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## **INTRODUCTION**

Welcome to Coppin State University! The student handbook was designed by the Division of Student Life staff to assist you in your passage to the University experience. Please begin to familiarize yourself with the very important information provided. Keep it handy as a reference throughout the academic year.

Our objectives in selecting the specific content were threefold:

1. To provide helpful hints and to answer questions about the institution.
2. To familiarize students with the rights, rules and responsibilities of being Coppinites.
3. To assist students in recognizing and understanding student services, identifying key personnel and locating campus departments.
4. To aid students in the development of time management skills via a personal/academic information planner.

### **THE HANDBOOK COMMITTEE**

**Dr. Joann M. Christopher Hicks**  
**Mrs. Dorothy Lemon**  
**Ms. Helen Dunkley**

# COPPIN STATE UNIVERSITY

*Nurturing Potential . . . Transforming Lives*

2500 West North Avenue  
Baltimore, Maryland 21216-3698  
Division of Student Life

Dear Student:

Welcome to Coppin State University and congratulations on your wise choice of a university! Perhaps your selection of Coppin was, in part, motivated by our location in the Baltimore metropolitan area, the size of the University, our attractive campus, and the exciting curricular choices available. Since each reason is true, you have indeed selected well.

Our urban location permits easy access to the stimulating cultural and social offerings of Baltimore. Our size encourages close student-faculty relationships, the lovely campus both lifts the spirit and provides an environment conducive to learning, and our academic programs provide a range challenging enough to prepare any conscientious student sufficiently for a career immediately or entry into graduate and professional schools.

This handbook is designed to answer your questions, to be as inclusive as possible, and to help you find solutions to your problems which will lead you to a successful university experience. While the institution is committed to the development of well rounded students, you will see that the curricular choices also complement academic life on campus. Moreover, all inclusiveness is nearly impossible to achieve within the University when organizations and services change from time to time. Therefore, we apologize to those organizations and services which may have been accidentally omitted and would urge students to keep abreast of university current events.

Finally, we are thrilled you chose Coppin and welcome you once again to our unique university family. Should you need help or have a question in need of an answer, please do not hesitate to let us know. We look forward to working with you as we *nurture your potential* and *transform your life*.

Sincerely,

***Sadie R. Gregory***

Sadie R. Gregory, Ph.D.  
Interim President

## **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, 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.

### **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 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 difference 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 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!!

# **POLICIES, RIGHTS PRIVILEGES and RESPONSIBILITIES**

## **COPPIN STATE UNIVERSITY MISSION STATEMENT**

A comprehensive, urban, liberal arts institution with a commitment to excellence in teaching, research, and continuing service to its community, Coppin State University provides educational access and diverse opportunities for all students, and places an emphasis on students whose promise may have been hindered by a lack of social, personal, or financial opportunity. High-quality academic programs offer innovative curricula and the latest advancements in technology to prepare students for new workforce careers in a global economy. To promote achievement and competency, Coppin expects rigorous academic achievement and the highest standards of conduct with individual support, enrichment, and accountability. By creating a common ground of intellectual commitment in a supportive learning community, Coppin educates and empowers a diverse student body to lead by the force of its ideas to become critical, creative and compassionate citizens of the community and leaders of the world, with a heart for lifelong learning and dedicated public service. Coppin State University applies its resources to meet societal needs, especially those of Baltimore City, wherever those applications mesh well with its academic programs.

## **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 20202-5920**

**ATHLETICS DEPARTMENT**

## **MISSION STATEMENT**

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.

## **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.

# **ACADEMIC INFORMATION**

## **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 Grace Jacobs Building, 8<sup>th</sup> floor. 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. 3:00 p.m.

## **DECLARATION OF 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 the department which the major is under. 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.

# **STUDENT ACADEMIC DUE PROCESS**

## **PURPOSE**

Academic due process at Coppin State University ensures the protection of the rights of all students in **academic matters**. The objective of the academic due process is to provide a channel for students to air grievances. Contact the Division of Academic Affairs for information at 410-951-3010.

## **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 DISMISSAL**

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

## **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 students keys in his/her classes or when staff person keys in 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.

### **Effective Spring 2002**

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 course(s). 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 about their bills.**

### **NEW ON-LINE REGISTRATION - About EagleLINKS**

Registering for the fall 2004 semester and beyond must be completed by using the EagleLINKS web site.

### **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.

## **NEW STUDENT ORIENTATION AND REGISTRATION**

CSU requires that new students attend New Student Orientation. New Student Orientation occurs in the months of August and January.

## **TRANSCRIPT OF ACADEMIC RECORD**

The transcript is an official record of your University career. All of the courses you have taken each semester are listed. The grade you received for each course and your current and cumulative grade point averages (GPA). Currently, the Office of Records and Registration are not accepting e-mail requests for transcripts. To request a transcript, please submit a written signed request to the Office of Records and Registration. Your request should include your full name, social security number, CSU student ID 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. Transcripts are processed within 2 days after the receipt of requests. NOTE: The University will not release transcripts to students who have outstanding obligations.

## **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.

## **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.

## **NR - NO GRADE**

NR is a symbol used by the Registrar for instructors who turn in final grade rosters past due date and are too late for computer processing.

## **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".

## **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.

## **W - 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:

- complete the officially University withdrawal form available in the Record’s Office.
- obtain the signatures from representative from the following offices: Counseling, Financial Aid, Housing and Residence Life, Public Safety, Library, Business Office, Veterans Affairs (located in the Office of Records) and Records and Registration.
- 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.

## 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
	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.

## 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.

### **ACADEMIC DISMISSAL**

If you are on probation for two consecutive semesters, you could be suspended from the University for one semester. This does not include the summer sessions. You may apply for readmission after one semester has elapsed, and if re-admitted, you will be restricted to taking a maximum of 11 credits in that semester. Failure to earn a 2.0 semester average, after being re-admitted, will result in permanent dismissal from the University.

### **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.

### **LIBRARY**

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, computer 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.

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.

## **ACADEMIC SESSIONS**

Monday thru Thursday	8:00 a.m. - 2:00 a.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 4:30 p.m.
Sunday	2:00 p.m. - 7:00 p.m.

## **INTERIM PERIODS AND HOLIDAYS**

### **SPRING**

January 2 – January 27	8:00 a.m. - 5:00 p.m. CLOSED WEEKENDS
January 14	CLOSED
January 28	First Day of Classes -
March 15 – March 16	CLOSED
March 17 – March 21	8:00 a.m. - 5:00 p.m.
March 22 – 23	CLOSED
May 21- May 31	8:00 a.m. - 5:00 p.m. CLOSED WEEKENDS
May 26	CLOSED

### **FALL**

November 25	8:00 a.m. – 8:00 p.m.
November 26 – November 30	CLOSED
December 19 – December 24	8:00 a.m. – 5:00 p.m. CLOSED WEEKENDS

## **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 Student Life and will be adjudicated in accordance with the Student Handbook. Violations may result in revocation of computing resource privileges, student disciplinary action or legal action.

## **2. 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 Associate Vice President for Student Life and will be adjudicated in accordance with the Student Handbook.
- 3.5. Using computing resources to engage in conduct that interferes with other's use of shared computer resources or disrupts other

computer users.

