassment, definitions of Consent and Prohibited Conduct, the University's Procedures, bystander intervention, risk reduction, and the consequences of engaging in Sex-Based Harassment. These educational initiatives shall be for all incoming students and new employees. The University will also develop ongoing prevention and awareness campaigns for all students and employees addressing, at a minimum, the same information. Educational initiatives for employees shall comply with Md. Code Ann., State Pers. & Pens. § 2-203.1.

##### **B. Employee Training**

The University will develop and implement training for all employees regarding the University's obligations to address Sex Discrimination. All employees shall be trained upon hire, upon change of position, and annually thereafter. Training materials must not rely on sex stereotypes. The training will include: the scope of conduct that may constitute Sex Discrimination; the definition of Prohibited Conduct; and all applicable notification requirements (set forth in Section VI.B of this Policy) and responsibilities that apply to each employee's specific designation.

#### **XVI. Recordkeeping for Sex Discrimination Complaints and Notifications**

The University will maintain for a minimum of seven (7) years, records of the following:

- A. Each Complaint of Sex Discrimination, records documenting the informal resolution process or grievance procedure, and the resulting outcome.
- B. For each notification the Title IX Coordinator or designee receives information about conduct that reasonably may constitute Sex Discrimination, records documenting any action taken.
- C. All materials used for Title IX training of Students or employees.

#### **XVII. Confidential Resources**

Confidential resources on and off campus assist Parties in navigating potential advocacy, therapy, counseling, and emotional support services. If a person desires to keep an incident of Prohibited Conduct confidential, the person should speak with confidential resources.

Disclosures or reports made to individuals or entities other than confidential resources may not be confidential. For instance, should a member of the campus community discuss an incident of Prohibited Conduct with a University administrator, supervisor, a member of the Public Safety Department, the President's Cabinet (including staff in the Office of the President), Enrollment Management and Student Affairs division (including resident assistants and desk assistants, student workers in the Eagle Achievement Center, including Orientation Leaders, Tutors, and Student Mentors), Athletic Department (including coaches and athletic trainers), Academic Affairs division (including faculty and administrative staff), Administration and Finance division (including directors and administrative staff), Institutional Advancement division, and first responders who are not confidential resources, those persons are deemed Responsible Employees and, as such, are obligated pursuant to this Policy to report the Prohibited Conduct to the Title IX Coordinator.

Unless there is a lawful basis for disclosure, such as reported child abuse or an imminent risk to health or safety, confidentiality applies when persons seek services from the following resources:

##### **A. University Confidential Resources for Employees**

###### **Employee Assistance Program (EAP)**

###### **GUIDANCE RESOURCES**

**1-855-410-7628**

[www.guidanceresources.com](http://www.guidanceresources.com) (company ID: USMLifeResources)

24 hours a day, 7 days a week, all year long

Guidance Resources provides confidential assessment, referral, and counseling services as well as legal support to all University employees and members of their household at no charge. Faculty and staff may consult with a counselor for many different reasons, including for issues relating to Prohibited Conduct.

##### **B. University Confidential Resources for Students**

Coppin State University Center for Counseling and Accessibility  
Grace Hill Jacobs, Room 208

<sup>13</sup> See 34 C.F.R. § 668.46

Contact: Director of Counseling and Accessibility  
Phone: (410) 951-3939

The Center for Counseling and Accessibility provides counseling services to meet the mental health and developmental needs of students. Staffed by licensed counselors, the Counseling Center offers a variety of services to help students deal with issues in a confidential manner.

Coppin State University  
Community Health Center  
Health and Human Services Building, Room 131  
Contact: Director of Community Health Center  
Phone: (410) 951-4188

The Community Health Center is a primary care health clinic located on campus in the Health and Human Services Building. It provides readily accessible, low-cost, confidential, and high quality of medical care to University Students, faculty, staff, and residents of the neighborhood surrounding the University.

### C. Non-University Confidential Resources

TurnAround, Inc. Sexual Assault/Domestic Violence Center - Baltimore City  
One North Charles Street, 1st Floor  
Baltimore, Maryland 21218  
Phone: (410) 837-7000  
**24 Hour Hotline:** (443) 279-0379  
<http://www.turnaroundinc.org/>

TurnAround, Inc. Sexual Assault/Domestic Violence Center - Baltimore County  
8503 LaSalle Road, 2nd Floor  
Towson, Maryland 21286  
Phone: (410) 377-8111  
**24 Hour Hotline:** (443) 279-0379  
<http://www.turnaroundinc.org/>

House of Ruth  
2201 Argonne Drive Baltimore, Maryland 21218  
Phone: (410) 889-0840  
**24 Hour Helpline:** (410) 889-7884  
<https://hruth.org/get-help/>

Maryland Coalition Against Sexual Assault  
<https://mcasa.org/survivors/after-sexual-assault>

Maryland Network Against Domestic Violence  
**24 Hour Helpline:** 1-800-799-7233  
<https://www.mnadv.org/>

National Domestic Violence Hotline  
**24 Hour Text:** Text "Start" to 88788  
<http://www.thehotline.org/>

LGBTQ Survivors of Sexual Violence  
<https://www.rainn.org/articles/lgbtq-survivors-sexual-violence>

Maryland Domestic Resources by County [https://health.maryland.gov/phpa/mch/Pages/IPV\\_Programs.aspx](https://health.maryland.gov/phpa/mch/Pages/IPV_Programs.aspx)

1 and 6 - Male Survivors of Rape and Sexual Abuse  
<https://1in6.org/about-1in6/>

Rape Abuse and Incest National Network (RAINN)  
<http://www.rainn.org>

Mercy Medical Center offers several programs and services for victims of sexual abuse and assault.

- Mercy's Forensic Nurse Examiner Program provides exams and information for victims of sexual assault and violence.

Mercy Medical Center  
301 St. Paul Street  
Baltimore, Maryland 21202  
(410) 332-9494  
<https://bmoresafemercy.org/for-patients/>

- Mercy's Family Violence Response Program provides confidential services to victims of violence, abuse and neglect, sexual assault and vulnerable adult abuse. They offer counseling, crisis intervention, safety planning, danger assessment, counseling and other support services. The program can be reached at (410) 332-9470.

### XVIII. Campus Sexual Assault Climate Survey

At least every two (2) years, the University will (1) develop an appropriate Sexual Assault campus climate survey using nationally recognized best practices for research and climate surveys; and (2) administer the Sexual Assault campus climate survey to Students in accordance with the procedures set by MHEC. The University will submit to MHEC a report in accordance with the requirements set forth in Md. Code Ann., Educ. § 11-601(g).

### XIX. External Government Agencies

Employee complaints relating to Prohibited Conduct may be directed to:

**Equal Employment Opportunity Commission (EEOC)**  
GH Fallon Federal Building  
31 Hopkins Plaza, Suite 1432  
Baltimore, MD 21201  
Phone: 1-800-669-4000  
Fax: 410-209-2221  
TTY: 1-800-669-6820  
Website: <https://www.eeoc.gov/filing-charge-discrimination>

### **Maryland Commission on Civil Rights (MCCR)**

William Donald Schaefer Tower  
6 Saint Paul Street, Ninth Floor  
Baltimore, MD 21202-1631  
Phone: 410-767-8600  
Fax: 410-333-1841  
Maryland Relay: 7-1-1  
Website: <http://mccr.maryland.gov>  
E-mail: [mccr@maryland.gov](mailto:mccr@maryland.gov)

Student or employee complaints relating to Prohibited Conduct may be directed to:

### **Office for Civil Rights (OCR)**

U.S. Department of Education  
The Wanamaker Building  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107-3323  
Phone: 215-656-8541  
Fax: 215-656-8605  
TDD: 800-877-8339  
Website: [http://www2.ed.gov/about/offices/list/ocr/docs/tix\\_dis.html](http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)  
E-mail: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)

## **COPPIN STATE UNIVERSITY PROCEDURES FOR ALLEGATIONS OF SEX DISCRIMINATION AND OTHER PROHIBITED CONDUCT**

These Procedures accompany VI-1.60(A) COPPIN STATE UNIVERSITY Policy and Procedures on Sex Discrimination and Other Sexual Misconduct (Policy) and are the exclusive procedures that govern complaints of Prohibited Conduct under the Policy.

### **I. Definitions and Prohibited Conduct**

These Procedures adopt and incorporate all terms defined in VI-1.60(A) Policy on Sex Discrimination and Other Sexual Misconduct in Sections II “Definitions” and V “Prohibited Conduct” of the Policy.

### **II. Right to Support Person and Advisor**

A Party may, at their own election, be accompanied at any meeting or proceeding under these Procedures by one (1) Support Person and one (1) Advisor. When a Party wishes to be accompanied by a Support Person and Advisor to a meeting, the Party must notify the Title IX Coordinator or Title IX Team designee in advance. Parties may select a Support Person and Advisor at any point before the conclusion of the resolution process. Throughout the process, the Title IX Coordinator will communicate and correspond directly with the Parties, not indirectly through a Support Person and Advisor.

## **III. Report Intake and Complaint**

### **A. Reporting**

Any person may report Prohibited Conduct (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute Prohibited Conduct) to the Title IX Coordinator in person, by mail, by telephone, or by email, or by any other reasonable means by using the contact information listed in Section VI.A of the Policy at any time.

If the report is received from a third party, meaning someone who is not the Complainant or the Respondent, the Office of Title IX Compliance (TIXO) will provide written acknowledgement of receipt of the report and take appropriate action as the information provided allows. As explained more fully below, the Complainant may: (1) ask the TIXO to take no further action beyond offering Supportive Measures; or (2) file a Complaint.

### **B. TIXO Response and Notices**

Upon receipt of information about conduct which may reasonably constitute Prohibited Conduct from a Complainant, the TIXO will provide written acknowledgement of receipt of the report to the Complainant, if known, and include (1) a copy of the Policy and Procedures, (2) options under the resolution process, including how to initiate a Complaint, and (3) Notice of Rights and Options. The Parties will be informed of available community and campus resources and services; Supportive Measures as specified in Section III.F of these Procedures; their right to a Support Person; their right to an Advisor; their right to file a report with law enforcement; and the University’s prohibition against Retaliation.

### **C. Initiation of Complaint**

Upon notification by a Complainant or an employee of information about conduct that reasonably may constitute Prohibited Conduct the Title IX Coordinator will:

1. Initiate grievance procedures in response to a Complaint; or
2. In the absence of a Complaint or the withdrawal of any of the allegations in a Complaint, determine whether to initiate a Complaint of Prohibited Conduct in consideration of, at a minimum, the following factors:
  - a. Whether the Complainant has requested not to proceed with the Complaint;
  - b. The Complainant’s reasonable safety concerns regarding initiating a Complaint;
  - c. The risk that additional acts of Prohibited Conduct would occur if a Complaint is not initiated;
  - d. The severity of the alleged Prohibited Conduct, including whether the discrimination, if established, would require the removal of the Respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent recurrence;

- e. The age and relationship of the parties, including whether the Respondent is an employee;
  - f. The scope of the alleged Prohibited Conduct, including information suggesting a pattern, on-going Prohibited Conduct, or if Prohibited Conduct is alleged to have impacted multiple individuals;
  - g. The availability of evidence to assist a Hearing Officer in determining whether Prohibited Conduct occurred; and
  - h. Whether the University could end the alleged Prohibited Conduct and prevent its recurrence without initiating grievance procedures.
3. If, after considering these and other relevant factors, the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the Complainant or other person, or that the conduct, as alleged, prevents the University from ensuring equal access on the basis of sex to its Education Program or Activity, the Title IX Coordinator may initiate a Complaint. If the Title IX Coordinator initiates a Complaint, the Title IX Coordinator will notify the Complainant prior to doing so and appropriately address reasonable concerns about the Complainant's safety or the safety of others, including by providing Supportive Measures.

The Title IX Coordinator need not initiate a Complaint or consider the factors outlined above if the Title IX Coordinator reasonably determines that the conduct as alleged could not constitute Prohibited Conduct.

#### **D. Dismissal of Complaints**

1. The University may dismiss a Complaint for any of the following reasons:
  - a. The University is unable to identify the Respondent after taking reasonable steps to do so;
  - b. The Respondent is not participating in the Education Program or Activity or is not employed by the University;
  - c. The Complainant voluntarily withdraws, in writing, any or all of the allegations in the Complaint; the Title IX Coordinator declines to initiate a Complaint on behalf of the University; and the University determines that without the Complainant's withdrawn allegations any conduct that remains would not constitute Prohibited Conduct if proven.
  - d. The University determines that the conduct alleged, if proven, would not constitute Prohibited Conduct, after taking reasonable steps to clarify the allegations with the Complainant.
2. Upon dismissal, the University will promptly notify the Complainant of the basis of the dismissal and the opportunity to appeal.
3. Upon dismissal, if the dismissal occurs after the Respondent has been notified of the allegations, the University will promptly notify the Respondent of the basis of the dismissal and the opportunity to appeal.

4. If a dismissal is appealed, the University will:
  - a. Notify the Parties, including providing notice of the allegations to the Respondent if not previously notified.
  - b. Implement appeal procedures equally for the Parties (see Section IV.E in the Procedures);
  - c. Ensure that the Appellate Hearing Officer has received training and did not participate in the investigation or dismissal;
  - d. Provide the Parties a reasonable and equal opportunity to make a statement in support of or challenging the outcome; and
  - e. Notify the Parties of the result of the appeal and the basis for the result.
5. Upon dismissal, the Title IX Coordinator will offer Supportive Measures to Complainant or Respondent, as appropriate.
6. Upon dismissal, the Title IX Coordinator will take appropriate and prompt steps to ensure that Prohibited Conduct does not continue or recur.

#### **E. Consolidation of Complaints**

At the discretion of the Title IX Coordinator, Complaints of Prohibited Conduct against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, may be consolidated where the allegations of Prohibited Conduct arise out of the same facts or circumstances.

#### **F. Supportive Measures**

The Title IX Coordinator will offer and coordinate Supportive Measures in consultation with other appropriate University officials, as needed, which are available to the Parties upon receiving a report or Complaint alleging Prohibited Conduct. The Title IX Coordinator will consider the Parties' wishes with respect to planning and implementing the Supportive Measures. Supportive Measures will remain in effect as necessary.

The range of Supportive Measures available to Complainants and Respondents include, but are not limited to:

- Academic arrangements such as extensions on assignments and tests, rescheduling exams, dropping or retaking courses, or changing course schedules
- Housing arrangements such as changes in location on campus or assistance securing off-campus housing
- Employment arrangements such as alternative schedules, deadlines, or working locations
- Safety arrangements such as escorts, transportation, and other safety planning
- No contact orders
- Denial of access to campus grounds or facilities

The University provides the Parties with a timely opportunity to seek modification or reversal of the decision to provide, deny, modify, or terminate Supportive Measures that were issued by the Title IX Coordinator. The request may only be granted if the initial decision to provide, deny, modify, or terminate the Supportive Measures was inconsistent with the definition of Supportive Measures. The request to modify Supportive Measures will be decided by an impartial decision-maker who is not the employee who made the challenged decision and must have the authority to modify or reverse the decision.

The University will also provide a Party with the opportunity to seek additional modification or termination of a Supportive Measure applicable to them if circumstances change materially. The University will not disclose information about any Supportive Measures to persons other than the person to whom they apply, including informing one Party of Supportive Measures provided to another Party, unless necessary to provide the Supportive Measure, restore or preserve the Party's access to the Education Program or Activity, or when an exception applies.

#### IV. Complaint Procedures

##### A. General Principles.

The following will apply throughout all stages of these Procedures.

1. **Equitable Treatment.** Complainants and Respondents will be treated equitably by:
  - a. Providing remedies to a Complainant where a determination of responsibility for Prohibited Conduct has been made against the Respondent, and by using procedures that comply with Title IX when investigating and adjudicating allegations of Prohibited Conduct before the imposition of any Sanctions or other actions that are not Supportive Measures against a Respondent (remedies must be designed to restore or preserve equal access to the University's Education Program or Activity);
  - b. Providing an equal opportunity for the Parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and
  - c. Applying any provisions, rules, or practices used to investigate and adjudicate Complaints under Title IX equally to both Parties.
2. **Objective Evaluation of Evidence.** The University will objectively evaluate all relevant evidence—including both inculpatory and exculpatory evidence—and provide that credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
3. **No Conflict or Bias.** The Title IX Coordinator, Investigator, or Hearing Officer(s) for a Hearing or appeal; or any person designated to facilitate an Informal Resolution process, will not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

4. **Presumption of Non-Responsibility.** Respondents are presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the process.
5. **Privacy.** The University's procedures will take reasonable steps to protect the privacy of the Parties and witnesses during the process, provided that steps do not restrict the ability of the Parties to obtain and present evidence, consult with others, or otherwise prepare for or participate in the process.

##### B. Informal Resolution Process

At any time prior to reaching a determination regarding responsibility, the Parties may elect to participate in the Informal Resolution process. The Parties can elect to participate in the Informal Resolution process by notifying the Title IX Coordinator, in writing, of their preference to proceed with Informal Resolution. Upon notification in writing, the Title IX Coordinator will reach out to the other Party to obtain their consent to proceed with Informal Resolution. The University may not require either Party to participate in the Informal Resolution process nor may it require, as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of Complaints of Prohibited Conduct. The Informal Resolution process is not available for Complaints involving allegations of Sexual Assault or Sexual Coercion.

