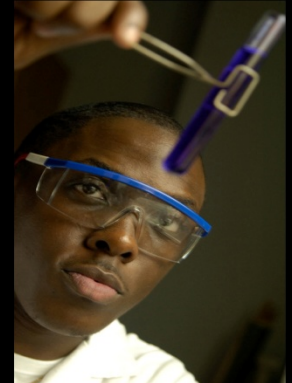


Eagle Guide

STUDENT HANDBOOK



The **Eagle Guide**-Student Handbook is published by the Division of Student Affairs. This publication serves as a general source of information for Coppin State University students. The information in the Eagle Guide should not be regarded as a contract between the students and Coppin State University. All information is subject to change without warning. The 2011-2012 Eagle Guide was edited and designed by Dr. Franklin Chambers, Dr. Joann Christopher-Hicks, and Mrs. Dorothy Lemon.

COPPIN'S STORY

In 1900, in order to meet the demand for teachers of black grade school children, the Baltimore City School Board initiated a one year training program. The course was taught at the Douglass Colored High School, located on Pennsylvania Avenue at Dolphin Street. Two years later this course was made the "Normal Department" and the school became the Colored High and Training School.

In 1901, the training department was detached from the high school and became a separate institution with its own principal, Mr. Joseph Harrison Lockerman.

In 1926, the name Fannie Jackson Coppin Normal School was acquired in honor of the first black woman to receive a degree from a college of first rank. By 1931 the curriculum was lengthened to three years, and in 1938 it was extended to four years. This was the time at which the institution became Coppin Teachers College and was given authority to grant the Bachelor of Science degree.

In 1950, Coppin was made a part of the Maryland Public School System under the State Department of Education, and became known as Coppin State Teachers College. Dr. Miles W. Connor was named the first president.

Until 1955, Coppin was operated for the purpose of training Negro teachers for the elementary schools of Maryland. During that year, the Maryland State Board of Education, adhering to the edict of the United States Supreme Court outlawing segregation in the publicly supported schools, removed all racial restrictions from the admission requirements of all Teachers Colleges in the State, making it possible for Coppin to operate under a fully integrated policy.

Coppin shared space at different times with several public schools---in 1902, with the Colored High and Training School at Pennsylvania and Dolphin, in 1909, with the elementary school at Saratoga and Mount Streets, and in 1928 with the Booker T. Washington Junior High School at Lafayette and McCulloh Streets where it remained until 1932. In 1932, the school moved to the top floor of an elementary school on Mount Street near Riggs Avenue, remaining there until 1952.

On July 1, 1952, the College moved to its present site on North Avenue---occupying for the first time in its history, buildings of its own---to a campus comprising 29 acres.

Beginning in 1963, when the College became Coppin State College under the Board of Trustees of the Maryland State Universities and Colleges, there was a steady increase in the number and types of programs offered, degrees and degrees conferred. In 1967, Coppin State College awarded its first Bachelor of Arts Degree. New programs were developed leading to Bachelor of Arts, Bachelor of Science and Master of Education Degrees.

In 1988, Coppin became part of the University of Maryland System. Having experienced phenomenal growth the College was renamed "Coppin State University" by the General Assembly of Maryland.

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COPPIN STATE UNIVERSITY

OFFICE OF THE PRESIDENT



August 22, 2011

Dear Coppinite:

Welcome to Coppin State University (CSU). I greet you on behalf of the Board of Regents, the entire Coppin community, and welcome you to the family. We are so pleased that you have chosen Coppin to continue your education, and fulfill your dreams and aspirations. We are located in the heart of Baltimore, which is affectionately known as “Charm City,” where we offer the warmth of local neighborhoods in an urban setting. Founded in 1900, and named for famed educator, Dr. Fanny Jackson Coppin, CSU is a comprehensive liberal arts institution committed to excellence in teaching, scholarship/research and continual community service.

I encourage you to take full advantage of what we have to offer as a University; reach out to faculty, staff, and other students and seek guidance and ask questions whenever necessary. The valuable resources that are available to you as a Coppin student are unmatched. The “Eagle Guide” is one such resource; take the time to become familiar with this student handbook, which is a resource guide that will answer many of your questions about campus life, career opportunities, and academic resources available. The administration, staff and faculty are here to assist you in having an experience of a lifetime and the opportunity to turn the dreams of all those who made it possible for you to be here into a reality.

We look forward to your active participation in student affairs and the many collegiate activities available.

Finally, we invite your feedback regarding your experiences on campus, and how the quality of those experiences can be enhanced. There are survey boxes located throughout the campus, please make full use of them to share with us your ideas and concerns.

Again, welcome the family, and I look forward to interacting with you throughout the campus.

Sincerely,

Reginald Avery, Ph.D.
President



Office of the Provost & Vice President for Academic Affairs

2500 West North Avenue
Baltimore, Maryland 21216
410.951.3010 office; 410.951.3009 fax

Fall 2011

Dear Coppin State University Student,

If this is your first year at Coppin State University, Welcome!
If you are a returning student, we look forward to assisting you with your progressive academic matriculation. Regardless, of your academic year, it is my wish that you have a rich, engaging, positive, awakening and thought-provoking experience at Coppin State University (CSU). Your experiences and opportunities will be maximized only by your personal vision to be a student of inquiry and imagination!



Your learning should be dynamic. At this stage of academic development, it is important and necessary that you create new dimensions of how you view the world. Thinking with new frames about new environments, interacting with new global partners and with new technologies is the 21st Century expectation. Be bold and limitless in your learning!

As you progress to graduation, you will learn about many structures of human relations, organizations, and personal development. The CSU Student Handbook is an excellent resource for answering many questions regarding various structures. Please use the Student Handbook often as your personal reference.

Finally, I ask that you prioritize your goals. Take advantage of your time as a college student and remember that the collegiate experience is a safe "test" haven that prepares you for the real world. So, Eagles ... enjoy, learn, engage, grow and **graduate** to your new world!

Best to each of you!

Sincerely,

A handwritten signature in cursive script that reads "Cynthia J. Hammond".

C. Jackson Hammond, Ed.D.
Provost and Vice President
Academic Affairs

"Nurturing Potential Transforming Lives"

COPPIN STATE UNIVERSITY

Division of Student Affairs
Office of the Vice President for Student Affairs

August 22, 2011



Dear Student:

Welcome to Coppin State University! You are now a part of a wonderful family of scholars that we affectionately refer to as the Coppin Family. We want your experiences at the University to be both rewarding and successful. The Division of Student Affairs is here to assist you in this phase of your academic journey, and to help you realize your personal, professional and career goals. I invite you to take full advantage of the information and experiences to which you will be exposed to in the Eagle Guide (Student Handbook). The Eagle Guide is designed as an easy to search reference guide for your matriculation at the University and to ensure that you are prepared to take full advantage of the opportunities and responsibilities the University has to offer.

I encourage you to reach out to faculty, staff, administrators, and other students, and seek guidance, and ask questions whenever necessary. Coppin is a wonderful institution of higher education with immeasurable resources and people to assist you in your quest for knowledge.

You have joined a community of scholars that are destined to lead, and determined to serve. Coppin graduates have set the pace, and now it's up to you to assume the mantle and make your mark on campus, in your community, and in society at large. Commit yourself to a life of service, and Coppin and the world will be better served because of your efforts. I encourage you, from the first day of your experience as a Coppin student, to achieve academically at the highest level possible, maintain your high moral and cultural standards, and commit yourself to a life of civic engagement and activism.

Again, welcome to Coppin State University where Eagles soar and excellence reigns supreme. Best wishes for a successful educational experience.

Sincerely,

A handwritten signature in black ink that reads "Franklin D. Chambers". The signature is written in a cursive style.

Franklin D. Chambers, Ph.D.
Vice President for Student Affairs

2500 West North Avenue
Baltimore, Maryland 21216



Telephone (410) 951-3933
Facsimile (410) 951-3934

I. Coppin A to Z

ACADEMIC DISMISSAL

Contact the Office of Records and Registration at 410-951-3700.

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 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 Division 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 division, 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/Division Dean. The President shall approve or disapprove this decision within fifteen (15) days, and the decision of the President shall be final.

ACADEMIC INFORMATION

FRESHMAN ADVISEMENT

The Office of Academic Advisement coordinates a program of academic advising and testing for freshman and undecided majors. The mission of Academic Advisement is to provide quality advisement to students in an effort to assist the University with its retention and graduation goals. The ultimate goal is to assist students in identifying academic goals and developing techniques that will lead to personal and educational achievements.

If you are an undecided major please contact the office at 410-951-3555. The Office of Academic Advisement is located in the Health and Human Services Building, Room 224. Hours: Monday, Tuesday, Thursday - 8:30 a.m. 5:30 p.m., Wednesday, 8:30 a.m. – 6:45 p.m., Friday, 8:30 a.m. 5:30 p.m.

DECLARING A MAJOR

Declaring a major is to officially choose the course of study which you would like to pursue. Admission to the CSU is not an automatic guarantee of admission to a major program. Each major department interviews and accepts its own students. To officially declare 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. Submit the completed Declaration of Major Form to the Office of Academic Advisement.

Students must declare their major before completing 36 credit hours. Students obtain the Declaration of Major Form from www.coppin.edu/AcademicAdvisement/Declaring.aspx. The completed form must be returned to the Office of Academic Advisement.

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.

ACADEMIC SESSIONS

Monday thru Thursday.....	08:00 a.m.	–	02:00 a.m.
Friday	08:00 a.m.	–	05:00 p.m.
Saturday	10:00 a.m.	–	04:30 p.m.
Sunday	02:00 p.m.	–	07:00 p.m.

ATHLETICS DEPARTMENT

Coppin State University is an NCAA Division I institution that competes in the Mid-Eastern Athletic Conference. 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.

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 which 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 as exist 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.

The 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.

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.

The instructor determines whether a student absence is excused or unexcused. 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 IUCAP. The student who exceeds the allowable number of unexcused absences may receive a grade of AW or FX based on unsatisfactory class attendance. The instructor is authorized to issue a grade of **AW** (when the unexcused absence occurs within the withdrawal period) or **FX** (when the unexcused absence occurs after the withdrawal period). The Institutional Class Attendance Policy is universal unless an individual class attendance policy permits fewer absences.

The grade of AW or FX is considered official and effective upon receipt of the Grade Notification Form by the Office of Records. Students who receive official grades of AW or FX forfeit the right to withdraw themselves from those classes despite the withdrawal date.

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 un-excused 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 un-excused 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 un-excused 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.

AUDITING

A student may audit certain courses and students must pay the appropriate fee and obtain the instructors 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. A record is maintained in the Office of Records of all students auditing courses.