- 3.6. Using computer resources for illegal activities. Criminal and illegal use may include distributing or accessing obscenity or child pornography for non-academic purpose, threats, harassment, copyright infringement, defamation, theft and unauthorized access. Conveying threats or harassment is defined as any speech that falls outside the scope of the First Amendment protection.
- 3.7. Using computer resources for political, personal or commercial use.
- 3.8. Intentionally developing and using programs that disrupt other computer users or which access private or restrictive portions of the system and/or damage the software or hardware components of the system. Computer users must use great care to ensure they do not use programs or utilities which interfere with other computer users or which modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program may result in legal civil action for damages or other punitive action by any injured party, including CSU, as well as criminal action.
- 3.9. Excessive printing using Coppin printing resources. Effective Spring 2007 semester, students will be allowed to print 100 free pages for the Spring/Summer semester and another 100 free pages for the Fall/Winter semester. Extra prints will be charged to the students accounts at 5 cents a 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.

## **STUDENT PERSONNEL SERVICES AND FACILITIES**

### **STUDENT ACHIEVEMENT**

Student services assist students in 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.

These attitudes, and qualities are consistent with the University's mission and are accomplished through resources and programming that deliver: 1.) A safe and secure University community, 2.) Educational, cultural, social, and leadership opportunities, 3.) A residential living & learning environment, 4.) Career and professional awareness development, 5.) Partnerships and community outreach

Students are empowered to persist academically and to develop personally; ultimately leading to the culmination of a comprehensive University experience.

### **CAREER SERVICES**

The Career Development and Cooperative Education 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 Development and Cooperative Education Center in their freshman year.

### **System of Integrated Guidance and Information (SIGI)**

Students can receive assistance in exploring their interests, values, skills and researching career options to make informed decisions in choosing a major and career.

### **Jobs/Internships/Cooperative Education**

The Center receives the lists job announcements (full-time, part-time and summer employment), as well as cooperative education, internship, research and volunteer opportunities. Students who register with the Center can receive e-mails announcing these opportunities.

### **Workstudy**

Students who have been awarded work-study through The financial Aid Office are directed to the Center for placement.

### **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 career publications, videotapes, and disks from employers in business and industry, education systems, and non profit and government agencies. Catalogs and brochures from graduate/professional schools are housed in the Center.

### **Programs**

Annual programs sponsored by the Center include:

- Career Exploration Day in October
- Spring Job Fair in March
- Teacher Recruitment Day in April
- Employer’s On-campus Interviews (fall & spring)
- Professional Networking Seminar
- Black Executive Exchange Program (BEEP) Career Awareness Seminar

The Center is located in the Miles Connors Administration Building. Hours of operation are Monday – Friday, 8:30 a.m. to 5:30 p.m. and Wednesday, 8:30 a.m. to 7:00 p.m. Additional evening hours are available by appointment. For additional information call 410-951-3919, or e-mail the staff at [careerdev@coppin.edu](mailto:careerdev@coppin.edu).

**CENTER FOR COUNSELING AND STUDENT DEVELOPMENT**

Coppin State University Center for Counseling and Student Development (CCSD) is dedicated to the academic mission of Coppin State University by providing services and programs that help students preserve their emotional well-being in order to attain their educational goals and pursuits. The program is staffed by licensed psychologists, social workers, certified addictions specialists, professional counselors, and peer counselors. CCSD staff recognizes that students of all ages face unique life circumstances; therefore, students' college years are optimally a time of challenge, inquiry, experimentation, self reflection, value clarification, spiritual development, and change. Throughout our journey in life we all experience change.

The Center for Counseling and Student Development staff recognize that students of all ages face unique life circumstances; therefore, students' college years are optimally a time of challenge, inquiry, experimentation, self reflection, value clarification, spiritual development, and change. Throughout our journey in life we all experience change. Sometimes, this change is orderly, logical, and comprehensible. Other times, this change can be chaotic, mystifying and confusing. The staff of the Center for Counseling and Student Development believes that the college experience extends over developmental phases. These growth phases are best characterized by phases of crisis, adjustments, adaptation, conflict resolution, and integration. Our services are designed to aid students in the development of coping skills to conquer the vicissitudes of life, the management of their crisis, and helping them to flourish in meaningful ways.

The Center for Counseling and Student Development provide a plethora of support services that will enable students to grow in self-understanding and make more fulfilling and healthier utilization of their personal and interpersonal resources. Individual interactions, group therapies, faculty/staff consultation, teaching, research, and numerous outreach activities/ involvements are some of the primary means by which the mission will be achieved. It is our mission to help create and maintain a nourishing, healthy, diverse community through relationship building, education, and crisis prevention. When crises do transpire, it is our mission to provide timely, judicious, appropriate interventions and garner community support to help alleviate any far reaching after effects.

The Center for Counseling and Student Development staff will make efforts

to evaluate our work and its impact through assessment, feedback, research, and staff discourse. We value time for staff development and reflection. The purpose of the Center for Counseling and Student Development is to provide support for the University's academic goals by assisting in decreasing student and faculty/staff stress, promoting a healthy environment, and improving retention rates. Interested students will receive assistance in focusing on personal, social, and academic growth and discovery, contributing to students' motivation, performance, and overall satisfaction with the University. The staff embraces students to our department with the realization that counseling has helped many students.

Additionally, the staff respect and protect the individual student's right to privacy and believe that a commitment to confidentiality is indispensable to effective, successful counseling. Information which is obtained in the context of a counseling relationship may be released to other individuals and agencies only with the student's written permission. The Center for Counseling and Student Development strictly protects the confidentiality of information shared. We are ethically committed to confidentiality and federal/state laws require it. This means that even student attendance in counseling is kept private and confidential. Also, student counseling /psychological medical records are entirely maintained and housed separately from academic records in a strict locked facility at all times.

The Center is located in the Miles W. Connor Administration Building, 1<sup>st</sup> floor; the hours of operation are Monday thru Friday, 8:30 a.m. thru 5:00 p.m. Evening and Saturday hours are available by appointments only. Call (410) 951-3939.

## **EVENT SCHEDULING**

Student Clubs and Organizations that are interested in sponsoring an event on campus must complete an Event Registration Form and have it signed and approved by the Office of Student Activities. Upon approval, the Director of Student Activities will forward the form to the Coordinator for Event Scheduling who is located in the New Dining Hall, 2<sup>nd</sup> floor for venue approval, 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 (Public Safety, 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***

## **FRESHMAN SEMINAR**

The Freshmen Seminar Course is a requirement for all students except for students who have transferred with twenty-five credits or less. The course objectives are to: (1) help entering students develop a sense of community, (2) present to students the University's academic policies and procedures; (3) clarify the purpose and structure of the General Education Requirements (GER); (4) provide opportunities for new students to assess and define their own vocational interests and to develop the knowledge to use those skills in the marketplace; (5) explain the testing, placement, and retention programs requirements; and (6) describe the functions of various academic support services and key administrative offices.

In addition, individual conferences are arranged for all transfer and readmitted students to help them evaluate their past academic records in terms of Coppin's current graduation requirements.

## **STUDENT EMERGENCY LOAN FUND (SELF)**

The Student Emergency Loan Fund (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 may be made only by the coordinator for Emergency Loans.
4. The student must be currently enrolled as a full-time undergraduate, and enrolled as a financial aid recipient.
5. No additional loans will be made if the student has a previous unpaid loan(s).
6. 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.
7. The repayment of the loan should not exceed thirty (30) days. However, the student may request one thirty (30) day extension, if necessary.
8. Full-time employees are not eligible to receive loans.
9. Loans will be granted during the Fall and Spring semesters only.
10. 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.
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 Coordinator for Emergency Loans or a designee.
7. Exceptions are made only by a recommendation from the Coordinator for Emergency Loans or a designee.