1. **Notice.** Upon written consent of both Parties to proceed with the Informal Resolution process, the Title IX Coordinator will provide the Parties with written notice of:
  - a. the allegations;
  - b. the requirements of the Informal Resolution process including that at any time prior to the Parties' agreement to a resolution, any Party may withdraw from the Informal Resolution process and initiate grievance procedures;
  - c. that the Parties' agreement to a resolution at the conclusion of the Informal Resolution process precludes the Parties from initiating or resuming grievance procedures arising from the same allegations;
  - d. the potential terms that may be requested or offered in an Informal Resolution agreement, including a notice that the agreement is binding only on the Parties; and
  - e. what information will be maintained by the Title IX Office and how the office could disclose such information for use in grievance procedures if initiated or resumed.
2. **Informal Resolution Facilitator.** Informal Resolution, including mediation, must be conducted by a trained facilitator who guides the Parties in a confidential dialogue to reach an effective resolution, if possible. The University will not use the same facilitator for Informal Resolution to investigate or decide a matter under the grievance procedures. Any designated facilitator must not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

3. **Sanctions and Remedies.** The informal Resolution process will not result in any Sanctions set forth under this Policy and Procedures unless the Parties agree to accept Sanctions and/or appropriate Remedies. If agreed to by the Parties and determined appropriate by the Title IX Coordinator and facilitator, Sanctions and Remedies may include, but are not limited to:

- a. Increased monitoring, supervision, and/or security at locations or activities where the Prohibited Conduct occurred or is likely to reoccur;
- b. Targeted or broad-based educational programming or training for relevant individuals or groups;
- c. Academic, workplace, and/or housing modifications for either Party;
- d. Compliance with a No Contact Order or Denial of Access;
- e. Separation from the University.

4. **Completion of Information Resolution Process.** When an Informal Resolution agreement is reached and the terms of the agreement are implemented, the matter is resolved and closed. Appeals by either Party are not permitted. The Title IX Coordinator is responsible for ensuring compliance with the agreement. In cases where an agreement is not reached and the Title IX Coordinator determines that further action is necessary, or if either Party fails to comply with the terms of the Informal Resolution, the matter may be referred for an investigation and adjudication under these Procedures, as appropriate.

5. **Records.** The Parties will be provided with a written copy of the terms of the Informal Resolution agreement. The Title IX Coordinator will maintain all records regarding Informal Resolution.

### C. Complaint Investigation Process

When investigating a Complaint, the procedures below will be utilized. However, at any time prior to reaching a determination regarding responsibility, an Informal Resolution may occur, if appropriate conditions are satisfied (see Section IV.B of these Procedures).

1. **Standard of Evidence.** The standard of evidence for a determination of responsibility is “by preponderance of the evidence” for all Complaints under this Policy.
2. **Notice of Investigation.** Upon initiation of a Complaint, the University will provide written notice to known Parties of the following:
  - a. The investigation and adjudication process, including any Informal Resolution process available;
  - b. The allegations, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. “Sufficient details” include the identities of the Parties involved in the incident, if known, the conduct allegedly

constituting Prohibited Conduct, and the dates and locations of the alleged incidents, if known;

- c. A statement that Retaliation is prohibited;
- d. A statement that the Parties are entitled to equal opportunity to access relevant and not otherwise Impermissible Evidence or an accurate summary of that evidence.
- e. A statement that the Parties will have an opportunity to present relevant and not otherwise Impermissible Evidence to a trained, impartial Hearing Officer;
- f. A statement that an Advisor and a Support Person are permitted, and that the Advisor is not required, but maybe, an attorney;
- g. A statement that the Respondent is presumed not responsible until a determination is made; and
- h. A statement that prohibits knowingly making false statements or submitting false information during grievance procedures is prohibited and may be subject to the Sanctions in this Policy.

In the event the University decides to investigate additional allegations of Sex-Based Harassment by the Respondent against the Complainant, the University must provide additional written notice to all Parties who are known.

To the extent, the University has reasonable concerns for the safety of any person as a result of the University providing such notice, the University may reasonably delay providing written notice in order to address safety concerns appropriately. Reasonable concerns must be based on an individualized safety and risk analysis and not mere speculation or stereotypes.

3. **Impermissible Evidence.** The University may not elicit, consider, require, rely upon, allow, disclose, or otherwise use any of the following as evidence (Impermissible Evidence), regardless of whether they are relevant:

- a. Information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege;
- b. Records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the treatment of a Party or witness unless the University obtains that Party’s or witness’s voluntary, written consent to do so.
- c. A Student’s history of mental health counseling, treatment, or diagnosis, unless the Student consents.
- d. Evidence relating to a Complainant’s sexual interests or prior sexual conduct, except the following is permitted:
  - i. Evidence about the Complainant’s prior sexual conduct that is offered to prove that someone other than the Respondent committed the alleged conduct; or
  - ii. Evidence about specific incidents of the Complainant’s prior sexual conduct with the Respondent that is offered to prove consent to alleged Sex-Based Harassment. The fact of prior consensual

sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply that the Complainant's consent occurred in the events alleged.

4. **Role of the Investigator.** The Title IX Coordinator will designate an Investigator(s) to conduct a prompt, thorough, fair, and impartial investigation.
5. **Overview of the Investigation.** When investigating a Complaint and throughout the investigation and adjudication process, the University and Investigator will undertake the following steps:
  - a. The Parties may submit evidence (both inculpatory and exculpatory) and the names of witnesses Relevant to the allegations of Prohibited Conduct to the Investigator. The Parties shall submit the evidence via email, or in any other practical form in consideration of the type of evidence.
  - b. The Investigator will affirmatively investigate the allegations of Prohibited Conduct and seek additional evidence and witnesses not provided by the Parties.
  - c. The Investigator will ensure equal access to all relevant and not Impermissible Evidence by:
    - i. Sending to the Parties and their Advisors, if applicable, all evidence obtained that is directly related to the Complaint, including evidence upon which the University does not rely in reaching a determination regarding responsibility, including inculpatory and exculpatory evidence; and
    - ii. Providing a Draft Investigation Report which will contain summaries of all relevant information, including summaries of statements obtained from the Parties and witnesses, collected throughout the course of the investigation and analysis of fact.
  - d. The Parties will have five (5) business days to review the Draft Investigation Report and submit a written response, including comments, information, and/or questions to the Title IX Coordinator. If there is any new or additional information to be provided by either Party, it will be presented to the Investigator. If further investigation is warranted based on the Parties' written responses, the Investigator will continue the investigation as needed. The Investigator will consider the Parties' written responses prior to completing the Final Investigation Report.
    - i. Upon timely receipt of the Parties' written responses, after any further inquiry deemed necessary by the Investigator following receipt of the Parties' written responses, or after the five (5) day review period has lapsed with no written responses, the investigation ends.
    - ii. The Investigator will complete the Final Investigation

Report. The Final Investigation Report will be sent to the Parties, their Advisors, Support Persons, and Hearing Officers by the Title IX Coordinator.

#### D. Adjudication Process

1. **Live Hearing and Hearing Officers.** When the Parties have not elected to use the Informal Resolution Process, all Complaints will be adjudicated through a live hearing. Up to three Hearing Officers will conduct the Hearing. If there are multiple Hearing Officers, one of the Hearing Officers will serve as the Hearing Chair.

The Hearing Officers must not have a bias for or against Complainants or Respondents generally or the individual Complainant or Respondent in particular. The Parties may raise challenges that a Hearing Officer is biased or has a conflict of interest. The Parties must raise challenges with the Title IX Coordinator within two (2) business days of receiving the hearing notice. The Title IX Coordinator will only remove and replace a Hearing Officer in situations of demonstrated bias or conflicts of interest. Perceptions of bias or conflict are not sufficient to cause removal.

2. **Hearing Format.** The live hearing may occur in person or via video technology. All hearing formats must allow Parties to simultaneously see and hear a Party or witness while that person is speaking. Alternative arrangements may also be made at the Title IX Coordinator's discretion. The Parties may make a request to the Title IX Coordinator that the hearing occur in person or via video technology, but they must do so at least three (3) business days prior to the hearing. The Title IX Coordinator retains discretion to determine whether the hearing will occur in person or via video technology.
3. **Hearing Recordings.** All hearings will be recorded. Parties may request a copy of the recording from the Title IX Coordinator following the live hearing.<sup>14</sup> No unauthorized recording or disclosure, including sharing, copying, or distribution of the recording or transcript, is permitted. The University records hearings (but not deliberations) for purposes of review in the event of an appeal. The Hearing Officers, the Parties, Advisors, Appellate Hearing Officers, and other appropriate University officials will be permitted to review the recording upon request to the Title IX Coordinator.
4. **Hearing Participants.** Persons who may be present for a hearing include the Hearing Officers, Investigator(s), the Parties and their Advisors and Support Persons, anyone providing authorized accommodations, interpretation, and/or assistive services, and anyone else deemed necessary by the Hearing Officers. Witnesses may be present only during their testimony. If any Party or witness does not appear at the scheduled hearing, the hearing may be held in their absence. For compelling reasons, the Title IX Coordinator may reschedule the hearing. Parties and Advisors may choose to bring phones, laptops, or tablets to the hearing, and all devices must be used consistent with this Policy and accompanying Procedures.

<sup>14</sup> Hearings are generally recorded by audio and may include video. If the hearing occurs virtually, an auto-generated transcript may be provided upon request of any Party. There will be no "official" transcript of the proceedings by a licensed court reporter. If any Party has a disability-related need for a certain method of recording, that Party should contact the Center for Counseling and Accessibility Services for students and Human Resources for employees prior to the hearing in order to request these services in advance, pursuant to Section IV.D.7 of these Procedures.

5. **Advisors and Support Persons.** The Parties may have the assistance of one (1) Advisor and one (1) Support Person of their choosing at the hearing. A party may choose an attorney as their Advisor. No Advisors, including attorney-advisors, will be paid for, prearranged, or otherwise provided by the University. An Advisor or a Support Person may not be called as a witness at a hearing to testify to what their advisee has told them during their role as an Advisor or Support Person. During the pre-hearing meeting and live hearing, Parties may only be accompanied by their Advisor and Support Person. No other persons (e.g., additional Support Persons, Advisors, friends, family) may accompany, attend, or listen in on the hearing unless explicitly authorized by the Title IX Coordinator, with each party being provided the same opportunity.
6. **Impact Statements.** Each party may submit an impact and/or mitigation statement to the Title IX Coordinator on the day of the hearing that the Hearing Officers will review during any Sanction determination.
7. **Disability Accommodations and Other Assistance.** Parties should contact the Title IX Coordinator at least three (3) business days prior to the hearing to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing.
8. **Evidence.** The Hearing Officers will be provided electronic copies of the Final Investigation Report and all relevant but not Impermissible Evidence, including the names of all Parties, witnesses, and Advisors and Support Persons, in advance of the hearing. The Parties will be provided with electronic copies of all the materials provided to the Hearing Officers as part of the hearing notice, unless those materials have already been provided.
9. **Hearing Notice.** The Title IX Coordinator will send the Parties a Notice of Hearing with sufficient time for the Parties to prepare for the hearing, generally at least five (5) business days prior to the hearing. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered. The hearing notice will include:
  - a. A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable hearing procedures, and a statement of the potential Sanctions that could result.
  - b. The time, date, and location of the hearing.
  - c. A description of any technology that will be used to facilitate the hearing.
  - d. Relevant information regarding hearing logistics, pre-hearing meetings, the Final Investigation Report, the identity of the Hearing Officers, details related to questioning, the role of Advisors and Support Persons, impact/mitigation statements, and how to request disability accommodations or other assistance.
10. **Joint Hearings.** In Complaints involving more than one Respondent and/or involving more than one Complainant accusing the same person of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent or Complaint to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent and/or for each Complaint with respect to each alleged Policy violation.

11. **Witness Participation.** Witnesses are encouraged to participate in and make themselves reasonably available for the hearing. Witnesses are not permitted to be accompanied by an Advisor or Support Person. At the discretion of the Hearing Chair, a witness may join by phone if no other reasonable alternative is available. Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term, including during the summer, as needed, to ensure a prompt resolution. All employees, including Parties and witnesses, whether they have a 12-month contract or not, are required to participate in or otherwise assist with an investigation or hearing under this Policy and accompanying Procedures even if the investigation or hearing occurs during months between contracts.

Any witness scheduled to participate in the hearing must be first interviewed by the Investigator(s), unless:

- a. All Parties and the Hearing Officers assent to the new witness's participation in the hearing without remanding the Complaint back to the Investigator; and
- b. The Hearing Officers deem the evidence presented by the new witness to be relevant, not impermissible, and not information already established in the record; and
- c. The witness's late involvement was not the result of bad faith by the witness, the Parties, or others.

The Title IX Coordinator will notify all witnesses of their requested participation in the hearing at least five (5) business days prior to the hearing. Witnesses will be present for the hearing only during their testimony. The hearing may proceed in the absence of any witness if the witness fails to attend the hearing or if the witness's testimony is determined by the Investigator to constitute Impermissible Evidence.

The Title IX Coordinator will work with the Hearing Officers and Parties to finalize a witness list for the hearing, and the Title IX Coordinator will notify any witnesses of the hearing's logistics.

12. **Pre-Hearing Meetings.** The Title IX Coordinator will offer to convene a pre-hearing meeting(s) with the Parties and their Advisors and Support Persons and invite them to submit the questions or topics they wish to ask or discuss at the hearing. Hearing Officers will consider the relevance of these questions prior to the hearing and eliminate any questions which constitute Impermissible Evidence under this Policy.

This advance review opportunity does not preclude the Parties from submitting a question at the hearing for the first time or asking for a reconsideration on a Hearing Officer's pre-hearing decision based on any new information or testimony offered at the hearing.

13. **Hearing Procedures.** Hearings will be generally conducted in the following order unless the Hearing Officer(s) determines good cause exists to alter the order of the proceedings.

- a. **Collateral Misconduct.** The Hearing Chair has the authority to hear and make determinations on all allegations of discrimination, harassment, retaliation, and Other Sexual Misconduct under the Policy and may also hear and make determinations on any additional alleged collateral misconduct that occurred in concert with the discrimination, harassment, retaliation, or Other Sexual Misconduct, even though those collateral allegations may not specifically fall within the Policy.
- b. **Introductions and Procedure.** The Hearing Chair will explain the hearing procedures and introduce the participants. The Hearing Chair will answer any procedural questions prior to and as they arise throughout the hearing.
- c. **Investigator Presentation of Final Investigation Report.** The Investigator(s) will present a summary of the Final Investigation Report, including a review of the facts that are contested and those that are not. The Investigator may be questioned first by the Hearing Officers and then the Parties may submit questions via the Hearing Chair. The Investigator may attend the duration of the hearing or be excused after their testimony at the Hearing Chair's discretion.
- d. **Opening Statements.** The Complainant may give the first opening statement, if any, followed by the Respondent's.
- e. **Testimony and Questioning.** All questions during the hearing will be asked by the Hearing Officers in the order determined by the Hearing Chair. Parties and Advisors may suggest questions to be posed by the Hearing Chair during the pre-hearing meetings or by submission of written questions during the hearing.

All questions are subject to a relevance determination before they are asked. The Hearing Chair will determine the method by which the Parties will submit their questions to the Hearing Chair for their review and, if approved, to be posed. Questions that the Parties wish to have posed can be questions for that Party themselves, another Party, or witnesses.

No questions which constitute Impermissible Evidence under these Procedures will be posed. The Hearing Chair will limit or disallow questions they deem inappropriate on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), seek or pertain to Impermissible Evidence, or are abusive. The Hearing Chair has the final say on all questions and determinations of relevance and appropriateness. The Hearing Chair may consult with the Title IX Coordinator on any questions of admissibility. The Hearing Chair will explain any decision to exclude a question, and Parties and Advisors will be allowed the opportunity to rephrase any excluded question.

The Hearing Chair then poses the questions deemed relevant, not impermissible, and appropriate to the Party and/or witness.

The Hearing Chair will allow witnesses who have relevant and not impermissible information to appear at a portion of the hearing to respond to specific questions from the Hearing Officers and the Parties, and the witnesses will then be excused.

If the Parties raise an issue of bias or conflict of interest of an Investigator or Hearing Officers at the hearing, the Hearing Chair may elect to address those issues, consult with the Title IX Coordinator, refer them to the Title IX Coordinator, and/or preserve them for appeal.

- f. **Refusal to Submit to Questioning and Inferences.** Any Party or student witness may choose not to offer evidence and/or answer questions at the hearing, either because they do not attend the hearing, or because they attend but refuse to participate in some or all questioning. Employee witnesses are required to participate in the hearing, except in exceptional circumstances where they cannot be reasonably made available. The Hearing Officers can only rely on the available relevant and not Impermissible Evidence in making the ultimate determination of responsibility. The Hearing Officers may not draw any inference solely from a Party's or witness's absence from the hearing or refusal to answer any or all questions.
- g. **Closing Statements.** Both parties are permitted to give closing statements at the conclusion of all questioning, beginning with the Complainant and ending with the Respondent.
- h. **Deliberation.** The Hearing Officers will deliberate in closed session to determine whether the Respondent is responsible for the alleged Policy violation(s) based on the Preponderance of the Evidence standard of proof. If a panel is used, a simple majority vote is required to determine the finding. Deliberations are not recorded.

When there is a finding of responsibility for one or more of the allegations, the Hearing Officers may then consider any previously submitted impact and/or mitigation statement(s) provided by the Parties in determining appropriate sanction(s). The Title IX Coordinator will ensure that any submitted statements are shared with all Parties if they are considered by the Hearing Officers. Impact/mitigation statements do not influence the finding, they only potentially influence the Sanctions.

The Hearing Officer(s) shall confer with the Title IX Coordinator, and other University administrators as appropriate, prior to issuing the written determination. The Title IX Coordinator and other University administrators will provide input with respect to any recommended Sanctions and Remedies to the Hearing Officer(s). Although the Hearing Officer(s) may confer with University officials, the Hearing Officer(s) is the decision-maker(s) responsible for issuing the Written Notice of Determination.