Fall 2011 Calendar

August 2011	
August 1	Deadline for Submitting Challenge Exam Applications
August 12	Open Registration for Fall 2011 Concludes for the 7 Week Sessions & 15 Week Term
August 15	Deadline for Submitting Small Class Cancellation and Names of Faculty Teaching Courses
August 16-September 16	Beginning & End Dates for Departments to Enter 2012 Winter & Spring Update Course Offerings by Changing the Meeting Dates & Times, Deleting Course Offerings & Entering the Names of Instructors.
August 18-September 2	Late Registration for 7 Week & 15 Week Term
August 19	Deadline for Submitting Challenge Exam Results
August 29	Fall 2011 Classes Begin for 15 Week Term, & 1 st Seven Week Session
September 2011	
September 2	Last Date of Fall 2011 Late Registration for 15 Week Term
September 2	Last Date of Fall 2011 Late Registration for 7 Week 1 & 2 Sessions
September 2	Deadline for <u>Continuing Students</u> to Submit Change of Residency Applications and Supporting Documents for Fall 2011
September 2	Deadline for Inter-Institutional Registration with the Approval of Host Institution
September 5	Holiday (Labor Day)
September 6	Last Day for Registered Students to Add, Swap, & Drop Classes for <u>1st & 2nd Seven Week Sessions and 15 Week Session.</u>

September 6	Last Day for Students to Drop Courses Without Grade Penalty of "W" for <u>Seven Week Sessions and 15 Week Session</u>
September 9	Last Date to Apply for Winter & Spring 2012 Graduation
September 9 2011	Deadline for Submitting Course Exceptions for 2012 Winter & Spring Applicants for Graduation
September 12	Deadline for Students to Submit Grade Appeals Form, Written Explanation of the Dispute & Documentation for Spring and Summer 2011 to Professors
September 17-21	Mid-Term for <u>1st Seven Week Session</u>
September 23	Deadline for Entering <u>1st Seven Week Session</u> Mid-term Grades
September 23	Last Day for Faculty to submit AW Grades for 1st Seven Week Session to the Attendance Coordinator
September 23	Fanny Jackson Coppin Academic Convocation
September 24	Graduation Seminar (Undergraduate Prospective Graduating Candidates)
September 26	Last Day to Withdraw from Course(s) for the <u>1st Seven Week Session</u>
September 26-October 3	Final Dates for Departments to Edit the Winter and Spring 2012 Course Offerings in EagleLINKs

October 2011	
October 3	Last Day for Departments to Edit the Winter and Spring 2012 Course Offerings in EagleLINKs
October 7	Last Day to Submit Spring 2011 A-F and CS Grade Changes
October 10-15	Mid-term Evaluations for <u>15 Week Term</u>
October 17	Classes End for <u>1st Seven Week Session</u>
October 18	Deadline for Entering Mid-term Grades for <u>15 Week Term</u>
October 18-24	Final Exams for <u>1st Seven Week Session</u>
October 21	Deadline for submitting Spring 2011 "Incomplete" Grade Changes for Graduate Students
October 24	Classes Start for <u>2nd Seven Week Session</u>
October 26	Deadline for Entering Final Grades for <u>1st Seven Week Session</u>
November 2011	
November 2-6	Spring & Winter 2012 Registration for Grad Students, Seniors & Juniors

November 7-13	Mid-Term Evaluations for <u>2nd Seven Week Session</u>
November 9-13	Spring & Winter 12' Registration for Sophomores & Freshmen
November 14 - December 16	Beginning & End Dates to Enter 2012 Summer & Fall Course Offerings in EagleLINKs by Changing the Meeting Dates & Times, Deleting Course Offerings & Entering the Names of Instructors.
November 15	Deadline for Enter <u>2nd Seven Week Session</u> Mid-term Grades
November 22 December 19	Spring & Winter 2012 Open Registration
November 18	Last Day for Faculty to submit AW Grades to the Attendance Coordinator for 2 nd Seven Week Session and 15 Week Term
November 21	Last Day to Withdraw from Course(s) <u>2nd Seven Week Session</u>
November 21	Last Day to Withdraw from Course(s) or University for <u>15 Week Term</u>
November 23-27	Thanksgiving Recess for Students
November 28	Classes Resume
December 2011	
December 9	Classes End <u>for 2nd Seven Week Session & 15 Week Term</u>
December 10-16	Final Exams for <u>2nd Seven Week Sessions & 15 Week Term</u>
December 16	Last Date to Enter 2012 Summer & Fall Course Offerings in EagleLINKs by Changing the Meeting Dates & Times, Deleting Course Offerings & Entering the Names of Instructors.
December 16	Graduation Rehearsal All Students
December 17	Fall 2011 Commencement Graduate and Undergraduate Students Held at Physical Education Complex at Coppin State University
December 19	Deadline for Chairpersons to Submit the Status Report of fall 2011 Graduation Applicants' Graduation Exit Assessments
December 19	Deadline for Entering Fall 2011 Final Grades in EagleLinks for <u>2nd Seven Week Sessions & 15 Week Term</u>
December 19	Last Day for Faculty to Submit "Incomplete" Grade Changes for Spring 2011 Undergraduate Students to the Office of Records and Registration
December 23	Holiday Recess Begins

Winter 2012 Calendar

December 20, 2011	Winter 2012 Last Day for Registration
January 3	Winter 2012 Classes Begin
January 4	Last Day for Registered Students to Add or Swap or Drop Courses for the Winter
January 4	Last Day for Registered Students to Drop Courses for the Winter without (“W” Grade Penalty
January 6	Last day to withdraw from Winter courses
January 16	Holiday – University Closed Dr. Martin L. King’s Birthday Observed
January 20	Winter 2012 Classes End
January 24	Deadline for Entering Winter 2012 Grades

Spring 2012 Calendar

January 3	Deadline for Submitting Challenge Examination Applications Spring 2012
January 3	Winter 2012 Classes Begin
January 6	Spring 2012 Open Registration Concludes for seven week sessions and 15 week Term
January 12-31	Spring 2012 Late Registration Begins for 7 week sessions and 15 week Term
January 16	Holiday – University Closed Dr. Martin L. King’s Birthday Observed
January 17	Deadline for Submitting Small Class Cancellations & Name Changes for Faculty Teaching Courses for Spring 2012
January 25	Spring 2012 Semester Classes Begin for 7 week sessions and 15 week Term
January 31	Deadline for Submitting Change of Residency Form
January 31	Last Day of Late Registration Continuing and New Students
January 31	Last Day for Registered Students to Add & Swap Courses for 1st & 2nd seven week sessions and 15 week term. Last day to DROP

	(without grade penalty of “W”) for 1st & 2nd 7 week sessions and 15 week Term.
January 31	Last day to DROP (without grade penalty of “W”) for 1st and 2nd 7 week sessions and 15 week Term.
January 31	Deadline for Submitting Challenge Examination Results for Spring 2012
January 31	Deadline for Inter-Institutional & Collaborative Registration
February 14	Mid-term for 1st Seven Week Session
February 16	Deadline for Entering 1st Seven Week Mid-term Grades
February 17	Deadline for Submitting AW Grades for 1st Seven Week Session to the Attendance Coordinator
February 21	Last Day to Withdraw for the 1st Seven Week Session
February 20-27	Final Dates to Edit the 2012 Summer & Fall Course Offerings in EagleLINKs
February 28	Last Date to Submit Graduation Application to the Office of Records and Registration for 2012 Summer I, Summer II and Fall

Spring 2012 Tentative Records & Registration Calendar

March 3-9	Mid-term Evaluations 15 Week Term
March 5	Last day to Submit fall 2011 A-F and CS Grade Changes
March 9	1st Seven Week Session Ends
March 12	Final Exam for 1st Seven Week Session
March 12	2nd Seven Week Session Begins
March 13	Deadline for Inputting Mid-term Grades for 15 Week Term
March 14	Deadline for Entering Final Grades for 1st 7 Week Session
March 16	Spring Recess Residence Hall Check-Out by 6:30 pm
March 18-25	Spring Recess

March 19	Last day to Submit “Incomplete” Grade Changes for Fall 11 Graduate Students
March 25	Residence Hall Check-in After Spring Break
March 26	Spring 2012 Classes Resume
March 26	Mid-Term for 2nd 7 Week Session
March 28	Deadline for Entering Mid-term Grades for 2nd 7 Week
April 2012 April 4-8	Summer & Fall 2012 Registration for Graduate Students, Seniors & Juniors. Registration Closes at 11:59pm on April 10th
April 11-15	Summer & Fall 2012 Registration for Sophomores & Freshmen. Registration Closes at 11:59pm on April 17th
April 12	Deadline for submitting AW Grade to the Attendance Coordinator for 2nd Seven Week and 15 Week Term
April 16	Last Day to Withdraw from Course(s) or University for the 15 Week Term and Last Day to Withdraw from Course(s) for 2nd Seven Week Session
April 18-May 25	Open Registration Summer 2012 All students
April 18-August 10	Open Registration Fall 2012 All Students

Spring 2012 Calendar

May 4	2nd Seven Week Session Ends
May 7	Final Examination for 2nd Seven Week Session
May 10 May 11	Classes End 15 week Term Study Day
May 11	Deadline for Entering 2nd Seven Week Final Grades in EagleLINKS
May 12-18	Final Examination 15 Week Term
May 18	Resident Hall Check-out by 6:30pm
May 22	Resident Hall Extended Check-out for Graduating Seniors by 12:30 pm

May 18	Spring 2012 Semester Ends
May 18	Deadline for Chairpersons to Submit the Status Report of Spring 2012 Graduation Applicants' Graduation Exit Assessments
May 18	Graduation Rehearsal Graduate Students
May 18	Graduation Rehearsal Undergraduate Students
May 19	Commencement- Graduate & Undergraduate Students
May 22	Deadline for Inputting Spring 2012 Final Grades
May 22	Last Day for Faculty to Submit "Incomplete" Grade Changes for Fall 2011 Undergraduate students
May 25	Last Day to Register for Summer Classes
May 28	Memorial Day Holiday Closed
May 29	Summer I 2012 Classes Begin

CAMPUS INFORMATION AND VISITOR SERVICES (CIVS)

The overall mission of Campus Information and Visitor Services (CIVS) is to facilitate access to the institution by providing accurate information and appropriate referrals that meet the needs of the campus community: students, faculty, staff, prospective students and their family members, alumni, and general visitors. To accomplish this mission, CIVS will:

- provide accurate information and referrals
- provide a welcoming environment
- be readily accessible
- emphasize personal communication and interaction

CAREER SERVICES CENTER

Located in the J. Millard Tawes University 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. Students are urged to register with the Career Services Center through Eagle Recruiting in their freshman year at <http://coppin.experience.com>. The Center provides the following resources:

System of Integrated Guidance and Information (SIGI 3)

SIGI3 (pronounced siggy), a career assessment system, allows students to explore their interests, values, skills and research career options to make informed decisions in choosing a major and career. Connect to SIGI3 at <http://www.coppin.edu/CareerServices/>.

Jobs/Internships/Cooperative Education

The Center receives job announcements (full-time, part-time and summer employment), as well as ion, internships, Cooperative education, research and volunteer opportunities. Students that are registered with the Center can receive vacancy announcements via e-mails.

Services

The staff of the Center prepares handouts and conducts workshops on “What can I do with my major?”; Resume Writing, Interviewing Skills, Networking and Job Search Techniques. A career library is maintained with printed and electronic resources from employees in business and industry, non- profit and government agencies and education systems. Brochures from graduate/professional schools, the Graduate School Guide and professional testing booklets are housed in the center as well.

Programs

Annual programs sponsored by the Center include:

- Career Exploration Day; October 13, 2011
- Spring Job Fair March 14, 2012
- MCC Graduate School 101 in November 2011
- MCC Career Fair February 2012
- Professional Development Seminar for Seniors in September 24, 2011
- Professional Networking Seminar, November 2011
- Black Executive Exchange Program (BEEP) Career Awareness Seminar in April 2012
- Teacher Recruitment Fair; April 2012

Hours of operation are Monday – Friday, 8:30 a.m. to 5:30 p.m. and additional evening hours are available by appointment. For more information, call 410-951-3919 or e-mail staff at careerservices@coppin.edu. Join Career Services on facebook and follow us on twitter.

CENTER FOR COUNSELING AND STUDENT DEVELOPMENT

The Coppin State University, Center for Counseling and Student Development (CCSD), located in the J. Millard Tawes Building, is dedicated to providing a wide range of programs and services that foster student growth, development, and emotional well being. The center is staffed by experienced professionals trained in psychology, social work and other mental health fields who are dedicated to the personal, social, and academic development for CSU students. Services are available for currently enrolled CSU students and consist for individual counseling, group counseling, specialized programming, outreach services and crisis intervention services.

Attending college can be an exciting and enriching experience, but it can also be a time of many stressors. The Center for Counseling and Student Development is a safe place to work on any issues that re creating distress or interfering with your academic success. We encourage you to take advantage of the free and confidential services available at the Center for Counseling and Student Development. We are here to

assist you in achieving your academic and personal goals. Hours of operation are Monday-Friday, 8:30 a.m. – 5:30 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 head and the division dean. A grade change, along with a written justification, must be submitted no later than four weeks into the semester after the semester in which the grade was originally submitted.