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 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.

**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.

**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 2553 W. North Avenue. Hours of operation are 9:00 a.m. to 4:00 p.m.

All students living in the Residence Halls must have a yearly physical, PPD, 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 mumps will be isolated by sending them home for nine (9) days after symptoms begin;
3. Persons who come in contact with a mumps case will have their immunizations status evaluated;
4. Anyone who has not received 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 Center at 419-951-4188. Walk-ins are also accepted with proof of insurance. Most insurance are accepted.

**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 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 Nursing 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:**

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

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

- ❖ Wash your hands often or use an alcohol-based sanitizer
- ❖ Keep your cuts and scrapes clean and cover them with bandages
- ❖ Do not touch other people's cuts or bandages; and
- ❖ 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](http://www.cdc.gov/ncidod/dhqp/ar_mrsa_ca.html)**

## **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 \$175.00 (\$87.00-Fall & \$88.00-Spring) for a 12 month period.

- ② Part-time students taking a minimum of six (6) credit hours are eligible to apply for the program. Each student must report to the Community Health Center for further information. Location: 2554 West North Avenue.
- ③ Graduate students are eligible to apply for the program. Report to the Community Health Center for further information. Location: 2554 West North Avenue.
- ④ Students who are insured by comparable carriers (HMOs, BC/BS, etc.) may refuse/waive out of this insurance with documented proof (insurance card).
- ⑤ 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 claim when submitted. A referral for outside care is not necessary only under the following conditions:

- Medical Emergency, student must return to CHC for follow-up care.
- When the CHC is closed.
  
- When service is rendered at another facility during break or vacation periods.
- Medical care received when the student is more than 50 miles from campus.
- Medical care obtained when a student is no longer able to use the

CHC due to a change in student status.

- Maternity or Psychotherapy

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](http://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 by using the University's Community Health Center. For Further Information, Call 410-951-4188.

## **OFFICE OF FINANCIAL AID**

The Office of Financial Aid administers federally supported programs which assist students in meeting educationally related expenses as authorized by the Higher Education Act of 1965 and subsequent revisions.

The Financial Aid staff assists students regarding financial concerns by providing assistance in helping them to understand the federal financial aid process and its interpretation, and completion of the documents required to obtain federal funds. Maximum funding consideration is given to completed applications received on or before March 1<sup>st</sup> for the fall semester and November 1<sup>st</sup> for the spring semester. Applications received after the deadline date will be processed; however, those submitted prior to the deadline receives first consideration.

The Office of Financial Aid is located in the Miles W. Connor Administration Building, 1st floor. Hours of operation are Monday, Tuesday, Thursday, 8:30 a.m. - 5:30 p.m. and Wednesday, 8:30 a.m. - 6:00 p.m., closed on Friday, (except during registration periods). If there are any

additional questions, refer to the Coppin State University Catalog or call (410) 951-3636.

## **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 along 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).

## **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 Office of Student Activities or visit the web at [www.coppin.edu/student\\_activities/intramural.asp](http://www.coppin.edu/student_activities/intramural.asp)

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

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

Army ROTC (Reserve Officers' Training Corps) is a program which combines University courses in military science with a summer training session to turn students into officers. Upon successful completion of the program and graduation, cadets are awarded a commission as a second lieutenant in either the U.S. Army, the Army National Guard or the U.S. Army Reserve.

Army ROTC offers two programs to all qualified college and university students. The traditional four year program gives students the opportunity to take ROTC courses in each of their four years of college. ROTC enhances a student's education by providing unique leadership and management training, along with practical experiences. It helps a student develop many of the qualities basic to success in the Army, or in a civilian career. ROTC gives students a valuable opportunity to build for the future by enabling them to earn a University degree and an officer's commission at the same time.

## **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, and the Student Association. For additional information about these clubs or organizations, please call the Office of Student Activities. Among the clubs and organizations, are the following:

Alpha Kappa Alpha Sorority, Inc.  
Association of Non-Traditional Students  
National Society of Collegiate Scholars  
CSU Beautification Team  
CSU Eagle Cheerleaders  
Chi Ea Phi Sorority, Inc.  
Coppin Dancers Ensemble  
Coppin Models  
CSU Gospel Choir  
The CSU Courier (University Newspaper)  
Criminal Justice Club  
Delta Sigma Theta Sorority, Inc.  
History Club  
Honda Campus All-Star Challenge Team  
Iota Phi Lambda Sorority, Inc.  
Math and Computer Science Club  
Nursing Student's Association  
National Pan Hellenic Council  
Omega Psi Phi Fraternity, Inc.

Phi Beta Sigma Fraternity, Inc.  
Sigma Gamma Rho Sorority, Inc.  
Social Work Association  
Speech Club  
S.T.E.M. Club (Science, Technology, Engineering, & Mathematics)  
Student Health Education Organization (SHEO)  
Student Recruitment Team  
Thurgood Marshall Club of America  
Track Phi Track Honorary Fraternity  
Zeta Phi Beta Sorority, Inc.

Phi Alpha Theta Rho Honor Society  
Iota Phi Theta Fraternity, Inc.  
International Students' Association  
Kappa Alpha Omega Fraternity, Inc.  
Kappa Alpha Psi Fraternity, Inc.  
L.Y.L.A.S. (Love You Like a Sister)

## **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, encouragement, and a variety of academic and support services throughout the academic year and through a summer enrichment program.

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. The mission of 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. 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.

Services provided by the program include: academic and financial aid advising, free tutoring, career exploration and counseling, educational and career planning sessions, personal counseling, schedule planning and course registration, and information workshops and cultural enrichment activities.

The Student Support Services Program is located in the Frances Murphy Research Center, Suite 101. 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, 2<sup>nd</sup> 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).

## **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.

## **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 Division of Student Life, Mail Room/Duplicating Services, Bookstore, Multi-Purpose Room, Public Safety Office (satellite location), Career Development and Cooperative Center, Office of Student Activities, Student Senate Office, Fireside Lounge, Quiet Lounge, Snack Area, Subway, Executive Conference Room, Rathskeller, Game Room, the Courier Newspaper and the Ball Room.

## **PUBLIC SAFETY VEHICLE REGISTRATION POLICIES AND PROCEDURES**

Please be advised that all students need to register for parking with the Office of Public Safety, 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, 2<sup>nd</sup> floor. After payment the receipt must be submitted to the Office of Public Safety, located in the Frances Murphy Research Center, first floor, to obtain the parking permit. **RESIDENCE HALL FRESHMEN ARE NOT ALLOWED PARKING PRIVILEGES.** For information, please

call (410) 951-3900.

Please provide the Office of Public Safety with vehicle information such as: make, model, style, year, tag number, as well as the policy number and policy expiration date.

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

1. All vehicles **MUST** display a valid Coppin State University permit to park on campus.
2. **Visitor Parking:** Spaces are designated for visitors. If your visitor(s) is unfamiliar with the campus, you should refer him/her to Campus Police. Visitor's having business with a specific department should contact that department or notify the Campus Police at (410) 951-3900, to make parking arrangements.
3. **Students:** If lots are full, please do not park in restricted areas. Parking illegally in a restricted area, under any condition, is a parking violation.
4. **Disabled parking spaces and transfer areas:** To gain access to gated areas, you must show your handicap permit form to the Officer in the Tawes Center. Information must be for the registered driver. Vehicles registered in Maryland will be reported to the MVA.
5. **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. Parking on diagonal lines is also prohibited.
6. **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.