- i. **Determination.** The Hearing Chair will then prepare and provide the Title IX Coordinator with a Written Notice of Determination that will include:
  - i. A description of the allegations;
  - ii. Information about the policies and procedures that the University used to evaluate the allegations;
  - iii. The Hearing Officers' evaluation of relevant and not otherwise Impermissible Evidence and determination of whether Prohibited Conduct occurred;
  - iv. If the Hearing Officers find that Prohibited Conduct occurred, any disciplinary Sanctions that will be imposed and any remedies that will be provided; and
  - v. The procedures for appeal.

The University will not publicly disclose personally identifiable information about the Parties or the written determination (including any Sanctions) except as required by law. The Title IX Coordinator will notify the Parties simultaneously of the Written Notice of Determination as to whether Prohibited Conduct occurred.

- j. **Disciplinary Sanctions, Supportive Measures, and Other Responsive Actions.** The University may take responsive action based on a determination of responsibility for a violation of the Policy. Responsive action is intended to eliminate Prohibited Conduct, prevent its recurrence, and promote accountability while supporting the University's educational mission and legal obligations. Responsive action may include Sanctions, Supportive Measures, or other responsive action including rehabilitation, educational, restorative, or monitoring components.

The range of Sanctions and other responsive actions that may be imposed are listed as follows:

**Students.** Students found in violation of this Policy are subject to Sanctions such as dismissal from the University (suspension or expulsion), suspension or removal from University housing, disciplinary probation, disciplinary warning, loss of privileges, administrative housing room relocation, housing probation, denial of re-contracting with University housing, denial of access to campus grounds and/or buildings, fines, restitution, no contact order, and educational sanctions such as community service and mandatory and continuing participation in training on Prohibited Conduct, and education programming, depending on the circumstances and nature of the violation.

**Employees.** Employees found in violation of this Policy are subject to Sanctions including counseling, verbal reprimand, written reprimand, suspension without pay, denial of a pay increase, demotion to a lower pay grade/classification, no contact order, education and training, denial of access to campus grounds and/or buildings, reassignment, and separation from employment, depending on the circumstances and nature of the violation.

## E. Appeals Process

1. **Notice of Appeal.** Either Party may initiate this appeal process. Appeals must be submitted in writing to the Title IX Coordinator within five (5) business days of receipt of the Written Notice of Determination or any dismissal. Appeals will be in writing only. There will be no hearing. Parties will have five (5) business days from receipt of any dismissal or Written Notice of Determination to submit a written appeal statement challenging the decision. Parties will be notified if the other Party files a written appeal statement and given notice in writing of the general grounds for the appeal. The other Party will be given five (5) business days from receipt of the other Party's written appeal statement to submit a written appeal statement in support of the dismissal or written determination.
2. **Bases for Appeal.** Appeals are limited to the following bases:
  - a. Procedural Irregularity which was material to the outcome of the dismissal or the written determination. Procedural irregularities may include but are not limited to: a failure to follow the University's procedures; a failure to objectively evaluate all relevant evidence, including inculpatory or exculpatory evidence; or a determination regarding what evidence was excluded as irrelevant.
  - b. New Evidence that was not reasonably available at the time the dismissal or written determination was made, that could affect the outcome. Evidence presented prior to the time the dismissal or written determination is issued does not qualify as new evidence that was not reasonably available.

- c. Conflict of Interest or bias of Title IX Coordinator, Investigator, or Hearing Officer(s) for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the dismissal or written determination and that would change the outcome.
  - d. The Sanction set forth in the Written Notice of Determination is substantially disproportionate to the facts of the particular Policy violation.
3. **Review of Appeals and Appellate Hearing Officers.** Appeals will be reviewed by the designated Appellate Hearing Officer for all appeals of dismissal or written determinations under these Procedures. The appeal deliberation is closed to the Parties. The Appellate Hearing Officer will be determined in accordance with the Respondent's status, as explained below. The Appellate Hearing Officer shall be free from conflict of interest or bias and shall not be the same person who reached the determination regarding the dismissal or the written determination, the Investigator, or the Title IX Coordinator. All Appellate Hearing Officers will have had no previous involvement with the case that the Appellate Hearing Officer is assigned to review. Appellate Hearing Officers will be designated under the following standards:
- a. Appeals involving a Student Respondent shall be reviewed by one member of trained Appellate Hearing Officers designated by the Office of Student Conduct.
  - b. Appeals involving a staff Respondent shall be reviewed by the Vice President for Administration and Finance (VPAF) or designee. The VPAF or designee will appoint staff members available to serve as trained Appellate Hearing Officers. Appeals by staff Respondents will be assigned to one such Appellate Hearing Officer on a rotating case basis.
  - c. Appeals involving a faculty Respondent shall be reviewed by the Provost and Vice President of Academic Affairs (Provost/VPAA) or designee. The VPAA/Provost or designee will appoint faculty members available to serve as trained Appellate Hearing Officers. Appeals by faculty Respondents will be assigned to one such Appellate Hearing Officer on a rotating case basis.
4. **Written Decision.** The Appellate Hearing Officer will issue a written decision including its rationale for the decision and shall be shared within five (5) business days of the deliberations. The written decision by the Appellate Hearing Officer is final and is not subject to further appeal. In the written decision, the Appellate Hearing Officer may: (1) affirm the dismissal or written determination; (2) overturn the dismissal or written determination; or (3) remand the case to the original hearing body to remedy procedural errors or to consider new evidence.
5. **Final Decision.** After the adjudication process is concluded or when the time for filing an appeal has expired and neither Party has submitted an appeal, the Title IX Coordinator shall notify the Parties simultaneously of the final outcome of the adjudication process. The determination regarding

responsibility for a violation of the Policy becomes final either on the date that the University provides the Parties with the written decision of the result of the appeal if an appeal is filed, or if an appeal is not filed, on the date after which an appeal would no longer be considered timely, subject to any remanded proceedings.

## V. Academic Transcripts and Effect of Withdrawal on Student Respondents

Sanctions of expulsion and suspension are permanently noted on a Student Respondent's academic transcript. In the event a Respondent chooses to withdraw from the University prior to the resolution of a Complaint, or where the Respondent declines to participate in the University proceedings under the Policy and Procedures, the University will continue the resolution process in accordance with the Procedures. When a Respondent withdraws before the conclusion of the resolution process, the Respondent is ineligible to return to the University and will not be able to obtain an official University transcript until the resolution process has concluded.

## VI. Post-Resolution Follow-Up

After any Sanction and/or Remedies are issued, if the Complainant agrees, the Title IX Coordinator may periodically contact the Complainant to ensure the Prohibited Conduct has ended and to determine whether additional Remedies are necessary. The Complainant may decline future contact at any time. The Title IX Coordinator may periodically contact the Respondent to ensure compliance with the intent and purpose of any Sanction and/or Remedies that have been imposed. Any violation by a Respondent of the intent and purpose of any Sanction and/or Remedies imposed under the Policy, or a failure to complete specified Sanctions or Remedies should be reported to the TIXO for a failure to comply with the Sanctions.

The Complainant and Respondent are encouraged to provide the Title IX Coordinator with feedback about their experience with the process and recommendations regarding ways to improve the effectiveness of the University's implementation of the Policy and Procedures.

## PRIVACY RIGHTS OF STUDENTS (FERPA)

The Family Educational Rights and Privacy Act (**FERPA**) affords students certain rights with respect to their education records. They are:

- 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, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official 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 University official to whom the request was submitted, the official 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 or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. 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 agent); 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. *(Optional) Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)*

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State University 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, S.W.  
Washington, DC 20202-605**

## POLICY ON POSTING SIGNS, BANNERS AND FLYERS

Student club/organization signs, banners, flyers, and handbills must be approved and stamped by the Office of Student Activities & Leadership prior to posting. The Student Activities & Leadership stamp indicates a review of the party requesting permission to post notices and does not indicate an endorsement of content. Unauthorized materials will be removed. Materials should not be posted on building windows, doors, walls, areas, or on surfaces which obstruct traffic. The posting should display the time, date, location, sponsor, and cost (if applicable) of the event. Advertisement of off-campus functions can be advertised at the

discretion of the Director of Student Activities & Leadership. Campus posting is limited to 30 days and must be removed by the party once the event has passed. Contact the Office of Student Activities & Leadership concerning size of signs, banners, flyers, and posters at (410) 951-3922.

## INCLEMENT WEATHER POLICY COPPIN STATE UNIVERSITY 2024-2025

### **The following information covers the Policy and Procedures governing University Closings and Delays during Inclement Weather.**

It is the goal of Coppin State University to remain open and hold classes as scheduled. However, in the interest of safety, the President of the University, in consultation with the Director of Facilities, CSU Police Department, the Provost and the Chief of Staff will make the final decision to close the campus, delay opening or close early due to poor weather conditions. The Chief of Staff will be responsible for coordinating these conversations.

Individual schools, colleges and departments are not authorized to make their own decisions regarding closings, delayed openings or cancellation of classes. Administrative offices may remain open although classes are cancelled.

#### **Notifications:**

The Director of Facilities or the Chief of Staff will notify University Relations (by phone), the Chief of the University Police Department (by phone) and the Provost/Vice President for Academic Affairs Office will notify the Academic Deans.

#### **As soon as a decision is made, the following steps are taken to notify the university community:**

- An e-mail announcement from the Office of President will be sent campus-wide.
- A recorded message from ITD will be available at 1.800.951-3000
- Closing announcements will be relayed through Blackboard Connect (UR) and posted on CSU's web site, (ITD), Twitter feed at twitter.com/coppin.edu, and on facebook.com/coppin. (IT)

Additionally, the Office of University Relations will contact the news media by **5:00 a.m.** if day classes must be cancelled. If it becomes necessary to cancel evening classes or events, the Office of University Relations will contact the news media by **4:30 p.m.**

**“University is Closed”** only essential employees are scheduled to report to work (non-essential personnel will be granted administrative leave):

**“Day classes are cancelled.”** Offices are open (evening classes will continue unless specified in the announcement). All non-faculty staff are expected to report to work at their regularly scheduled start time (or use annual leave). Faculty are expected to maintain their normal posted office hours.

**“School will open at .** Faculty, staff, and students are expected to report by the time indicated in the announcement.

**Essential Employees:** *Each Vice President should maintain his/her own list of essential personnel and is responsible for the individuals knowing they are considered essential for the purposes of this policy.*

**Radio and Television Stations to be used for media announcements:**

**Baltimore Metro Area:**

WMAR-TV (Channel 2)  
WBAL-TV (Channel 11)  
WBFF-TV (Channel 45)  
WJZ-TV (Channel 13)

**Washington D.C. Metro Area:**

WTOP Radio (1500 AM)  
WJLA-TV (Channel 7)  
WRC-TV (Channel 4)

**On-line Print Media**

Baltimore Sun  
Washington Post

**REGISTRATION**

Registration is the period of time for students to register for classes for the upcoming semester. Students should finalize their schedules during this period. The University's registration process is self-service (on-line). All registration transactions with the exception of withdrawal from classes and/or the University are self-service (on-line). To withdraw from a class and receive a (W) grade the student must notify the Office of Records and Registration either by emailing Registrar@coppin.edu or visiting the office. Students must have a Coppin State University Network Account/E-mail account and an EagleLINKS' User ID and Password to register for classes. Computers are available at the registration site, in the computer labs, and in the Library. Students may also register via their home computers. The on-line registration process is available 24 hours seven day and week during the registration period.

When a student enters his/her classes or when staff person enters a student's classes, a bill is generated. A student is responsible for tuition and fee charges even if he/she does not attend the classes. A student who registers for classes and does not plan to attend must drop all courses prior to the official start date of the semester. A student may drop all classes via Self Service or by submitting a completed and a signed official drop form OR submitting a written and signed request to the Office of Records and Registration to avoid being charged full tuition and fees.

The University will no longer automatically drop courses except for non-payment. A student is responsible for payment of tuition and fee charges for the course in which he/she is admitted, regardless of whether the student attends the courses). Students must complete and sign an official drop form at the Office of Records and Registration before the official start date of classes to avoid being charged full tuition and fees.

**NOTE: Students should contact the Controller's Office at 410-951-3677 regarding bills.** All academic registration must be completed by using the EagleLINKS web site.

**REHABILITATION ACT OF 1973 – SECTION 504**

***Persons with Disabilities***

In compliance with the provisions of Section 504 of the Rehabilitation Act of 1973, Coppin State University is committed to the policy of nondiscrimination of students and employees on the basis of handicap.

The institution does not discriminate in the recruitment, admission, or general treatment of students because of handicapping conditions. While admission inquiries are not permitted in regard to handicapping conditions, voluntary information by such students in advance of enrollment would enable the University to better provide necessary services. Coppin State University is determined to insure accessibility of programs and activities to handicapped students by selecting and administering tests in a way that physical impairments will not distort the results in respect to aptitude or achievement level and by providing or informing the students of available sources of auxiliary aids needed for academic performance. If necessary, modification of academic regulations will be made to further ensure full education requirements, whereby permitting a student, and extending the time for such students to complete a certificate or degree program.

Coppin State University further affirms that it will not refuse to hire or promote qualified handicapped persons and will make reasonable accommodations to such disabilities, if needed. Pre-employment physical examinations will not be permitted unless required of all applicants nor will inquiries about the handicapping condition be permitted unless it is specifically related to the individual's ability to perform the job to which he or she is to be assigned.

Any disabled student or employee at Coppin State University who feels his or her rights under Section 504 have been violated, may register a formal complaint with the University's Affirmative Action Officer, located in the Department of Human Resources at 410-951- 3666.

The Officer, in turn, will submit such complaint, with his/her observations for consideration, to the Committee for Handicapped Students and Staff which monitors the University's compliance with the federal regulations concerning the handicapped.

**DISCRIMINATION**

Coppin State University, as an Equal Opportunity/Affirmative Action employer, complies with applicable federal and state laws prohibiting discrimination, including Title IX of the Education Amendment of 1972 (sex discrimination) and Section 504 of the Rehabilitation Act of 1973 (discrimination against the handicapped). It is the policy of Coppin State University that no person, on the basis of race, sex, color, religion, national origin, age, marital status, handicap, or veteran status, shall be discriminated against in employment, educational programs, activities, admissions, or financial aid.

**RESERVE OFFICERS' TRAINING CORPS (ROTC)**

**What is ROTC?**

Army ROTC is an educational program combining college electives in military science with practical leadership training to prepare men and women to become commissioned officers in the United States Army, the Army National Guard, and the United States Army Reserve.

The program consists of a voluntary two-year Basic Course open to all interested students and a two-year Advanced Course for those who have completed the Basic Course (or equivalent) and have accepted a military service obligation.

**Basic Course (Military Science I and Military Science II)**

- Freshman and Sophomore Level Courses
- Develop skills in leadership, time management, and planning
- No Service Obligation
- Paid stipend for qualified students
- Opportunities to participate in local and national events, field trips, and adventure training

**Advanced Course (Military Science III and Military Science IV)**

- Junior and Senior Level Courses
- Further leadership and management development, tactics, ethics, and professionalism
- Must commit to joining the Army as a Commissioned Officer upon graduation
- Attend a 30-day leadership course in the Summer
- Paid a stipend
- Plan and conduct training for Basic Course participants

During participation in either the Basic Course or Advance Course, qualified students willing to make a military commitment are eligible for an Army ROTC Scholarship and other monies to help pay for college. **The award of a merit-based competitive ROTC Scholarship includes:**

- Full Tuition or Room and Board up to \$10,000 per year
- \$300 - \$500 Stipend per month
- \$1,200 allowance for books per year

**Scholarship General Eligibility**

- Be a U.S. Citizen
- Be between 17 and 31 years old
- Be a High School Graduate or Equivalent
- Have a minimum Cumulative GPA of 2.5
- Have a Minimum 920 SAT or 19 ACT
- Must satisfactorily explain any arrest and /or civil conviction
- Meet Medical and Physical qualification standards

Whether you choose to pursue a military or civilian career, Army ROTC will give you the tools, training, and experiences that will help you succeed in any competitive environment. For information, please call our recruiting officer at (443) 885-3264.

**STUDENT GOVERNMENT ASSOCIATION**

*Bill of Rights*

We, the students, have inalienable rights that are endowed to every Coppin State University student to foster an environment of scholarship, honor, truth, and justice. We establish these rights to be:

**I. Freedom of Expression**

- A. Every student has the right to participate in the open exchange of ideas, as set forth in the U.S. Constitution, including free speech, expression, petition, and peaceful assembly. There shall be no University or administrative rule that infringes upon these rights unless previously stipulated in University policy.
- B. Every student has the right to protest any policy or procedure that is established or revised without the contribution and consideration of Coppin students.

**II. Personal Property**

Every student has the right to personal privacy and property, except when otherwise provided by law or University policy. These rights will be observed by both students and University authorities.

**III. Participation**

- A. Every student has the right to participate in any and all areas and activities of the University free from any form of discrimination on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation or veteran status.
- B. Every student has the right to participate in the formulation and application of institutional policy affecting both academic and non-academic student affairs. The student's participation shall include but is not limited to, access to information, expression of views, and consideration of these views expressed.

**IV. Disciplinary Actions**

- A. Every student shall be free from punitive action by University officials for any violations of either civil or criminal law off campus, except when such a violation is also determined to be a violation of provisions stipulated in University policy.
- B. Every student subject to disciplinary action arising from violations shall be assured a prompt and fair process, as set forth by the University Code of Conduct.
- C. Every student has the right to expect that all academic and non-academic processes will be periodically open to review.
- D. Every student has the right to obtain a clear statement of basic rights, obligations, and responsibilities, both academic and non-academic student conduct.
- E. Every student shall be protected from ex post facto regulations

**V. Freedom of Association**

Every student shall be free to establish and join student organizations to promote common interests and goals.