CHARTERING PROCEDURES AND LAWS

1. Chartering procedures for student organizations and clubs. The formation of new student organizations is encouraged by the University. In order for organizations and clubs to function as part of the University, the following steps must be taken before the group can be recognized.
 - A. **Preliminary formation:** In general, a new group will require a period of time to establish the idea of the group and to publicize membership recruitment in the student body. The formation of new groups must be approved by the Director of Student Activities prior to preliminary formation. A letter requesting permission to organize must be submitted to the Office of Student Activities. Upon approval of this request by the Director of Student Activities, interested persons will be allowed two (2) organizational meetings. After a core group of interested persons is assembled to form the organization or club, application for temporary charter must be made.
 - B. **Temporary Chartering:** The following documents are required from the proposed organizations or clubs before consideration may be undertaken.
 1. Petition form requires a minimum of ten (10) Coppin State University student signatures. (Does not apply to Greek lettered organizations).
 2. Constitution and By-laws including the statement of purpose for the group. If the organization is an affiliate with a national or regional organization, it must also submit a copy of the national or regional organization's constitution.
 3. Summary of the proposed programs that the organization will carry out.
 4. Names and social security numbers of ten (10) members, which must be Coppin State University students.
 5. Name of a faculty advisor, which must be a member of Coppin State University's faculty or staff.
 6. If the group is a Department (academic) club or organization, an approval from the Department Chairman and the Dean of the Division in which the group is located will be needed.

When these documents are received (not less than one semester before the group would like to begin functioning), the applying group will be referred to the Senate Committee on clubs and organizations; only then will said club or organization be eligible for Student Senate funding.

- C. **Permanent Chartering:** At the end of the academic year in which the group received temporary charter, the group will be contacted and instructed to update information required which is similar to that required for temporary chartering. In addition to that information, a statement summarizing the activities and progress of the group over the previous academic year must be provided. This summary of meeting dates, activities, and progress must be done annually in order to maintain the group's charter.

General:

1. Each campus group must have a faculty or staff advisor from Coppin State University.
2. A group must have a minimum of ten (10) members prior to consideration for temporary chartering.
3. Each group is required to maintain a current list of officers and advisors in the Office of Student Activities. Continued recognition of the group will be dependent upon receipt of approval of an annual report in addition to compliance with University rules and regulations affecting student groups.
4. All members of a charter group must be full-time undergraduate students, unless special permission is granted in writing by the Chairperson of Health, Physical Education, Recreation and Dance.

CODE BLUE EMERGENCY CALL BOXES

There are Code Blue Emergency Call Boxes positioned throughout the campus for your safety. The emergency call boxes (phones) are in place to assist the Coppin community in times of emergency. There are two buttons, on the phones: the black button labeled “info” sends an audible and visual communication to the campus Police Department. The red button labeled “need help” activates the emergency blue light and also allows for audible and visual communication to campus police who monitors these call boxes. Please use them if you find yourself in an emergency. You can also go to the Daily Crime Log at www.coppin.edu/publicsafety/report.pdf. The three (3) year crime statics can be found at www.coppin.edu/publicsafety/statistics.aspx

DIVISION OF STUDENT AFFAIRS OVERVIEW

The **Division of 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 Office of the Vice President for 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 Student Affairs** provides administrative oversight for the services provided by departments under the purview of the Vice President for 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 Student Affairs provides the following for our student colleagues:

- 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.

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 Police Department and or the Judicial Affairs Advisor after the student has been offered an informal meeting with both.

DROPPING AND ADDING COURSES

Students who wish to add or delete a course from his/her initial registration can do so on-line during the registration session or at arena registration during the designated period by completing a Schedule Change Form. Students who drop courses may add courses to replace the courses. To add a course, an advisor's signature is required. (Please note the difference between drop and withdrawal). Students who plan to drop all courses before the Official Start date of a semester must use a Schedule Change Form. The final date for the add-drop period and the Official Start date are printed in the Schedule Booklet and on the Web each semester. Students who drop all classes before the Official Start date of the semester will not be charged tuition and fee charges for the semester. Students who register for a full-time schedule and who drop courses such that after the beginning of classes they have a part-time schedule, are not entitled to a charge reduction based on credit-hour charges.

E2CAMPUS EMERGENCY TEXT MESSAGING SYSTEM

E2Campus is a universal notification system that allows designated administrators to send time-sensitive messages to the mobile phones, email, and/or pagers of their subscribers (students, faculty, staff, radio stations, TV stations, and others). In the event of an emergency on campus, subscribers can get notified immediately of the situation, wherever they are geographically. Coppin also uses this service to alert its students, faculty, and staff about campus closings for inclement weather. You have to enroll in order to receive the alerts. To enroll, please visit www.coppin.edu/TextAlert.

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, 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.

EVENT SCHEDULING

Student Clubs and Organizations that are interested in sponsoring an event on campus must complete an Event Request Form at least 30 days prior to the event in question. The form is to be submitted to and approved by the Office of Student Activities. For all events requesting a room in the J. Millard Tawes Building, the Director of Student Activities will inform the groups' advisor of approvals. For all other locations requested, upon approval the Director of Student Activities will forward the form to the Event Scheduling Coordinator located in the Dining Hall 2nd floor for venue approval. The final approval is based on review of the request by the University's Event Review Committee.

Student clubs and organizations are not assessed space rental fees; however, the Committee assigns support staff (the CSU Police Department, Housekeeping, Grounds, etc...) at a cost to the organization. If fees are assessed an invoice will be mailed to the organization's president and advisor who are responsible for signing and returning the invoice and payment to the Coordinator of Events Scheduling. ***Invoices must be paid by the requested date or the Office of Student Activities has the right to cancel all student events where fees are not paid in full***

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 Title IV State and Federal financial aid programs, in addition to any institutional and/or private scholarship 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 of 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 www.fafsa.ed.gov. In addition, all required verification documents e.g., (tax returns, 1040's, W-2 forms and verification worksheets) must be received by May 15. 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 for the fall semester. All documents should be faxed to (410) 951-2551, and they will need to include your Coppin State University student ID#.

The office hours of operation for walk-ins are Monday, Tuesday, Wednesday, Thursday, 8:30 a.m. - 5:30 p.m., and Friday, 8:30a.m. – 3:00p.m. Appointments can be made with a financial aid officer via email to arrange date and time. If there are any additional questions, refer to the Coppin State University website at www.Coppin.edu/financialaid, email us a FinancialAid@coppin.edu or call the Office of Financial Aid at: (410) 951-3636.

FIRST-YEAR SEMINAR

The First-year Seminar course is required of all students transferring twenty-five credits or fewer to CSU. Students expressing an interest in a particular academic major enroll in discipline specific sections. In other words, science majors take First-year seminar with other science majors; pre-nursing majors with other pre-nursing majors; etc.

First-year Seminar fosters the development of academic skills; orients students to campus resources and organizations; develops critical thinking strategies within specific disciplines; introduces general education requirements; encourages career planning; develops a sense of community on campus; increases student interactions with faculty and staff; and develops support networks and friendships among First-year Seminar classmates. Additionally, individual conferences are arranged for transfer and readmitted students to help them evaluate their past academic records in terms of Coppin's current graduation requirements.

FRESHMAN ADVISEMENT

The Office of Academic Advisement coordinates a program of academic advising and testing for freshman and undeclared majors. The mission of Academic Advisement is to provide quality advisement to students in an effort to assist the University with its retention and graduation goals. The ultimate goal is to assist students in identifying academic goals and developing techniques that will lead to personal and educational achievements.

If you are an undecided major please contact the office at 410-951-3555. The Office of Academic Advisement is located in the Health Human and Services Building. Hours: Monday, Tuesday, Thursday - 8:30 a.m. 5:30 p.m., Wednesday, 8:30 a.m. – 6:00 p.m., Friday, 8:30 a.m. 3:00 p.m.

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.

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. 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
<hr/>			
	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, CS, I, W, and NR 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. A grade of "CS" is given to students who have not satisfactorily completed all requirements for certain courses by the end of the semester. Students who receive a "CS" require continuing study and must register again for the course in the next regular semester. The "AU" grade, which has no grade value, is given to auditing students only.

HOUSING AND RESIDENCE LIFE

The Office of Housing and Residence Life offers housing to more than 600 students. Both halls is a 300-bed state-of-the-art residence facility offering Living and Learning Centers, designed to accommodate the physical, social and academic needs of the student residents. The Office of Housing and Residence Life is located the North end of the campus at 2508 W. North Avenue 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 is 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 career.

Additional benefits enjoyed by student living on campus include:

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

ROOM ASSIGNMENTS

Only fully admitted, full time students can live on campus. Students receive room assignments in the Residence Halls on a first come, first serve basis, depending upon the date your completed housing application, housing contract, statement of understanding, medical form a long with the required \$150.00 application/room damage fee is received and the availability of space. The application/room damage fee is refunded upon termination of the housing contract if the student does not intend to return to the hall and there are no damages/fines charged to the student.

All students who receive an on-campus room assignment must sign a Housing Contract and select a meal plan for the duration of the academic school year (fall and spring semesters).

I - INCOMPLETE

An instructor, under extenuating circumstances, 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, social security number or student ID number, complete address and the course discipline code, section number, semester and year. The instructor must provide the department chairperson with an explanation of the incomplete grades, the requirements that must be met to complete the course satisfactorily, along with the student’s academic history in the course and the grade the student will be assigned if all requirements are not submitted by the end of the following semester. If the work has not been satisfactorily completed by the end of the following semester, the student will receive a grade of “F”.

ILLNESS OR HEALTH CONCERNS

Coppin State University Community Health Center (CHC) is available for students if they become ill or have health needs. The CSU Community Health Center is located across the street from the campus at 2500 W. North Avenue in the Human Health and Services Building, first floor, suite 131. Patient hours of operation are 9:00 a.m. to 3:00 p.m. Monday through Friday.

All students living in the Residence Halls must have a yearly physical, tuberculin shot, and all childhood series of immunizations (Polio, TD, MMR, Meningitis or waiver, DTAP, and chicken pox) or history of disease.

MUMPS PREVENTION POLICY

Purpose: To provide a clinical tracking which identifies mumps

Responsibility: Health Care Provider

Procedure:

1. Continue to require two (2) MMR vaccinations to live in the residence halls;
2. Anyone identified with a mumps case will be isolated by sending them home for nine (9) days after symptoms begin;
3. Persons who come in contact with mumps will have their immunization status evaluated;
4. Anyone who has not received the MMR will be vaccinated;
5. Persons who come in contact with a mumps case will be educated on the signs and symptoms of the disease;
6. Persons who come in contact with a mumps case will be educated to seek medical attention if any symptoms occur.

For additional information and appointments, call the CSU Community Health Center at 410-951-4188. Walk-ins are also accepted with an acceptable insurance card.

NOTE: Students who are not covered by CSU Student Health Insurance Plan must check with their insurance company to insure that services provided at the Community Health Center will be covered. Otherwise, there is a \$35.00 fee for visit.

MRSA Skin Infections

MRSA (methicillin-resistant *Staphylococcus aureus*), is a type of *Staph* bacteria which is resistant to certain antibiotics.

These community-acquired infections can also cause skin infections and recently many college campuses have noted a slight increase in the number of these types of skin infections. If you develop a skin infection that initially looks like a pimple or boil but then becomes swollen, painful or filled with pus, you should call the Community Health Center (410-951-4188) for an appointment to be seen within 24 hours. These types of infections need prompt treatment.

There are several situations which may increase your risk of acquiring an MRSA infection. They include:

1. Skin-to-skin contact with someone who has a *Staph* infection
2. Contact with items and surfaces that have *Staph* on them
3. Openings in your skin such as cuts or scrapes; and
4. Poor hygiene

In an effort to keep *Staph* infections, including MRSA, from spreading, the following is recommended:

1. Wash your hands often or use an alcohol-based sanitizer
2. Keep your cuts and scrapes clean and cover them with bandages
3. Do not touch other people's cuts or bandages; and
4. Do not share personal items such as towels or razors.

These recommendations are consistent with those put forth by the Centers for Disease Control and Prevention (CDC). For more information about MRSA infections occurring in the community visit their website at http://www.cdc.gov/ncidod/dhqp/ar_mrsa_ca.html

INTRAMURAL SPORTS

The purpose of the CSU Intramural Program under the direction of the Office Student Activities; is to organize and promote athletic competition among students, with emphasis on sportsmanship. The goals of the program are to create structure leisure time, develop and improve social and athletic skills, enhance the overall educational experience, and to promote citizenship and sportsmanship among students.

The Intramural Program provides organized team sports for students who enjoy a structured approach to recreation, and athletics. Sports may include basketball, flag football, soccer, and volleyball. Open Gym hours are only provided when student activities supervision is provided. A valid Coppin State University identification card is required for access into these facilities.

