COPPIN’S STORY

Coppin State University is a model urban, residential liberal arts university located in the northwest section of the City of Baltimore that provides academic programs in the arts and sciences, teacher education, nursing, graduate studies, and continuing education. An HBCU (Historically Black Colleges and Universities), Coppin has a culturally rich history as an institution providing quality educational programs and community outreach services. Coppin offers 53 majors and nine graduate-degree programs. A fully accredited institution, Coppin serves Baltimore residents as well as students from around the world, with flexible course schedules that include convenient day, evening, and weekend classes and distance learning courses.

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

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

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

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

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

Faculty members of Coppin State University are well qualified as confirmed by all of the accrediting agencies that evaluate our academic programs. The student population is comprised of nearly 3,000 students who are enrolled in day, evening and weekend undergraduate/graduate courses. Many are Baltimore residents from very diverse ethnic, religious and socio-economic backgrounds. Coppin has graduated thousands of alumni who are making a tremendous impact in the State of Maryland in various fields, particularly Human Services. Now, and in the years to come, Coppin State University will continue to help bring the dreams of its students to fruition through its educational programs, reach beyond its campus to help the community, and serve the citizens of Baltimore, the State of Maryland, and the nation.
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August, 2017

Dear Coppinite:

Welcome to Coppin State University’s (CSU) 2017-2018 academic year. As the President of CSU I bring greetings on behalf of the University Of Maryland Board Of Regents and our faculty and staff as we welcome you to the Coppin family. We are so pleased that you have chosen Coppin to continue your education, nurture your passion and fulfill your dreams. Over the next few years, we will do all we can to prepare you for the world that awaits you.

Located in the heart of Baltimore, affectionately known as “Charm City,” Coppin offers the warmth of diverse local communities in a thriving urban setting. Coppin is a comprehensive liberal arts institution committed to excellence in teaching, scholarship, research and service to the community. As one of Baltimore’s anchor institutions, we, for the last one hundred fifteen (117) years have uniquely addressed the needs of our students, extended our institutional capabilities beyond the traditional classroom and have dedicated ourselves to providing experiential and authentic learning experiences.

At this time, I encourage you to take full advantage of all that Coppin has to offer. Reach out to the faculty, staff, and other students to seek guidance and ask questions whenever necessary. The resources available to you as a Coppin student are unmatched. This “Eagle Guide” is one such resource. So take the time to familiarize yourself with this, your student handbook. It is designed to be a valuable resource and will answer many of your questions about campus life, career opportunities, and the academic programs and resources available. Our administration, staff and faculty who are here to assist you as you learn, grow and excel. We look forward to your active participation in the many student organizations and activities available throughout the campus.

Again, welcome to the Family. I look forward to seeing you on campus, meeting you in person and shaking your hand in the near future as you walk across the stage and graduate from our beloved Coppin.

Sincerely,

Maria Thompson
President
August, 2017

Dear Students:

I welcome you to the Coppin State University community. You are now members of a committed and engaged academic community of learners and professionals who are here to help you excel academically, personally and professionally.

Coppin State has a rich history of providing quality education that dates back 117 years. The University provides resources to support you through your studies that can be located in the CSU Eagle Guide Handbook. The Division of Enrollment Management & Student Affairs staff members are here to support and challenge you to become leaders and engaged citizens locally, nationally and around the world.

Please remember that engagement with non-academic pursuits is beneficial to student development, and is known to be highly valued by employers. However, engagement in activities must be balanced with your academic studies. Therefore, take advantage of all we offer; attend events, meet new people, ask questions, explore new neighborhoods, open your head, heart, and eyes to new experiences and become the successful person you want to be.

We are so very proud to have you as a member of the “Coppin Family”. Welcome and good luck.

“In Eagle Pride”

Warm Regards,

Michael A. Freeman, Ph.D.
Vice President of Enrollment Management & Student Affairs
I. Coppin A to Z

ACADEMIC SUCCESS CENTER

The Academic Success Center staff provides Coppin students a full range of academic support services that includes assessment, coaching and support with structuring academic schedules, access to basic skills tutoring or coaching in varied levels of Mathematics, Writing, and Reading. Student Success Advisers also provide students with connections to academic departments and all other University offices that support matriculation. Placement testing is available on a walk-in basis as well as by appointment throughout the year, Monday through Friday.

ACADEMIC DISMISSAL

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

ACADEMIC GRIEVANCE

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

INITIATING AN ACADEMIC GRIEVANCE

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

STEPS OF THE PROCESS

1. **Instructor:** The student who has a grievance will arrange a meeting with the instructor involved to resolve the matter.

2. **Department Chairperson/Team Coordinator:**
   A. If the student believes that his or her academic complaint has not been justly resolved, the student will arrange to meet with the department chairperson (or team coordinator in Nursing) within five (5) school days following his or her meeting with the instructor.

   B. Following the meeting with the student or meeting with the instructor or both, the department chairperson/team coordinator will issue a decision on the grievance to all parties involved within ten (10) days.

3. **Provost/Vice President for Academic Affairs/Division Dean:**
   If the student is not satisfied with the outcome of his or her grievance matter at the departmental level, he or she can file a written appeal with supporting documentation to the Division Dean and the Provost/Vice President for Academic Affairs within five (5) school days following the notification of the decision of the departmental chairperson or team coordinator. The Provost/Vice President for Academic Affairs, in
committee with the Dean of the specific division, will issue a decision on the appeal to all parties involved within ten (10) school days of receipt of the appeal.

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

**ACADEMIC INFORMATION**

**DECLARING A MAJOR**
Declaring a major is to officially choose the course of study which you would like to pursue. Admission to the CSU is not an automatic guarantee of admission to a major program. Each major department interviews and accepts its own students. To officially declare a major, students must:

1. Complete a Declaration of Major Form.
2. Meet with the appropriate Chairperson for acceptance in the major and assignment of a departmental advisor.
3. Submit the completed Declaration of Major Form to the Office of Academic Advisement.

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

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

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

**ATHLETICS DEPARTMENT**
Coppin State University is an NCAA Division I institution that competes in the Mid-Eastern Athletic Conference (MEAC). Men’s varsity teams compete in baseball, basketball, cross country, indoor track and field, outdoor track and field and tennis. Women’s teams compete in basketball, bowling, cross country, softball, tennis, indoor track and field, outdoor track and field and volleyball.
The Coppin State University Department of Athletics’ mission is to assume an active role in providing equal opportunity for both men and women by developing and sustaining programs which help student Athletes achieve their maximum potential - both academically and athletically. The Department is an integral part of the University, and it strives to achieve the same standards of excellence as exist in the University’s teaching, research and public service efforts. The Department believes in the concept that the student athlete is first and foremost a student possessing individual rights, academic abilities, personal interests, and ambitions comparable to those of other members of the general student body.