## VI. Student Privileges

- A. Every student has the right to be recognized as members of the student body, endowed with all privileges of a student, including the use of all university services and facilities.
- B. Every student has the rights of any citizen under the law and therefore, an inherent responsibility to respect the rights of other members of the University community.

## VII. Representation

Every student has the right to vote on and be represented by a Student Government Association.

## VIII. Freedom of the Press

Every student shall be free of censorship, free of having to obtain prior approval from staff advisor(s) for publishing works, and free to determine their own editorial and news coverage policies within the confines of responsible journalism, without the fear of removal from positions or from the University.

### Preamble

Whereas the mission of Coppin State University stands to nurture potential and transform lives, it is essential that this tradition be upheld.

Whereas, Coppin State University strives to promote a sense of leadership, unity, and pride from its students, it is necessary for the arrangement of determined student involvement.

Whereas all students have an inherent right to secure responsible self-governance and holistic education in an environment that caters to the best interest of the student body, there is a call for a centralized organization.

Be it resolved that We, the students of Coppin State University, in order to form a cooperative body for the promotion of self-governance, free expression, and justice, with acknowledgement of the historical ideals and traditions upon which our institution was founded, do hereby establish this constitution to be the governing law of the undergraduate student body.

## The Office of Campus Life

The Office of Campus Life currently consists of several components: student activities & events, student recreation, student organizations, and student leadership training and development. Through these components, the office seeks to provide the University community with diversified activities, which students might engage in, to promote camaraderie within the student population; and to aid in the development of leadership and interpersonal skills, and social and cultural development.

Social activities, which are provided for Coppin State University community, are held throughout the year, and have been created to reflect the diverse interests of our students. Annually, the Office of Campus Life supervises student organizations, maintains a calendar of events, and coordinates several activities, which include, but are not limited to: Mister and Miss Coppin State University Competition and Coronation, I Love Coppin Week, Homecoming, and Spring Fling in conjunction with the Campus Activities Programming Board (CAB), etc.

The Game Room is the recreational facility located in the Tawes University Center. Students who visit this facility are given the opportunity to engage in a variety of games and tournaments. Students may also gather in this area to enjoy music, movies, and more. The Game Room provides an area for students to assemble outside of the residence halls during the evening.

To promote leadership development, the Office of Campus Life hosts various leadership opportunities each academic year. The opportunities are designed for current, newly elected, and future student leaders to enhance their co-curricular experience.

The Office of Campus Life encourages students to engage in all aspects of the University experience to ensure that each student's collegiate experience is comprehensive and pleasurable.

## New Organization Policy

Any student group that desires to be officially recognized as a student organization at Coppin State University must file the following information with the Office of Campus Life (and/or any additional information required in the current application):

- Completed Registration Application
- Advisors' Statement
- List of Officers
- Roster of Charter Members
- Signed Hazing Policy and Statement of Acknowledgement
- Organizational Constitution
- Campus organizations affiliated with nationally recognized organizations must have on file, the name of their national President and address of their national office.

*\*Additional updates/changes to any Campus Life information may be provided on the department website, campus email, other written documents, etc.*

## Returning Organization Policy

Any student group that desires to be officially recognized as a student organization at Coppin Any student group that desires to be officially recognized as a student organization at Coppin State University must resubmit the following information to the Office of Campus Life (and/or any additional information required in the current application):

- Completed Registration Application
- Advisors' Statement
- List of Officers
- Signed Hazing Policy and Statement of Acknowledgement
- Campus organizations affiliated with nationally recognized organizations must have on file, the name of their national President and address of their national office.

All organizations function on a yearly basis. If they wish to remain active, they must resubmit an application for review each year as required. Organization packets are generally made available toward the end of the spring semester for the following academic year.

### **CAMPUS ADVISOR'S ROLE & RESPONSIBILITIES**

The Advisor must have a basic knowledge of the history, structure, and purpose of the student organization. The Advisor serves as the resource person by providing organizational members with significant direction on the appropriate ways of managing their business affairs within the University setting. In addition, the Advisors must attend the events and activities sponsored by the organization. Advisors must familiarize themselves with the policies and procedures written in the Student Handbook, as they will be held accountable for the student organization. The primary and assistant Advisor must be full-time employees or faculty members of the university. Advisors are subject to approval by the Office of Campus Life and will be required to participate in Advisors' Training as required.

Advisors understand that they have the responsibility to assist the University in assuring that the organization/s they advise comply with all the necessary rules and regulations governing student organizations. Advisors are expected to attend all activities and/or events sponsored by the organization and all required workshops sponsored by the Office of Campus Life. **Advisors understand that any Event Forms that they sign obligate them to attend the event/s from beginning to end.** They agree to the following responsibilities (must be signed off in Clubs and Organizations Application):

- Assisting the organization in the establishment of chapter goals and objectives and in setting priorities.
- Assisting the organization in the evaluation of the overall program to ensure that the organization is serving the purpose for which it was chartered.
- Serving as a resource person and as the liaison between the University administration and the student organization.
- Assisting the organization with the resolution of problems in its operation.
- Offering suggestions which may improve the campus image and/or the function of the organization when necessary.
- Ensuring that the organization follows all rules and regulations established by the Office of Campus Life, Events and Conference Services, and the University at large.
- Continuously monitoring party/crowd activities during an event.
- Attending all events sponsored by the organization and remaining in attendance for the event's entire duration. If the Advisor signs the event form, they are required to attend the event for its duration. If the Advisor is unable to attend the event, he/she must plan for someone (University employee) to represent him/her at the event and must contact the Office of Campus Life IMMEDIATELY; or the event will be subject to cancellation.
- Encouraging organizations to reserve facilities and complete reservation forms at least two weeks prior to the scheduled event. Failure to do this will result in the event being declined.
- For Greek organizations and Social Fellowships, ensuring that all guidelines for the membership intake process is strictly enforced. Each Greek and Social Fellowship organization must have two campus advisors in addition to their Graduate/Alumni Advisor/s. Campus Advisors do not have to be members of the organizations.

- An advisor must be present to represent the organization if an investigation of the organization takes place if requested.
- Working closely with the members of the organization, the Office of Campus Life, and representatives of the regional and national offices of the respective organization (Greek organizations and Social Fellowships).
- Ensuring that the function ends at the time designated on the form.
- Reporting any altercations (minor/major) to the Office of Campus Life and Campus Police.
- Ensuring that the facility is cleaned up after the function ends.

### **The Advisor's Responsibility for Organization Programs Off-Campus:**

- Monitoring behavior in route to and while in attendance at all trips.
- Reporting any misconduct IMMEDIATELY upon return to campus.
- Taking attendance before departing campus and again when departing the field trip area to be sure all students are accounted for.
- Ensuring that students adhere to university regulations regarding the use of alcohol and controlled substances.

Make sure the information booth at the field trip area has the name of the chaperone (trip sponsor or designee) in case of an emergency during a visit.

### **Black Out Days for Programming**

Black out days are days when no student organization programs will be allowed in the effort to increase support for other departments and events, or when the campus is closed. Campus Life will provide all organizations with the dates for the 2024-2025 academic year.

### **Miscellaneous Information Regarding Events and Activities**

All organizations will assume the responsibility of collecting funds and monitoring financial records independent of the University.

All organizations are responsible for the rental of their own vehicles for any off-campus trips. Either the advisor will be responsible for the cost of renting a university vehicle, or the organization must rent a vehicle from an off-campus facility.

### **Scheduling Priorities**

Academic classes take priority in scheduling spaces. Specific questions regarding policies/procedures for student organizations reserving dates, times, and space for events may be addressed in the Office of Campus Life. Non-university organizations and off campus entities may request the use of university space at any time; however, the request can only be made through Events and Conference Services. Special circumstances may preclude definite confirmation until one month before the requested date.

### **University Admission Policy for Campus Activities**

ID Cards are required to gain entrance to all buildings in which activities and social events are being held. Homecoming and Spring Fling events may require tickets, which may be purchased as advertised. Tickets distributed or sold prior to the event must be presented

to gain entrance. This does not preclude requests for identification. The University and/or sponsoring organization reserves the right to prohibit entry as well as to remove individuals from any University approved event.

### **Ticket Sales Policies and Procedures**

Tickets to on-campus events sponsored by student organizations must be sold by the host organization. Obtaining tickets for events is the responsibility of individual organizations. Tickets sold cannot exceed the number of spaces/seats available in the reserved facility for any activity. Facility capacity information is available on the Events and Conference Services website.

### **Publicity Guidelines and Policies for Advertisement**

- Materials used for posting posters/flyers must be approved in the Office of Campus Life. Material not stamped will be removed, and all flyers are subject to disapproval. All advertisements are expected to be tasteful and must provide the correct information regarding date, time, location, required attire, and cost (if applicable).
- All student organizations are free to post approved flyers throughout the campus on bulletin boards only. Flyers or any form of advertisement cannot be placed on any building's interior walls, doors, windows, overhangs, exterior walls, fences, utility poles, trashcans, signposts, shrubbery, or trees.
- All posted information must be removed immediately following the event.

These guidelines should also be followed by those students or student organizations who desire to place flyers under doors in the Residence Halls, to provide handouts at university events, or to utilize any other means of dispersing information about events or programs being offered on the University grounds or by a University organization.

### **Clean Up/Requesting Equipment**

- Organizations are expected to clean up their areas before leaving (i.e., trash, clutter, etc.), and not adhering to this clause will result in the loss of future privileges in reserving space for future events.
- The University will not be responsible for deliveries of any rented items or equipment for events. The organization will be responsible for being present when any such deliveries are made and when the items are retrieved.

### **Facilities/Housekeeping/Damages**

- Necessary items (such as garbage bags, gloves, etc.) may be secured through Housekeeping/ Facilities/Housekeeping prior to the event. If one activity is scheduled immediately following another in the same location or if the location warrants Housekeeping/Facilities/Housekeeping needs, the sponsoring organization must be able to show that they have done as much as possible to aid in the upkeep of a particular facility.
- Any damage done during an organizational event is the responsibility of that organization.

All damage should be reported immediately to Public Safety and the Office of Campus Life.

Organizations found in violation of these restrictions will not be allowed to hold another event for thirty (30) days after the violation occurs or longer depending on the severity of the violation.

## **Student Organization Policies, Procedures, and Practices**

### **Regulations Governing Social Affairs**

The Office of Campus Life is responsible for establishing policies governing social affairs. All social functions sponsored by the University, and student organizations must be approved, at least two weeks (14 days) in advance by the Office of Campus Life. Major social activities are parties, fashion/talent/ variety shows, and any other functions that anticipate a crowd of more than 100 people.

**There will be a limit of 5 events/programs a day sponsored by student organizations. This will assist in ensuring that programs are well attended and that planning efforts are not in vain. The Office of Campus Life will monitor the schedule of events based on the time and date in which they are submitted.**

Only 1 party will take place per week unless otherwise approved by the Assistant Dean of Campus Life or AVP/Dean of Students. Social affairs that extend beyond 12 a.m. must be held on Friday and Saturday only, unless approved by the Assistant Dean of Campus Life or AVP/Dean of Students.

No events that resemble auctioning individuals are tolerated at all.

No parties will be scheduled during the week of final examinations or during mid-term examination week, nor during weekends that fall prior to extended breaks (i.e. Thanksgiving, Spring Break, etc.). All contracts are to be executed by the student organization and/or their advisor. No contract signed by any organization will obligate Coppin State University to allow the event.

**All student organizations are expected to follow the proper steps required to cancel an event/party. Failure to do so will result in loss of programming privileges and loss of future parties and/or responsibility for the cost of security for your event. If an organization is deemed responsible for the cost of security, it will not be able to hold any events until the fee is paid.**

All organizations are urged to plan events in advance to ensure the availability of facilities and dates. A minimum of two weeks is required for any event to be approved. Student organizations will be advised each semester when they can begin submitting event forms (fall, after the Organizational Leadership Conference; spring, November).

### **Student Programs, Groups, Etc.**

#### **Campus Activities Board**

The Campus Activities Board (CAB) was created to assist the staff in the Office of Campus Life with various events throughout the year, including, but not limited to Homecoming and I Love Coppin Week as well as many other events that are mostly FREE or at a low cost to

CSU students. Should you have any ideas you'd like to see happen at Coppin, contact any member of the CAB via @CoppinCAB on Instagram. New members are only allowed to join at the beginning of each fall semester and the end of each spring semester.

## **Mister and Miss Coppin State University**

### **Eligibility Criteria/Overview of Criteria and Requirements**

- Must be a full-time student at Coppin State University.
- Must at least be a second semester sophomore (by credits).  
*Applicants with more than 90 credits must submit a letter with an application from the Chair of their academic department listing the total credits required for graduation in their major as well as stating ineligibility for graduation before May of the current academic year.*
- Transfer students must have at least one-year of matriculation at Coppin State University.
- Must be able to serve the full academic year (following fall and spring semester, proof may be required).
- Must have a minimum grade point average of 2.6.
- Must be in good judicial (no disciplinary infractions) standing with the University.
- Must not have previously served as Mister or Miss Coppin State University.
- Contestants for Mister Coppin State University must identify as male.
- Contestants for Miss Coppin State University must identify as female.

### **General Requirements\*\***

- Contestants must be prepared to demonstrate a talent that can be showcased as a part of the Mister and Miss Coppin State University competition, as well as the nationwide competition for all HBCU kings and queens.
- Contestants must be able to attend the NASAP Student Leadership Institute. (May/ June)
- Contestants must be able to attend the Leadership for Queens and Kings Connection Conference. (July)
- Contestants must participate in all rehearsals for the Mister and Miss Coppin State Competition; must also participate in Coronation upon becoming Mister and Miss Coppin State.
- Contestants must prepare and submit a typed portfolio that must include:
  - A Personal Biography, which should not exceed one (1) page.
  - A Program Proposal, which should include an outline of programs, **activities, and events that** you will implement during your reign or as a member of the court.

**\*\* Additional requirements will be listed in the application.**

### **Competition Attire Requirements**

- Each contestant is responsible for providing their own attire and props, i.e. oratory, talent, and formal wear.
- Specific attire may be required for the opening scene at the contestants' own cost.
- All competition attire is subject to approval from the Director of Student Activities.

### **Incentives/Awards for Mister and Miss Coppin State University**

- Funds for programming (contingent on availability and advance notice)
- Attire (as budget constraints allow)
- Travel to conferences and competitions (as budget constraints allow)

Mister and Miss Coppin State University are prestigious representatives of the University community and shall serve as the official representatives at all official on and off campus events. The major responsibilities of the king and queen include assisting in admissions efforts, providing leadership to community service projects, planning and assisting in major university events, and representing the university at the national competitions. They both should serve as positive role models for the entire Coppin State community and are expected to be excellent examples of leadership.

### **Mister and Miss Coppin State University Duties & Responsibilities**

- Must attend and represent the University community at all major events such as Convocations, receptions, and various other events as designated by the Office of Campus Life.
- Must attend and assist in all major activities coordinated by the Office of Student Activities, as requested.
- Must attend all local, regional, and national conferences and events related to university kings and queens, as delegated.
- Assist the Office of Admissions in recruitment efforts throughout the academic year, as required.
- Serve as the official host and hostess of the University.
- All other duties as deemed necessary by the Office of Campus Life.
- Attending home basketball games; attending other athletic games as delegated.
- Must maintain a 2.6 GPA during reign. All final GPAs will be checked (end of spring, end of fall).
- Must conduct a minimum of three programs per semester (fall and spring).
- Must submit a schedule of classes each semester to the Advisor.
- Attend meetings with the Advisor and/or Royal Court as often as needed.
- Sponsor a minimum of one community service program/project per semester (fall and spring).
- Other duties and responsibilities to be outlined upon successfully obtaining the title of Mister/Miss Coppin State University

### **Greek & Social Organizations**

Statement of Relationship between Coppin State University and Nationally Chartered Greek & Social Fellowship Organizations (information is subject to change, at which time notification will be provided to those impacted.) Coppin State University recognizes national fraternities, sororities, and fraternal social organizations. No organization will be permitted to proceed with any intake-related activities without prior approval through the Office of Campus Life..

### **Overview**

The administration of Coppin State University has determined that fraternities, sororities, and social fellowships at Coppin State University are a positive asset to campus life. To this end, it is the University's intent to define and completely enhance the Greek and Social Fellowship component of university policy.

### **Terms of Recognition**

Recognition is the formal process by which Coppin State University grants a fraternity, sorority, or social fellowship the right to function on the campus, induct undergraduate members through established intake procedures, use campus facilities and services, and identify its chapter with the University. Organizations designated under this policy meet the following criteria:

- They are entitled to same sex membership under provisions set by Section 86.14 of the regulations set by Title IX of the U.S. Education Act Amendment of 1972. They will work in conjunction with the Student Government Association and will retain membership in the Student Senate and on the President's Council (provided they complete all requirements to be active organizations).
- The chapters are legal corporations outside the boundaries of Coppin State University. In all cases, undergraduate chapters, graduate chapters, regional, and international chapters are incorporated separately from Coppin State University.

In order for a fraternity, sorority, or social fellowship to be recognized by Coppin State University, the organization must:

- Demonstrate sound financial accountability.
- Demonstrate strong commitment to the mission and purpose of Coppin State University, and the surrounding community, through involvement in school and communal programming.
- Maintain the number of members as stipulated by the organization's national office. If permission is given by the organization's national or regional office to function without the established number, the University may also permit the chapter to function after receiving written permission from the appropriate organizational official. All members should be in good academic and financial standing.
- Submit a list of officers and members at the beginning of each semester; each active member must be registered as a full-time student at the University.
- Secure a clearly identified graduate chapter/campus advisor, and all contact information must be on file in the Office of Campus Life.