For additional information call the Department of Health and Human Performance [(410) 951-3384] or visit the web at <http://www.coppin.edu/physed/>

Scheduled hours for open gym are tentative. Intramural sports are set for 6:00 p.m. until 9:00 p.m., Monday thru Thursday.

J. MILLARD TAWES CENTER

The Tawes Center is located directly in the heart of the campus. The Center is not only the focal point, but is the campus center for students, faculty, staff and alumni.

The Center houses several important offices/lounges which include: The Center for Counseling and Student Development, the Office of Career Services, the Student Life Center, the Office of Community Standards, Office of Student Activities, Student Senate Office, Fireside Lounge, Quiet Lounge, Snack Area, Subway, Executive Conference Room, Campus Information and Visitors Services, Bookstore, Leisure Activity Center and the Ball Room.

LIBRARY (Parlett Longworth Moore)

Parlett Longworth Moore Library supports the instructional program and provides an environment conducive to general intellectual enrichment and continued learning. The library provides space for classrooms, meetings, visual exhibits, special programs and receptions, and offices. The library has over 40 public workstations to allow access to the Internet and various other networked resources along with two smart classrooms. In addition there are two open computer laboratories with over 50 workstations.

Parlett L. Moore Library is a member of the Library Information Management System (LIMS) of the University System of Maryland and Affiliated Institutions (USMAI), a collaborative effort that permits

state higher education institutions to share resources. LIMS provides a USMAI union on-line public access catalog that contains more than 1,400,000 titles.

MATURE STUDENTS AND COMMUTER SERVICES PROGRAMS

Mission

The primary mission of the Mature Students and Commuter Services Programs (MSCSP) is to ensure that all students have equitable access to programs, services, and engagement opportunities regardless of age or place of residence.

In addition, MSCSP will:

- provide services and facilities to meet the basic needs of mature and commuter students as determined by institutional assessment .
- ensure that all students benefit equitably from the institution's educational programs.
- provide engagement opportunities to assist mature and commuter students and promote learning and development.
- support the institution's vision for the student learning experience.

MISS & MISTER COPPIN PAGEANT

The Miss and Mister Coppin pageant is an annual event held where students compete to serve in one of the highest Student Ambassador positions on this campus. Contestants are judged on their poise, style, articulation, and other areas by a panel of judges from all walks of the Coppin community. The official crowning of Miss and Mister Coppin and the Royal Court takes place at the Coronation, which happens the following semester.

Students are encouraged to apply in the Office of Student Activities. The University is not responsible for clothing worn during the pageant competition or during the Royal Court reign.

Miss Coppin 2011
Mister Coppin 2011

ROYAL COURT KINGS & QUEENS - 2011

Miss Blue & Gold
Mister Blue & Gold
Miss Eagle
Mister Eagle

NEW STUDENT ORIENTATION AND REGISTRATION

CSU requires that new first-time, full-time students attend New Student Orientation, which occurs in annually, in August. Details related to New Student Orientation and Registration is published each semester on CSU's website.

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.

PARKING AND VEHICLE REGISTRATION

PARKING RULES AND REGULATIONS

All students must have a permit to park on Coppin State University campus. Violators will be issued citations and/or your vehicle will be towed at the owner's expense!

PROCEDURES

Please be advised that all students need to register for parking in the Parking and Transportation Services Department located in the Dining Hall Room 132, if they plan to park on Coppin's campus. In order to do so, you must pay the current semester's registration fee at the Cashier's Office in the Miles Connor Administration Building, 2nd floor. After payment the receipt must be submitted to the Parking and Transportation Services Department, to obtain the parking permit. RESIDENCE HALL FRESHMEN OR FIRST YEAR TRANSFER STUDENTS ARE NOT ALLOWED PARKING PRIVILEGES. Please provide Parking and Transportation Services Department with vehicle information such as: make, model, style, year, tag number, as well as the policy number and policy expiration date.

Please understand that parking spaces are very limited to students. Parking is also available on Lot CX at the rear of the Health and Human Service Building for students only.

HOW TO AVOID A PARKING VIOLATION

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

Visitor Parking: Spaces are designated for visitors. If your visitor(s) is unfamiliar with the campus, you should refer him/her to coppin.edu/pts or contact the Parking and Transportation Services Department 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 Lots CS (HHSB) and Lot H (PEC) ONLY!
2. Parking illegally in a restricted area, under any condition, is a parking violation.
3. Disabled parking spaces and transfer areas: These spaces are first come first serve in on Lots B, C, and F. Lots A and D are restricted to permit holders only. Information must be for the registered driver. Vehicles registered in Maryland will be reported to the MVA.
4. **Fines:** The purpose of this section is to avoid fines. Drivers are not permitted to park vehicles in fire lanes at any time. If you stop your vehicle to load or unload, or for any other reason, a licensed driver must remain with the vehicle at all times and must be able to move the vehicle upon request. (Fire lanes are towing away zones). Parking on curbs painted red or yellow is prohibited.
5. 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.

6. Roadways: Drivers should not leave vehicles unattended in a road designated for traffic.
7. 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 7am-6pm, Monday thru Friday. Vehicles with unauthorized permits are subject to citations and/or your vehicle being towed.

1. Commuter students with a valid CSU Student permit may park at Lot CX (at the rear lot of HHSB and the backside of the building), Lot G (tennis courts, when available), and Lot H (the rear of the parking lot. Housing students are permitted to only park in Lot E with a valid CSU Housing permit. After 4pm Lots B, C, F, and H may be used by those students who possess a valid CSU commuter or housing permit.
2. Visitor parking is available on Lots B, E, and H for those vehicles that do not have the proper SCU 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. Only pay and display receipts from the pay meters are suffice for any visitor space.

WHAT ABOUT PARKING AT NIGHT AND ON WEEKENDS?

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

Lots B, C, CX, F, G and H are restricted to vehicles displaying valid reserved permits for the respective parking lot after 4:00 p.m. (Parking lots may be restricted for special University events).

Lots B, C, and F are open after 5:00 p.m. to vehicles displaying a valid CSU parking permit. (Parking lots may be restricted for special University events.)

STILL HAVE QUESTIONS? This section provided answers to student's most commonly asked parking questions. If you have any additional questions about campus parking, please feel free to call (410) 951-3556 or stop by the Parking and Transportation Services Department.

CSU POLICE DEPARTMENT

The CSU Police Department is located in the PEC Building, providing 24-hour 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 and Friday, 9:00 a.m. – 3:30 p.m. For information about additional services, call (410) 951-3900.

CSU 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, or using snuff, in any existing building.

CSU POLICY ON DESTRUCTIVE STUDENT GROUPS

Coppin State University encourages the formation and continued existence 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 occupy 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 through 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 or not you can get an accurate or clear picture of a group before attending a meeting.
7. Tell residence hall or campus staff about overzealous recruiters.

FOR ADDITIONAL INFORMATION CONTACT:

**The Center for Counseling & Student Development
410-951-3939**

**CSU Police Department
410-951-3900**

**Department of Housing and Residence Life
410-951-6399**

POLICY ON COMPUTER USE & INTERNET ACCESS

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 the Vice President for Student Affairs and will be adjudicated in accordance with the Eagle Guide Student Handbook. Violations may result in revocation of computing resource privileges, student disciplinary action or legal action.

2. Users 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 law. 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 apply 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; 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 does not represent an 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.
- 2.6 Coppin e-mail is recognized as an official way of communication with faculty & staff. Students must use Coppin provided e-mail when communicating electronically with Coppin faculty and staff.

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 of Academic Affairs shall forward any violations to the Vice President for Student Affairs and will be adjudicated in accordance with the Eagle Guide 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.
- 3.9. Excessive printing using Coppin printing resources. Students will be allowed to print 150 free pages for the Fall/Winter semester and another 150 free pages for the Spring/Summer semester. Extra prints will be charged to the students accounts at 15 cents per page.

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.

COPPIN STATE UNIVERSITY

POLICY PROHIBITING SEXUAL HARASSMENT

PRESIDENT'S STATEMENT

Sexual harassment continues to be an issue that plagues our society. In an effort to minimize the impact of sexual harassment allegations Coppin State University (CSU) is taking steps to ensure our community is aware of the potential harm sexual harassment can cause, as well as opportunities we can take to maintain a respectful and harmonious workplace.

Sexual harassment demeans professional relationships and causes misunderstanding and undue stress. Sexual harassment diminishes the human worth of the victim, as well as the perpetrator. Let us all resolve to eliminate sexual harassment from the CSU community.

POLICY

CSU is committed to maintaining a work and academic environment in which faculty, staff, and students can develop intellectually, professionally, personally, and socially. Sexual harassment is inconsistent with maintaining such an environment and is a form of discrimination prohibited by federal and state law. Sexual harassment is a form of illegal gender discrimination and will not be tolerated in the campus community.

By law, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's education or career advancement;
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual's career or educational advancement;
- Such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment is an infringement on an individual's right to work and receive an education in an environment free from unwanted sexual attention and sexual pressure of any kind.

In assessing whether a particular act constitutes sexual harassment under this policy, the rules of common sense and reason shall prevail. The standard shall be the perspective of a reasonable person within the campus community. In order to deter sexual harassment at CSU and to impose sanctions when it occurs, a policy applicable to sexual harassment is in effect. In determining whether alleged conduct constitutes sexual harassment:

- CSU will look at the record as a whole and at the totality of the circumstances, such as the nature of the accusation(s) and the context in which the alleged incidents occurred.
- The determination of the legality of a particular action will be made from all of the facts, on a case by case basis.

- In assessing whether a particular act constitutes sexual harassment, the standard shall be the perspective of a reasonable person within the CSU community.

Members of the CSU community with personal knowledge of incidents that may constitute sexual harassment are encouraged and CSU employees are required to report such knowledge to the Director of Human Resources or designee within thirty (30) calendar days. The Procedures for reporting and investigating sexual harassment allegations are outlined in *CSU's Grievance Procedures for Complaints of Sexual Harassment*.

Sanctions against CSU faculty and staff for sexual harassment may range from counseling to termination. Likewise, sanctions against CSU students for sexual harassment may include suspension or expulsion from CSU, programs and/or activities.

Allegations of sexual harassment will be thoroughly and confidentially investigated. CSU is committed to protecting the rights of both the Complainant and Respondent, including protection from retaliation. Frivolous or false reports of sexual harassment will be treated as seriously as the alleged offense itself.

CSU's commitment to maintaining an environment in which the intellectual, professional, personal, and social development of members of the campus community is assured requires all members of the community to adhere to ethical and professional standards of conduct, as well as to legal standards. Therefore, consenting romantic or sexual relationships among faculty, staff, and students outside of each respective peer class, which not expressly forbidden, are generally deemed very unwise. Power differences between faculty and students or between supervisors and employees make the subordinate's voluntary consent to even an apparently consensual relationship questionable. Sexual relationships between a professor or supervisor and a subordinate may result in conflicts of interest or raise questions of favoritism. Wherever a power differential exists between persons who are romantically or sexually involved, the parties must realize that if an allegation of sexual harassment is subsequently filed; mutual consent will not necessarily be accepted as a reasonable defense.

PROCEDURES FOR FILING COMPLAINTS OF SEXUAL HARASSMENT

The sexual harassment of a student at Coppin State University is expressly prohibited by the Coppin State University Policy Prohibiting Sexual Harassment. Copies of this Policy and the Coppin State University Grievance Procedures for Complaints of Sexual Harassment may be obtained from the Division of Student Affairs. As stated in the Policy, a student may choose to file a complaint of an incident of sexual harassment formally or informally through participation in a confidential investigation conducted by the Office of Human Resources.

SEXUAL ASSAULT POLICY

The Board of Regents is committed to providing an academic learning and working environment that is free from sexual assault and harassment and shall take preventive measures to insure that faculty, staff, students and visitors are appropriately protected from such actions. This safe environment includes all campus locations and all off-campus related activities and sites. The University will establish and distribute detailed procedures relating to the reporting and handling of cases of sexual assault and sexual harassment. Procedures can be found in accordance with the University's disciplinary and appeal procedures. The University will investigate all complaints of sexual assault and sexual harassment, adjudicating them in accordance with the University's disciplinary and appeal procedures. In addition, the University will routinely assess the safety of the campus environment and will take corrective action to alter any identified potential problem areas.