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

**ATTENDANCE POLICY**

Students are expected to attend class regularly and punctually. However, the Institutional Undergraduate Class Attendance Policy (IUCAP) allows students to have a specified number of unexcused absences: students are allowed unexcused absences up to two times the number of lecture hours for a course.

The instructor determines whether a student absence is excused or unexcused. A student who has unexcused absences exceeding two times the number of lecture hours for a course has surpassed the number of allowable unexcused absences and is in violation of the IUCAP. The student who exceeds the allowable number of unexcused absences may receive a grade of AW or FX based on unsatisfactory class attendance. The instructor is authorized to issue a grade of AW (when the unexcused absence occurs within the withdrawal period) or FX (when the unexcused absence occurs after the withdrawal period). The Institutional Class Attendance Policy is universal unless an individual class attendance policy permits fewer absences.

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

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

**AUDITING**

A student may audit certain courses and students must pay the appropriate fee and obtain the instructors consent. Payment for tuition and fees is required for all courses that are audited in accordance with the University’s Tuition & Fee payment. Students auditing a course may not take the final examination or receive credit unless the course is later repeated for credit. A record is maintained in the Office of Records of all students auditing courses.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 18</td>
<td>Last Day of Fall 2017 open Registration</td>
</tr>
<tr>
<td>August 19</td>
<td>Resident Hall Check-in New Students</td>
</tr>
<tr>
<td>August 24-26</td>
<td>Resident Hall check-in - Continuing Students</td>
</tr>
<tr>
<td>August 21-25</td>
<td>Late Registration</td>
</tr>
<tr>
<td>August 28</td>
<td>Deadline to Submit Challenge Exam Results</td>
</tr>
<tr>
<td>August 28</td>
<td>Fall 2017 Courses Begin</td>
</tr>
<tr>
<td>August 28- September 6</td>
<td>Add, Swap &amp; Drop Classes</td>
</tr>
<tr>
<td>September 4</td>
<td>Labor Day (University Closed)</td>
</tr>
<tr>
<td>September 8</td>
<td>Last Day to Submit Grade Appeal Forms to Professors for 2017 Spring or Summer</td>
</tr>
<tr>
<td>September 18-23</td>
<td>Mid-terms for the First Seven Week Session</td>
</tr>
<tr>
<td>September 26</td>
<td>Last Day to Withdraw from Course (s) first seven weeks</td>
</tr>
<tr>
<td>October 14-20</td>
<td>Mid-Terms for 15 Week Term</td>
</tr>
<tr>
<td>October 23</td>
<td>Last Day to Submit Incomplete Grade Changes</td>
</tr>
<tr>
<td>November 3-17</td>
<td>Early Registration for Winter &amp; Spring 2018</td>
</tr>
<tr>
<td>November 20</td>
<td>Last Day to Withdraw from classes</td>
</tr>
<tr>
<td>November 15</td>
<td>Winter and Spring Open Registration</td>
</tr>
<tr>
<td>November 21</td>
<td>Resident hall Check-out for Thanksgiving</td>
</tr>
<tr>
<td>November 22-26</td>
<td>Thanksgiving Holiday Recess</td>
</tr>
<tr>
<td>November 27</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>December 4</td>
<td>Last Day to submit Winter/Spring 2018 Graduation Application</td>
</tr>
<tr>
<td>December 11</td>
<td>Classes End for Fall 2017</td>
</tr>
<tr>
<td>December 13-19</td>
<td>Final Exams Fall 2017</td>
</tr>
<tr>
<td>December 19</td>
<td>Resident Hall Check-out</td>
</tr>
<tr>
<td>January 2</td>
<td>Winter Classes Begin</td>
</tr>
<tr>
<td>----------</td>
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</tr>
<tr>
<td>January 12</td>
<td>Last day of Spring Open Registration for 1st and 2nd Seven Week Sessions and 15 Week Term.</td>
</tr>
<tr>
<td>January 12</td>
<td>Deadline for submitting small class cancellations and name changes for Faculty Teaching Courses for Spring.</td>
</tr>
<tr>
<td>January 15</td>
<td>Holiday – University closed Dr. Martin L. King’s Birthday Observed.</td>
</tr>
<tr>
<td>January 17-23</td>
<td>Spring late Registration in-person/on-line for 1st and 2nd Seven Week Sessions and 15 Week Term.</td>
</tr>
<tr>
<td>January 21</td>
<td>Deadline for Inter-Institutional and Collaborative Registration</td>
</tr>
<tr>
<td>January 23</td>
<td>Last day for Spring late Registration In-Person for 1st and 2nd Seven Week Sessions and 15 Week Term.</td>
</tr>
<tr>
<td>January 23</td>
<td>Last day for Spring Late Registration On-Line for 1st and 2nd Seven Week Sessions and 15 Week Term</td>
</tr>
<tr>
<td>January 21</td>
<td>Resident Hall Check in.</td>
</tr>
<tr>
<td>January 24</td>
<td>Deadline for Submitting Change of Residency Form</td>
</tr>
<tr>
<td>January 26</td>
<td>Deadline for Submitting Challenge Examination Results for Spring</td>
</tr>
<tr>
<td>January 31</td>
<td>Last Day to DROP (without grade penalty of “W”) for 1st and 2nd Seven Week Sessions and 15 Week Term.</td>
</tr>
<tr>
<td>January 31</td>
<td>Last Day for Registered Students to Add, Swap and Drop Courses for 1st and 2nd Seven Week Sessions and 15 Week term.</td>
</tr>
</tbody>
</table>

*** Please note dates are subject to change***
# FEBRUARY, 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2</td>
<td>Last Day for Students to Submit Fall 2017 Academic Grade Grievance to Instructors</td>
</tr>
<tr>
<td>February 14-21</td>
<td>Mid-term for 1st Seven Week Session</td>
</tr>
<tr>
<td>February 14</td>
<td>Deadline for Submitting AW Grades for 1st Seven Week Session to the Attendance Coordinator</td>
</tr>
<tr>
<td>February 23</td>
<td>Deadline to enter Mid-term Grades for 1st Seven Week Session</td>
</tr>
<tr>
<td>February 19-March 27</td>
<td>Academic Departments make ALL Edits to Summer 2018 and FALL 2018 Course Offerings in Eagle LINKs</td>
</tr>
<tr>
<td>February 22</td>
<td>Last Day to Withdraw for the 1st Seven Week Session</td>
</tr>
</tbody>
</table>