7. **Roadways:** Drivers should not leave vehicles unattended in a road designated for traffic.
8. **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?

E-Lot (located off Warwick Avenue), F-Lot Extension (located in front of the Dining Hall), and G-Lot (located behind Grace Hill Jacobs Classroom Building on the railroad track side of Loop Road). Additional parking is available at satellite locations including New Shiloh Baptist Church (2030 Elgin Avenue and 1915 Windsor Avenue) and Walters Relocation Elevated Lot (2001 Elgin Avenue).

Shuttle bus services to and from Coppin State to satellite parking locations is available five (5) days a week, Monday thru Friday from 7:00 a.m. to 11:00 p.m.

Two (2) shuttle buses will run a continuous loop to each stop in approximately 15 minute intervals during peak hours of (7:00 a.m. to 10:00 a.m. and from 4:00 p.m. to 7:00 p.m), and one (1) bus during off peak hours to running every 25-30 minutes from (10:00 a.m. to 4:00 p.m. and from 7:00 p.m. to 11:00 p.m.). Anyone wishing to ride the **shuttle bus must show valid Coppin State University ID.** **THE LAST BUS WILL LEAVE NORTH AVENUE STOP AT 10:40 P.M. TO THE SATTELLITE LOTS.**

The shuttle will be a coach bus with Elegance Bus Tours written on the side. There will also be signs posted in the window of each bus identifying CSU shuttle service. One of the four (4) shuttle stops will be at the Mondawmin Mall metro Station across from us terminal #7 for anyone who wishes to take the subway.

Signage for parking and shuttle stops has been posted and Public Safety will patrol the area.

**Visitors Parking:** B-Lot (adjacent to North Avenue) 10 spaces available,

and F-Lot Extension. A one day parking permit is required.

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

Coppin State University parking lot restrictions are reduced during evening hours and on weekends for those vehicles displaying valid CSU permits. Please note, however, that every vehicle must display a CSU permit.

1. Lots A, B, C, D, and F are restricted to vehicles displaying valid reserved permits for the respective parking lot. All parking lots are open after 5:00 p.m. to vehicles displaying a valid CSU parking permit. (Parking lots may be restricted for special University events.)
2. Lot E and G are limited to vehicles displaying staff/faculty and student valid permits 24 hours per day including nights and weekends.
3. Review a map of the campus to determine the physical location of each parking lot.

**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) 951-3900 or stop the Office of Public Safety. (Location Details to follow)

## **CSU POLICE DEPARTMENT**

The Office of Public Safety is located in the Murphy Research Center (adjacent the Dedmond and Daley Residence Halls), and in the J. Millard Tawes Center, providing 24-hour services. Additional services include: emergencies, lost and found and reporting campus crimes are handled in the Office of Public Safety, located in the J. Millard Tawes Center, 24-hour service. Identification cards, (new, replacement and validations) and parking are handled in the Frances Murphy Research Center. Hours of operation are: 9:00 a.m. – 5:00p.m., Monday thru Friday. For information about additional services, call (410) 951-3900.

## **PROCEDURES FOR NOTIFICATION FOR INCLEMENT WEATHER POLICY AND EMERGENCIES**

## **Policy**

- A. 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.
- B. The sole criterion for closing is to ensure the safety of students, faculty and staff.
- C. Consistent with the safety of the students, faculty, and staff, offices and classrooms will be kept open whenever possible.
- D. 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.
- E. 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 Office of Public Safety
  - 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.

### **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 Public Safety 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.

### **Procedure During Evening and Night Hours**

- A. The Office of Facilities or Designee will collect the weather forecast information on which to base the decision as to whether the school will be closed or will open late. This information will be communicated to the Provost/Vice President for Academic Affairs.
- B. The Provost/Vice President for Academic Affairs or Designee, in consultation with the President, will make the decision regarding school closing. The decision will be conveyed to the University Relations Designee.
- C. The University Relations Designee will contact the radio and television stations no later than 5:00 a.m. The Designee will also notify the Department of Public Safety, Office of

Facilities (will notify shuttle bus service), Office of Auxiliary Services, Principal of Coppin Academy, and the Division of Information Technology.

## **Radio & Television Stations to be Used for Announcements**

### Metro Baltimore Area

WWMX Radio (106.5 FM)	WMAR-TV (Channel 2)
WEAA Radio (88.9 FM)	WBAL-TV (Channel 11)
WLIF Radio (101.9 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 Washington, D. C. Area

WTOP Radio (1500 AM)	WJLA-TV (Channel 7)
WHUR Radio (96.3 FM)	WJZ-TV (Channel 4)

## **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.

## **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

## **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 Division of Arts & Sciences, Division of Nursing, Division of Education, Division of Continuing 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 Division of Continuing 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 Life 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 Division of Arts and Sciences, two Senators from the Division of Education, two from the Division 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 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 reasons:

- 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 "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 Life.

### **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.

# **COPPIN STATE UNIVERSITY**

## **POLICY ON DESTRUCTIVE STUDENT GROUPS**

Coppin State University encourages the formation and continued existence of student organizations and clubs, which provide students with the opportunity to participate in their educational experience beyond the classroom. In making this opportunity available to the student population, Coppin has the obligation to ensure the fundamental rights of individual members of the groups. Accordingly, Coppin prohibits individuals or the

groups collectively from engaging in verbal or physical abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the mental or physical health or safety of any person, or which destroys public or private property, for the purpose of recruitment, initiations, decision into, affiliation with, or as a condition for continued membership in a group or organization, including but not limited to acts of hazing which are prohibited by law.

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

## **DEFINITION OF DESTRUCTIVE GROUPS?**

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

## **THE 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 be 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 INFORMATION CONTACT**

**Coppin State University  
Counseling Services & Student Development  
410-951-3939**

**Coppin State University  
Department of Public Safety  
410-951-3900**

**Coppin State University  
Department of Housing and Residence Life  
410-951-6399**

# 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.

**SOCIAL ACTIVITIES**

1. Definition of Terms

- a. A chartered organization is an organized group holding a charter from the Office of Student Activities.
- b. University-owned property includes all facilities physically operated for the benefit of Coppin State University student such as buildings on campus, University equipment, etc.
- c. University related property includes all property maintained by auxiliary organizations of Coppin State University.
- d. Social events or activities are events sponsored by an organization and attended by members and guests. Co-sponsored events shall be considered social events.
- e. University related personnel refer to members of the University staff, which includes administrative personnel and faculty.
- f. Social events can only be held by chartered groups.

## **GENERAL POLICIES AND PROCEDURES**

2. All social events (those registered with the appropriate official and/or using the name Coppin State University) growing out of or pertaining to the student body are subject to University regulations.

An all-campus calendar of events is compiled and distributed by the Office of Student Activities at the beginning of each month. Each building on campus has regulations governing the use of its facilities. Any group using these facilities must comply with the regulations.

Each group planning a social event must have advisors present who have been approved by the Director of Student Activities. Social

events held on University-owned property during the week-days must close by 10:00 p.m. Exceptions to the time may be made by the Director of Student Activities, with the approval of the Chairperson of Health, Physical Education, Recreation and Dance.