An informal complaint of an alleged incident of sexual harassment may be reported to any CSU supervisor or faculty member; preferably to the Complainant's supervisor, department head, Dean, or any other University administrator, as well as the Director of Human Resources or designee. Prior to taking any action to investigate or resolve a complaint of sexual harassment, a CSU supervisor who receives a report of an alleged incident of sexual harassment must immediately notify the Director of Human Resources or designee. The Director of Human Resources or designee shall promptly contact and discuss the incident with the Complainant to resolve the issue. A formal complaint must be reported to the Director of Human Resources or designee.

Failure by a CSU employee to promptly notify the Director of Human Resources or designee of a complaint or an alleged incident of sexual harassment may result in disciplinary action against that employee. The CSU community shall use its best efforts to preserve reasonable confidentiality for individuals reporting an incident of sexual harassment.

Upon receipt of notice of a complaint of sexual harassment, the Director of Human Resources or designee shall conduct a confidential investigation for the purpose of resolving the complaint. An investigation may include a discussion of the matter with the Complainant, the Respondent, witnesses to the incident, or character witnesses, as well as consultation with legal counsel for CSU.

POLICIES, RIGHTS, PRIVILEGES and RESPONSIBILITIES

COPPIN STATE UNIVERSITY MISSION STATEMENT

Coppin State University, an urban, comprehensive, historically Black institution located in Baltimore, Maryland, offers quality undergraduate and graduate [programs](#) in teacher education, the liberal arts, mathematics, sciences, technology, and professional disciplines. The University provides educational access and diverse opportunities for students through excellence in teaching, research, and community engagement thus preparing analytical, socially responsible, lifelong learners. Coppin State University builds on a rich legacy of empowering students, promoting community revitalization, and strengthening relationships with local, national, and global partners.

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, 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.

PRIVACY RIGHTS OF STUDENTS

The Family Educational Rights and Privacy Act (**FERPA**) afford 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 20202-4605**

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 prior to posting. The Student Activities stamp indicates 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 obstructs 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. Campus posting are limited to 30 days and must be removed by the part once the event has passed. Contact the Office of Student Activities concerning size of signs, banners, flyers, and posters at (410) 951-3922.

PROCEDURES FOR NOTIFICATION FOR INCLEMENT WEATHER POLICY AND EMERGENCIES

Policy

The President of the University will make the final decision as to whether **all departments** of the institution will be closed. Administrative offices may remain open even though classes are cancelled. The sole criterion for closing is to ensure the safety of students, faculty and staff. Consistent with the safety of the students, faculty, and staff, offices and classrooms will be kept open whenever possible.

The Provost/Vice President for Academic Affairs, in consultation with the President, will make the class cancellation decision based on available information. The Office of Facilities will collect the weather forecast information on which to base the class cancellation decision. This information will be communicated to the Provost/Vice President for Academic Affairs by 5:00 a.m. of the inclement weather day.

After consultation with the President and Provost/Vice President for Academic Affairs, the University Relations Designee will notify the radio and television stations of **class cancellations, delays** and/or **campus closings**. The University Relations Designee will also notify:

- The CSU Police Department
- The Division of Information Technology
- The Office of Facility Management
- The Office of Auxiliary Services
- The Principal of Coppin Academy

NOTE: In the event of class cancellations, delays and/or campus closings due to inclement weather one of the following will be reported to the media, posted on the University's website, recorded on the main telephone information line, and sent via E 2 Campus text message alert system:

1. "University and Coppin Academy are closed" -- in this case, only essential personnel are expected to report to work (non-essential personnel will be granted administrative leave);
2. "Day classes are cancelled, offices are open (evening classes will continue unless

specified in the announcement)” -- in this case, 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;

3. “Classes are delayed (time of delay will be provided in the announcement)” – in this case, all non-faculty staff are expected to report at their regularly scheduled start time; faculty are expected to maintain their posted schedule
4. Status of off-site centers will be specified in the announcement if different than status of main campus.

Radio & Television Stations to be Used for Announcements

WTOP Radio (1500AM)
WHUR Radio (96.3 FM)
WBFF-TV (Channel 45)
HEAVEN 600 Radio (600 AM)
WJZ-TV (Channel 13)
WQSR Radio (105.7 FM)
WERQ Radio (92.3 FM)
WWIN Radio (95.9 FM)
WXYV Radio (102.7 FM)
WBAL Radio (1090 AM)

Metro Baltimore Area

WMAR-TV (Channel 2)
WBAL-TV (Channel 11)

Metro Washington, D. C. Area

WJLA-TV (Channel 7)
WJZ-TV (Channel 4)

Procedure During Office Hours

- A. The President, through the Office of University Relations Designee, will notify all personnel that the University is closing.
- B. Radio and television stations will be contacted by the Office of University Relations so that evening school students, faculty, and staff may be notified
- C. The University Relations Designee will inform the Division of Information Technology so that this time-sensitive information can be posted on the Coppin website, recorded on the main telephone information line, and sent via E 2 Campus text message alert system.
- D. The CSU Police Department will notify the campus community of the closing via existing global paging and messaging systems.
- E. In the case of satellite events, off campus activities or non-class scheduled events, the University Relations Designee should give a complete list of cancellations and postponements (obtained from the President, Provost, and Vice Presidents) to the media at least two to three hours beforehand in order to keep the number of calls to media to a minimum. The objective is to utilize the media during emergencies.

REGISTRATION

Registration is the last chance for students to register 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 drop/withdrawal from all courses are self-service (on-line). Students must have a Coppin State University Network Account/E-mail account and an EagleLinks' UserID 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. 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

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 insure 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.

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 of \$300 to \$350 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 35 day leadership course in the Summer
- ✓ Paid a stipend of \$450 to \$500
- ✓ 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 27 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.

STUDENT ASSOCIATION CONSTITUTION RULES, REGULATIONS & PROCEDURES

PREAMBLE

We, the students of Coppin State University, seeing the necessities to provide for (1) the broad involvement and adequate representation of all students in governance of the University; (2) effective communication among the administration, students, and faculty; (3) on-going relationships with student governments at other institutions; and (4) a mechanism for students to address community concerns, do establish this constitution.

The organization shall be known as the Student Senate of Coppin State University. The objective of the Student Senate shall be to serve as the official representative for all the undergraduate students; to provide means of participation through elected representation by all undergraduate students in the decision making process affecting the governance of Coppin State University in academic and administrative matters; and to provide a forum for the expression of student concerns to all members of the University community.

ARTICLE I - GENERAL PROVISIONS

Section 1. Name and Purpose

The organization shall be known as the Student Senate of Coppin State University. The objective of the Student Senate shall be to serve as the official representative for all the undergraduate students; to provide means of participation through elected representation by all undergraduate students in the decision making process affecting the governance of Coppin State University in academic and administrative matters; and to provide a forum for the expression of student concerns to all members of the University community.

Section 2. Authority

Under the authority delegated to it by the University, the Student Senate shall serve as the executive body for recognized undergraduate student organizations of Coppin State University which are funded by the Senate and shall be responsible for disbursement, supervision, and approval of the allotment expenditure of all funds allocated to it by the Student Activities Appropriation Board. The Senate must also assist in promoting student interest by strengthening the University community through outreach and the execution of programs. Further, the Student Senate shall serve as the initial arbiter in all disputes regarding the undergraduate student organizations under its jurisdiction.

Section 3. Senate Session

The Senate Session will encompass one academic year beginning on the 1st day of August and ending on the last day of scheduled examinations in the Spring Semester.

ARTICLE II - Organization and Membership

Section 1. Membership

All undergraduate students, by virtue of their registration at Coppin State University, are members of Coppin State University Student Association and shall be subject to this constitution.

Section 2. Organization of Senate

- A. The Student Senate shall be composed of elected student representatives of clubs and organizations from the School of Arts & Sciences, School of Nursing, School of Education, and appropriate representatives of non-academic undergraduate organizations and classes.
- B. The membership of the Student Senate shall be as follows:
 - 1. Two Senators shall represent the students of each recognized departmental organization of the University; these Senators must have a declared major within that department and shall have full-time day or evening school status.
 - 2. Two Senators, full-time students, shall represent each of the undergraduate non-departmental organizations and classes which are recognized and funded by the Student Senate. These organizations must have been recognized by the Senate for two consecutive academic semesters preceding application for representative seat. Full-time students are defined by the University catalog.
 - 3. Two Senators, full-time students, shall be elected from the incoming freshman class during the month of September to serve for one academic year.
 - 4. Two Senators, part-time students, shall be elected from the School of Education enrollment to represent the part-time students.

Section 3. Qualifications for the Election of Senators

A. Full-Time Students

- 1. Must have been a full-time student for at least two semesters at Coppin State University immediately prior to assuming office, except for incoming freshmen.
- 2. Must be a full-time student during his or her term in office.
- 3. Must be in good academic standing with the University at the time of election and during his or her term in office.
- 4. Must not graduate prior to the completion of his or her term in office.
- 5. Can represent only one organization while serving during any session.
- 6. Shall immediately forfeit office if any of these requirements are not maintained during the term of office.
- 7. Must have passed or enrolled in English 101.002 prior to being elected to the office, except for incoming freshmen and transfer students.

B. Part-Time Students

- 1. Must have been a part-time student at Coppin State University for at least one semester immediately prior to assuming office.
- 2. Must be a part-time student during his or her term in office.

3. Must be in good academic standing with the University at time of election and during his or her term in office.
4. Must not graduate prior to the completion of his or her term in office.
5. Can only represent one organization while serving during any session.
6. Shall immediately forfeit office if any of these requirements are not maintained during the term of office.

Section 4. Election of Senators

- A. The nomination and election process to elect Senators to the Student Senate must be conspicuously advertised, and the results of the election must be submitted to the Senate Election Committee by each organization before the 1st of April. Organizations who are electing Senators must submit the following information to the Senate Election Committee to support their election results.
1. Number of members involved in the departmental organization or members in the non-departmental organization.
 2. Name and social security numbers of students in the organization who voted.
 3. The results of the voting and all the ballots used in the voting.
- B. When a Senate seat is vacant, it can be filled by a special election of the organization. From the date the Senate Election Committee notifies the organization in writing, the organization has thirty (30) days to submit the name of the new Senator to the Senate. If the organization fails to complete the above process within the thirty-day (30) period, the organization shall lose its Senate seat and vote for the remainder of the session.

Section 5. Transitional Meetings

- A. The Director of Student Activities shall call a meeting of the new Senate members of the next session by May 15, for the purpose of installing the President for the new session.
- B. One week after the first meeting, a second transitional meeting shall take place to brief newly elected members of the past year's activities and policies and procedures of the Senate and University.

Section 6. Officers of the Senate

The Officers shall be the President, Vice President, Treasurer, and Secretary of Coppin State University Student Senate. These officers shall perform their duties as prescribed by this constitution.

A. Valid Election for President and Vice President

1. A valid student election shall require that at least twenty-five percent (25%) of the total undergraduate Student Association participate in the election.
2. If twenty-five percent (25%) student participation is not reached, the election is considered invalid.

3. If an invalid election occurs, the Student Senate shall elect from its membership by a two-thirds vote of the full Senate, the President and Vice President.
4. In the event that a two-thirds majority is not obtained in the Senate, a run-off between the top two contenders shall be held. The candidate then receiving the majority votes will assume office.

B. Candidates

1. Candidates for President and Vice President shall be full-time members of the Student Association and must have attended at least three Senate meetings and one Senate event on their behalf prior to running for office.
2. Candidates for President must have held an executive board position, and/or actively participated in the Student Senate for at least one Senate session before running for office.
3. All candidates for any Student Senate office must meet the other qualifications specified within this document.

C. Time and Purpose

1. Election of the President and Vice President for the Student Senate shall be held no later than the fourth Friday in April of each year.
2. The candidates for President and Vice President, as well as proposed referenda and/or amendments to this constitution, are to be placed on the ballot at that time.

D. The Treasurer and Secretary shall be elected by the majority vote of a quorum of the Senate.

E. Officers of the Senate cannot be elected to nor hold the same office position for more than two Senate sessions.

Section 7. Senate Meetings

A. During a session, not fewer than ten meetings shall be called, and not fewer than five per semester. All senators shall be given in writing the list of regularly scheduled meetings for the session by September 15. Notice of any Senate meeting must be posted in a conspicuous place at least seven days in advance of such meetings.