### **Stages of Recognition**

Full Recognition is accorded to chapters which are in full compliance with all the policies governing Greek and Social Fellowship organizations on the campus of Coppin State University. Fully recognized chapters are entitled to all the rights, privileges, obligations, and resources available to student organizations at Coppin State University.

Inactive Recognition is accorded to organizations that have failed to retain the minimum number of members to maintain chapter activity. This is also a chapter that has failed to maintain the campus minimum grade point average as a whole.

Probationary Recognition is accorded to organizations that have failed to meet specific requirements for full recognition, which include, but are not limited to, academic performance, involvement in community service projects, campus leadership, violation of the University substance abuse or alcohol policy, and inappropriate conduct. A number of these violations are itemized in the Coppin State University Student Handbook. The Office of Student Conduct and Community Standards, in consultation with the Office Campus Life, sets probation and its conditions. At the end of the probationary period, an organization must demonstrate that the conditions were fulfilled, and that steps have been taken to ensure that the violation is not repeated. If additional violations occur during the probation period, the chapter may be subject to suspension or various other sanctions.

Interim Suspension is the removal of all rights and privileges pending an investigation of alleged illegal activities. During the interim suspension, all scheduled and future activities will be cancelled. Any chapter placed on interim suspension will receive written documentation at the completion of the University's investigation and informed at that time

what the status of the chapter is. Any chapter failing to adhere to the guidelines of an interim suspension may be subject to a chapter suspension or expulsion from the University.

Suspension is the removal of all rights and privileges, obligations, and University resources available to student organizations at Coppin State University. Suspended chapters may not participate in the Greek and Social Fellowship Council or its programs/activities. The period of suspension may vary according to the policies and guidelines outlined in this document. Coppin State University reserves the right to restrict or suspend the activities of any individual member and/or chapter for the following reasons:

- Hazing of prospective members and new members;
- Violation of the regulations in this statement of policy;
- Violation of other University regulations stated in the Code of Student Conduct;
- Failure to adhere to the intake procedures stipulated by the University or national parent group;
- Failure to participate in required community/campus service events as stipulated by the Office of Campus Life.

All levels of recognition, aside from Full Recognition, may also be assessed by request of the National organization (i.e. regional or national requests).

The Office of Campus Life establishes the University Policy under which fraternities, sororities, and social fellowships operate. The standards of conduct are integral to the maintenance of university recognition and associated privileges. It is mandatory that all campus chapters abide by Coppin State University regulations as listed in Coppin State University Student Handbook. The Office of Campus Life, working closely with chapter advisors and chapter presidents, will ensure that accepted standards of conduct are maintained.

It is expected that all campus chapters will encourage their members, visiting affiliates, and chapter graduates to conduct themselves in a manner consistent with Coppin State University standards and guidelines. Any organization that fails to comply with these statements will result in the suspension of the chapter.

Therefore, in an attempt to promote a fraternal environment, improve community relations, and enhance the welfare of Coppin State University students both on and off campus, standards and guidelines have been developed with which all fraternal organizations, their alumni, alumnae and Coppin State University are expected to comply.

### **New Member Programs/Membership Intake**

To ensure successful continuation, a chapter must meet all requirements set forth in the Student Handbook, as well as listed in the deadlines and requirements information disseminated directly to the organizations and their advisors.

1. Chapters are required to and will conduct interest meetings as a part of the intake process and the date should be approved and scheduled through the Office of Campus Life. Meetings must be scheduled with a minimum of two (2) weeks prior notice to ensure availability of meeting facilities. Furthermore, interest meetings must be conducted in accordance with the rules, regulations, and policies of national organizations and Coppin State University. Interest meetings

must be advertised for a minimum of three days, unless otherwise required by the national organization (in which case, such proof must be submitted to the Office of Campus Life in advance). Interest meeting flyers must be approved by the Office of Campus Life and will be advertised in the bulletin board directly outside the office.

2. All organizations are required to file and abide by the nationally recognized rules and regulations which govern intake programming with the Office of Campus Life.
3. In all matters, Coppin State University policy supersedes all others, except in matters of chapter disciplinary sanctioning handed down by national organization headquarters, in which sanctions can be greater than University sanctions.

### **University Eligibility Requirements Membership in Greek and Social Fellowship Organizations**

The interested student must:

1. Be a full-time student.
2. Have a minimum of 30 total credits (as listed by the Office of Records and Registration) and must have completed at least one (1) semester at Coppin State University.
3. Have a minimum cumulative University grade point average of 2.5. The Office of Campus Life certifies the scholastic standing of prospective members through the Office of Records and Registration. Students should be aware that the organization's national office may have a higher/lower GPA requirement. If the organization requires more than a 2.5 GPA, the national GPA criterion supersedes the organization's requirement. If the national GPA is lower than the University's requirement, the University's GPA criterion supersedes the organization's requirement.
4. Have no current or delinquent conduct infractions on file with the Office of Student Conduct and Community Standards.
5. Must attend the Campus Wide Information Session for all active University, sororities, fraternities, and social fellowships, which will be scheduled in the fall semester by the Office of Campus Life.
6. Must attend the Interest Meeting of the respective organization of interest.
7. Must sign an Anti-Hazing Contract at the Campus Wide Information Session.

All eligibility requirements set by the University must be met by the date set forth at the Campus Wide Information Sessions (dates will be posted on website as well). Any individuals that do not meet these requirements will not be eligible to participate in any Greek or Social Fellowship membership intake process.

### **Active Chapters**

The following requirements for active chapters include, but are not limited to, the following:

- Each chapter must have a graduate chapter advisor/officer from the graduate chapter/ regional or national office representative to come as the panelist for the Campus Wide Information Session each semester. The representative must be no less than four years removed from an undergraduate institution.
- Each active member of the chapter must submit a signed Anti-Hazing Contract.
- A list of the members/advisors of the chapter must be submitted.
- Each chapter must submit a copy of the chapter's/organization's insurance coverage for the time period including August-April of the current academic year.

- A complete and detailed timeline of intake activities must be submitted to the Office of Campus Life, with special emphasis given to any dates and times when candidates are required to leave campus.
- A chapter must submit a letter from its regional or national office on letterhead in support of the Graduate Advisor in their role.
- A chapter must submit a copy of the organization's approval for intake from its national or regional office on letterhead.
- The organization's Graduate Advisor must be present for the duration of the New Member Introduction.
- A list of all individuals who attend the chapter's interest meeting must be turned into the Office of Campus Life on the first business day after the chapter's Interest Meeting.
- The names of all aspiring members of the organization must be submitted to the Office of Campus Life for University clearance no later than the date provided. After the names have been submitted for the Clearance Process, the individuals are cleared/if they meet all requirements at the time the names are submitted.
- A letter must be submitted two weeks prior to the Office of Campus Life stating the desired date, time, and location of the organization's new member exhibition. Organizations that fail to submit this information are not allowed to hold a New Member Introduction. No act that is considered hazing should be incorporated in the exhibit activity and the total display must conclude by 11:59 p.m. on the assigned deadline.
- No intake activity should be held (including interest meetings) without submitting proper documentation to the Office of Campus Life and without receiving written approval to begin intake.
- Chapters may not induct any members who do not pass the Clearance Process through the Office Campus Life.
- Chapters must strictly adhere to the anti-hazing policies of Coppin State University, the Commonwealth System of Higher Education, and laws of the State of Maryland.
- Additional information with detailed dates is provided to each Greek and Social Fellowship organization.

Graduate Advisors/Campus Advisors will:

1. Be familiar with and help formulate the chapter's membership intake program in accordance with the parameters set by the national and/or regional constitution.
2. Be present at all activities, events, and programs.
3. Maintain full operational knowledge of the organization's activities on/off campus.
4. Participate in a training process for advisor certification (Campus Advisors).

Campus Advisors who are not members of the organization which they advise or are not certified to conduct intake as a member of the organization are not accountable for intake information. In situations such as these, the Office of Campus Life will work directly with the advisor(s) who have that responsibility.

Active Chapters will:

1. File and abide by an articulated membership intake program with the Office of Campus Life containing the organization's anti-hazing and pre-initiation activity policy.

2. Not induct any candidate who does not meet clearance requirements by the assigned deadline.
3. Strictly adhere to the anti-hazing policies of Coppin State University, the Maryland System of Higher Education, and laws of the State of Maryland.
4. File a list of those individuals interested in membership with the following information: full name and student ID number. This information is gathered at the organization's interest meeting and submitted to the Office of Campus Life the following business day.
5. Provide a letter to the Office of Campus Life from the national, region/state, or area coordinator that outlines the endorsed date for the start and finish of all intake programming.
6. Submit a list of chapter members to the Office of Campus Life indicating active/inactive members at the start of the semester, as indicated in the deadlines and requirements provided to the organizations.
7. Ensure that all insurance obligations to the University have been satisfied and filed in the Office of Campus Life.
8. Complete all intake activities (New Member Introduction included) prior to the date established by the Office of Campus Life.
9. Submit the date for New Member Introduction completed by 11:59 p.m. on the date assigned in the deadlines and requirements outline provided to the chapters and Advisors. Advisor(s) must be present and send a written request stating the location, date, and time two weeks (14 days) prior to the event. An event form must be completed and approved for the introduction.
10. Ensure that each chapter member maintains a 2.5 GPA. Failure by active individual members/the chapter to meet this requirement will render the chapter ineligible for membership intake.

All required documentation must be submitted to the Office of Campus Life by the predetermined date. Failure to do so will result in the loss of intake privileges for the organization. **No organization may begin any intake activities until the Office of Campus Life has provided written consent.**

Coppin State University will:

1. Work with the individual organizations to ensure that the intake schedule does not conflict with the academic calendar.
2. Provide support to all organizations that fully comply with the policies as outlined in the policy.
3. Permit intake in the fall and spring semesters.

**No organization is permitted to proceed with any intake-related activities without prior approval from the Office of Campus Life.** Duly appointed faculty/staff advisors must be present at all initiation activities.

## **STUDENT EMERGENCY FUND (SEF)**

The Student Emergency Fund Program (SEF) is designed to ensure that students attending Coppin State University have access to emergency aid when needed.

### A. SEF Criteria (Subject to Change)

1. SEF is specifically earmarked to cover emergencies such as rent evictions, gas and electric turn-off, transportation to and from school, i.e., bus or cab fare (car payments and insurance do not apply), childcare, food, death, disability, illness, loss of employment, etc.
2. Based upon the specified endowment funding, the student must provide documented proof of need, i.e., eviction notices, electric turn-off notices, (must be in student's name), loss of employment, etc., and/or must meet specific requirements of the Endowment, such as GPA., etc.
3. The usual maximum amount of the fund is pre-determined; exceptions may be made **only** by the Vice President of Enrollment Management & Student Affairs
  - a. The student must be currently enrolled as a full-time undergraduate and enrolled as a financial aid recipient.
4. Full-time employees are not eligible to receive funding.
5. Funds will be granted during the fall and spring semesters **ONLY**.

### B. Application Process

1. A SEF application may be picked up from the coordinator, located in the Miles Connor Administration Bldg. 3rd Floor.
2. Student completes the SEF application and submits supporting documentation as required, i.e., Student I.D.
3. Student will schedule an interview with the designated SEF Coordinator.
4. Interviews will be held on Monday through Friday.
5. Information that is provided will be verified as deemed necessary.
6. Application and supporting documentation will be verified and a decision will be made by the Vice President for Student Affairs.
7. Exceptions are made only by a recommendation from the Vice President for Student Affairs.

### C. Check Preparation/Disbursement

1. Upon approval of the SEF application by the Vice President for Student Affairs, a copy will be forwarded to the Division of Institutional Advancement for processing.
2. Checks should be issued within five (5) working days by the SEF Coordinator.
3. The student will be required to submit an unofficial transcript and a letter of thank you to the Vice President for Student Affairs.

### **Reporting and Accountability Requirement**

The Coordinator for SEF will submit a written report of distributions of funds and student thank-you letters to the Division of Institutional Advancement on a quarterly basis.

1. An account balance is due weekly to the SEF Coordinator by the Division of Institutional Advancement.
2. The Division of Institutional Advancement shall write all checks and handle all bookkeeping.
3. The Coordinator for SEF will secure student's I.D. and signature on all disbursements and files.

## STUDENT CONDUCT GRIEVANCE PROCEDURES

Coppin State University (“Coppin”) recognizes that differences of opinion, complaints, or grievances may arise between its students, faculty, and staff. It is the responsibility of all Coppin students, faculty, and staff to establish and maintain an educational environment within which a problem or complaint by a student can be promptly identified, presented, discussed, given fair and timely consideration, and successfully resolved. In many instances, complaints can be successfully resolved informally through meaningful dialogue between the student and the other individuals involved. In addition, or as an alternative means, complaints can also be successfully resolved formally through the use of the grievance procedures outlined below.

Any Coppin State University student shall have the right to make known a problem or complaint without fear of reprisal or coercion. Complaints by students arising out of allegations of inappropriate, unlawful, or unauthorized behavior by Coppin staff or faculty (including, but not limited to, discrimination, intimidation, and verbal, or physical abuse) may be brought to the attention of the University for resolution through the grievance procedures outlined below.

The term “student” shall mean any person currently enrolled in a course or courses at Coppin State University, either full-time or part-time.

### ARTICLE I

#### Section A. Grievable Matters

A grievance shall be defined as any cause of complaint arising between a student and a student, a Coppin faculty or staff member on a matter concerning an alleged act or acts of inappropriate, unlawful, or unauthorized conduct by a faculty or staff member such as unlawful discrimination, including sexual orientation as defined in 136.0 VI-1.05 of the USM Policy [which specifically prohibits discrimination against students, faculty, and staff on the basis of sexual orientation in academic admission, financial aid, educational services, housing, student programs and activities, recruitment, hiring, employment, appointment, promotion, tenure, demotion, transfer, layoff or termination, rates of pay, selection for training and professional development, and employment services. “Sexual orientation” is defined as the identification, perception, or status of an individual as to homosexuality, heterosexuality, or bisexuality]. Further, acts of intimidation, verbal abuse, physical abuse, or the improper application or interpretation of Coppin policies and rules over which Coppin has control, can be grieved. Notwithstanding the above, complaints concerning student academic matters are grievable under procedures entitled “Student Academic Due Process.”

#### Section B. Non-Grievable Matters

Notwithstanding Section A, no complaint shall be reviewed under these procedures if the complaint requests to overturn or to change:

1. An official policy, regulation, or procedure of Coppin or the University System of Maryland (USM).
2. of Coppin State University.
3. Any matter the remedy for which would contravene or interfere with any such official policy, regulation, procedure, decision, or action.

#### Section C. Decision Restrictions

No decision can be rendered at any level of these grievance procedures if the decision conflicts with or modifies:

1. A policy approved by the Board of Regents of the University of Maryland System.
2. Applicable statutes.
3. An administrative regulation issued under the appropriate statute.

#### ARTICLE II: Grievance Procedures Section A. Purpose

A conference or hearing conducted pursuant to these grievance procedures is not an adversarial proceeding between the Grievant and the person who is alleged to have participated in the misconduct. The purpose of a conference or hearing conducted pursuant to these grievance procedures is to fully inform Coppin of the nature and truth of the alleged misconduct so that Coppin can promptly and fairly decide how the grievance shall be resolved and what, if any, discipline is appropriate.

#### Section B. Timely Grievances

A grievance must be brought to the attention of the Judicial Affairs Advisor within twenty (20) calendar days of the alleged misconduct or within twenty (20) calendar days of the student having reasonable knowledge of the alleged misconduct.

#### Section C. Appeal Periods

The period during which an appeal may be filed under these procedures shall commence to run upon a person’s receipt of the written decision sought to be appealed. A person is deemed to have received a decision either on the date the decision is hand-delivered or three days following the mailing of the decision by first class mail, postage prepaid, to the person’s most recent address on file with the University, whichever occurs first.

##### 1. Step one – Judicial Affairs Advisor

- a. A student wishing to file a complaint shall file a written grievance with the Judicial Affairs Advisor. The Grievance shall be signed by the Grievant and shall contain a concise statement of the facts relative to the alleged act of misconduct including: (1) the date of the act, (2) the location of the act, (3) the name of the person participating in the act, (4) the names of any witnesses to the act, and (5) the relief sought.
- b. Within five working days after receipt of the Grievance, the Judicial Affairs Advisor shall hold a conference with the Grievant, and other person(s) involved in the conduct including witnesses to the conduct, either individually or together, to determine the facts relative to the Grievance and whether the conduct which occurred was inappropriate, unlawful, or unauthorized conduct by a Coppin faculty or staff member.
- c. Within 5 working days following the conclusion of the conference, the Judicial Affairs Advisor shall issue a written report as to the facts which occurred, whether the conduct which occurred constitutes inappropriate, unlawful, or unauthorized conduct by a Coppin faculty or staff member.
- d. A copy of the Step One Report shall be sent to the Grievant and the Coppin faculty or staff member(s) who were alleged to have participated in the misconduct, and to the appropriate body (Academic Affairs, and Human

Resources) for their appropriate action.

- e. If the Grievant is not satisfied with the Step One Finding(s), the Grievant may, within 5 working days from receipt of the report, appeal the decision to Step Two.