Social events held on University related/owned property must be in compliance with local, state, and federal laws. These events are subject to approval by the Associate Vice President for Student Life.

The University does not, under any condition, approve the use of alcoholic beverages on University-owned property. If any group sponsors an event or function it will be responsible for any misconduct by its guests or members.

## **STUDENT ORGANIZATIONS**

1. No student group may carry on any activity on University-owned property unless it has been chartered under the procedures outlined in the section on Chartering Procedures for student organizations and clubs.
2. All student organizations must be chartered in order to be recognized by the University.
3. Each student organization must have an advisor approved by the University. An advisor is a full-time member of the faculty or staff of the University whose function is to make himself/herself available to meet with the members of the group at their regular meetings or at a special meeting. The advisor is to adhere to the rules and regulations governing advisors in the section entitled "Roles and Responsibilities of Faculty and Staff Advisors."

## **REQUIREMENTS OF CHARTERED STUDENT GROUPS**

1. Maintain a current list of officers, members, and advisor in the Office of Student Activities.
2. File an annual report of activities.

3. Comply with University rules and regulations.
4. Comply with local, state, and federal laws.
5. Must hold their election of officers by April 20th and forward the results to the Office of Student Activities by May 1st.
6. Submit a tentative calendar of events and activities for the upcoming school year by May 15th.
7. Submit a final calendar of events and activities for the upcoming school year by October 15th.

## **PUBLIC PROGRAMS**

A public program is a program which is held on the campus of Coppin State University to which members of the general public are invited. Before any invitation is extended to an outside speaker to appear as a part of a public program, a request shall be submitted to the Director of Student Activities. The request to issue the invitation must be made by the group at least thirty (30) University working days prior to the program.

The organization, group, or department submitting the request guarantees that the proposed speaker's appearance will conform to the requirements of the laws and policies of the Board of Regents of the State of Maryland Universities System. The Director of Student Activities or Office of Student Activities shall act upon the request within fifteen (15) university working days (Saturday, Sunday, and holidays not being counted within the time limitation).

## **CAMPUS PROGRAMS**

A campus program is a program which is held on the Coppin State University or in any University facilities before an audience limited to University faculty, staff, and students, and to which the general public is not invited. Outside speakers may be invited to appear on campus programs by (1) student organizations recognized by the Office of Student Activities, (2) an academic department or group of departments, or (3) faculty groups or staff organizations.

In each instance the inviting organizations, department, or group presenting the proposed appearance on the campus will conform to the requirements of

law and the policy of the Board of Trustees of the State Universities and Colleges.

Before any student organization extends an invitation to an outside speaker to appear on a campus program, the organization shall submit a request to the Director of Student Activities, who shall, if facilities are available and the requirements of state law and Board policy are being observed, approve the request within forty-eight (48) hours (Saturday, Sunday, and holidays not

being counted within the time limitation). If the Chairperson of Health, Physical Education, Recreation and Dance questions whether the appearance

of the speaker will conform to the requirements of the state law and board policy, he shall within forty-eight (48) hours after receipt of the request meet

with the Director of Student Activities and members of the requesting organization to resolve the situation.

## **UNIVERSITY LIABILITY**

It is to be understood that the University is **NOT** responsible for any cost rising out of any bodily injury or death to participants of any voluntary student or University organization or activity. This includes voluntary athletics, hiking, karate, or any other activity in which risk is incurred. The University is also not responsible for any cost arising from property damage sustained through participation in usual or unusual activities of the organization or its participants.

## **CLUBS AND ORGANIZATIONS**

### **CHARTERING ADVISORY COMMITTEE**

1. This committee will consist of the following:
  - a. Director of Student Activities
  - b. Vice President of Student Senate
  - c. President, Pan Hellenic Council Organizations
  - d. A faculty member appointed by the Faculty Senate

## **RESPONSIBILITIES OF FACULTY ADVISOR TO CLUBS AND ORGANIZATIONS**

1. The responsibilities of the faculty/staff advisor will be that of a resource person. He or she will present ideas that the students may consider, approve programs, work with the officers of the organization to develop leadership qualities, and attend all functions of the organization.
2. Each student organization recognized by the University must have a faculty/staff advisor.
3. All approved faculty/staff advisors must be members of the Coppin State University faculty, administration, or staff.
4. The faculty/staff advisor will be recommended by the members of the organization and submitted to the Director of Student Activities.
5. The person recommended to serve as advisor(s) to a club or organization must submit his or her intention in writing indicating a willingness to serve and forward it to the Director of Student Activities.
6. If an advisor cannot be present at an approved activity of his or her club or organization, he or she must submit the name of his or her substitute to the Director of Student Activities along with a signed statement from the substitute indicating the substitute's willingness to serve for the event at least two (2) University working days prior to the date of the approved activity.
7. ***FAILURE OF THE ADVISOR OR HIS OR HER SUBSTITUTE TO ATTEND AN APPROVED ACTIVITY OF CLUB OR ORGANIZATION AND TO REMAIN FOR THE DURATION OF SAID ACTIVITY WILL RESULT IN CANCELLATION OF***

***THE ACTIVITY BY AUTHORIZED PERSONNEL IN CHARGE  
OF FACILITY BEING USED***

8. The faculty/staff advisor's signature of approval must appear on all documents pertaining to that perspective student club or organization's operation.
9. The faculty/staff advisor must submit a copy of his/her signature on two (2) 3 x 5 index cards to the Director of Student Activities.
10. If at any time a student organization feels that it would be in the best interest of the organization to recommend a new advisor, it may do so after meeting with the Director of Student Activities to seek a mutual understanding. The final decision rests with the Chairperson of Health, Physical Education, Recreation and Dance.
11. If a faculty/staff advisor feels that he/she can not support a decision made by a student club or organization, he or she may express his or her lack of support by filing a position paper with the Chairperson of Health, Physical Education, Recreation and Dance and organization members.
12. If for any reason a student club or organization's advisor(s) cannot continue to serve, they must notify the club or organization and submit a letter to the Director of Student Activities stating the reason why they must discontinue in that capacity.

# **COPPIN STATE UNIVERSITY STUDENT CODE**

## **PREFACE:**

Coppin State University is a community where people of diverse backgrounds and philosophy live in harmony, accept personal responsibility for their actions, and respect the rights of others. In order for this community to thrive, tenets of behavior must be strongly valued and clearly understood. To accomplish these goals, the University must require certain standards of behavior. The University standards of conduct do not replace or relieve the requirements of civil or criminal law. Throughout this document, your rights and your responsibilities as a member of the Coppin Community will be described. Your first responsibility as a member of this community is to read this document carefully and to full 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, 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 Life.
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 Life 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 Life to impose sanctions upon students found to have violated the Student Code. The Vice President for Student Life 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 Life 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 Life is that person designated by the University President to be responsible for the administration of the Student Code.
13. The term "policy" is defined as the written regulations of the University as found in, but not limited to, the Student Code, Student Handbook, Residence Life Handbook, etc., and Graduate/Undergraduate Catalogs.
14. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of 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 College official, faculty member, or office.
  - c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.

- d. Tampering with the election of any University-recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public-service functions on or off-campus, or other authorized non-University activities, when the act occurs on University premises.
3. Unlawful verbal or physical abuse, threats, intimidation, harassment, coercion and/or other unlawful or unauthorized conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the University, property of a member of the University community or other personal or public property.
5. Participation in act or acts which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, including but not limited to acts of hazing prohibited by law. (Art. 27268H, Annotated Code of Maryland).
6. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication, or use of keys to any University premises or unauthorized entry to or use of University premises.
8. Violation of published University policies, rules, or regulations.