B. All meetings of the Senate shall be held at a time and place convenient to the majority of the members and shall be open to all undergraduate students unless a closed session is called and approved by the Senate.

C. Attendance at meetings by all Senators is mandatory. If a Senator misses two regular meetings without the approval of the Senate, the Senator shall forfeit membership in the Student Senate. (See Article III, Section B)

D. Special meetings may be called by the President to deal with emergency situations which require the sanction of the entire Senate if personal notification is sent to all Senators. Personal notification is defined as correspondence forwarded to the University's official local address of each senator.

E. The Student Senate shall hold at least one general meeting of the Association each academic year.

This meeting shall take place during the month of March.

Section 8. Quorum for Senate Meetings

A quorum for any meeting shall be at least 50% plus one of the Senate memberships.

Section 9. Advisor

The Director of Student Activities shall serve as the official advisor to the Senate and its officers. In addition, the **Vice President of Student Affairs** will appoint two advisors to assist the Director of Student Activities.

ARTICLE III - Duties and Responsibilities of a Senator

Section 1. Duties

- A. A Senator is an official representative for the undergraduate student body in the government structure of the University. It is very important that a Senator perform in a manner that is in the best interest of the entire student body and deal only with matters that are of concern and benefit to a majority of students. Therefore, vested interests and parochial ideas should be subordinate to the paramount task at hand, striving to serve the entire University community.
- B. Attendance at all meetings by all Senators is mandatory. If a Senator is absent without notification from two (2) meetings during any one academic semester, excluding Summer Sessions, the Senator shall forfeit membership in the Student Senate. A Senator may provide proper notification by submitting a written notice of reasons for his/her absence to any officer of the Senate 24 hours prior to the meeting which the Senator cannot attend. A Senator cannot submit a proxy for any meeting. Any organization losing total Senate representation during a session will not be funded the following session, and present funds will be frozen.
- C. All organizations shall plan and execute at least one Senate approved Community Service Activity, including any volunteer service rendered by Coppin State University students, per academic year to retain their chapter. The Student Senate **will not** fund community service activities.
- D. All Senators must attend the Finance Committee meeting when their club or organization has submitted a funding petition.
- E. Senators whose clubs and organizations are registered must attend the Senate retreat.

Section 2. Funding Petitions

- A. If funds are needed for a particular project or activity, an organization may petition the Senate for funds above the initial subsidy award. The petition must be submitted to the Finance Committee at least one week before the last regularly scheduled Senate meeting of the month. The organization's Senators must be present to answer any questions raised by the presentation of the Finance Committee. The Senate will vote on all the petitions at the last regularly scheduled meeting of the month.
- B. The Petition must include the following:
 - 1. Name of organization
 - 2. Date submitted and date of activity
 - 3. Advisor's signature

4. Purpose of the activity
 5. Anticipated outcomes and impact on students
 6. Amount of request
 7. Evaluation of the activity
- C. All funding by the Student Senate must be used in agreement to the petition. Any deviation in use by an organization of Student Senate funds will result in the organization losing its Charter with Student Activities and Senate Representation for the remainder of the Academic year. In addition, on a case by case basis, funds may be requested to be returned to the Student Senate.
- D. At the end of each Semester, the President, Vice President, and Advisor of organizations who have received money from the Student Senate must meet with the Chairperson of the Committee on Clubs and Organizations to verify that all money received was used in accordance with the individual funding petition.
- E. All clubs and organizations **must** submit a letter of proof showing that they have received their Peoplesoft Code in the Office of Institutional Advancement.
- F. Any club or organization charging an entrance fee for an event that they are using funds they petitioned from the Senate **will** only be allowed to petition for any additional funds above their initial subsidy award, under the discretion of the Finance Committee and the Treasurer, for the remainder of the Senate session.
- G. Any club or organization charging an entrance fee for an event using funds they petitioned the Senate for, must forward four tickets/invitations for the members of the Finance Committee to attend the event for verification purposes.

Section 3. Positions

- A. No Senator shall hold two officer positions simultaneously in the Senate.
- B. Each Senator shall serve on at least one committee.
- C. Each Senator shall be entitled to one vote.

ARTICLE IV - Duties and Responsibilities of the Officers

Section 1. President

- A. To represent the undergraduate student body as its chief Senate officer.
- B. To serve as a Student Senate representative to the Student Activities Appropriation Board.
- C. To call, set agenda for, and preside over all meetings of the Student Senate.
- D. To appoint the chairperson and membership of all Senate committees subject to the majority approval of the Senate.
- E. To serve as an ex-officio member of all Senate committees.
- F. To serve as Chairperson of the Executive Committee.
- G. To sign all requisitions for funds that is approved by the Student Senate.
- H. The contribution and proper documentation of a minimum of 8-10 hours per week.

- I. Regular attendance of mandatory scheduled individual office hours.
- J. Counsel Senators who are not fulfilling their duties.
- K. Develop governing bylaws for the organization or select a designee.

Section 2. Vice President

- A. To act as the general administrative officer of the Senate and as a special advisor to the President and to assist in coordinating the operations of the Student Senate.
- B. To chair the Committee on Clubs and Organizations.
- C. To serve as a voting member of the Merit Awards Committee.
- D. To serve as a Student Senate representative to the Student Appropriation Board.
- E. To serve as an ex-officio member of all Senate committees subject to the majority approval of the Senate.
- F. To assume the office of President upon its vacancy during session.
- G. To serve as an ex-officio member of all Senate committees.
- H. To perform any other duty that may be required of this office.

Section 3. Treasurer

- A. To act as administrative officer of the Senate and as an advisor to the Senate.
- B. To keep an accurate account of Senate finances and to issue regular financial statements at each regular Senate meeting.
- C. To serve as chairperson of the Financial Committee.
- D. To have the authority to freeze the expenditures of any organization, with the approval of the Executive Committee, if the accounts of the organization are not consistent with current Student Senate and/or University policies.
- E. To perform any other duty that may be required of this office.

Section 4. Secretary

- A. To act as an administrative officer of the Senate and as advisor to the Senate.
- B. To process all official correspondence of the Senate, including the dissemination of agendas and minutes of meetings. Senators shall receive their agenda and minutes at least five calendar days before the regularly scheduled meeting.
- C. To act as official recording officer at Senate meetings.
- D. To be responsible for the reading of and responding to Senate correspondence.

- E. To maintain an accurate record of all Senate business including the minutes and other pertinent material which shall constitute the Student Senate Journal. The Journal is the document containing all the minutes and records from Senate meetings.
- F. To maintain an accurate register of the membership of the Senate and listing of its committee members and chairpersons.
- G. To perform any other duty that may be required of this office.

ARTICLE V - Committees and Duties

Section 1. There shall be two types of committees:

- A. **Standing Committees:** The Chairperson shall be elected from within the ranks of the Senate excluding officers, by a majority vote, except where otherwise noted in this Constitution.
- B. **Ad Hoc Committees:** The Chairperson shall be elected from within the ranks of the Senate, officers excluded, by majority vote.

Section 2. The Standing Committees of the Senate shall include the following:

The Executive Committee, Finance Committee, Election Committee, Merit Awards Committee, Committee on Clubs and Organizations, and the Rules Committee.

Section 3. Chairpersons

Chairpersons shall call and preside over regular meetings of their respective committees. Committees shall deliberate on matters referred to them by the President and/or Senate. Reports from committee chairpersons shall be submitted in writing to the Secretary of the Senate for inclusion in the Senate Journal within five (5) school days following each committee meeting.

Section 4. Designated Standing Committee

Any designated standing committee shall meet at least once a month or as the need arises.

Section 5. The Executive Committee

The Executive Committee shall be responsible for carrying out Senate business or directives and overseeing any Senate committee. All actions by any Senate committee must be consistent with Senate policy. The Executive Committee shall act on any matter that may be deemed an emergency in the interim between meetings of the Student Senate. The Executive Committee shall have the power to recommend a review of any club or organization and any Senate committee.

Section 6. The Finance Committee

The Finance Committee shall review and recommend approval or disapproval of 1). the funding of all undergraduate organizations and 2) petitions approved by the Director of Student Activities, 3). Make recommendations to the Senate on all petitions and the amount the Committee decided the club or organization should received based on the information submitted to the Committee and 4). Meet with all clubs and organizations two weeks after their event to complete an evaluation of the event; and, the Committee shall ensure compliance with the University's funding guidelines for organizations.

Section 7. The Election Committee

The Election Committee shall call for and oversee all elections and appointments to the Student Senate (including applications and publicity) subject to the approval of the Senate.

Section 8. Committee on Clubs and Organizations

The Committee on Clubs and Organizations will assist the Director of Student Activities in establishing criteria for the formation and continuance of all undergraduate organizations.

Section 9. The Rules Committee

The Rules Committee shall have the authority to clarify and recommend policies on matters of interpretation of this Constitution; to define procedures, rules, and guidelines involving the business of the Senate, subject to the approval of the Senate; and to preside over impeachment hearings. The membership of the Rules Committee shall be as follows: two Senators from the School of Arts and Sciences, two Senators from the School of Education, two from the School of Nursing, and the remaining six members from the general Senate.

ARTICLE VI - Compensation of Officers

Section 1. The Executive Officers

The Executive Officers of the Senate, in order to better fulfill the responsibilities of their offices, shall receive compensation in the form of stipends without regard to any other aid or scholarship which they are due.

- A. The President shall receive a sum equal to the cost of tuition for fall and spring semesters exclusive of fees and payable to their University account in two (2) equal installments by the end of the first month of each semester.
- B. The Vice President, Treasurer, and Secretary shall receive a sum equal to one semester's tuition exclusive of fees in two equal installments by the end of the first month of the fall and spring semester.
- C. The President and Vice President shall receive a sum of three hundred dollars per semester in bookstore credit, to assist in purchasing their books for that semester, payable to their account by the end of the first month of each semester.
- D. The Treasurer and Secretary shall receive a sum of two hundred dollars per semester in bookstore credit, to assist in purchasing their books for that semester payable to their account by the end of the first month of each semester.

ARTICLE VII - Subsidy Award to Student Organizations

Section 1. Subsidy Award

- A. The amount of subsidy awarded shall be computed on a prorated basis which shall be determined from the date the recognition application was received by the Director of Student Activities. Subsidy awards are granted based upon the date on which they are received, e.g., an organization submits a recognition application to the Director on the first week of November 6, which entitled that organization to receive a \$75.00 subsidy award; however, if that same organization did not submit its organization recognition application until ten days later, on November 16, that organization would be entitled to a maximum subsidy of \$62.00. (See chart below). Organizations must be recognized by the Director of Student Activities Office before being considered for Senate funding.

SCHEDULE OF SUBSIDY AWARDS TO ORGANIZATIONS

- A. Recognition Application Submitted:

	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>
Before the 15th	\$100	\$87	\$75	\$62	\$50	\$37	\$25	\$12
After the 15th	\$ 87	\$75	\$62	\$50	\$37	\$25	\$12	

ARTICLE VIII: Impeachment

Section 1. Student Senate Members Removal

Any member of the Student Senate may be removed from office through the process of impeachment. Impeachment proceedings may be brought against any Senate member for the following reason.

- A. Actions which are inconsistent with the established policies of the Student Senate.
- B. Dereliction of the duties and responsibilities as set forth by the Student Senate Constitution.
- C. Conviction for violation of the University Code of Conduct as embodied in the current edition of the "Eagle Guide Student Handbook." A conviction shall be determined by the University's disciplinary hearing board whose decision resulted in a sanction of disciplinary action.
- D. Consistent negligence in duties and responsibilities, intentional or unintentional, during any thirty day period, as set forth by the Student Senate Constitution.

Section 2. A Motion to Impeach

Any Senator may introduce a motion to impeach; this motion must be submitted in writing prior to any regular meeting of the Student Senate and must be seconded to be considered. The motion will automatically be referred to the Rules Committee.

Section 3. The Rules Committee

The Rules Committee shall have the jurisdiction to hear any case for impeachment referred to it by the Senate. It will determine whether the indictment is valid and substantial enough to warrant further proceedings. The Committee shall make its recommendations proceedings. The Committee shall make its recommendations to the Senate, which shall, by a quorum vote, determine whether the impeachment will be tried. The Senate will be convened to try all cases of impeachment.

