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STATE UNIVERSITY

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Coppin State University

Policy and Procedures

Policy #: 2019-001

Version: 01

Subject: Reporting Student Concerns Regarding Athletic Programs and Activities

Effective Date: 10/31/2019

Approval Date: 11/1/2019

Approved by: Mickey L. Burnim, Ph.D.  
Interim President

Review Date: N/A

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## I. **POLICY STATEMENT:**

Coppin State University (the “University”) has established this policy to ensure the University has a process for receiving and addressing student concerns about the University’s athletic programs and activities pursuant to Annotated Code of Maryland, Education Article, title 11, Subtitle 16. Policy on Student Concerns About Athletic Programs and Activities.

## II. **PURPOSE/REASON FOR POLICY:**

The University is committed to an athletic environment that seeks to provide fair and equitable treatment and opportunity for the resolution of student concerns in all areas related to University athletics, focused most specifically on University athletics’

programs and activities in which University students participate. This policy promotes student and student athlete well-being.

### III. RESPONSIBLE EXECUTIVE AND OFFICE:

Responsible Executives: Director of Athletics  
Vice President of Student Affairs

Responsible Offices: Department of Athletics  
Recreational Activities  
Office of Enrollment and Student Affairs

### IV. ENTITIES EFFECTED BY THE POLICY:

This policy applies to students, coaches and staff that participate in the University athletics programs and activities.

### V. DEFINITIONS:

**“Athletics Program and Activity”** means any practice, workout, game, match, meet or other like activity overseen by the University’s Department of Athletics, including recreational sports activities.

**“Concern”** includes issues related, but not limited, to harassment or hazing, by a coach, a University Athletics staff member, medical staff, or another student. “Concern” does not include issues or complaints related to playing time or positions on an athletic team.

**“Harassment”** means unwelcome conduct (including written or electronic communication) directed toward a specific person(s), which is so severe and pervasive, or persistent that it interferes with or limits a person’s ability to participate in, or benefit from the services, activities, or opportunities offered by the University.

**“Hazing”** is defined as any action taken or situation created intentionally, whether on or off campus, inflicted on person(s) joining a group or member(s) of a group, that a reasonable person would consider as having the potential to create mental or physical discomfort, embarrassment, harassment, or ridicule, without the individual’s consent. Hazing includes any mental or physical requirement, request, or obligation which emphasizes one individual’s or a group’s power over others and/or perceived necessary/obligation to participate; that could cause pain, disgrace, or injury; that is personally degrading; and/or that violates federal, state, local law or University policy.

## VI. PROCEDURES:

The Department of Athletics shall establish and implement procedures consistent with the Policy that include: (i) a process through which student(s) can share/report concerns about the University's athletics programs and activities with the University Administration, including senior officials within the administration who are not directly involved with the management of athletics programs or activities; (ii) an option for student(s) to submit concerns confidentially; and (iii) a prohibition of retaliating or discriminating against student(s) who share concerns under this Policy.

Students may report concerns about the University's athletic programs/activities in a number of manners. This Policy establishes the following protocols by which a student may report a concern about athletic programs and/or activities. A student may elect any one of the following reporting protocols:

- i. The reporting student may complete the Department of Athletics Student Concern complaint form. This form can be obtained at the receptionist desk located in the Department of Athletics. The form may also be obtained online at [www.coppinstatesports.com](http://www.coppinstatesports.com). Upon completion of the form, the form should be submitted to the Director of Athletics;
- ii. The reporting student may complete and submit a Student Concern complaint form to the Office of Enrollment Management and Student Affairs. This form can be obtained from the Office of Enrollment and Student Affairs. *Office of Enrollment Management and Student Affairs, Miles Connor Administration Building, 1<sup>st</sup> Floor, Coppin State University, 2500 W. North Avenue, Baltimore, Maryland 21216.* Additionally, the Student Concern complaint form can be obtained from the University website (<https://www.coppin.edu/studentaffairs/studentconcerncomplaint>) and may be completed and submitted to the Office of Enrollment Management and Student Affairs directly or online at <https://www.coppin.edu/policies/enrollmentmanagementandstudentaffairs>.
- iii. Confidential reporting may be made by students wishing to report concerns anonymously. This process does not reveal the identity of the reporting party to anyone at Coppin State University unless the reporting party self-identifies, or a legal exception applies. Legal exceptions may occur, for example, when disclosure is required to comply with state or federal law, or to comply with a court order. Students may report concerns directly to the Office of Enrollment and Student Affairs, which reports to University officials outside of the Department of Athletics. Confidential submissions may also be done via the Office of Enrollment and Student Affairs. All confidential reporting complaints should be directed to the Vice President of Enrollment and Student Affairs.

**VII. PROHIBITION AGAINST RETALIATION AND DISCRIMINATION:**

A student may not be retaliated against for reporting a concern under these procedures. A student who feels that he/she has been retaliated against for reporting a concern may file a written complaint with the Director of Athletics. Where the underlying concern is discrimination and/or sexual harassment or misconduct, reports or retaliation should be made to the Office of Enrollment and Student Affairs.

**VIII. UNIVERSITY REPORTING REQUIREMENTS:**

On or before July 1, 2020, and each July 1 thereafter, the University shall report to the Maryland Higher Education Commission on the number of students who shared concerns under the institution's policy during the immediately preceding fiscal year.

**IX. NOTIFICATION OF POLICY REQUIREMENT:**

This Policy is available for public access on the University website at:

[www.coppinstatesports.com](http://www.coppinstatesports.com);

<https://www.coppin.edu/studentaffairs/studentconcerncomplaint>; and,

<https://www.coppin.edu/policies/enrollmentmanagementandstudentaffairs>

The procedures established for implementing this Policy shall be included in the University Student Athlete and University Student handbooks.

Related Policies:      Md. Code Ann., Educ. §11-1601  
                                  USM Policy V-2.00 Policy on Student Athletics  
                                  CSU Code of Student Conduct  
                                  CSU Policy {Hazing}  
                                  CSU Policy {Prohibiting Discrimination}  
                                  CSU Policy Sexual Misconduct

Approval Date: October 31, 2019

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