9. Violation of federal, state, or local laws on University premises or at University sponsored or supervised activities.
10. Use, possession, or distribution of narcotics or other controlled substances, or possession of drug paraphernalia except as expressly permitted by law.
11. Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and University regulations, or public intoxication.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises.
13. Unauthorized participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
14. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
15. Unauthorized participation in conduct which is disorderly, lewd, or indecent, including but not limited to breach of peace, or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University (**see Section B, Sanctions 2A**).
16. Theft or other abuse of computer time, including but not limited to:
  - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.

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

18. Unauthorized or illegal gambling on University owned or controlled property, or at University sponsored or supervised functions.

**C. VIOLATION OF LAW AND UNIVERSITY DISCIPLINE**

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the University community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest" or "nolo contendere").
2. University disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before judicial body under the Student Code however, the University may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University community.

The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting

in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## **ARTICLE V - JUDICIAL POLICIES**

### **A. CHARGES AND HEARINGS**

1. Any member of the University community may file charges against any student for misconduct under this Code. Charges shall be prepared in writing, and directed to the Judicial Advisor responsible for the administration of the University judicial system. Any charge should be submitted as soon as possible after the event takes place.
2. The Judicial Advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Advisor. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Judicial Advisor may later serve in the same matter as the judicial body or a member thereof.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearing may be extended at the discretion of the Judicial Advisor.
4. Hearings shall be conducted by a judicial body according to the following guidelines:
  - a. Admission of any person other than the accused student, to the hearing shall be at the discretion of the judicial body and/or it's Judicial Advisor.
  - b. In hearings involving more than one accused student, the chairperson of the judicial body, in his or her discretion,

may permit the hearings concerning each student to be conducted separately.

- c. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. Nevertheless, the complainant and/or the accused is responsible for presenting his or her own case by calling witnesses, cross-examining witnesses, presenting written documents and making opening and closing statements. An advisor present at a hearing before a judicial body is permitted to advise his or her client as to what, if any, statements should be made before the judicial body. However, an advisor is not permitted to cross-examine witnesses, present documentary evidence or make opening and closing statements.
  - d. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
  - e. All procedural questions are subject to the final decision of the chairperson of the judicial body.
  - f. After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code which he/she is charged with violating.
  - g. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
5. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the University.
6. Except in the case of a student charged with failing to obey the summons of a judicial body or University official, no student may be found to have violated the Student Code solely because the

student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

## B. **SANCTIONS**

1. The following sanctions may be imposed upon any student found to have violated the Student Code.
  - a. **Warning**-A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. **Probation**-A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
  - c. **Loss of Privileges**-Denial of specified privileges for a designated period of time.
  - d. **Fines**-Previously established and published fines may be imposed.
  - e. **Restitution**-Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f. **Discretionary Sanctions**-Work assignments, service to the University or other related discretionary assignments (such assignments must have the prior approval of Judicial Advisor).
  - g. **Residence Hall Suspension**-Separation of the student from the residence hall for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

- h. **Residence Hall Expulsion**-Permanent separation of the student from the residence hall.
  - i. **University Suspension**-Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.
  - j. **University Expulsion**-Permanent separation of the student from the University.
2. More than one of the sanctions listed above may be imposed for any single violation.
- a. Any student who is found guilty in any state or federal court, or found responsible in any campus judicial proceeding, serious misconduct of rioting, assault, theft, vandalism, arson, or breach of the peace, provided such misconduct was related directly or indirectly to University sponsored activities, including athletic events, may be suspended or expelled from the University.
  - b. A student suspended under this provision shall not be admitted to any other institution in the System during the term of suspension.
  - c. A student expelled according to this Provision shall not be admitted to any other institution in the System for at least one year from the effective date of the expulsion.
3. University suspension or expulsion, disciplinary sanctions shall be made part of the student's permanent academic record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than University suspension or University expulsion, upon application to the Judicial Advisor. Cases involving the imposition of sanctions other than University suspension or University expulsion shall be expunged from the

student's confidential record five (5) years after final disposition of the case.

4. The following sanctions may be imposed upon groups or organizations:
  - a. Those sanctions listed above in Section B1, a through e.
  - b. Deactivation-Loss of all privileges, including University recognition, for a specified period of time.
5. In each case in which a judicial body determines that a student has violated the Student Code, the sanctions(s) shall be determined and imposed by the Judicial Advisor.

### **C. INTERIM SUSPENSION**

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

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

### **D. APPEALS**

1. A decision reached by the judicial body or a sanction imposed by the Judicial Advisor may be appealed by accused students or complainants to the CSU Judicial Appeals Board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Office of University Compliance and Judicial Affairs.

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

5. In cases involving appeals by persons other than students accused of violating the Student Code, the Judicial Appeals Board may, upon review of the case, reduce or increase the sanctions imposed by the Judicial Advisor or remand the case to the original judicial body and Judicial Advisor.

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

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

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

1. For Event Related Misconduct there is a presumption that if the student is found responsible for Event Related Misconduct by the University, that student will be dismissed from the University. This

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

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

- a. The student is found guilty by a court of law or
- b. The student pleads guilty or solo contendere to the charges or
- c. The case is settled.

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

## **STUDENT GRIEVANCE PROCEDURES**

### **PREAMBLE**

Coppin State University ("Coppin") recognizes that differences of opinion, complaints, or grievances may arise between its students, faculty, and staff.

It is the responsibility of all Coppin students, faculty and staff to establish and maintain an educational environment within which a problem or complaint by a student can be promptly identified, presented, discussed, given fair and timely consideration and successfully resolved.

In many instances, complaints can be successfully resolved informally through meaningful dialogue between the student and the other individuals involved. In addition, or as an alternative means, complaints can also be successfully resolved formally through the use of the grievance procedures outlined below.

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

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

## ARTICLE I

### Section A. Grievable Matters

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

### Section B. Separate Procedures for Filing Complaints of Sexual Harassment

The sexual harassment of a student by a faculty or staff member 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 Office for Student Life. As stated in the Policy, a student may choose to process a complaint of an incident of sexual harassment informally through participation in a confidential investigation conducted by the University's Affirmative Action Officer. A student wishing to process a complaint of sexual harassment informally

should refer to the procedures contained in Section I.A. of the Coppin State University Policy Prohibiting Sexual Harassment.

Subsequent to participation in an informal process or as an alternative to processing a complaint informally, a student may also process a complaint of an incident of sexual harassment formally by using the Coppin State University Grievance Procedures for Complaints of Sexual Harassment.

### **Section C. Non-Grievable Matters**

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

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

### **Section D. 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 Life shall issue a written report as to the facts which occurred, whether the conduct which occurred constitutes inappropriate, unlawful or unauthorized behavior by Coppin staff or faculty member.
- g. copy of the Step Two Finding(s) shall be sent to the Grievant and the Coppin faculty or staff member(s) who were alleged to have participated in the misconduct, and to the appropriate body (Academic Affairs, and Human Resources) for their appropriate action.
- h. If the Grievant is not satisfied with the Step Two findings, the Grievant may, within 5 work days from receipt of the decision, appeal the report to Step Three.