# MARCH, 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 10-16</td>
<td>Mid-Term Evaluations 15 Week Term.</td>
</tr>
<tr>
<td>March 13</td>
<td>Spring 2018 1st Seven Week Session Ends.</td>
</tr>
<tr>
<td>March 18-22</td>
<td>Spring Recess (Students)</td>
</tr>
<tr>
<td>March 20</td>
<td>Deadline for Inputting Mid-term Grades for 15 Week Term.</td>
</tr>
<tr>
<td>March 20</td>
<td>Last Day to Submit “Incomplete” Grade Changes for Fall 2017 (both Graduate &amp; Undergraduate Students).</td>
</tr>
<tr>
<td>March 25</td>
<td>Residence Hall Check-in after Spring Break</td>
</tr>
<tr>
<td>March 26</td>
<td>Spring 2018 Classes Resume.</td>
</tr>
<tr>
<td>March 27</td>
<td>Last Date for Academic Departments to Review and Editing of 2018 Summer and Fall Course Offerings.</td>
</tr>
</tbody>
</table>

*** Please note dates are subject to change***
### MARCH, 2018 (CONT)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
</table>
| March 27   | Deadline for submitting AW Grade to the Office for Records and Registra
tion for 2nd Seven Week and 15 Week Term                                |
| March 28-29| Final Exam for 1st Seven Week Session.                                   |
| March 29   | Spring 2017 2nd Seven Week Session Begins.                              |

### APRIL, 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 3 – 13</td>
<td>Early Registration, Summer &amp; Fall 2018 (All Students).</td>
</tr>
<tr>
<td>April 2</td>
<td>Deadline for Entering Final Grades for 1st Seven Week.</td>
</tr>
<tr>
<td>April 11</td>
<td>Last Day to Withdraw for Course(s) or University for the 15 Week Term and Last Day to Withdraw from Course(s) for 2nd Seven Week Session.</td>
</tr>
<tr>
<td>April 23-27</td>
<td>Mid-Term for Exams for 2nd Seven Week Session.</td>
</tr>
<tr>
<td>April 17 – August 17</td>
<td>Open Registration Fall 2018 (All Students).</td>
</tr>
<tr>
<td>April 27</td>
<td>Last Date to Submit for 2018 Summer I, Summer II and Fall Graduation Application to the Office of Records and Registration.</td>
</tr>
</tbody>
</table>

*** Please note dates are subject to change***
# MAY, 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 10</td>
<td>Classes End for 15 Week term</td>
</tr>
<tr>
<td>May 11-17</td>
<td>Final Examination 15 Week Term</td>
</tr>
<tr>
<td>May 17</td>
<td>2nd Seven Week Session Ends</td>
</tr>
<tr>
<td>May 18</td>
<td>Resident Hall Check -Out</td>
</tr>
<tr>
<td>May 19</td>
<td>Commencement Ceremony, Undergraduate</td>
</tr>
<tr>
<td>May 18-22</td>
<td>Final Exams for 2nd Seven Week Session</td>
</tr>
<tr>
<td>May 22</td>
<td>Deadline for Chairpersons to Submit the Status Report of Spring</td>
</tr>
<tr>
<td></td>
<td>Graduation Applicants’ Graduation Exit Assessments</td>
</tr>
<tr>
<td>May 22</td>
<td>Deadline for Inputting Spring 2018 Final Grades.</td>
</tr>
<tr>
<td>May 28</td>
<td>Memorial Day Holiday- Campus Closed</td>
</tr>
<tr>
<td>May 29</td>
<td>Last Day to Register for Summer Classes/ in person/ online</td>
</tr>
<tr>
<td>May 29</td>
<td>Summer I Classes Begin</td>
</tr>
</tbody>
</table>

*** Please note dates are subject to change***
CAMPUS INFORMATION AND VISITOR SERVICES (CIVS)

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

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

CAMPUS RECREATION AND WELLNESS

Campus Recreation Mission Statement
To cultivate lifelong learning through diverse collegiate recreational opportunities that will electrify achieve, develop leaders and to promote healthy behavior in our Students and surrounding community

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

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

CAREER SERVICES CENTER

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

Career Assessment
System of Integrated Guidance and Information (SIGI – 3, or “Siggy”)
A career assessment system allows students to explore their interests, values, skills and research career options. SIGI-3 helps students make informed decisions in choosing a major and/or career. Connect to SIGI 3 at http://www.coppin.edu/CareerServices/ and schedule an appointment with a career counselor to have your results interpreted.

**Academic Major and Career Exploration**

“What Can I Do with a Major In?” is an online resource that provides detailed information about majors and the various careers that students can pursue?

Go to: http://www.coppin.edu/careerservices/majors.

A career library is maintained with printed and electronic resources from employers in business and industry; non-profits, government agencies, and education systems. Program brochures from graduate/professional schools and the Graduate School Guide are available.

**Jobs/Internships/Cooperative Education/Research Opportunities**

The center receives job announcements (full-time, part-time, seasonal and summer employment), as well as internships, research and volunteer opportunities. Students may visit the center to access the hard copy announcements or follow the center on social media to access announcements sent electronically or by accessing them through Eagle Recruiting.

**Services/Workshops**

Resume/Cover Letter/Personal Statement critiques; Job Search guidance; and Mock Interviews are provided. Staff prepares handouts and conducts workshops on Career Decision Making, Resume Writing, Preparing Cover Letters, Interviewing Skills, Networking and Job Search Techniques.

**Programs**

- Career Exploration Day
- Career Forums
- Employers’ Information Sessions - Fall & Spring Semesters
- MCC Graduate School 101
- HBCU Career Development Marketplace
- Professional Development
- MCC Career Fair
- Spring Job Fair
- Teacher Recruitment Fair

**Hours of operation:** Monday – Friday, 8:30 a.m. to 5:30 p.m. and evening hours by appointment.

**Contact information:** Phone 410-951-3919 / E-mail careerservices@coppin.edu.
Website – http://www.coppin.edu/CareerServices/

**Follow Career Services on -**
Facebook - https://www.facebook.com/pages/Coppin-State-University Career Services-Center/

Twitter – www.twitter.com/csucareerctr

Pinterest - www.pinterest.com/csucareerctr/
CENTER FOR COUNSELING  
AND STUDENT DEVELOPMENT  

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

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

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

CHANGE OF GRADE

An instructor may change a grade already submitted to the Office of Records and Registration only after approval by the department chair and the division dean. A grade change, along with a written justification, must be submitted no later than four weeks into the semester after the semester in which the grade was originally submitted.

CHARTERING PROCEDURES AND POLICIES

CHARTERING PROCEDURES CLUBS AND ORGANIZATIONS

1. 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 & Leadership prior to preliminary formation. A letter requesting permission to organize must be submitted to the Office of Student Activities & Leadership. Upon approval of this request by the Director of Student Activities & Leadership, 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 Chairperson and the Dean School 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 & Leadership. Continued recognition of the group will be dependent upon receipt of approval of an annual report in addition to compliance with University rules and regulations affecting student groups.
4. All members of a charter group must be full-time undergraduate students, unless special permission is granted in writing by the Chairperson of Health, Physical Education, Recreation and Dance.

**CODE BLUE EMERGENCY CALL BOXES**

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

The primary mission of the Coppin State University Commuter Student Services (CSS) is to ensure that all students have equitable access to programs, services, and engagement opportunities regardless of place of residence.