Section 4. A Quorum

A quorum for these proceedings will be the enrolled membership of the Senate when the motion was introduced, with a three-fourths required vote of senators at the trial to convict.

Section 5. Impeached Senators

Any impeached Senator is entitled to due process as is defined herewith:

- A. The right to written notice of the charges to a hearing.
- B. The right to pre-examine all evidence and respond to all evidence introduced at the hearing.
- C. The right to be confronted by the Senator who introduced the motion to impeach.
- D. The right to address questions to any party or witness.
- E. The right to be represented by a counsel of his/her choosing.

Section 6. Impeachment Proceedings

Any Senator or Officer who serves on the Rules Committee and who is named in an impeachment proceeding will be relieved of all responsibilities and duties of that committee until a decision has been reached. Any vacancies created as a result of this procedure will be temporarily filled.

Section 7. Decisions of the Senate

The decisions of the Senate will be considered final, pending the approval of the Vice President for Student Affairs.

Section 8. Judgment

Any judgment shall be no more than disqualification to hold any office in the undergraduate Student Senate while attending Coppin State University. This shall not be construed to mean that, in certain cases, the evidence should not be forwarded to the University for consideration of further action. In all cases where an officer is convicted, the officer must refund, on a prorated basis from the time of the decision of the Rules Committee to impeach, the entire remaining stipend received for the office. If this sum is not refunded by the end of the said academic semester, a bill will be forwarded to the Coppin State University Business Office and charged to the individual's account.

Section 9. Impeachment Hearings

All impeachment hearings shall be conducted in a speedy manner, so as not to interfere with the normal business of the Student Senate.

Section 10. Proxy Votes

Proxy votes shall not be accepted during an impeachment hearing.

ARTICLE IX - Parliamentary Authority and Interpretation

The rules contained in the current edition of **Robert Rules of Order, Newly Revised**, shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any rules of order the Senate may adopt.

ARTICLE X - Amendments to the Constitution

Section 1. Amendment of Constitution

Amendment to this Constitution may be proposed only by a two-thirds vote of the Senate or by petition of twenty percent of the full-time undergraduate student body at Coppin State University.

Section 2. The Text of Proposed Amendments

The text of the proposed amendments to the Constitution shall be forwarded to the University's official mailing address of each full-time student attending Coppin State University at least two weeks before the publicized general referendum by the Election Committee.

Section 3. Ratification of Amendments

Amendments of this Constitution shall be ratified by a majority of students voting in a general referendum.

ARTICLE XI - Section 1

- A. This Constitution shall be considered enacted if approved by two-thirds majority vote of those students voting in a University-wide referendum.
- B. When the Constitution is approved, the Director of Student Activities shall determine the schedule of enacting the components of this Constitution. All parts of the Constitution must be enacted by October 1, 1986.

STUDENT ACTIVITIES

The Office of Student Activities is responsible for the development and implementation of co-curricular activities programming that will complement the academic program of studies and enhance the overall educational experience of students through exposure to and participation in social, cultural, intellectual, recreational, and governance programs. The Office is also responsible for the coordination of activities sponsored by student groups and the provision of administrative assistance and advice to classes, clubs, and organizations, the CSU Royal Court, National Pan-Hellenic Council and the Student Senate Association. For additional information about these clubs organizations, please call the Office of Student Activities. Among the clubs and organizations, are the following:

Akira Anime Video Game Club	Iota Phi Theta Fraternity, Inc.
Alpha Kappa Alpha Sorority, Inc.	Kappa Alpha Psi Fraternity, Inc.
Alpha Nu Omega Sorority, Inc.	L.Y.L.A.S (Love Ya Like a Sister)
American Humanics Student Association	Keep a Child Alive
Chi Eta Phi Nursing Sorority, Inc.	National Pan-Hellenic Council
Coppin Players	Phi Beta Sigma Fraternity, Inc.
Coppin's Top Model Organization	Omega Psi Phi Fraternity, Inc.
CSU Dance Ensemble	Psychology Club
CSU Eagle Cheerleaders	Sigma Gamma Rho Sorority, Inc.
CSU Marching Band	Sigma Tau Delta
Delta Sigma Theta Sorority, Inc.	Social Work Association
Eagle's Nest Poetry & Spoken Word Society	STEM Club (Science, Technology, Engineering & Math)
Fellowship of Christian Athletes	Student Activities Programming Board
Green Coppin Coalition	Student Senate Association
Groove Phi Groove SFI	Zeta Phi Beta Sorority, Inc.
Honda Campus All-Star Challenge Team	

EVENT SCHEDULING

Student Clubs and Organizations that are interested in sponsoring an event on campus must complete an Event Request Form at least 30 days prior to the event in question. The form is to be submitted to and approved by the Office of Student Activities. For all events requesting a room in the J. Millard Tawes Building, the Director of Student Activities will inform the groups' advisor of approvals. For all other locations requested, upon approval the Director of Student Activities will forward the form to the Event Scheduling Coordinator located in the Talon Building 2nd floor for venue approval. The final approval is based on review of the request by the University's Event Review Committee.

Student clubs and organizations are not assessed space rental fees; however, the Committee assigns support staff (CSU Police Department, Housekeeping, Grounds, etc...) at a cost to the organization. If fees are assessed an invoice will be mailed to the organization's president and advisor who are responsible for signing and returning the invoice and payment to the Coordinator of Events Scheduling. ***Invoices must be paid by the requested date or the Office of Student Activities has the right to cancel all student events where fees are not paid in full.***

STUDENT EMERGENCY LOAN FUND (SELF)

The Student Emergency Loan Fund Program (SELF) is designed to ensure that students attending Coppin State University have access to emergency aid when needed. SELF is a revolving account. As previously

loaned money is paid back into the account, it becomes available to be loaned again.

A. Loan Criteria (Subject to Change)

1. SELF is specifically earmarked to cover such emergencies as (a) rent evictions, (b) gas and electric turn-off, (c) transportation to and from school, i.e., bus or cab fare (car payments and insurance do not apply), (d) child care, and (e) food.
2. The student must provide documented proof (when possible) of need, i.e., eviction notices, electric turn-off notices, etc., (must be in student name).
3. The usual maximum amount of the loan is \$50.00. Exceptions maybe made only by the Vice President for Student Affairs.
 - a. The student must be currently enrolled as a full-time undergraduate, and enrolled as a financial aid recipient.
4. No additional loans will be made if the student has a previous unpaid loan(s).
5. The student must provide documentation of a re-payment plan within thirty (30) days of the loan. A University work-study, rebate check, or some other form of re-remuneration is acceptable through Coppin State University.
6. The repayment of the loan should not exceed thirty (30) days. However, the student may request one thirty (30) day extension, if necessary.
7. Full-time employees are not eligible to receive loans.
8. Loans will be granted during the Fall and Spring semesters **ONLY**.
9. The student may not receive grades or transcripts with an outstanding balance.

B. Application Process

1. A loan application may be picked up from the Coordinator for Emergency Loans, located in the Miles Connor Administration Bldg. Room 119.
2. Student completes the loan application and submits supporting documentation as needed.
3. Student will schedule an interview with the designated SELF Coordinator.
4. Interviews will be held on Monday, thru Friday.
5. Information that is provided will be verified as deemed necessary, including expected receipt of rebate or UWS checks.
6. Decision to approve or disapprove loans is 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. If the student is approved for the loan, the Loan Agreement is completed.
2. The student will sign the Loan Agreement.
3. A copy of the Loan Agreement is forwarded to the Division of Institutional Advancement.
4. Checks will be issued within five working days after submission of completed documentation to the Coordinator for Emergency Loans.

D. Repayment Process

1. Payments on student emergency loans will be received by the Coordinator for Emergency Loans or a designee.
2. A receipt indicating the current status of the loan account must be issued for each transaction.
3. Funds received will be submitted to the Division of Institutional Advancement on a daily bases as funds are received.
4. Receipt of funds verification will be provided by the Division of Institutional Advancement for each transaction.

E. Process for Collecting Loans in Default

1. Students are considered to be in default if the loan has not been repaid by the date specified on the Loan Agreement and an extension has not been granted.
2. Students in default must be notified within ten (10) days. The notification letter should restate penalties that are imposed. The student has ten (10) days to respond.

F. Penalties imposed are as follows

1. A hold will be placed on rebate, scholarships or college work study checks.
2. A hold will be placed on transcripts or any official information related to academic history at University.
3. Student will not be allowed to graduate, transfer, officially withdraw, or be readmitted to Coppin.
4. Failure of student to respond within the deadline period may result in the account being turned over to a collection agency.

Reporting and Accountability Requirement

The Coordinator for Emergency Loans will submit a written report of outstanding loans to the Division of Institutional Advancement on a quarterly basis.

1. An account balance is due weekly to the SELF 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 Emergency Loans shall maintain all student loan files.

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 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 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.

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.

STUDENT HEALTH INSURANCE WAIVERS

Sickness and Accident Insurance

*****ATTENTION*****

- ❶ Mandatory program with a hard waiver process for all full-time Undergraduate students. This process is for every semester at a cost of \$165.00 (\$82.00-Fall & \$83.00-Spring) for a 12 month period.
- ❷ Part-time students taking a minimum of six (6) credit hours are eligible to purchase the student health insurance. Each student must report to the Community Health Center for further information. Location: 2601 West North Avenue, HHS building, Suite 131 or call **(410) 951-4188**.
- ❸ Graduate students are eligible to purchase the student health insurance. Report to the Community Health Center for further information. Location: 2601 West North Avenue, HHS building, Suite 131 or call **(410) 951-4188**.
- ❹ Students who are insured by comparable carriers (HMOs, BC/BS, etc.) may refuse/waive out of this insurance by going on-line with documented proof (insurance card).
- ❺ Documented proof must be presented in person during the specified waiving period.

Students in Dedmond and Daley Halls must use the resources of the Community Health Center first, and obtain a referral. Expenses incurred for medical treatment rendered outside of the Community Health Center for which no prior approval or referral is obtained are excluded from coverage. A referral issued by the CHC must accompany the student/patient. On campus residents are to call 443-857-9173 (**On call number**) for assistance/advice when the clinic is closed. A referral for outside care is not necessary and only under the following conditions:

1. Medical emergency -- student must return to CHC for follow-up care.
2. When service is rendered at another facility during break or vacation periods.
3. Medical care obtained when a student is no longer able to use the CHC due to a change in student status.

NOTE: Dependents are not eligible to use the CHC.

Students enrolled into the Student Health Insurance Plan can view coverage information, generate ID cards, and view claim status online via a secure website www.uhcsr.com

Participating/accepted insurances companies at the Community Health Center are listed below:

- Carefirst Blue Cross Blue Shield PPO

- United Health Care
- Maryland Physicians Care

***United HealthCare Insurance Company (Coppin University plan)
Medicare and/or Medicaid

NOTE:

We recommend that you check with your insurance carrier to ensure that they will assume financial responsibilities for charges incurred when using the University’s Community Health Center. For further information, Call 410-951-4188.

STUDENT LEADERSHIP PROGRAMS

- Emerging Leaders
- Experience Leaders
- Student Development Transcript
- Royal Court
- LC² Community Service Learning Programs (leaders of Coppin Connecting).

STUDENT SUCCESS CENTER

Our philosophy is rooted in the belief that we should endeavor to provide the very best service to all of our students. Our aim is to provide basis service without bouncing students from office to office.

Vision/Principles

- To provide first point-of-contact service to all students in a one-stop environment.
- To provide cordial student-as-client service to all students.
- To resolve student issues in seven (7) minutes or less (if the problem cannot be resolved within that timeframe, they are to be scheduled or sent to an actual representative at the required office. If a student is sent in the office, then the rep should call to make sure the student will be seen and by whom.
- To serve as a information resource for all students.
- To serve as liaisons to functionally associated offices.

The Student Success Center is located in the Miles Connor Administration Building, Rm. #129, 1st floor. Hours are: Monday, Tuesday, and Thursday – 8:30 a.m. – 5:30 p.m., Wednesday – 5:30 p. – 8:30 p.m. (first and last three weeks of the quarter), and Friday 8:30 a.m. – 5:00 p.m. For additional information, call 410-951-6444.