### 3. **Step Three – President**

- a. An appeal of a Step Two Finding(s) shall be filed with the President. The Grievance shall be in writing and signed by the Grievant and shall state the reason(s) for the appeal and contain a concise statement of all facts in support of the appeal. The Grievant shall also attach to the appeal any documents in support of the appeal.
- b. Prior to rendering a written decision, the President, at his/her sole discretion, may hold a conference with the Grievant, the persons alleged to have participated in the misconduct, and any witnesses.
- c. Within 5 work days from receipt of an appeal from a Step Two Finding(s), the President shall issue a written decision as to the facts which occurred, whether the conduct occurred constitutes inappropriate, unlawful or unauthorized behavior by a Coppin staff or faculty member and what discipline by Coppin, if any, shall be imposed. The decision of the President shall be the final decision.

# **POLICY PROHIBITING SEXUAL HARASSMENT AND PROCEDURES FOR COMPLAINTS OF SEXUAL HARASSMENT**

## **PRESIDENT'S STATEMENT**

One would hope that by this time in our society a document such as this would not be necessary; unfortunately, it is. In too many places - in too many offices, factories, and stores - here in Baltimore, in Maryland, and across this country, women are still being discriminated against in hiring and promotion and still being harassed in the work place, still being forced to listen to someone's poor idea of a joke or tolerate someone's sexually suggestive remarks. But such behavior does not affect only women; men, too, may be and have been subjected to sexual harassment. Whoever is the recipient, the behavior is reprehensible in any work place, and it demeans the employer-employee relationship and degrades the worker seeking to find dignity in labor and reward for work done. In the University community, sexual harassment corrupts the teacher-student relationship, the very essence of the institution's being, and degrades the student seeking intellectual growth in learning and recognition for academic achievement. Wherever it occurs, sexual harassment diminishes the human worth not only of the victim but also of the perpetrator. Let us all resolve to eliminate it from our lives both on and off this campus.

## **I. INTRODUCTION**

Sexual harassment by any member of the University community is expressly prohibited. The Coppin State University - Policy Prohibiting Sexual Harassment, are available in each Departmental office, and on reserve at the University's Library.

As set forth in the Policy, both informal and formal procedures for resolving a complaint of sexual harassment are available for use by employees, students, faculty, and volunteers of Coppin State University. Students

include, full, part-time and students who are currently enrolled at Coppin State University. For purposes of these procedures, the Complainant is the person filing the Complaint. The Respondent is the person who is accused of violating this policy.

## **II. POLICY**

Sexual harassment is a form of illegal gender discrimination. Sexual harassment is an infringement on an individual's right to work and study in an environment free from unwanted sexual attention and sexual pressure of any kind. Sexual harassment by Coppin faculty, staff, and students is expressly prohibited. Coppin State University is committed to maintaining a working and academic environment in which faculty, staff, and students can develop intellectually and professionally, free from intimidation, fear, coercion, and reprisal.

Sexual harassment may take many forms, ranging from leering and lewd comments and gestures, to unwanted touching, and rape. Sexual harassment occurs when unwelcome sexual advances or unwelcome requests for sexual favors are demanded in exchange for grades/promotions/favorable reports/or other benefits. Sexual harassment may occur between persons of the same or different genders.

In order to deter sexual harassment at Coppin and to impose sanctions when it occurs, a policy applicable to sexual harassment is in effect. In determining whether alleged conduct constitutes sexual harassment, Coppin will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and 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 forbidden under this policy, the standard shall be the perspective of a reasonable person within the Coppin community. The rules of common sense and reason shall prevail.

Sanctions against Coppin faculty and staff for sexual harassment may range from reprimand to termination, depending on the severity of the conduct and the circumstances of the particular case. Likewise, sanctions against Coppin students for sexual harassment may include suspension or expulsion from Coppin programs.

Allegations of sexual harassment are extremely serious, with potential for great harm to all persons if ill-conceived or without foundation. Coppin is committed to protecting the rights of the alleged harasser as well as the complainant. Coppin is also committed to protecting the subject of sexual harassment from retaliation.

Retaliation by University faculty, staff, and students against a person who makes a complaint of sexual harassment, supports a complaint of sexual harassment, or testifies during an investigation of a complaint of sexual harassment is expressly prohibited. If an individual is found to have engaged in retaliation in violation of this Policy, he or she will be subject to disciplinary action. Any individual who has been a victim of sexual harassment or retaliation shall immediately report such conduct to the Director of Affirmative Action.

### **III. DEFINITION**

For the purpose of this policy, Coppin adapts to the academic setting the sexual harassment definition promulgated by the United States Equal Employment Opportunity Commission (29 C.F.R. 1604). Unwelcome sexual advances, unwelcome requests for sexual favors, and other behavior of a sexual nature constitute sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment by Coppin or an individual's participation in a Coppin program; or
- B. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment at the University.

### **IV. LEGAL REMEDIES**

Sexual harassment is defined in this policy as an illegal form of gender discrimination. Sexual harassment is prohibited by both State and Federal laws, and may constitute violations of the criminal and civil laws of Maryland and the United States. Complaints of sexual harassment may be processed internally through informal or formal procedures. Complaints may also be processed externally by the U.S. Equal Employment Opportunity Commission, the U. S. Department of Education, (Office for Civil Rights), and the Maryland Commission on Human Relations.

## **A. INFORMAL PROCEDURES FOR RESOLVING COMPLAINTS OF SEXUAL HARASSMENT**

A complaint of an incident of sexual harassment may be reported to any Coppin State staff or faculty member, including the complainant's supervisor, department/division Head, Dean, or any other University administrator. Any Coppin employee who receives a report of sexual harassment must immediately notify the Director of Affirmative Action of the Complaint. The Director of Affirmative Action shall promptly contact and inform the Complainant of the University's Policy prohibiting sexual harassment and of the informal and formal procedures available to resolve a complaint of sexual harassment. Complainants, Respondents, witnesses and all persons involved in making, investigating, or resolving a complaint of sexual harassment shall use their best efforts to keep confidential all information relating to a complaint.

Upon receipt of a complaint of sexual harassment, the Director of Affirmative Action shall within one (1) week conduct a confidential investigation which will include a discussion with the Complainant, the Respondent and any witnesses as well as consultation with the University's attorney. While a complaint signed by the Complainant is not required to initiate an investigation, the Complainant is strongly encouraged to file a written and signed complaint with the Director of Affirmative Action.

After the conclusion of the investigation, the Director of Affirmative Action will make reasonable efforts to informally resolve the complaint to the satisfaction of the University, the Complainant, and the Respondent.

## **B. FORMAL PROCEDURES FOR FILING A COMPLAINT OF SEXUAL HARASSMENT**

### **1. FILING A COMPLAINT**

A person wishing to process a complaint of sexual harassment through formal procedures shall file his or her complaint in writing within thirty (30) days following the alleged incident(s) or within 30 days following the date on which the Complainant knew or reasonably should have known of the alleged sexual harassment. The Director of Affirmative Action is currently located in the Human Resources Department, Miles Connor Administration Building, second floor. The complaint shall be signed by the Complainant and State. (1) the allegations, including when and where the alleged conduct occurred; (2) the names of the person(s) alleged to have **violated** the policy; (3) the names of any witnesses to the violation; and (4) the relief requested. The Respondent shall be promptly furnished with a copy of the Complaint by the Director of Affirmative Action and shall submit to the Director of Affirmative Action a written response to the allegations within ten (10) days upon receipt of the Complaint.

