

COPPIN STATE UNIVERSITY STUDENT CODE

PREFACE:

Coppin State University is a community where people of diverse backgrounds and philosophy live in harmony, accept personal responsibility for their actions, and respect the rights of others. In order for this community to thrive, tenets of behavior must be strongly valued and clearly understood. To accomplish these goals, the University must require certain standards of behavior. The University standards of conduct do not replace or relieve the requirements of civil or criminal law. Throughout this document, your rights and your responsibilities as a member of the Coppin Community will be described. Your first responsibility as a member of this community is to read this document carefully and to fully understand what is expected of you as a member of this community.

The Student Code is based on respect of others, the environment, the mission of the University, and the rights and responsibilities of community membership. The cornerstone of the Student Code is consideration and responsibility. Students are expected to respect the rights of all members of the University Community. In order to protect the rights, the following policies have been established together with the sanctions which are likely to be imposed in the event that a violation is found by the appropriate university official or duly authorized Judicial Board. You are expected to become familiar with the policies, take responsibility for your actions, be sensitive to and considerate of those around you. Being a member of the Coppin State University Community is a privilege which carries with it responsibility for upholding this Code. All students are accountable for their 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.

ARTICLE I - DEFINITIONS

1. The term "University" means Coppin State University.
2. The term "student" includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduates, graduate, or professional studies and those who attend post-secondary educational institutions other than Coppin State University, and who reside in University residence halls. Persons who are not officially enrolled for a particular term but who have continuing relationship with the University are considered "students."
3. The term "faculty member" means any person hired by the University to conduct classroom activities.
4. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The term "member of the University community" includes any person who is a student, faculty member, University official or any person employed by the University. A person's status in a particular situation shall be determined by the Vice President for Student Affairs.

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 people who have complied with the formal requirements for University recognition.
8. The term "judicial body" means any person or persons authorized by the Vice President for Student Affairs to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
9. The term "Judicial Advisor" means a University official authorized on a case-by-case basis by the Vice President for Student Affairs to impose sanctions upon students found to have violated the Student Code. The Vice President for Student Affairs may authorize a judicial advisor to serve simultaneously as a judicial advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the Vice President for Student Affairs from authorizing the same judicial advisor to impose sanctions in all cases.
10. The term "shall" is used in the permissive sense.
11. The term "may" is used in the permissive sense.
12. The Vice President for Student Affairs is that person designated by the University President to be responsible for the administration of the Student Code.
13. The term "policy" is defined as the written regulations of the University as found in, but not limited to, the Student Code, Student Handbook, Residence Life Handbook, etc., and Graduate/Undergraduate Catalogs.
14. 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 of tests or other academic material belonging to a member of the University faculty or staff,
15. 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.

ARTICLE II - JUDICIAL AUTHORITY

1. The Judicial Advisor shall determine the composition of judicial bodies which shall be authorized to hear each case.

2. The Judicial Advisor shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings which are not inconsistent with provisions of the Student Code.
3. Decisions made by a judicial body and/or Judicial Advisor shall be final, pending the normal appeal process.
4. A judicial body may be designated as arbiter of disputes within the student community in cases which do not involve a violation of the Student Code. All parties must agree to arbitration and to be bound by the decision with no right of appeal.

ARTICLE III – PRESCRIBED CONDUCT

A. JURISDICTION OF THE UNIVERSITY

Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises or which adversely affects the University community and/or the pursuit of its objectives.

A. CONDUCT--RULES AND REGULATIONS

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any university official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
 - d. Tampering with the election of any University-recognized student organization.
2. 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-University activities, when the act occurs on University premises.
3. Unlawful verbal or physical abuse, threats, intimidation, harassment, coercion and/or other unlawful or unauthorized conduct which threatens or endangers the health or safety of any person.
4. 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.
5. Participation in 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).

6. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication, or use of keys to any University premises or unauthorized entry to or use of University premises.
8. Violation of published University policies, rules, or regulations.
9. Violation of federal, state, or local laws on University premises or at University sponsored or supervised activities.
10. Use, possession, or distribution of narcotics or other controlled substances, or possession of drug paraphernalia except as expressly permitted by law.
11. Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and University regulations, or public intoxication.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises.
13. 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.
14. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
15. 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 Section B, Sanctions 2A**).
16. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.

- d. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the University computing system.
17. Abuse of the Judicial System, including but not limited to:
- a. Failure to obey the summons of a judicial body or University official.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Institution of a judicial proceeding knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in or use of, the judicial system.
 - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/ or during the course of, the judicial proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.
18. Unauthorized or illegal gambling on University owned or controlled property, or at University sponsored or supervised functions.