## 2. Step Two - Hearing Before the Judicial Appeals Board

- a. An appeal of a Step One Finding(s) shall be in writing and signed by the Grievant and shall state the reason(s) for the appeal and contain a concise statement of all facts in support of the appeal. The Grievant shall also attach to the appeal any documents in support of the appeal.
- b. Within 5 workdays from receipt of an appeal from a Step One Finding(s), the Judicial Appeals Board shall notify the Grievant, the faculty or staff member(s) alleged to have participated in the misconduct, and any witnesses of the date of the hearing.
- c. The Judicial Appeals Board Chairperson shall serve as the Hearing Officer and shall commence a hearing within 10 workdays of receipt of the appeal from Step One.
- d. At the hearing, the Judicial Affairs Advisor shall present evidence in support of the report finding(s) rendered at Step One. The Grievant shall present evidence in support of the appeal.
- e. Both the Judicial Affairs Advisor and the Grievant shall have the opportunity to make opening and closing statements, introduce written evidence, examine, and cross-examine witnesses, and offer testimony. Additionally, the Judicial Affairs Advisor /Provost or designee may question the Grievant, the Judicial Appeal Board Chairperson, and any witnesses.
- f. Within five (5) workdays following the conclusion of the hearing, the Vice President for Student Affairs shall issue a written report as to the facts which occurred, whether the conduct which occurred constitutes inappropriate, unlawful, or unauthorized behavior by Coppin staff or faculty member.
- g. Copy of the Step Two Finding(s) shall be sent to the Grievant and the Coppin faculty or staff member(s) who were alleged to have participated in the misconduct, and to the appropriate body (Academic Affairs, and Human Resources) for their appropriate action.
- h. If the Grievant is not satisfied with the Step Two findings, the Grievant may, within 5 workdays from receipt of the decision, appeal the report to Step Three.

## 3. Step Three – President

- a. An appeal of a Step Two Finding(s) shall be filed with the President. The Grievance shall be in writing and signed by the Grievant and shall state the reason(s) for the appeal and contain a concise statement of all facts in support of the appeal. The Grievant shall also attach to the appeal any documents in support of the appeal.
- b. Prior to rendering a written decision, the President, at his/her sole discretion, may hold a conference with the Grievant, the persons alleged to have participated in the misconduct, and any witnesses.
- c. Within 5 workdays from receipt of an appeal from a Step Two Finding(s), the

President shall issue a written decision as to the facts which occurred, whether the conduct occurred constitutes inappropriate, unlawful, or unauthorized behavior by a Coppin staff or faculty member and what discipline by Coppin, if any, shall be imposed. The decision of the President shall be the final decision.

## STUDENT HEALTH INSURANCE

1. Full-time Undergraduate Students  
Health insurance coverage is mandatory for all full-time (12 or more credits) undergraduate students attending Coppin State University. All full-time undergraduate students are automatically enrolled in the University selected student health insurance plan and the premium cost will be posted to the tuition bill each semester.
2. Part-time Undergraduate Students  
Part-time (11 or less credits) undergraduate students are eligible to purchase the university selected health insurance coverage by contacting the University student health insurance liaison at 410-951-3958.
3. Graduate Students  
Graduate students are eligible to purchase the university selected health insurance coverage by contacting the University student health insurance liaison at 410-951-3958.
4. International Students  
International students taking 12 or more credit hours. (full-time) will be automatically and remain enrolled in the University insurance coverage.
5. Dependents  
Eligible students can purchase the university selected health insurance coverage for their eligible dependents by contacting the University selected health insurance liaison at 410-951-3958.
6. Waive/Refuse the University Health Insurance Coverage
  - Students with comparable health insurance coverage are eligible to waive out of the University selected student health insurance plan.
  - Students choosing to waive out of the health insurance plan must be able to provide proof of comparable health insurance coverage.
  - Students choosing to waive out of the health insurance will complete the process electronically on the University's website on the Eaglelinks page.
  - Students must electronically waive out of the health insurance each semester if they do not want the university selected health insurance coverage. There are waived deadline dates for each semester. If students do not waive by the set deadlines, the premium fee will remain non-refundable on their tuition bill.
  - Students that waive out of the University selected health insurance plan will have the health insurance fees removed from the tuition bill.
7. Out of State Students  
We strongly encourage out of state/on-campus students to maintain the university selected health insurance due to their personal in-state health insurance possibly not providing adequate health insurance coverage while attending school in the state of Maryland.

## 8. Coverage

- Students' selection to maintain the University selected health insurance coverage will be covered under the University selected student health insurance plan.
- Students' insurance coverage will be in force throughout the academic semester when attending Coppin State University.
- Students selecting to maintain the University selected health insurance coverage are encouraged to use the:

**Campus Community Health Center  
2601 West North Avenue, Suite 131  
Health and Human Services Building  
410-951- 4188**

**Hours of Operation: Monday-Friday, 9 am - 5 pm**

Students also have the option to use medical providers of their choosing, however, we encourage them to stay in-network with the health insurance coverage to avoid expensive out-of-pocket co-pay amounts.

*For further questions, contact the University's Student Health Insurance Liaison, at 410-951-3958*

## STUDENT CONDUCT AND COMMUNITY STANDARDS

### INTRODUCTION

Coppin State University is a community of diverse members committed to maintaining an environment, which encourages personal and intellectual growth while promoting our traditions of excellence, leadership, civic responsibility, learning, dedication, commitment to quality, and commitment to each other. We are a community with high standards, including established community standards and expectations intended to foster behavior that is consistent with a civil and educational setting.

### VISION AND MISSION STATEMENT

The Office of Community Standards strives to build a community at Coppin State University which promotes and protects the rights and responsibilities of its community members. The foundation of Coppin State's standards, policies, and regulations was designed with the health, safety, and well-being of its students and community members in mind. The Office of Community Standards is responsible for enforcing, interpreting, and adjudicating all alleged violations of the Student Code of Conduct. Through educational support and guidance, the Office of Community Standards assists students in reaching their academic and personal goals while maintaining a high standard of student behavior.

### VALUES AND STANDARDS OF EXCELLENCE

Coppin State University students have a century of tradition to gird their development. They are heirs to a rich legacy bequeathed to them by exemplary faculty, administrators, staff, and alumni. They agree to uphold the values and standards of excellence established by

leaders of the past and cherished by those who followed. The value system and expectations of Coppin State University are based upon the philosophy of Fannie Jackson Coppin who embraced the concept of love for self, family, and community. These expectations embody an awareness of social consciousness, scholarship, honesty, truth, integrity, respect, sensitivity, friendliness, physical and mental health, and pride in Coppin State University.

### SOCIAL CONSCIOUSNESS

Coppin students are participants in the social, political, and economical world in which they live. They are willing to give something of themselves for which they receive no compensation, they promote the greater good of and hold a deep respect for themselves, family, and community. Their recognition of the fundamental dignity and rights of all people leads them to be agents of change that affects positively the human condition.

### HONESTY, TRUTH, INTEGRITY

Coppin students are honest. They resist any form of deceit or fraudulence; rather they seek truth; and maintain that they and their fellow students should not evade being forthright. In these ways, Coppin students always exemplify integrity.

### SCHOLARSHIP

Coppin students are emerging scholars. They do not permit themselves or their fellow students to engage in any form of intellectual mediocrity. They recognize the importance of knowledge and the power that comes through knowing; they are dedicated to intellectual pursuit and high academic standards; they acknowledge the importance of the research processes of data collection, analysis, and presentation in the exercise of scholarly endeavors. Coppin students acknowledge that highly developed skills in reading, writing, speaking, listening, mathematics and the sciences contribute to effective scholarship.

### RESPECT, SENSITIVITY, FRIENDLINESS

Coppin students are emerging scholars. They do not permit themselves or their fellow students to engage in any form of intellectual mediocrity. They recognize the importance of knowledge and the power that comes through knowing; they are dedicated to intellectual pursuit and high academic standards; they acknowledge the importance of the research processes of data collection, analysis, and presentation in the exercise of scholarly endeavors. Coppin students acknowledge that highly developed skills in reading, writing, speaking, listening, mathematics and the sciences contribute to effective scholarship.

### PHYSICAL AND MENTAL HEALTH

Coppin students are vitally concerned with the development and maintenance of sound personal, mental, and physical health. They realize that their physical beings are the temples of the mind and seek to strengthen their biological and physiological systems through proper nutrition, regular exercise, and appropriate intervention. Coppin students avoid controlled substances that can contribute to pathological dependency, irrational and uncontrollable behavior, physical deterioration, and even death.

## STUDENT TRANSPORTATION - BUS SERVICE

The MTA University Pass Program is offered to all full-time undergraduate students. The program provides a monthly commute savings up to \$39.00 per month. A current semester validated University ID is required for purchase. MTA monthly passes can be purchased in the Business Office (Cashier's Office) located in the Miles W. Connor Administration Building; 2nd floor. For more information on bus service, MTA schedules are available at the Information Service Center located in the Tawes Center.

## TRADITIONS AT COPPIN STATE UNIVERSITY ALMA MATER ("HAIL TO THEE, COPPIN")

Hail to thee, Coppin, Our Alma Mater true,  
We raise our song to thee with hearts anew;  
Thy name has been our pride,  
Thy light has been our guide,  
Leading us ever on  
Through all the years.

Hail to thee, Coppin, our alma mater true,  
Emblem of light and love, our gold and blue  
Here at thy shrine we bow,  
Gladly to make our vow  
That we shall always stand  
Loyal to thee.

## COLORS/MASCOT

**School Colors** –Reflex Blue and Gold

**School Mascot** - The Eagle

## HOMECOMING

An occasion celebrated annually in February is one of the most highly anticipated programs that many look forward to each year. This celebration is comprised of events hosted by the Office of Student Activities & Leadership, Alumni Relations and SGA which normally takes place during the early part of the spring semester. There is a full week of events that culminate with the homecoming game. Homecoming is one of the major events of the spring semester.

## Coppin Creed

Coppin State University students have a Century of tradition to under gird their development. They are heirs to a rich legacy bequeathed to them by exemplary faculty, administrators, and staff. They agree to uphold the values and standards of excellence established by leaders of the past and cherished by those who followed. The value system and expectations of the Coppin State University family is based upon the philosophy of Fannie Jackson Coppin who embraced the concept of love for self, love for family and love of community. These expectations embody an awareness of social consciousness, scholarship, honesty, truth, integrity, respect, sensitivity, friendliness, physical and mental health and pride in Coppin State University.

## COPPIN PRIDE

Coppin Pride is: Thinking Coppin first  
Coppin Pride is: Bold Gold and Navy Blue  
Coppin Pride is: Soaring with Eagles.  
Coppin Pride is: Growth and development of college spirit  
Coppin Pride is: Belief in the institution and its direction  
Coppin Pride is: Unshakeable love and support  
Coppin Pride is: Belief in high expectations  
Coppin Pride is: Belief in oneself  
Coppin Pride is: Reaching out, reaching up, and reaching back  
Coppin Pride is: ME!!

## TRANSCRIPT REQUESTS

Current Coppin students may access unofficial transcripts through their Eagle Link's account. To order an official transcript, students and alumni can request transcripts by creating an account on the CSU Parchment portal [https:// www.coppin.edu/registrar/transcriptrequests](https://www.coppin.edu/registrar/transcriptrequests).

Official transcripts can be received electronically or via U.S. mail. To order a transcript, you must be free of any financial obligations to the institution. Please contact Student

Accounts at 410-951-3677 if you have questions about your financial status. Parchment will not be able to produce unofficial transcript copies.

## UNIVERSITY BOOKSTORE

The University Bookstore (Follett) is located in the J. Millard Tawes Center, offering a wide variety of gear for your University needs. There you will find, for your convenience, a wide range of books, both new and used, and sundries, health and beauty aids, and an array of items imprinted with the Coppin State University logo. For information, call (410) 951-1223 or visit online at <http://coppin.bncollege.com>., or Facebook at [https:// www.facebook.com/coppinbookstore](https://www.facebook.com/coppinbookstore).

## UPDATING THE ACADEMIC RECORD

Have you moved??? If so, please fill out the Change of Address Form in the Record's Office, Room 143, and Miles W. Connor Administration Building.

## WITHDRAWAL

There are two (2) types of withdrawals. One is the withdrawal from a course(s) and the other is a withdrawal from the University (withdrawal from all courses). A grade of "W" will be printed on the student's academic record. The final withdrawal date for the semester is located on the academic calendar on the University website.

## **WITHDRAWAL FROM A COURSE**

After the drop period deadline, a student may terminate his/her enrollment in courses by officially withdrawing from classes. Please refer to the academic calendar for the deadline for withdrawing from courses. Students may withdraw from courses using the following methods during the designated withdrawal period:

- in-person (at the Office of Records and Registration) or
- submission of a written and signed request to the Office of Records and Registration.

A grade of “W” will appear on a student’s transcript after he/she has officially withdrawn from courses. Failure to properly withdraw from courses will result in “F” grades appearing on the student’s transcript. Please refer to the Charge Reduction and Refund Policy to determine if you are eligible for tuition and fee adjustment. Questions regarding tuition and fee adjustments should be directed to the Office of Student Accounts at 410-951-3677.

## **WITHDRAWAL FROM THE UNIVERSITY**

A student withdrawing from the University must:

- Complete the official University Withdrawal Form that can be found on the University website or in the Registrar’s Office.
- Obtain signatures from the following offices: Eagle Achievement Center, The Center for Counseling and Student Development, Financial Aid, Housing and Residence Life (if applicable), Library, Business Office, and Veterans Affairs (if applicable).
- Return the completed form to the Registrar’s Office by the official deadline.

## **COPPIN STATE UNIVERSITY STUDENT CODE OF CONDUCT**

Coppin State University (CSU) is a multi-generational educational community where people of diverse backgrounds and philosophies learn together, accept personal responsibility for their actions, and respect the rights and opinions of others. In order for this community of learners to thrive, standards of behavior must be strongly valued and clearly understood.

To accomplish these goals of Rights and Responsibilities, the University must require certain standards of behavior. The University standards of conduct do not replace or relieve the requirements of Federal or State law. Throughout this document, your rights, and your responsibilities as a member of the CSU Community will be described. Your first responsibility as a member of this community is to read this document carefully and to understand fully what is expected of you as a member of this community. In order to protect the rights, the following policies have been established together with the sanctions, which shall be imposed in the event that a violation is found by admission to a university official or through a University Judicial Board Hearing. Consequently, it may be necessary to suspend or expel individuals who have been found responsible for violations of this Code, or who otherwise pose a substantial threat to the campus community.

Membership as a student in the CSU community is a privilege which carries with it responsibility for adhering to the following principles:

- Become familiar with the policies, take responsibility for your actions, and be sensitive to and considerate of those around you.
- Respect others, the environment, the mission of the University, and the rights and responsibilities of community membership.
- Respect the rights of all members of the University Community by following the policies that have been established together with the sanctions.
- Be accountable for behavior and shall not behave in a manner which infringes on individual or group rights or jeopardizes the health or safety of individuals or property.
- Exercise the rights as a student as outlined in the Student Government Association Constitution.

## **RATIONALE**

The primary purpose of discipline in the University setting is to address actions and behaviors by students that may negatively affect the learning environment and the core purposes of the University. Consistent with that purpose, reasonable efforts will also be made to foster the personal and social development of those students who are held accountable for violations of university regulations.

## **BYSTANDER INVENTION CLAUSE**

The University encourages all community members to educate themselves on the expectation to create a relationship between personal behavior and the quality of campus life. All community members have an affirmative duty to take reasonable action to prevent, stop, or report violations of the Code of Conduct. Students are prohibited from encouraging or permitting others to engage in misconduct, failing to confront, prevent, or report misconduct to a University official, which may include intervention, contacting University Police, or submitting an online Incident Reporting Form, or failing to remove oneself from a situation in which misconduct is occurring. To promote community responsibility and bystander intervention, reporting students may be protected by Amnesty.

## ARTICLE I - DEFINITIONS

1. The term “University or CSU” means Coppin State University.
2. The term “student” includes all persons taking courses at the University, both full-time and part-time. Degree and non-degree seeking persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered “students.”
3. The term “faculty member” means any person hired by the University to teach and/or instruct.
4. The term “University Employee” includes any person employed by the University performing assigned administrative or professional responsibilities.
5. The phrase “member of the University community” includes any person who is currently enrolled as a student; or serves as a faculty member, administrative staff or any person employed or engaged as a volunteer by the University.
6. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University.
7. The term “organization” means any number of students who have complied with the formal requirements for university recognition as a club or group functioning under an established department.
8. The term “University Judicial Board” means any member of the University community selected, trained by the Coordinator of Student Conduct and Community Standards, and approved by the Vice President for Enrollment Management and Student Affairs. The Judicial Board hears alleged infractions to determine whether a student has violated the Student Code and recommends the imposition of sanctions.
9. The term “Conduct Officer” means a University administrative staff member authorized by the Assistant Vice President and Dean of Students of Enrollment Management and Student Affairs to Hear cases, conduct investigations and recommend sanctions upon students who admit to or are found to have violated the Student Code.
10. The term “Hearing Officer” means a university official authorized on a case-by-case basis by the Coordinator of Community Standards/Conduct Officer to oversee a student conduct hearing.
11. The term “shall” is used in the permissive sense.
12. The term “may” is used in the permissive sense.
13. The Assistant Vice President and Dean of Students of Enrollment Management and Student Affairs is that person designated by the University President to be responsible for the administration of Student Conduct.
14. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the Student Code, Eagle Guide Student Handbook, Residence Life Handbook, Graduate/ Undergraduate Catalogs, etc.
15. The term “cheating” includes, but is not limited to (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of the use of electronic devices, or tests or other academic material belonging to a member of the University faculty or staff,
16. The term “Weapon” means any object, substance, or chemical used to inflict a wound, cause injury, or incapacitate.
17. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and

clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

18. The term “Consent” means a knowing, voluntary, and affirmatively communicated willingness to mutually participate in a particular sexual activity or behavior. It must be given by a person with the ability and capacity to exercise free will and make rational, reasonable judgment; expressed either by words or actions, as long as those words or actions create mutually agreed upon sexual activity. Consent is not effective if it results from the use of physical force, threats, intimidation, or coercion.
19. The term “Incapacitated sex” means to have sex with someone known or should be known to be incapable of making a rational, reasonable decision about a sexual situation. This includes, but is not limited to, someone whose incapacity results from being intoxicated under the influence of any prescribed or illegal drug, or mental health impairment.