In addition, CSSP must:

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

DIVISION OF ENROLLMENT MANAGEMENT & STUDENT AFFAIRS

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

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

The Division of Enrollment Management & Student Affairs provides the following for our student colleagues:

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

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

POLICY FOR ON OR OFF CAMPUS
EVENT RELATED MISCONDUCT

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

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

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

2. The student is allowed to present to the Judicial Board during a judicial board hearing evidence of mitigating or extenuating facts or circumstances that a lesser penalty than suspension or expulsion is appropriate.

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

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

**DROPPING AND ADDING COURSES**

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

**BLACKBOARD CONNECT EMERGENCY TEXT MESSAGING SYSTEM**

The university uses Blackboard Connect for its mass notification system. In the event of an emergency, campus closing, or severe weather event, authorized campus officials will use Blackboard Connect to send a text message to your cell phone, a voice mail to your home phone, and a message to your Coppin e-mail. Your cell phone and home phone numbers will be retrieved from EagleLINKS. It is important that your contact information in EagleLINKS is accurate;
otherwise, you may not be able to receive messages. Please take a few moments to login to EagleLINKS and confirm your contact information. Should you need to update your information, listed are the simple steps for doing so.

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

**Emergency Contact Update:**

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

**Address Update:**

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

**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.

For information regarding academic accommodations resulting from a disability please contact the disability support services program counselor: applied psychology and rehabilitation counseling direct line: (410) 951-3944. The office is located in the Health and Human Services Building, 3rd Floor, room 355. Department Line: (410) 951-3510.
EVENT SCHEDULING

Any student, club or organization interested in sponsoring an event on campus must complete an Event Request Form at least 15 days prior to the event. The form, found on the Student Activities website, must be submitted to and approved by the Office of Student Activities & Leadership. Once submitted it will be forwarded to the Events & Conferences department for further approval. All requests submitted are first reviewed and approved by the Director and then forwarded to the campus wide scheduling office for final approval.

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

OFFICE OF FINANCIAL AID

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

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

The office hours of operation for walk-ins are Monday, Tuesday, Thursday, 8:00 a.m. - 5:00 p.m., Wednesday, 8:00 a.m. – 6:00 p.m. and Friday, 8:00 a.m. – 3:00 p.m. Appointments are highly encouraged and can be made with a financial aid officer via email to arrange date and time. If there are any additional questions, refer to the CSU FA website at www.coppin.edu/financialaid, email us at: financialaid@coppin.edu or call (410) 951-3636.
THE FIRST YEAR EXPERIENCE PROGRAM

FRESHMAN SEMINAR

Freshman Seminar introduces students to the culture of college life and to the academic and professional skills and practices expected of university alumni. By focusing on the history and legacy of Coppin State University and its policies, procedures and services, freshmen assimilate into the Coppin community, prepared to take full advantage of its resources. The course also engages students in self-management and learning strategies that support academic and professional success. Freshman Seminar is a graduation requirement for all freshmen, for readmitted students who left as a result of academic difficulty, and for transfer students with fewer than 25 credits. It is offered for graduation credit.

FIRST YEAR EXPERIENCE

The First Year Experience is one of five programs within University College, which focuses particularly on building and maintaining partnerships for first and second year undergraduates with FYE Academic Advisers, the FYE Student Peer Mentors, faculty and staff who are committed to students’ degree completion. Like the Academic Math and Writing Centers, Freshman Seminar and Student Engagement Programs, the First Year Experience offers students transformative experiences that contribute to their development as lifelong learners who exit the University well trained, competitively educated and prepared to be agents of change for communities at all societal levels.

STUDENT ENGAGEMENT

The FYE Student Steering Committee and FYE Peer mentors strive to contribute to an academic community that effectively improves persistence, retention and academic success for all undergraduate students. Through programming and various support services, our Student Steering and Peer Mentors’ Committees are determined to see that their peers thrive and to exit the university well educated and competitively trained to participate in their communities as lifelong learners. FYE Steering & Peer Mentors are dedicated to serving our students’ family members and are currently recruiting parents, guardians, or family friends for membership in the FYE Parents Club.

THE MATH CENTER:

The Math Center’s services are available from 8am until 6:30pm Monday through Friday throughout the calendar year and offers particularized support for the non-traditional student who is new to higher education or has been away from higher education for two or more years. The Math Center staff trains students who are proficient in varied levels of mathematics to work with students in varied levels of mathematics. For information please call 410-951-3555.

THE WRITING CENTER:

Offers support from writing the basic essay to the research paper (MLA, APA and Chicago Style) in courses across disciplines. The Center provides students support with researching, writing and navigation of assigned (reading) texts throughout the year. The Writing Center staff is available from 8:30am until 6:30pm throughout the calendar year. All papers are submitted to TURNITIN as part of the center’s services; however, students are responsible for releasing their work to course instructors for further review. For information please call 410-951-3555.
ACADEMIC ADVISEMENT CENTER

The Academic Advisement and Engagement Center staff (FYE Academic Advisers) provides Coppin students a full range of academic support services that includes assessment and placement testing, support with structuring academic schedules, access to basic skills tutoring or coaching in varied levels of Mathematics, Writing, and Reading. FYE Academic Advisers also provide students with connections to academic departments and all other University offices that support matriculation.

Hours
Placement testing is available on a walk-in basis as well as by appointment throughout the year, Monday through Friday. Appointments for testing are available by calling 410-951-3555.

Email FirstYearExperience@coppin.edu.

Practice tests for ACCUPLACER are available at https://www.accuplacer.org.

Seminar Course
All new students come through First Year Experience in these particular ways:

• Transfer students who enter with an earned AA degree and who have completed the GER Program are students who will be welcomed as members of the CSU Undergraduate community with an email to the new department where they intend to major.

• Transfer students who come with a BA/BS degree receive the same response from us so that we can get them to their chosen departments faster.

• Transfer students who do not have all of the GER Program completed are provided with academic advisement and engagement support through completion of the GER Program.

These approaches help to monitor GER Program completion for our Middle States accreditation; specifically and degree completion, generally.

Student Steering Committee
The First Year Experience Student Steering Committee is the advisory student council for the First Year Experience; representing all classifications and degree programs from the University’s four colleges and the Honors College, Committee members meet weekly, advise the Director of the First Year Experience on matters pertaining to students who are matriculating in their first and second years of enrollment, and host seminars and other social and academic activities to support student persistence and degree completion. Applications for membership for the FYE Student Steering Committee are available at the First Year Experience’s main office, GHJ 208.

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.
FRESHMAN MALE INITIATIVE

The Freshman Male Initiative (FMI) focuses on improving male student retention and graduation rates through mentoring. FMI provides mentoring that strives to develop student’s academic advancement and personal growth. Students enrolled in this program are given a personal peer mentor to help guide them to academic, social and professional success. Throughout the academic year, students engage in various workshops, meetings, and events geared toward graduating in 4 years. Students are also given opportunities to gain employment as a mentor after a successful 1st year.