C. VIOLATION OF LAW AND UNIVERSITY DISCIPLINE

- 1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the University community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest" or "nolo contendere").
- 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 in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

3. When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before judicial body under the Student Code however, the University may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University community.

The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE V - JUDICIAL POLICIES

A. CHARGES AND HEARINGS

1. Any member of the University community may file charges against any student for misconduct under this Code. Charges shall be prepared in writing, and directed to the Judicial Advisor responsible for the administration of the University judicial system. Any charge should be submitted as soon as possible after the event takes place.
2. The Judicial Advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Advisor. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Judicial Advisor may later serve in the same matter as the judicial body or a member thereof.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearing may be extended at the discretion of the Judicial Advisor.
4. Hearings shall be conducted by a judicial body according to the following guidelines:
 - a. Admission of any person other than the accused student, to the hearing shall be at the discretion of the judicial body and/or its Judicial Advisor.
 - b. In hearings involving more than one accused student, the chairperson of the judicial body, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
 - c. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. Nevertheless, the complainant and/or the accused is responsible for presenting his or her own case by calling witnesses, cross-examining witnesses, presenting written documents and making opening and closing statements. An advisor present at a hearing before a judicial body is

permitted to advise his or her client as to what, if any, statements should be made before the judicial body. However, an advisor is not permitted to cross-examine witnesses, present documentary evidence or make opening and closing statements.

- d. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
 - e. All procedural questions are subject to the final decision of the chairperson of the judicial body.
 - f. After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code which he/she is charged with violating.
 - g. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
5. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the University.
 6. Except in the case of a student charged with failing to obey the summons of a judicial body or University official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

B. **SANCTIONS**

1. The following sanctions may be imposed upon any student found to have violated 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 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. **Discretionary Sanctions**-Work assignments, service to the University or other related discretionary assignments (such assignments must have the prior approval of Judicial Advisor).

- g. **Residence Hall Suspension**-Separation of the student from the residence hall for a definite period of time, after which the 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 for re-admission 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.
- a. Any student who is found guilty in any state or federal court, or found responsible in any campus judicial 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.
 - b. A student suspended under this provision shall not be admitted to any other institution in the System during the term of suspension.
 - c. A student expelled according to this 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, disciplinary sanctions shall be made part of the student's permanent academic record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than University suspension or University expulsion, upon application to the Judicial Advisor. Cases involving the imposition of sanctions other than University suspension or University expulsion shall be expunged from the student's confidential record 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 B1, a through e.
 - b. Deactivation-Loss of all privileges, including University recognition, for a specified period of time.
5. In each case in which a judicial body determines that a student has violated the Student Code, the sanctions(s) shall be determined and imposed by the Judicial Advisor.

C. **INTERIM SUSPENSION**

In certain circumstances, the Judicial Advisor, or a designee, may impose a University or residence-hall suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student posed a definite threat of disruption of or interference with the normal operations of the University.
2. During the interim suspension, students shall be denied access to the residence hall and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Judicial Advisor or designee may determine to be appropriate.

D. APPEALS

1. A decision reached by the judicial body or a sanction imposed by the Judicial Advisor may be appealed by accused students or complainants to the CSU Judicial Appeals Board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President for Student Affairs.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that a Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
 - b. To determine whether the decision reached regarding the accused student was based on substantial evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
 - d. 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 to the person appealing at the time of the original hearing.
3. If an appeal is upheld by the Judicial Appeals Board, the matter shall be remanded to the original judicial body and Judicial Advisor for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).
4. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the Judicial Appeals Board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the Judicial Appeals Board may, upon review of the case, reduce, but not increase, the sanctions imposed by the Judicial Advisor.
5. In cases involving appeals by persons other than students accused of violating the Student Code, the Judicial Appeals Board may, upon review of the case, reduce or increase the sanctions

imposed by the Judicial Advisor or remand the case to the original judicial body and Judicial Advisor.

INTERIM 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.
3. 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 fact 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.
4. 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.

5. 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.

6. 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 is found guilty by a court of law or
 - b. The student pleads guilty or solo contendere to the charges or
 - 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 Department of Public Safety and or the Judicial Affairs Advisor after the student has been offered an informal meeting with both.

STUDENT GRIEVANCE PROCEDURES

PREAMBLE

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 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. An official decision or action by the Board of Regents, the Chancellor, or the President of Coppin.
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 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 work days 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 work days 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) work days 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 work days 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 work days 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.