STUDENT SUPPORT SERVICES

Student Support Services (SSS) is a federally funded retention and graduation program that serves eligible and enrolled students who want to make the most of their education while attending Coppin State University. The (SSS) Program offers guidance, coaching, encouragement, and a variety of academic and support services throughout the academic year and through a summer enrichment program.

The mission of Student Support Services (SSS) is to maximize educational opportunities for low-income, first generation, and disabled students through direct services that encourage retention through the higher education pipeline. To accomplish its mission, Student Support Services (SSS) provides opportunities for academic development; assists first year students with basic college requirements and GER completion; and serves to motivate program participants towards the successful completion of their post-secondary education.

Ultimately, the goal of the SSS program is to help students reach their goal of attaining a post-secondary education and to graduate from a degree program at Coppin. Specific services provided by the program include: academic and financial aid coaching and advising, free tutoring, career exploration, planning, and counseling, educational planning sessions, academic and personal coaching, course planning and registration, information workshops, and cultural enrichment activities.

The Student Support Services Program is located in the Percy Julian Science Building, 1st Floor. The hours of operation are Monday thru Friday, 8:30 a.m.-5:30 p.m. For additional information call (410) 951-3656.

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, 1st floor, or in the Residence Halls (front desk area).

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 –Old Gold and Reflex Blue

School Mascot - The Eagle

HOMECOMING

A gala occasion celebrated one weekend in February each year. There is a full week of events that culminate with the homecoming Cabaret. Homecoming is one of the major events of the spring semester.

COPPIN PRIDE

Coppin Pride is: Thinking Coppin first
Coppin Pride is: Reflex blue and old gold
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 OF ACADEMIC RECORD

Currently, we do not accept e-mail request for transcripts. To request a transcript, download and complete the transcript request form from the Office of Records and Registration website or submit a written signed request to:

Office of Records and Registration
Coppin State University
2500 West North Avenue
Baltimore, Maryland 21216-3698

The request should include a student's full name, social security number, date of birth, dates of attendance, student status- graduate student or undergraduate student and the name and address of the agency or person to receive the request. You may also fax the request to 410-951-3701.

Normally, transcripts requests are processed within 3 business days of receipt. Due to the high volume of requests during the following periods: June 1st through July 30th, the last week of August and the first week of September and last week of January and the first week of February transcripts will be processed within 5 days of receipt of the requests.

There is no charge for transcripts processed within 3 business days. There is a \$10.00 fee per transcript for same day transcript request.

NOTE: The University will not release transcripts to students who have outstanding obligations.

UNIVERSITY BOOKSTORE

The University Bookstore 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) 951-1222 or visit online at <http://coppin.bncollege.com>.

UPDATING THE ACADEMIC RECORD

Have you moved??? If so, please fill out the Change of Address Form in the Record's Office, Room 143, 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). The withdrawal period commence the first day of the semester and ends approximately eleven (11) weeks after the start of the semester. The final withdrawal date is printed in the Schedule Booklet and on the Web. A grade of "W" will be printed on the student's academic records (read information regarding withdrawal in this handbook).

WITHDRAWAL FROM A COURSE

A student may withdraw from a course from the first date of the semester until approximately eleven (11) weeks after the start of the semester. A grade of "W," is documented on the transcript indicating official withdrawal from the course. After the Drop/Add period has ended, students may terminate their participation in classes by officially withdrawing from classes. They must fill out the proper form in the

Records Office. Failure to properly withdraw from courses will result in “F” grades appearing on the student’s transcript. Please note the last day to withdraw from a course is listed in the schedule booklet on the web.

WITHDRAWAL FROM THE UNIVERSITY

A student withdrawing from the University must:

1. Complete the officially University withdrawal form available in the Record’s Office.
2. Obtain the signatures from representative from the following offices: the Center for Counseling and Student Development, Financial Aid, Housing and Residence Life, Public Safety, Library, Business Office, Veterans Affairs (located in the Office of Records) and Records and Registration.
3. Return the completed form to the Record’s Office by the official deadline.

A student failing to comply with this process will receive grades of “F” instead of “W” in all courses.

II. Community Standards

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

It is the responsibility of each community member to become familiar with the standards and expectations of the Coppin family. In general, each member should:

- Respect the rights of others
- Respect the property of individuals, groups and Coppin State University
- Know, understand and abide by all Coppin State University community standards, policies and regulations, as well as all local, state and federal laws.
- Engage in behavior that does not interfere with individual, group or Coppin State University regular activities and/or operation
- Ensure that guests behave in a manner consistent with and in accordance with the expectations of our community

The foundation of Coppin State’s standards, policies and regulations was designed with one or more of the following purposes: to promote and protect the rights of members, or visitors to the community; to promote and protect the health and safety of members or visitors to the community; to promote and protect the academic integrity of the community; and to promote the respect of and protection of the property of the community members and University.

The Community Standards Violation Process

As members of the University community, Coppin students are expected to respect the rights of all students, faculty and staff and adhere to the policies outlined in the Eagle Guide, Student Handbook.

If a student has observed a violation of University policy, or feels that his/her rights have been violated in some way, he/she should file a report with a Resident Assistant, the Student Life Center, and Office of the

Vice President for Student Affairs or Campus Police.

For more information on the Community Standards violation process, please explore the Community Standards Violation Guide. This document is a reference to provide insight into community standards processes at Coppin State University.

About the Community Standards Violation Process Guide

As a student who is pursuing charges or being charged with alleged violation(s) of community standards, you may have a number of questions about Coppin's community standards violation process. There are several administrators on campus who are available to meet with you to walk you through the process but if you are not sure about who to contact, Coordinator of Community Standards would be your ideal starting point.

This resource is intended to be a reference guide for you to turn to as you navigate through these processes. We hope that you gain greater insight about our philosophy of community standards as well as an in-depth look at our procedures. If you have any ideas about how to improve this resource or if you still have unanswered questions after reading through this material, please contact the Student Life Center:

*Coordinator for Community Standards
Student Life Center, J. Millard Tawes University Center
Phone: (410) 951-3932*

Students are also encouraged to familiarize themselves with the Eagle Guide, Student Handbook which outlines university policies and procedures, and the Student Code of Conduct. The Eagle Guide is available on the web: <http://www.coppin.edu/studentaffairs/Eagleguide>.

- Engage in behavior that does not interfere with individual, group or Coppin State University regular activities and/or operation
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For more information on the community standards violation process, please explore the Community Standards Student Code of Conduct. This document is a reference to provide insight into community standards processes at Coppin State University.

VALUES AND STANDARDS OF EXCELLENCE

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 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 exemplify integrity at all times.

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 command respect for themselves and give respect to others. Further, they show proper regard for university/college personnel and for the democratic traditions and laws which govern their behavior as citizens and members of the Coppin family. Coppin students strive to promote true cultural diversity and accept and value the differences of others, including but not limited to life style and physical challenges. They convey an atmosphere of friendliness by extending a warm and genuine feeling of welcome as they greet their fellow students, faculty, friends, and visitors of the University.

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.

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 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.

COPPIN STATE UNIVERSITY STUDENT CODE OF CONDUCT

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, Eagle Guide 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.

B. 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
 - i) Student Code.
 - j) Influencing or attempting to influence another person to
 - k) 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.

B. VIOLATION OF LAW AND UNIVERSITY DISCIPLINE

- a. 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 contend ere").
- b. 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.
- c. 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.

- d. 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. 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.
 - a. A student suspended under this provision shall not be admitted to any other institution in the System during the term of suspension.
 - b. 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.

COPPIN PRIDE

Coppin Pride is: Thinking Coppin first

Coppin Pride is: Reflex blue and old gold

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!!

CAMPUS DIRECTORY

OFFICE	PHONE
Information	410-951-3000
President.....	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.....	410-951-3587
Vice President for Student Affairs.....	410-951-3933
Academic Advisement	410-951-3555
Academic Resource Center.....	410-951-3060
Accounts Payable.....	410-951-3695
Adapted Physical Education	410-951-3377
Admissions Office	410-951-3600
Adult & General Education	410-951-3030
Alumni Relations	410-951-3803
Arts & Sciences	410-951-3020
Athletics Division	410-951-3737
Auxiliary Services.....	410-951-3571
Barnes and Noble Bookstore	410-951-1222
Budget Operations	410-951-3575
Budget Office	410-951-3693
Bursar (Student Accounts).....	410-951-3677
Capital Planning,	410-951-3780
Career Services	410-951-3919
Center for Counseling and Student Development	410-951-3939
Center for Institutional Assessment	410-951-3493
Central Receiving.....	410-951-3760
Community Health Center	410-951-4188
Community Standards	410-951-3932
Computer Lab	410-951-3897
Controller's Office.....	410-951-3677
Coppin Academy	410-951-2600
Coppin Heights Community Development Corp.	410-951-3622
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
Custodial Services	410-951-3767
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

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.....	410-951-3939
Duplicating Services	410-951-3750
Education Technology Center.....	410-951-3073
Elementary Education	410-951-3066
Enrollment Management	410-951-3587
Event Scheduling	410-951-3571
Facilities Management	410-951-1234
Faculty Senate	410-951-3071
Financial Aid Office	410-951-3636
Graduate School	410-951-3090
Health Human Performance	410-951-3377
Help Desk, Information and Technology	410-951-3888
History, Geography & Global Studies	410-951-3434
The Honors College	410-951-3388
Housekeeping Services	410-951-3767
Housing	410-951-6300
Human Resources	410-951-3666
Humanities & Media	410-951-4150
Information Technology Division (ITD)	410-951-3877
Information Technology Training.....	410-951-3853
Institutional Advancement.....	410-951-3800
Institutional Research	410-951-3494
Interdisciplinary Studies Program.....	410-951-4262
International Students	410-951-3957
Kinship Care Resource Center	410-951-4177
Language & Literature	410-951-3366
Library.....	410-951-3400
Lost & Found	410-951-3900
Mailroom & Duplicating Services	410-951-3750
Management Science/Economics	410-951-3444
Master of Arts in Teaching Program	410-951-3077
Math Lab.....	410-951-3056
Mathematics & Computer Science	410-951-3466
MAT Program.....	410-951-3077
Maxie Collier Scholarship Program.....	410-951-3484
MEd Program.....	410-951-3500
McNair Program	410-951-3488
Music.....	410-951-3366
Natural Science	410-951-4111
Nursing Graduate Division	410-951-5546

Nursing Undergraduate Division	410-951-3970
Nursing Center	410-951-4188
Nursing Student Affairs and Retention Office	410-951-3970
Nursing Undergraduate Office	410-951-6165
Office of Information Technology	410-951-3877
Office of Planning and Institutional Effectiveness	410-951-3828
Office of Public Policy and Governmental Affairs.....	410-951-3845
Office of Strategic Partnerships and Community and Engagement	410-951-3803
Office of University Compliance and Judicial Affairs	410-951-3932
Office of University Relations	410-951-4200
Parking	410-951-3556
Philosophy.....	410-951-4150
Physical Plant	410-951-1234
Planning & Accreditation	410-951-3828
President’s Chief-of-Staff	410-951-3844
Procurement	410-951-3790
Psychology & Rehabilitation Counseling (Applied)	410-951-3510
Reading Laboratory	410-951-3057
Records & Registration.....	410-951-3700
Rehabilitation Counseling.....	410-951-3510
Rosemont/Coppin Initiative	410-951-3040
Residence Life	410-951-6399
ROTC.....	410-951-3950
The School of Education.....	410-951-3082
The School of Graduate Studies	410-951-3090
The School of Management Science & Economics.....	410-951-3444
The School of Professional Studies	410-951-2666
The School of Nursing.....	410-951-3970
Secondary Education	410-951-5530
Social Sciences, Political Science and Sociology.....	410-951-3520
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 Activities.....	410-951-3922
Student Senate Association.....	410-951-1240
Student Success Center	410-951-6444
Student Support Services	410-951-3656
Student Teaching	410-951-5667
Subway	410-951-1236
Telecommunications	410-951-3858
Thompson Hospitality	410-951-1230
Transportation	410-951-3556
University Relations.....	410-951-4200
Upward Bound Program	410-951-4141

Urban Education Corridor	410-951-3034
Visual and Performing Arts	410-951-3021
Veteran's Affairs	410-951-3700
Wellness Resource Center	410-951-3945
Writing Lab.....	410-951-3059