Goals:
- Improve retention and graduation rates
- Provide opportunities for male students to gain skills needed to persist
- Maintain good academic standing
- Develop professional skills
- Develop social skills

Students interested in joining the Freshman Male Initiative program should pick up applications at the start of the fall semester in Grace Jacobs 630 or call 410-951-6095.

GRADE POINT AVERAGE (GPA)

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs.</th>
<th>Grade</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng.</td>
<td>3 X</td>
<td>A (4.00)</td>
<td>12.00</td>
</tr>
<tr>
<td>P.E.</td>
<td>2 X</td>
<td>F (0.00)</td>
<td>0.00</td>
</tr>
<tr>
<td>Math</td>
<td>3 X</td>
<td>C (2.00)</td>
<td>6.00</td>
</tr>
<tr>
<td>Read</td>
<td>3 X</td>
<td>D (1.00)</td>
<td>3.00</td>
</tr>
<tr>
<td>Biol.</td>
<td>4 X</td>
<td>B (3.00)</td>
<td>12.00</td>
</tr>
<tr>
<td>Orie.</td>
<td>1 X</td>
<td>A (4.00)</td>
<td>4.00</td>
</tr>
</tbody>
</table>

16 37.00

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

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

HOUSING AND RESIDENCE LIFE

The Offices of Housing and Residence Life offers housing to more than 660 students. Housing at CSU offers a unique living and learning environment focused on promoting the overall success of the residential student. Our Living and Learning Communities are designed to accommodate the physical, social and academic needs of residential students. The Office of Housing is located on the side of Daley Hall and can be reached at (410) 951-6300 for additional information. The Office of Residence Life is located at the front entrance of Daley Hall and for additional information call (410) 951-6399.

WHY LIVE ON CAMPUS?

Residence Hall living enhances the University experience both academically and socially. Research indicates that living arrangements play a significant role in a University student’s success. Here 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

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

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

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

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

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

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

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

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

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

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

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

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

POLICY AWARENESS

The University will link to this policy electronically through websites designed to convey emergency or law enforcement information such as the CSU Office of Public Safety website; will incorporate its provisions into the Residence Life website and the Division of EM & Student Affair’s quarterly newsletter; and will otherwise assure that students know, or should know, of its provisions.

STUDENT’S OPTION TO IDENTIFY PERSONS TO BE INFORMED

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

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

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

An instructor, under extenuating circumstances, may submit a grade of “I” for students who have failed to complete one or more requirements of a course by the end of the semester. Students must meet the following criteria:

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

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

ILLNESS OR HEALTH CONCERNS

Coppin State University Community Health Center (CSU CHC) is located in the Human Health and Services Building (HHSB) suite 131. Hours of operation are 9:00 a.m. to 5:00 p.m. Monday through Friday. Appointments are encouraged. Student health insurance, Medicaid, Medicare, most commercial insurances, and fee for service are accepted. If another medical provider’s name is listed on the student’s insurance card, the name of the provider must be changed to a provider from the CSU CHC. Co-payments/payments are expected at time of service. With the exception of physicals, no co-payment is required when the student health insurance is used in the CSU CHC. The phone number for the SCU CHC is 410-951-4188, the fax number is 410-951-6158, and the email address is healthcenter@coppin.edu.

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

HEPATITIS B

What is hepatitis B?
Hepatitis B is a contagious liver disease that results from infection with the hepatitis B virus. When first infected, a person can develop an “acute” infection, which can range in severity from a very mild illness with few or no symptoms to a serious condition requiring hospitalization. Acute hepatitis B refers to the first 6 months after someone is infected with the hepatitis B virus. Some people are able to fight the infection and clear the virus. For others, the infection remains and is “chronic,” or lifelong. Chronic hepatitis B refers to the infection that occurs when the hepatitis B virus remains in a person’s body. Over time, the infection can cause serious health problems.
What are the symptoms of hepatitis B?
Infants and young children usually show no symptoms. In about 7 out of 10 older children and adults, short-term hepatitis B causes the following:

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

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

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

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

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

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

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

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

Benefits of the hepatitis B vaccine
- Saves lives.
- Protects against serious disease.
- Prevents liver disease and cancer.
- Keeps others safe.
The most common side effects of the hepatitis B vaccine are usually mild and include the following:

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

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

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

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

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

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

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

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

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

**Is the hepatitis B vaccine safe?**

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

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

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

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**MENINGOCOCCAL VACCINES**

**What You Need to Know**

1. **What is meningococcal disease?**

Meningococcal disease is a serious bacterial illness. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of the covering of the brain and the spinal cord. Meningococcal disease also causes blood infections.
About 1,000–1,200 people get meningococcal disease each year in the U.S. Even when they are treated with antibiotics, 10–15% of these people die. Of those who live, another 11%–19% lose their arms or legs, have problems with their nervous systems, become deaf, or suffer seizures or strokes.

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

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

2. Meningococcal vaccine

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

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

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

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

Other people at increased risk

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

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

The Center houses several important offices/lounges which include: The Center for Counseling and Student Development, the Office of Career Services, Office of Student Activities & Leadership, Student Government Association Office, Fireside Lounge, Snack Area, Subway, Grill Works, Executive Conference Room, ROTC cadets lounge Campus Information and Visitors Services, Barnes and Noble Bookstore, Digital Game Room, Commuter Student Lounge, and the Ball Room.

PARLETT LONGWORTH MOORE 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, meetings, visual exhibits, special programs and receptions, and offices. The library has over 40 public workstations to allow access to the Internet and various other networked resources along with two smart classrooms. In addition there are two open computer laboratories with over 50 workstations.

Parlett L. Moore Library is a member of the Library Information Management System (LIMS) of the University System of Maryland and Affiliated Institutions (USMAI), a collaborative effort that permits state higher education institutions to share resources. LIMS provides a USMAI union on-line public access catalog that contains more than 1,400,000 titles.

LIBRARY HOURS

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MISS and MISTER COPPIN STATE UNIVERSITY PAGEANT & CORONATION

The Miss and Mister Coppin State University Pageant is a time honored annual event held where students compete to serve in one of the highest Student Ambassador positions on this campus. Contestants prepare over the course of a month for the pageant that happens during the spring semester. At this pageant they are judged on their poise, style, articulation, and other areas by a panel of judges from all walks of the Coppin community. The official crowning of Miss and Mister Coppin and the Royal Court takes place at the Coronation, which happens in the fall semester each year.