## ARTICLE II – COMMUNITY STANDARDS AUTHORITY

1. The Coordinator of Community Standards (with approval by the Assistant Vice President and Dean of Students of Enrollment Management and Student Affairs) shall develop procedures for the administration of the Community Standards program and procedural rules for conducting hearings, which are consistent with provisions of the Student Code and due process.
2. The Coordinator of Student Conduct and Community Standards/Board Advisor shall determine the composition of each University Judicial Board comprised of faculty, staff, and students who shall be authorized to hear each case.
3. Recommended Sanctions will be made by the University Judicial Board and/or conduct officer, pending the normal appeal process when applicable.
4. A University Judicial Board and/or conduct officer may be designated as mediator of disputes within the student community in cases which do not involve a violation of the Student Code. Mediation will consist of a negotiation facilitated by either the University Judicial Board and/or conduct officer in order to find common ground and deal with unrealistic expectations. All parties must agree to mediation and to be bound by the decision with no right of appeal as described in the Mediation Agreement.
5. The Coordinator of Student Conduct and Community Standards shall notify the Office of the Registrar and other appropriate administrative offices, if a conduct finding results in a sanction restricting a student from being enrolled, or continuing enrollment at the university. Certain sanctions may restrict a student from obtaining official transcripts, or a degree, during the period in which the sanction is imposed.

## THE OFFICE OF STUDENT CONDUCT AND COMMUNITY STANDARDS

The Office of Student Conduct and Community Standards directs the efforts of students and staff members in matters involving student misconduct. The responsibilities of the Office include:

- A. Determining violations to be filed according to this Code of Conduct.
- B. Interviewing and advising parties involved in disciplinary proceedings.

- C. Recruiting, selecting, training, supervising, and advising all University Judicial Board Members.
- D. Reviewing the decisions of all University Judicial Boards
- E. Maintaining all confidential student disciplinary records.
- F. Researching analytics concerning student conduct.
- G. Providing statistical reports each semester to the campus community, reporting the number of cases referred to the Office, the number of cases resulting in disciplinary action, and the range of sanctions imposed.

## NO CONTACT ORDERS

The Coordinator of Student Conduct has the authority to implement, modify, and terminate No Contact Orders against Students, regardless of whether a Referral of Prohibited Conduct is made under this *Code of Student Conduct*, and consistent with all other applicable University policies and procedures. The Coordinator of Student Conduct may consult with other University officials regarding No Contact Orders. No Contact Orders are typically mutual between two or more individuals and are designed to prevent individuals from engaging in direct or indirect communication with each other. They are typically non-punitive in nature and are not considered a Sanction unless ordered otherwise.

No Contact Directives are effective immediately without prior notice to Students whenever there is evidence that the continued interaction of the student with other particular members of the University community poses a substantial threat to themselves or others or the stability and continuation of normal University operations including but not limited to individuals' educational or work environments. No Contact Orders may, but are not required to be, be implemented as an Interim Measure under this Code. No Contact Orders may remain in place following the conclusion of any relevant University proceeding. Violations of No Contact Orders may constitute a violation of this Code of Student Conduct.

## ARTICLE III – PROHIBITED CONDUCT

### A. JURISDICTION OF THE UNIVERSITY

University jurisdiction and discipline shall pertain to conduct which occurs on university premises or which adversely affects living and learning in the University community and/or the pursuit of its objectives including conduct at University sanctioned activities off campus.

### B. VIOLATION OF LAW AND UNIVERSITY DISCIPLINE

1. If a student is charged with a violation of federal, state, or local laws of campus, but not with any other which constitutes a violation of this Code, disciplinary action may result from misconduct which demonstrates flagrant disregard for the University community and/or Federal & State law.
2. University disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation or criminal prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. The student may still be subject to civil authorities as well as University disciplinary action, including when charges involving the same incident have been dismissed or dropped.

3. The University will cooperate fully with law enforcement and other enforcement agencies on or off campus.

## ARTICLE IV – PROHIBITED CONDUCT--*RULES AND REGULATIONS*

The following conduct is subject to disciplinary action according to University Processes in Article V:

1. **Acts of Dishonesty** Including but not limited to the following:
  - a) Cheating, plagiarism, or other forms of academic dishonesty as outlined in the University Academic Integrity Policy.
  - b) Inappropriate or excessive use of any Artificial Intelligence (AI ) tool or resource for course work or student dependent graded assignments.
  - c) Furnishing false information to any university official, faculty member, or office.
  - d) Forgery, alteration, or misuse of any University document, record, or instrument of Identification.
  - e) Tampering with the election of any University-recognized student organization.
2. **Physical Abuse** - Any physical altercation that involves striking, shoving, kicking, or subjecting another person to physical contact; intentionally or recklessly causing physical injury to a person; physical contact which threatens or endangers the health or safety of any person.
3. **Sexual Harassment** means conduct on the basis of sex that satisfies one or more of the following:
  - (a) **Quid Pro Quo:** An employee of the University conditioning the provision of aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct.
  - (b) **Hostile Environment:** Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's Education Program or Activity.
  - (c) **Sexual Assault:** An offense classified as a sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sex Offenses are any sexual act including Rape, Sodomy, Sexual Assault with An Object, or Fondling directed against another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent; also, unlawful sexual intercourse (Incest or Statutory Rape).
    1. **Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.
    2. **Sodomy:** Oral or anal sexual intercourse with another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.
    3. **Sexual Assault With An Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.

4. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification without the Consent of the victim, including instances where the victim is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.
5. **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
6. **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

d. <sup>5</sup>**Other Sexual Misconduct** means the following conduct:

1. Sexual Harassment that occurred against a person outside of the United States or not within an Education Program or Activity.
2. Sexual Coercion: The use of unreasonable pressure in an effort to compel another individual to initiate or continue sexual activity against the individual's will. A person's words or conduct are sufficient to constitute Sexual Coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Sexual Coercion includes but is not limited to intimidation, manipulation, express or implied threats of emotional or physical harm, and/or blackmail. Examples of Sexual Coercion include but are not limited to causing the deliberate Incapacitation of another person; conditioning an academic benefit or employment advantage on submission to the sexual contact; threatening to harm oneself if the other party does not engage in sexual contact; or threatening to disclose an individual's sexual orientation, gender identity, gender expression, or other personal sensitive information if the other party does not engage in the sexual contact.
3. Sexual Exploitation: Taking non-consensual or abusive sexual advantage of another person for one's advantage or benefit or the advantage or benefit of anyone other than the person being exploited.
4. Sexual Intimidation: Threatening behavior of a sexual nature directed at another person, such as threatening to sexually assault another person or engaging in indecent exposure.
5. Attempted Sexual Assault: An attempt to commit Sexual Assault.
6. Other Sex-Based Offenses:
  - a. Unwelcome sexual advances;
  - b. unwelcome requests for sexual favors; or
  - c. other behavior of a sexual or gender-based nature where:
    - i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, evaluation of academic work, or participation in a University-sponsored educational program or activity;
    - ii. submission to or rejection of such conduct by an individual is used as the basis for an academic, employment, activity, or program participation decision affecting that individual; or
    - iii. such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work

performance, i.e., it is sufficiently severe or pervasive to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment.

4. **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Maryland or by any other person against an adult or youth Complainant protected from that person's acts under the domestic or family violence laws of Maryland.
5. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.
6. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for their own safety or the safety of others; or (2) suffer substantial emotional distress.
7. **Retaliation** means intimidating, threatening, coercing, discriminating against, or otherwise taking an adverse action against an individual for the purpose of interfering with any right or privilege secured by law or University policy relating to Prohibited Conduct, or because an individual has made a report, filed a complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding, or hearing related to Prohibited Conduct. Adverse actions include but are not limited to impeding an individual's academic advancement; terminating, refusing to hire, or refusing to promote an individual; or transferring or assigning an individual to a lesser position in terms of wages, hours, job classification, or job security. Retaliation includes retaliatory harassment. Adverse actions, including charges against an individual for violations of other University policies that do not involve sex discrimination or Prohibited Conduct, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of Prohibited Conduct, for the purpose of interfering with any right or privilege secured by law, constitutes Retaliation. However, charging an individual with a violation of other University policies for making a materially false statement in bad faith in the course of a proceeding does not constitute Retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any Party made a materially false statement in bad faith. The exercise of rights protected under the First Amendment does not constitute Retaliation. The University will keep confidential, to the extent permitted by the Family Educational Rights and Privacy Act (FERPA), the identity of any individual who has made a report of Prohibited Conduct.
8. **Hazing** -Participation in an act, or acts, which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, including but not limited to acts of hazing prohibited by law. (Art. 27268H, Annotated Code of Maryland).

<sup>5</sup> The statutory age of consent in Maryland is 16. See Md. Code Ann., Crim. Law §§ 3-301 to -307.

9. **Drugs** - Coppin State University expects that all students abide by all formatting federal laws and Maryland State laws regarding illegal drug use as well as the University's Policy on Drugs and all related policies as outlined in the Residential Life Handbook. The following actions violate the University's Student Code of Conduct regarding drugs:
  - a) Manufacturing, distributing, dispensing, and/or selling illegal drugs, including prescription drugs on campus
  - b) Aiding and abetting in the sale/distribution/use/possession of illegal drugs, including prescription drugs on campus
10. **Weapons** - Illegal or unauthorized possession or storage of firearms, explosives, other weapons, or dangerous chemicals on University premises; includes but not limited to guns, knives, BB or pellet guns, paintball guns, swords, machetes, fireworks, etc.
11. **Fire/Arson/Weapons/Safety** - Setting fires, intentionally or recklessly misusing or damaging fire safety equipment, including, but not limited to, alarms, heat sensors, smoke detectors, hoses, fire extinguishers, and emergency telephones, and failure to exit any building when a fire alarm has sounded, or a building is evacuated.
12. **Disruptive Conduct** - Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public-service functions on or off-campus, or other authorized non-Universities activities, when the act occurs on university premises.
13. **Incivility** – Student behaviors that negatively impact the learning environment and/or affect the ability to facilitate teaching including but not limited to the use of profanity, disregarding direction from university staff, or inappropriate use of mobile phones during course instruction.
14. **Verbal/Written Abuse** - Use of abusive, obscene, and/or profane language, or speaking in a way that is inconsistent with the CSU Values and Standards of Excellence and/or Student Code of Conduct. This may include threats, intimidation, harassment, coercion, and/or other unlawful or unauthorized conduct including intentionally or substantially interfering with the freedom of expression of others which threatens or endangers the health or safety of others which threatens or endangers the health or safety of any person to include the context of social media.
15. **Stalking** - means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.
16. **Bullying** - Intentional, persistent, malicious, unwelcome, severe, or pervasive conduct that harms, intimidates, offends, degrades, or humiliates a specific person and a reasonable person would find to be hostile, offensive, and not related to the University's legitimate business inter business interests.
17. **Guests/Actions of Guest** - University Community members are responsible for the actions of his/her guest(s) at all times. Should a guest be found responsible for any violation(s) of University policy, the host is also accountable.
18. **Theft** -Attempted or actual theft of and/or damage to property of the University; property of a member of the University community, or other personal or public property; knowingly in possession of stolen property
19. **Failure to Comply** - Failure to comply with directions of University officials or law enforcement officers; acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
20. **Security Violation** - Acting in a way that compromises the security of University community members or facilities. Examples include, but are not limited to, propping doors of University buildings and/or facilities, or failing to follow University residence hall security guidelines.

- a. Unauthorized possession, duplication, or use of keys to any University premises
- b. Improperly entering or exiting the campus or a room/building/area/vehicle. Entering or being in a restricted area/building/academic room without appropriate permission or after the hours when the building/area is closed.
21. **Violation of published University policies, rules, or regulations.**
22. **Violation of federal, state, or local laws on university premises or at University sponsored or supervised activities.** All students are expected to abide by the existing federal, state of Maryland or local laws.
23. **Drugs** - Coppin State University expects that all students abide by all federal laws and Maryland State laws regarding illegal drug use as well as the University's Policy on Drugs and all related policies as outlined in the Residential Life Handbook. The following actions violate the University's Student Code of Conduct regarding personal drug use:
  - a) Using and/or possessing narcotics or other controlled substances except as expressly permitted by law
  - b) Improperly using or abusing over-the-counter drugs or prescription drugs
  - c) Using/possessing drug paraphernalia on campus (examples include but are not limited to e-cigarettes, vapes, edibles, scales, rolling papers, bowls, pipes, bongs, blunts, hookahs, or any other devices that could be used for the purpose of drug use)
  - d) Knowingly being in the presence of illegal drugs and/or drug paraphernalia/illegal drug use on campus without reporting said violation
  - e) Coppin State University does not permit the use of marijuana for any purpose on University-owned or controlled property. Students who have prescriptions to use marijuana for medical purposes are not permitted to possess, store, grow, provide, or use the marijuana on University-owned or controlled property (including but not limited to residence halls, academic buildings, athletic facilities, fields, vehicles, and parking lots), or during a University-sanctioned activity regardless of the location.
24. **Alcohol** - Coppin State University expects that all students abide by all federal laws and Maryland State laws regarding the use of alcohol as well as the University's Policy on Alcohol and all related policies as outlined in the Residential Life Handbook. The University is a "dry campus" which means that any person violating this policy, regardless of age, may be subject to disciplinary action. Students who drink alcohol to excess whether on campus or off campus and require medical attention will be later required to meet with a member of the Office of Community Standards. The following actions violate the University's Student Code of Conduct regarding alcohol:
  - a) Possessing, consuming and/or distributing any quantity of alcohol on campus
  - b) Public intoxication as deemed unacceptable by university police, regardless of age
  - c) Misrepresenting oneself or using another person's identity with the intent to purchase, possess, and/or consume alcohol
25. **Unauthorized participation in a campus demonstration** -Any unauthorized participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
26. **Obstruction of traffic** - Obstructing the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.

- 27. Lewd/Indecent Behavior** -Unauthorized participation in conduct, which is disorderly, lewd, or indecent, including but not limited to breach of peace, or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University (see policy of “On or Off Campus Event Related Misconduct”).
- 28. Violation of Computer Use Guidelines** –
- a) Theft or other abuse of computer time, including but not limited to:
    1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
    2. Unauthorized transfer of a file.
    3. Unauthorized use of another individual’s identification and password.
    4. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
    5. Use of computing facilities to send obscene or abusive messages.
    6. Use of computing facilities to interfere with the normal operation of the University computing system.
- 29. Social Networking** - Coppin State University reserves the right to use Facebook, and/or other social networking websites and communities, to keep in touch with and to inform the campus community about events, programs, contests, etc. It is not Coppin State University’s policy to monitor these social networking websites and communities; nor does Coppin State University 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, or any federal, state, or local law 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 the University’s computing resources.
- 30. Abuse of the Student Conduct System** -Including but not limited to:
- a) Failure to obey the Notice and/or Sanction of a hearing body or University official.
  - b) Falsification, distortion, or misrepresentation of information before a hearing body.
  - c) Disruption or interference with the orderly conduct of a disciplinary proceeding.
  - d) Institution of a disciplinary proceeding knowingly without cause.
  - e) Attempting to discourage an individual’s proper participation in or use of, the Student Conduct system.
  - f) Attempting to influence the impartiality of a member of a hearing body prior to, and/ or during the course of, the disciplinary proceeding.
  - g) Harassment (verbal or physical) and/or intimidation of a member of a hearing body prior to, during, and/or after a disciplinary proceeding.
  - h) Influencing or attempting to influence (aiding/abetting/coercing) another person (student or University visitor) to commit an abuse of the Student Conduct system.
- 31. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.**
- 32. Gambling** - Unauthorized or illegal gambling on university owned or controlled property, or at university sponsored or supervised functions.

## ARTICLE V – STUDENT CONDUCT POLICIES AND PROCEDURES

### A. STANDARDS AND PROCEDURES OF DUE PROCESS

The purpose of university disciplinary proceedings is to provide a student accused of a violation with a fair evaluation under the Student Code of Conduct. Student Conduct processes are educational in nature; procedures will comply with standards of fundamental fairness and due process.

### B. CHARGES AND HEARINGS

A student is required to maintain his/her university/local and permanent mailing addresses with the Office of Records and Registration and daily check his/her University E-mail account for news and information. Failure to do so may result in the student not receiving routine, critical, or urgent correspondence and may lead to the student being held responsible for the content of certain notices.