Upon receipt of a formal Complaint of sexual harassment, the Director of Affirmative Action shall immediately consult the University's attorney prior to taking any action to investigate or resolve the Complaint. The Director of Affirmative Action shall within fifteen (15) days of receipt of a formal Complaint conduct and conclude a confidential investigation which will include a discussion with the Complainant, the Respondent and any witnesses as well as the collection of all relevant documents.

Within five (5) days from the conclusion of the investigation, the Director of Affirmative Action shall mail to the Complainant and the Respondent a written decision setting forth; (a) a statement of the facts which occurred, (b) whether the conduct which occurred constitutes sexual harassment and a violation of the University's Policy prohibiting sexual harassment, and (c) what discipline if any, has been recommended. Recommended disciplinary action may include, but is not limited to, a letter of reprimand, instruction to draft a letter of apology, demotion, termination of employment, or expulsion from the University. The decision shall include a statement of the Complainant's and the Respondent's appeal rights.

## **2. FILING AN APPEAL**

The Complainant or Respondent may appeal the decision of the Director of Affirmative Action by filing a written appeal with the President of Coppin State University within five (5) days of the date of receipt of the written decision and the disciplinary recommendations(s) of the Director of

Affirmative Action. The person taking the appeal shall be the Appellant. The Director of Affirmative Action shall be the Appellee.

Upon receipt of the Appeal, the President shall appoint an Appeals Committee consisting of three (3) members from the Sexual Harassment Panel. No member of the Appeals Committee may have served as an investigator, witness, or party to the sexual harassment Complaint.

The Appeals Committee shall conduct within fifteen (15) days of receipt of the Appeal a hearing to determine whether the facts alleged occurred and whether the conduct which occurred constitutes sexual harassment prohibited by the University. The Appellant and Appellee shall present opening and closing statements, call and cross-examine witnesses, and introduce documentary evidence. The Committee members may question witnesses and exclude non-probative and unduly repetitious testimony.

Within ten (10) days following the conclusion of the hearing, the Appeals Committee shall submit to the President a written report containing (a) a statement of the facts which occurred, (b) whether the conduct which occurred constitutes sexual harassment which is a violation of the University's policy prohibiting sexual harassment, and (c) a recommendation for disciplinary action, if any. Within five (5) days of the receipt of the report, the President shall issue a final decision which will be binding on all parties. The final decision will be mailed to the Appellant, the Appellee and the members of the Appeals Committee.

### **EXTERNAL FILING PROCEDURES**

Should a Complainant wish to file a formal complaint with an external agency, he or she may do so with one of the following agencies:

Equal Employment Opportunity Commission (EEOC)  
1801 L Street, N.W.  
Washington, D.C. 20507

Equal Employment Opportunity Commission  
10 South Howard Street, 3rd Floor  
Baltimore, MD 21201

Maryland Commission of Human Relations

20 East Franklin Street  
Baltimore, MD 21202

United State Department of Education  
Office for Civil Rights  
3535 Market Street, Room #6300  
Philadelphia, PA 19104-3326

To protect the legal rights and remedies available to a Complainant through external agencies, Federal courts, and/or state courts, a person filing a complaint of sexual harassment must comply with certain time limits and deadlines. Therefore, a person wishing to file a complaint with an external agency must contact that agency to verify time periods for filing complaints.

## **POLICIES -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.

## **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.

## **HOMECOMING**

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

## **THE COPPIN STATE UNIVERSITY ROYAL COURT**

### **MISS & MISTER COPPIN PAGEANT**

The Miss and Mister Coppin pageant is an annual event held the first week in December. The coronation for Miss and Mister Coppin is held annually during Homecoming Week.

Miss Coppin 2007	Radiance Pittman
Mr. Coppin 2007	Shawn Carr

### **ROYAL COURT KINGS & QUEENS**

Miss Blue & Gold	Sierra Evans
Mr. Blue & Gold	Tunji Akinduro
Miss Eagle	Myeshia Peacock
Mr. Eagle	Robert Wilson

### **STUDENT SENATE BOARD**

Mr. Robert Wilson – President  
Ms. Melinda Clark – Vice President  
Mr. Gerimi Belin – Treasurer  
Ms. Destiny Burroughs - Secretary

### **COLORS/MASCOT**

**School Colors** –Old Gold and Reflex Blue  
**School Mascot** - The Eagle

# CAMPUS DIRECTORY

<b>OFFICE</b>	<b>PHONE</b>
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
Academic Advisement .....	410-951-3585
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
Bookstore .....	410-951-1222
Budget Operations .....	410-951-3575
Budget Office.....	410-951-3697
Bursar (Student Accounts).....	410-951-3677
Capital Planning, .....	410-951-3780
Career Development/Cooperative Education Center .....	410-951-3919
Central Receiving.....	410-951-3760
Community Health Center .....	410-951-4188
Computer Lab .....	410-951-3897
Controller's Office .....	410-951-3677
Coppin Academy .....	410-951-2600
Coppin Heights Community Development Corp. ....	410-951-3622
CSU Development Foundation Inc .....	410-951-3800

Center for Counseling and Student Development.....	410-951-3939
Courier-Newspaper .....	410-951-1250
Criminal Justice & Law Enforcement.....	410-951-3044
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
Dining Center Café .....	410-951-1232
Dining Hall Catering Services .....	410-951-1229
Dining Hall Services .....	410-951-1230
Disabled Student Services.....	410-951-3941
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
Faculty Senate .....	410-951-3071
Financial Aid Office.....	410-951-3636
Graduate School .....	410-951-3090
Health, Physical Education, Recreation & Dance.....	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.....	410-951-3766
Housing and Residence Life. ....	410-951-6399
Human Resources. ....	410-951-3666

Humanities & Media .....	410-951-4150
Information Technology Division (ITD).....	410-951-3877
Institutional Advancement.....	410-951-3800
Institutional Research .....	410-951-3494
Interdisciplinary Studies Program.....	410-951-4262
<b>International Students.....</b>	<b>410-951-3939</b>
Judicial Affairs .....	410-951-3933
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
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
Office of Information Technology .....	410-951-3877
Office of University Compliance and Judicial Affairs.....	410-951-3933
Office of University Relations .....	410-951-4200
Philosophy .....	410-951-4150
Physical Plant .....	410-951-1234
Planning & Accreditation .....	410-951-3828
Procurement .....	410-951-3790

Psychology & Rehab. Counseling (Applied) .....	410-951-3510
Public Safety .....	410-951-3900
Rathskeller .....	410-951-1221
Reading Laboratory .....	410-951-3060
Records & Registration .....	410-951-3700
Rehabilitation Counseling .....	410-951-3510
Rosemont/Coppin Initiative .....	410-951-3040
ROTC .....	410-951-3950
The School of Education .....	410-951-3082
The School of Professional Studies .....	410-951-2666
The School of Nursing .....	410-951-3970
Secondary Education .....	410-951-5530
Social Sciences .....	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 Support Services .....	410-951-3656
Student Teaching .....	410-951-5667
Subway .....	410-951-1236
Thompson Hospitality .....	410-951-1230
Transportation .....	410-951-3763
Upward Bound Program .....	410-951-4141
Urban Education Corridor .....	410-951-3034
Veteran's Affairs .....	410-951-3700

**STUDENT**  
**HANDBOOK**

**PLANNER**  
**2007-2008**