Students are encouraged to apply in the Office of Student Activities & Leadership. The University is not responsible for clothing worn during the pageant competition or during their reign, however, other privileges are offered to the Royal Court.
NEW STUDENT ORIENTATION PROGRAM

New Student Orientation is a program designed for new and transfer students in preparation for the upcoming academic year. All resident students are required to stay in the residence halls during the New Student orientation program. During this Program, we will answer your questions about academic, social and logistical matters before classes begin. Before attending orientation, students should have already contacted University College First Year Experience at 410-951-3555 to schedule an appointment for the placement test. Students will also become familiar with the academic and career resources available including degree requirements and the advisement process. Students will have opportunity to meet their advisors, representatives from the various Schools and Colleges, upperclassmen, Coppin Alum and many faculty, staff and administrators who can assist them with their journey through college.

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

PARKING AND VEHICLE REGISTRATION

PARKING RULES AND REGULATIONS

All students must have a permit to park on Coppin State University campus. Violators will be issued citations!

PROCEDURES

Please be advised that all students need to register for parking in the Office of Parking and Transportation Services (PTS) located in the Talon Center, Room 132, if they plan to park on Coppin’s campus. In order to do so, you must complete an application, located at the PTS office or at http://www.coppin.edu/info/200375/pts and pay the semester or yearly parking permit fee. Note: Cash payments must be made at the Cashier’s office located in the Miles Connor Administration Building, 2nd Floor, and then the receipt should be presented at the PTS office to obtain your permit.

When purchasing your permit, please provide PTS with the current vehicle registration. The registration is used to ensure accurate information; such as, vehicle tag number is associated with your parking account.
RESIDENCE HALL FRESHMEN ARE NOT ALLOWED PARKING PRIVILEGES.

HOW TO AVOID A PARKING VIOLATION

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

Visitor Parking: Pay station meters are located on lots B, C, and H, for those guest who do not possess a valid CSU parking permit. If your visitor(s) is unfamiliar with the campus, you should refer him/her to coppin.edu/pts., or contact Parking and Transportation Services at 410-951-3556. Visitor’s having business with a specific department should contact that department to make parking arrangements.

1. Commuter parking is available on Lots CS (HHSB), Lot J (across from the Tawes Center), Lot G (in front of the tennis courts, adjacent to the Talon Center) and Lot H (PEC).
2. Parking illegally in a restricted area, under any condition, is a parking violation.
3. Disabled parking spaces and transfer areas: In addition to a Coppin State University parking permit, individuals parked in any handicap space, must have a disability placard, registered to them, or a disability license plate. Individual’s utilizing a disabled parking space, with a disability plate, must be the registered owner of the vehicle. These spaces are available as first come, first serve on all lots. Lots A and D are restricted to permit holders with gate access only.
4. Fines: The purpose of this section is to avoid fines. Drivers are not permitted to park vehicles in fire lanes at any time. If you stop your vehicle to load or to 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 tow away zones). Parking on curbs painted red or yellow is prohibited.
5. Non-Designated Spaces: All vehicles must be parked between two white/yellow lines. Areas in which drivers cannot park include, but are not restricted to the following: (1) crosswalks—marked areas designated for pedestrian travel; (2) landscaped areas—the grounds beyond the sidewalk or curb, plazas, and sidewalks; (3) the concrete walkways along the roadside or surrounding buildings; (4) loading zones--areas used for loading or delivery of materials; including areas adjacent to dumpsters; and (5) driving lanes--areas used for vehicle traffic, some are designated by white hash marks.
6. Roadways: Drivers should not leave vehicles unattended in a road designated for traffic.
7. Improperly Displayed Permits: All permit holders must display a hanging permit from the vehicle’s rear view mirror in such a way that the lot assignment information faces the vehicle’s windscreen.

WHERE CAN I PARK?

A valid Coppin State University parking permit is required to park on campus during the hours of 7am-6pm, Monday thru Friday. Vehicles with unauthorized permits are subject to citations.

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

WHAT ABOUT PARKING AT NIGHT AND ON WEEKENDS?

Coppin State University parking lot restrictions are limited after 6:00 p.m. and on weekends for those vehicles displaying valid CSU permits. Please note, however, that every vehicle must display a CSU permit.

Lots B, C, CS, F, G and H are restricted to vehicles displaying valid reserved permits for the respective parking lot after 4:00 p.m. (Parking lots may be restricted for special University events.) Lots B, C, and F are open after 6:00 p.m. to vehicles displaying a valid CSU parking permit. (Parking lots may be restricted for special University events.)

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

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

Contact Parking and Transportation services via email at parking@coppin.edu or call (410) 951-3556, with the following information to update your account: Make, Model, Vehicle Color, and License Plate information.

STILL HAVE QUESTIONS? If you have any additional questions about campus parking, please feel free to email parking@coppin.edu, call (410) 951-3556, or stop by the Office of Parking and Transportation Services, Room 132, in the Talon Center.

CSU POLICE DEPARTMENT

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

CSU POLICY ON ALCOHOL, DRUGS, AND SMOKING

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

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

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

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

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

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

1. It believes’ the end justifies the means’ in order to solicit funds and recruit people and therefore uses deception, manipulation, and high pressure tactics when recruiting.
2. It creates a comprehensive environment and lifestyle that 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 being new members), but the tactics will seldom change. You need to watch for people who:

• Attempt to coerce you through guilt or fear.
• Are excessively or inappropriately friendly.
• Offer easy solutions to problems, your own or societies.
• Offer invitations to free meals, lectures or workshops, not clearly stating why the group is meeting and/or who will be there.
• Pressures you though peer pressure (“everyone else is doing it”).
These destructive groups may have specific criteria for members involving gender, race, ethnicity, etc. but all attempt to recruit people who are:

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

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

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

**FOR ADDITIONAL INFORMATION CONTACT:**

The Center for Counseling & Student Development 410-951-3939
CSU Police Department 410-951-3900
Department of Housing and Residence Life 410-951-6399

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**CSU STUDENTS COMPUTER USE AND INTERNET ACCESS POLICY**

1. **Introduction**

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

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

2. **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.
3. **Users are prohibited from:**

3.1. Sending unsolicited mass mail (spamming).

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

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

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

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

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

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

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

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

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

4. **Administration**

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

4.2. The maintenance, operation and security of computing resource require responsible University personnel to monitor and access the system. To the extent possible in the electronic environment and in a public setting, a user’s privacy will be persevered. Nevertheless, that privacy is subject to the Maryland Access to Public Records Act, other applicable state and federal laws and the needs of the University to meet its administrative, business and legal obligations.
COPPIN STATE UNIVERSITY
POLICY PROHIBITING SEXUAL HARASSMENT

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

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

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

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

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

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

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

a. CSU will look at the record as a whole and at the totality of the circumstances, such as the nature of the accusation(s) and the context in which the alleged incidents occurred.
b. The determination of the legality of a particular action will be made from all of the facts, on a case by case basis.
c. In assessing whether a particular act constitutes sexual harassment, the standard shall be the perspective of a reasonable person within the CSU community.
Members of the CSU community with personal knowledge of incidents that may constitute sexual harassment are encouraged and CSU employees are required to report such knowledge to the Director of Human Resources or designee within thirty (30) calendar days. The Procedures for reporting and investigating sexual harassment allegations are outlined in CSU’s Grievance Procedures for Complaints of Sexual Harassment.