1. Any member of the University community may file a complaint against any student for misconduct under this Code by filing a report with the CSU Department of Public Safety, the Office of Residence Life, or the Coordinator of Student Conduct and Community Standards. You may contact the Office of Student Conduct and Community Standards for assistance with filing a complaint. Any complaint should be submitted as soon as possible after the event takes place.
2. Upon receipt of the complaint, the Coordinator of Community Standards will conduct an informal investigation to determine if the allegations are violations of the Student Code of Conduct. (NOTE: Any complaints concerning matters of sexual assault, sexual harassment or sexual discrimination would follow guidelines outlined in the procedures for investigating and resolving allegations of sexual harassment and other sexual misconduct).
3. The charged student will be notified in writing requesting to meet with the Coordinator of Student Conduct and Community Standards to explain the charge(s) and their options.
4. All charges shall be presented to the charged student in written form during an informal meeting with the student by the Coordinator of Student Conduct and Community Standards, or designee. During this meeting, the student will be encouraged to discuss and review the allegations being brought against him/her, as well as their conduct file. The respondent may accept full responsibility for his/her actions and verify, in writing, that the allegations are correct.
5. If the respondent accepts responsibility, they waive his/her right associated with a hearing and will be sanctioned appropriately for the violation. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the coordinator may convene a University Hearing Board and later serve as Board Advisor to review the case and determine responsibility, and subsequently recommend an appropriate sanction should the student be found responsible.
6. A time shall be set for a hearing, not less than five nor more than eight (8) business days after the student has been notified (unless otherwise waived by the respondent).
7. In hearings involving more than one charged student, the Coordinator of Student Conduct and Community Standards may permit the hearings concerning each student to be conducted jointly or separately.

8. All hearings shall be conducted in person unless extenuating circumstances prevent the charged student from attending. Any exceptions or requests to attend virtually can be considered on a case-by-case basis.
9. The complainant and the charged student have the right to be assisted by an advisor they choose. The advisor may be a member of the University community or may be an attorney. Nevertheless, the complainant and/or the charged student is responsible for presenting his or her own case by calling witnesses, questioning witnesses, presenting written documents, and making opening and closing statements. An advisor present at a hearing of the University Judicial Board is permitted to advise his or her charged student as to what if any, statements should be made before the hearing body. However, an advisor is not permitted to speak, cross-examine witnesses, present documentary evidence or make opening and closing statements.
10. Only Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the University Board.
11. All procedural questions are directed to the Board Advisor of the University Judicial Board.
12. After the hearing, the University Judicial Board shall determine (by majority vote if the University Judicial Board consists of more than one person) whether the charged student(s) has violated the Student Code of Conduct.
13. The University Judicial Board's determination shall be made on the basis of a preponderance of the evidence. Preponderance supports the position (it is more likely than not that the charged student violated the Student Code).
14. There shall be a single verbatim record, such as a digital recording, of all hearings before the University Judicial Board. The record shall be maintained by the Office of Student Conduct and Community Standards.
15. Except in the case of a student charged with failing to obey the notice of a University Judicial Board or University official, no student may be found to have violated the Student Code solely because the student failed to appear before a University Judicial Board. In all cases, the evidence in support of the charges shall be presented and considered; even in the absence of the accused.
16. The decision of the University Judicial Board will be submitted in writing to the charged student within five (5) business days of the hearing from the Office of Student Conduct and Community Standards via the charged student's Coppin State University email account (Note: In cases against a student alleged to have committed a crime of violence or a non-forcible sexual offense, the final outcome will be disclosed to the alleged victim of the crime or offense as well).

### C. SANCTIONS

1. The following sanctions may be imposed upon students found responsible for violations of the Student Code.
  - a. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Probation - A written reprimand for a violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
  - c. Loss of Privileges - Denial of specified privileges for a designated period of time.
  - d. Fines - Previously established and published fines may be imposed.
  - e. Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

- f. Educational Sanctions - Work assignments, service to the University or other related discretionary assignments (such assignments must have the prior approval of the Coordinator of Student Conduct and Community Standards). These sanctions may be imposed in addition to those specified above with the intent of providing the Responding Party with learning, assistive, or growth opportunities, as well as restoring any harm caused to the community. Alcohol or other drug education, research or reflective assignments, community service, values/ethics-based activities, or other Sanctions may be assigned as well.
  - g. Residence Hall Suspension - Separation of the student from the residence hall for a definite period of time, after which the charged student is eligible to return. Conditions for readmission may be specified.
  - h. Residence Hall Expulsion - Permanent separation of the student from the residence hall.
  - i. University Suspension - Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions upon return may be specified.
  - j. University Expulsion - Permanent separation of the student from the University.
2. More than one of the sanctions listed above may be imposed for any single violation. Any student who is found responsible in any state or federal court, or found responsible in any campus disciplinary proceeding, serious misconduct of rioting, assault, theft, vandalism, arson, or breach of the peace, provided such misconduct was related directly or indirectly to university sponsored activities, including athletic events, may be suspended or expelled from the University.
    - a. A student suspended under the "On or Off Campus Event Related Misconduct" provision shall not be admitted to any other institution in the System during the term of suspension.
    - b. A student expelled according to the "On or Off Campus Event Related Misconduct" provision shall not be admitted to any other institution in the System for at least one year from the effective date of the expulsion.
  3. University suspension or expulsion and disciplinary sanctions shall be made part of the student's permanent academic record. Cases involving the imposition of sanctions other than University suspension or University expulsion are retained for five (5) years after final disposition of the case.
  4. The following sanctions may be imposed upon groups or organizations:
    - a. Those sanctions listed above in Section C1, a through f.
    - b. Deactivation - Loss of all privileges, including University recognition, for a specified period.
  5. In each case in which a University Judicial Board or conduct officer determines that a student has violated the Student Code, the sanctions(s) shall be determined and imposed by the University Judicial Board

### D. INTERIM MEASURES

In emergent circumstances, the Coordinator of Student Conduct and Community Standards may impose an Interim measure prior to the hearing before a University Judicial Board through consultation with the Assistant Vice and Dean of Students of Enrollment Management and Student Affairs. During this time, the student will be temporarily separated from the University and campus community until enough information is available to evaluate the listed criteria of safety and well-being. It is at this time the students' responsibility to

seek temporary accommodations as well as consistently communicate with all academic instructors regarding the status of all academic requirements. Pending student conduct cases are not a reason for academic extensions or any type of leniency.

1. Interim Suspension may be imposed under one or more of the following circumstances:
  - a. To ensure the safety and well-being of members of the University community or the preservation of university property.
  - b. To ensure the student's own physical or emotional safety and well-being.
  - c. If the student posed a definite threat of disruption of or interference with the normal operations of the University.
2. Cease and Desist: A Cease-and-Desist notice may be issued to Student Groups or Student Organizations whose continued operation poses a threat to the health and safety of the University community. Directives to Cease and Desist may be effective immediately without prior notice to the Student Group or Student Organization if there is evidence that the continued presence and operation of the Student Group or Student Organization poses a substantial threat to the health and safety of their members or others in the community (e.g., hazing allegation).
3. No Contact Orders: No Contact Orders may be implemented as an Interim Measure in accordance with Article IV of this Code.

**E. APPEALS**

1. A sanction rendered by the University Judicial Board or by the Coordinator of Student Conduct and Community Standards/Conduct Officer may be appealed by charged students or complainants to the Assistant Vice President and Dean of Students of Enrollment Management and Student Affairs within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Office of the Assistant Vice and Dean of Students of Enrollment Management and Student Affairs.
2. An appeal shall be limited to one or more of the following purposes:
  - a. To determine whether the original hearing was conducted fairly and in conformity with the outlined procedures.
  - b. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code.
  - c. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known at the time of the original hearing.

**Coppin Creed**

Coppin State University students have a century of tradition to undergird their development. They are heirs to a rich legacy bequeathed to them by exemplary faculty, administrators, and staff. They agree to uphold the values and standards of excellence established by leaders of the past and cherished by those who followed. The value system and expectations of the Coppin State University family are based upon the philosophy of Fannie Jackson Coppin who embraced the concept of love for self, love for family, and love of community. These expectations embody an awareness of social consciousness, scholarship, honesty, truth, integrity, respect, sensitivity, friendliness, physical and mental health, and pride in Coppin State University.

**CAMPUS DIRECTORY**

<b>OFFICE</b>	<b>PHONE</b>
Information .....	410-951-3000
President.....	410-951-3838
President's Chief of Staff .....	410-951-3838
Provost/Vice President for Academic Affairs .....	410-951-3010
Vice President for Administration & Finance.....	410-951-3575
Vice President for Information Technology.....	410-951-3877
Vice President for Institutional Advancement .....	410-951-3800
Vice President for Enrollment Management and Student Affairs.....	410-951-3584
Academic Advisement Center.....	410-951-3555
Academic Engagement Center.....	410-951-3563
Accounts Payable.....	410-951-3695
Admissions Office.....	410-951-3600
Adult & General Education .....	410-951-3030
Alumni Relations .....	410-951-3812
Applied Psychology and Rehabilitation Counseling .....	410-951-3510
Applied Social and Political Sciences.....	410-951-3520
Athletics Division .....	410-951-3737
Barnes and Noble Bookstore .....	410-951-1222
Budget Development and Management.....	410-951-3693
Bursar (Student Accounts).....	410-951-3677
Business Services.....	410-951-3573
Campus and Capital Projects .....	410-951-3780
Campus Life.....	410-951-3922
Campus Recreation .....	410-951-3383
Campus Wellness .....	410-951-3395
Career Services .....	410-951-3919
Center for Counseling and Student Development .....	410-951-3939
Central Receiving/Inventory.....	410-951-3760
Client Computing Service.....	410-951-3887
College of Behavioral and Social Sciences .....	410-951-2666
College of Business.....	410-951-3444
College of Health Professions.....	410-951-3970
College of Arts & Sciences and Education.....	410-951-3082
Community Health Center .....	410-951-4188
Community Standards.....	410-951-3038
Computer Lab .....	410-951-3897
Controller's Office .....	410-951-3677
Coppin Academy High School.....	410-951-2600
Criminal Justice & Law Enforcement.....	410-951-3044
CSU Development Foundation Inc.....	410-951-3800
CSU Police Department.....	410-951-3900
Curriculum and Instruction.....	410-951-3066
Daley Residence Hall Front Desk.....	410-951-6400
Dean of Education.....	410-951-3082
Dean of Graduate Studies .....	410-951-3082
Dean of Liberal Arts & Sciences .....	410-951-3020

<b>OFFICE</b>	<b>PHONE</b>
Dean of Nursing.....	410-951-3990
Dedmond Hall Front Desk.....	410-951-6767
Department of Visual and Performing Arts.....	410-951-3366
Department of Parking and Transportation.....	410-951-3556
Dining Center Café.....	410-951-1232
Dining Hall Catering Services.....	410-951-1229
Dining Hall Services.....	410-951-1230
Disabled Student Services.....	410-951-3510
Duplicating Services.....	410-951-3750
Eagle Card Services.....	410-951-3570
Education (School of).....	410-951-3082
Education Technology Center.....	410-951-3073
Enrollment Management.....	410-951-3587
Events and Conference Services.....	410-951-3571
Facilities Management.....	410-951-1234
Faculty Senate.....	410-951-6323
Financial Aid Office.....	410-951-3636
Grill Works.....	410-951-6555
Graduate Studies (School of).....	410-951-3090
Health Human Performance.....	410-951-3376
Health Insurance Liaison.....	410-951-3958
Help Desk, Information and Technology.....	410-951-3888
Health Information Management.....	410-951-3970
History, Geography & Global Studies.....	410-951-3434
The Honors College.....	410-951-3388
Housekeeping Services.....	410-951-1234
Housing.....	410-951-6300
Human Resources.....	410-951-3666
Humanities.....	410-951-4150
Information Technology Training.....	410-951-3853
Institute for Local to Global Community Engagement.....	410-951-1288
Institutional Advancement.....	410-951-3800
Institutional Research.....	410-951-3494
Instructional Technology Department.....	410-951-2643
Interdisciplinary Studies Program.....	410-951-4262
ITD-Information Technology Division.....	410-951-3877
International Students.....	410-951-3957
Legal Affairs.....	410-951-3844
Library.....	410-951-3400
Lost & Found.....	410-951-3900
Mailroom and Print Shop.....	410-951-3750
Management and Marketing.....	410-951-3452
Management Information Systems.....	410-951-3444
Math Center.....	410-951-3056
Mathematics & Computer Science.....	410-951-3469
Maxie Collier Scholarship Program.....	410-951-3484
McNair Program.....	410-951-3488

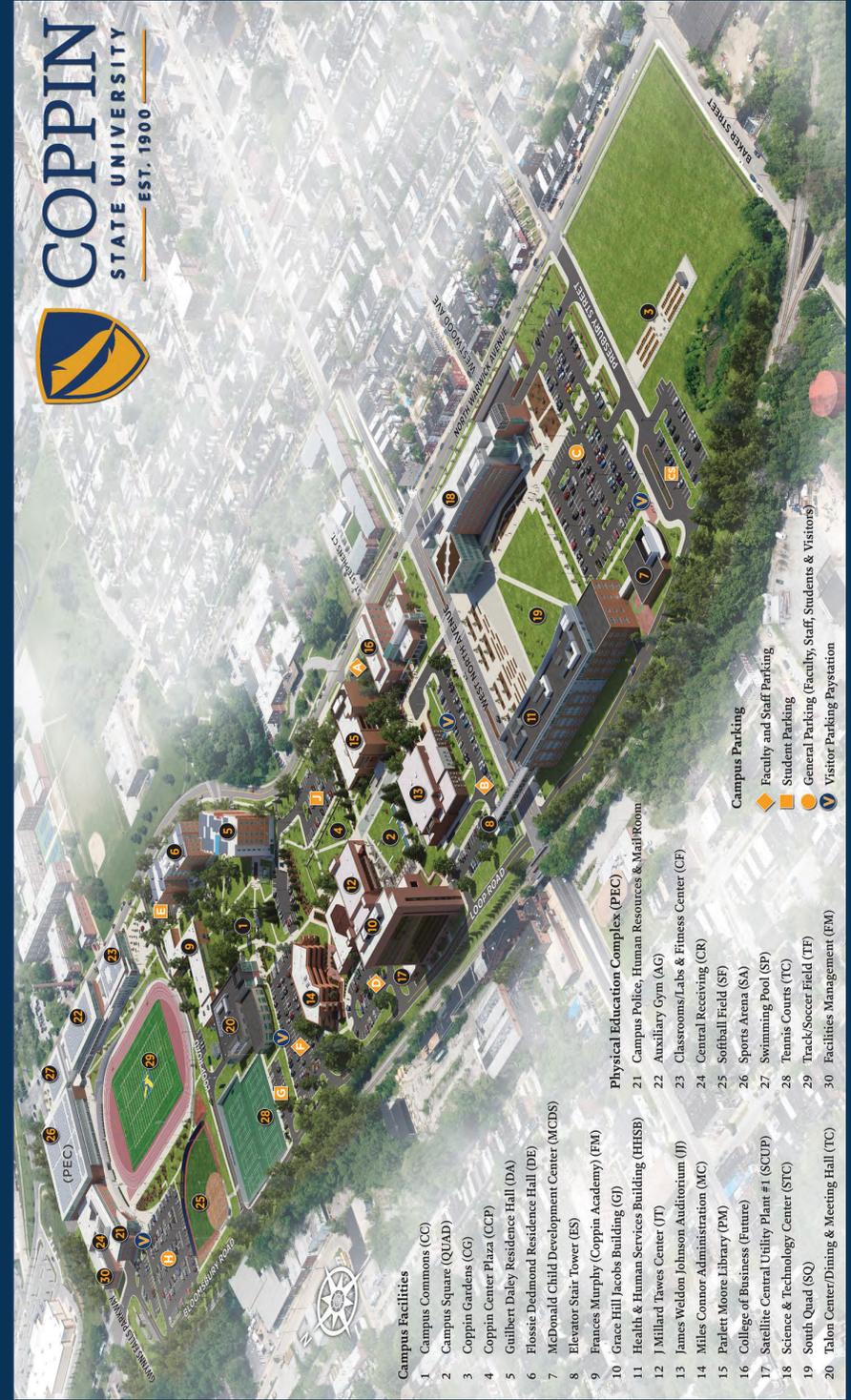
<b>OFFICE</b>	<b>PHONE</b>
Natural Sciences.....	410-951-4111
Network Services.....	410-951-3877
Nursing Undergraduate Division.....	410-951-3970
Nursing Center.....	410-951-4188
Nursing Undergraduate Office.....	410-951-6165
Office of Planning and Institutional Effectiveness.....	410-951-3828
Office of Public Policy and Governmental Affairs.....	410-951-3845
Office of University Compliance and Judicial Affairs.....	410-951-3932
Office of University Relations.....	410-951-4200
Parking and Transportation.....	410-951-3556
Philosophy.....	410-951-4150
Physical Plant.....	410-951-1234
Planning & Assessment.....	410-951-3828
Procurement and Business Services.....	410-951-3790
Professional Studies (School of).....	410-951-2666
Public Policy and Government Relations.....	410-951-3845
Psychology & Rehabilitation Counseling (Applied).....	410-951-3510
Reading Laboratory.....	410-951-3057
Records & Registration.....	410-951-3700
Rehabilitation Counseling.....	410-951-3510
Residence Life.....	410-951-6399
Rosemont/Coppin Initiative.....	410-951-3086
ROTC.....	410-951-3950
Social Work.....	410-951-3535
Special Education.....	410-951-3544
Special Events and Community Relations.....	410-951-3800
Special Projects & Events.....	410-951-3819
Sports Information.....	410-951-3729
S.T.E.M Project.....	410-951-4130
Student Life Center.....	410-951-3381
Student Government Association.....	410-951-1244
Student Health Insurance (Liaison).....	410-951-3958
Student Support Services.....	410-951-3656
Study Abroad.....	410-951-3441
Subway.....	410-951-1236
Sustainability Initiative.....	410-951-3845
Teacher Education Advisement and Retention Center (TEARC).....	410-951-4209
Telecommunications.....	410-951-3877
Thompson Hospitality.....	410-951-1230
University College First Year Experience.....	410-951-6420
University Relations.....	410-951-4200
Visual and Performing Arts.....	410-951-3366
Veteran's Affairs.....	410-951-3700
Web and Multimedia Development.....	410-951-3852
Work Control Center- Facilities Management.....	410-951-1234

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