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

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

CSU’s commitment to maintaining an environment in which the intellectual, professional, personal, and social development of members of the campus community is assured requires all members of the community to adhere to ethical and professional standards of conduct, as well as to legal standards. Therefore, consenting romantic or sexual relationships among faculty, staff, and students outside of each respective peer class, which not expressly forbidden, are generally deemed very unwise.

Power differences between faculty and students or between supervisors and employees make the subordinate’s voluntary consent to even an apparently consensual relationship questionable. Sexual relationships between a professor or supervisor and a subordinate may result in conflicts of interest or raise questions of favoritism. Wherever a power differential exists between persons who are romantically or sexually involved, the parties must realize that if an allegation of sexual harassment is subsequently filed; mutual consent will not necessarily be accepted as a reasonable defense.

**PROCEDURES FOR FILING COMPLAINTS OF SEXUAL HARASSMENT**

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

(Approved by President Maria Thompson, October 21, 2015)

I. PURPOSE & APPLICABILITY

Coppin State University (CSU) is committed to providing a working and learning environment free from Sexual Misconduct, including sexual and gender-based harassment, sexual violence, dating violence, domestic violence, sexual exploitation, and sexual intimidation. CSU prohibits and will not tolerate Sexual Misconduct. Sexual Misconduct is a form of sex discrimination prohibited by state and federal laws, including Title IX of the Education Amendments of 1972 as amended (“Title IX”) and Title VII of the Civil Rights Act of 1964, as amended, and also may constitute criminal activity.

CSU endeavors to foster a University-wide climate free from Sexual Misconduct through training, education, prevention programs and through policies and procedures that promote prompt reporting, timely, fair and impartial investigation and adjudication. Also, CSU endeavors the resolution of Sexual Misconduct cases in a manner that eliminates the Sexual Misconduct, prevents its recurrence, prohibit retaliation and addresses its effects. All University community members are subject to this policy, regardless of sex, sexual orientation, gender identity and gender expression. The University community includes all students, faculty and staff of CSU, as well as third parties and contractors under CSU or CSU institution control. This Policy applies to Sexual Misconduct in connection with: (1) any CSU facility or on any CSU institution property; (2) in connection with any CSU or CSU institution sponsored, recognized or approved program, visit or activity, regardless of location; (3) that impedes equal access to any CSU institution education program or activity or adversely impacts the employment of a member of the University community; or (4) that otherwise threatens the health or safety of a member of the University community. Nothing in this policy is intended to supersede or conflict with any federal compliance obligation.

A. Notice of Non-Discrimination

Coppin State University does not discriminate in offering equal access to its educational programs and activities or with respect to employment terms and conditions on the basis of an individual’s age, color, creed, disability, gender, gender expression, gender identity, genetic information, race, national origin, religion, sex, sexual orientation or veteran status. The University’s protection of these statuses in grounded in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and The Americans with Disabilities Act of 1973 and §143-422.2. The University encourages all community members to take reasonable and prudent actions to prevent or stop prohibited conduct. Taking action may include direct intervention when safe to do so, enlisting the assistance of friends, contacting law enforcement officials, or seeking the assistance from a person in authority. To foster a climate that encourages prevention and reporting of misconduct, the Coppin State University will actively promote prevention efforts, educate the community, respond to all reports promptly, and provide protective measures to address safety and emotional well-being and act in a manner that recognizes the inherent dignity of the individuals involved. Questions or concerns may be referred to the CSU Title IX Coordinator. Alternately, concerns about the University’s application of Title IX under this policy may be addressed to the United States Department of Education, Office of Civil Rights.
B. Prohibited Conduct

Sexual Misconduct, as defined in this policy is prohibited. Sexual Misconduct is a broad term that encompasses sexual harassment, sexual assault, sexual exploitation, sexual intimidation and stalking. Additionally, this policy prohibits retaliation against anyone who reports or files a complaint under this policy or participates in any investigation of a complaint. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or women and can occur between people of the same or different sex. Sexual Misconduct may be a form of sex discrimination prohibited by federal and state discrimination laws, including Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act. In addition, some forms of Sexual Misconduct may violate the criminal laws of the State of Maryland.

C. Definitions

For purposes of this Policy, the following definitions apply:

1. Consent means a knowing, voluntary, and affirmatively communicated willingness to mutually participate in a particular sexual activity or behavior. It must be given by a person with the ability and capacity to exercise free will and make a rational, reasonable judgment. Consent may be expressed either by words or actions, as long as those words or actions create a mutually understandable permission regarding the conditions of sexual activity. It is the responsibility of the person who wants to engage in sexual activity to ensure that he/she has the consent of the other to engage in this activity.

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

   (b) Previous relationships, including past sexual relationships, do not imply consent to future sexual acts.

   (c) Consent to one form of sexual activity cannot automatically imply consent to other forms of sexual activity.

   (d) Consent must be present throughout sexual activity and may be withdrawn at any time. If there is confusion as to whether there is consent or whether prior consent has been withdrawn, it is essential that the participants stop the activity until the confusion is resolved.

   (e) Consent cannot be obtained by use of physical force, threats, intimidating behavior or coercion. Coercion is the unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure used. When someone makes clear that he/she does not want sex that he/she
wants to stop, that he/she does not want to do certain things or that he/she does not want to go beyond a certain point, continued pressure can be coercive.

(f) If you have sexual activity with someone you know, or should know is incapacitated, you are in violation of this policy. The relevant standard is whether a sober, reasonable person in the same position should have known that the other party was incapacitated and therefore, unable to consent. Incapacitated, for purposes of this policy, means that the person’s decision-making capability is impaired such that the person lacks the ability to understand the “who, what, where, why or how” of their sexual interaction. Incapacitation may result from:

Sleep or unconsciousness; Involuntary physical restraint; and/or

The influence of alcohol, drugs or medication, including Rohypnol, Ketamine, GHB, Burundanga and other substances used to facilitate “date rape” or “Sexual Misconduct”.

2. Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

3. Domestic Violence means violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant, or by any other person against an adult or youth Complainant protected from those acts by domestic or family violence laws of Maryland.

4. Interim Measures means reasonably available steps an institution may take to protect the parties while a Sexual Misconduct investigation is pending.

5. Responsible Employee includes any employee who (1) has the authority to take action regarding Sexual Misconduct; (2) is an employee who has been given the duty of reporting Sexual Misconduct; or (3) is someone another individual could reasonably believe has this authority or duty. Responsible Employees include: the Title IX Coordinator and any Title IX Team members, all institution administrators, all non-confidential employees in their supervisory roles, all faculty, all athletic coaches, institution law enforcement, residential directors and advisors and all other non-confidential first responders. Responsible employees will safeguard an individual’s privacy, but are required by the university to share information regarding Sexual Misconduct with the Title IX Coordinator or a member of the Title IX team in recognition of the understanding that centralized reporting is an important tool to address, end and prevent Sexual Misconduct. Similarly, all students, and employees not designated as Responsible Employees, while not required, are strongly encouraged to report any information to the Title IX Coordinator or team member. Confidential Resources will not share information about an individual (including whether that individual has received services) without the individual’s express written permission unless there is continuing threat of serious violence to the patient/client or to others or there is a legal obligation to reveal such information. This policy contains a listing of on and off campus available confidential resources. Confidential resources may be found in Appendix B.
6. **Retaliation** means intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or USM policy relating to Sexual Misconduct, or because an individual has made a report, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing related to Sexual Misconduct. Retaliation includes retaliatory harassment.

7. **Sexual Assault**
   
   (a) **Sexual Assault I. – Non-Consensual Sexual Intercourse**
   Any act of sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with any body part or object, or oral penetration involving mouth to genital contact.
   
   (b) **Sexual Assault II. – Non-Consensual Sexual Contact**
   Any intentional touching of the intimate parts of another person, causing another to touch one’s intimate parts, or disrobing or exposure of another without consent. Intimate parts may include genitalia, groin, breast, or buttocks, or clothing covering them, or any other body part that is touched in a sexual manner. Sexual contact also includes attempted sexual intercourse.

8. **Sexual Exploitation** means taking non-consensual or abusive sexual advantage of another person for one’s own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited.

9. **Sexual Harassment** is a course of conduct that includes any unwelcome sexual advance, unwelcome request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when: (1) submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment, evaluation of academic work, or participation in any aspect of a USM or USM institution program or activity; (2) submission to or rejection of such conduct by an individual is used as the basis for academic, employment, or activity or program participation related decisions affecting an individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance, i.e., it is sufficiently severe or pervasive to create an intimidating, hostile, humiliating, demeaning or sexually offensive working, academic, residential or social environment.

10. **Sexual Intimidation** means (1) threatening to sexually assault another person; (2) gender or sex- based Stalking, including cyber-stalking; or (3) engaging in indecent exposure.

11. **Sexual Misconduct** is an umbrella term that includes Dating Violence, Domestic Violence, Sexual Exploitation, Sexual Harassment, Sexual Intimidation, Sexual Violence, and Stalking.

12. **Sexual Violence** is a form of Sexual Harassment and refers to physical sexual acts perpetrated without Consent. Sexual Violence includes rape, sexual assault, sexual battery, and sexual coercion. Sexual Violence, in any form, may be a criminal act.

13. **Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.
14. **Title IX Coordinator** refers to the individual designated by the University to oversee the University’s response to Sexual Misconduct reports and complaints and identify and address any patterns or systemic problems revealed by reports or complaints filed; conduct sexual misconduct investigations; oversee, review content and in collaboration with other University offices, conduct training for students, faculty and staff on Sexual Misconduct issues; ensure that appropriate policies and procedure are in place for responding to complaints of Sexual Misconduct against faculty, staff and students; and work with local law enforcement to ensure coordinated responses to Sexual Misconduct cases.

15. **University community** means all students, faculty and staff of CSU as well as third party contractors under CSU or CSU institution control.

**II. REPORTING SEXUAL MISCONDUCT**

Obligations of a “Responsible Employee”: A Responsible Employee includes any employee, who have the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any misconduct by students to the Title IX Coordinator or other appropriate University designee. A Responsible Employee must promptly notify the Title IX Coordinator of any report or complaint of Sexual Misconduct brought to their attention including campus law enforcement. The Title IX Coordinator works collaboratively with the reporting entity making every effort to operate with discretion and maintain the privacy of the individual involved.

**Prompt reporting is encouraged.** Persons are encouraged to report Sexual Misconduct promptly to the Title IX Coordinator in order to maximize the University’s ability to obtain evidence, identify potential witnesses and conduct a thorough, prompt and impartial investigation. No time limits are imposed for the reporting Sexual Misconduct, however a delay in reporting may result in loss of relevant evidence and witness testimony, thus impairing the University’s ability to respond and take appropriate action.

The University will/is obligated to take appropriate action, including investigation and resolution of complaints within sixty (60) calendar days from when the complaint was filed. The University may extend the time frames set forth in this policy for good cause, with written notice to both parties of the delay and the reason for the delay. Good cause is defined as adequate and substantial grounds or reasons to take a certain action and will be determined on a case by case basis. Exceptions for good cause may include extensions depending on the complexity of the investigation, access to relevant parties, and the severity and extent of the misconduct.

Sexual Misconduct by students, faculty, staff and third parties should be reported to: Title IX Coordinator, who has oversight for all institutional responses to Sexual Misconduct and relationship violence, ensuring University compliance with relationship violence, ensuring University compliance with federal statutory and regulatory requirements, promoting best practices in responding to victims of sexual violence and holding Respondents accountable for receiving and investigating reports of Sexual Misconduct and relationship violence and increasing access to information and available resources to the University community.

Sexual Misconduct committed by students may also be reported to the Office of Student Affairs at (410) 951-3933 or the Office of Residence Life at (410) 951-6399.
**Reporting a crime.** The University will assist Complainants who wish to report Sexual Misconduct to law enforcement authorities, including University police. The Title IX Coordinator and team members are available to assist students in reporting to University police. University police will also assist Complainants in notifying other law enforcement officers in the local jurisdiction. To report to University police, please call (410) 951-3900.

The standards for a violation of criminal law are different from the standards for a violation of this policy, criminal investigations and proceedings are not determinative of whether a violation of this policy has occurred. Conduct may violate this policy even if law enforcement agencies decline to prosecute. Complaints of Sexual Misconduct and related internal University processes may occur prior to, concurrent with, or following criminal proceedings off campus.

Upon receipt of a report of Sexual Misconduct that may constitute a crime, University police will advise the student that in addition to making a criminal report, they have the right to file a complaint with the University and engage the University’s investigation and adjudicative process under this policy. In addition, as a responsible employee under this policy, University police who receive a report of Sexual Misconduct, whether it rises to the level of a crime or not, shall promptly notify the Title IX Coordinator at (410) 951-3669.

**Concurrent Criminal Action.** Proceeding with a University investigation and adjudication of a complaint of Sexual Misconduct under this policy is independent of any criminal investigation or proceeding. Reporting to law enforcement does not preclude a person from filing a complaint of Sexual Misconduct under this policy. The University is required to conduct an investigation in a timely manner, which means the University will not wait until a criminal investigation or proceeding is concluded before conducting its own investigation. However at the request of law enforcement, the Title IX Coordinator may defer its fact finding until the initial stages of a criminal investigation are completed. If such a request is made, University police will submit the request in writing and the Complainant will be notified. In cases where there are concurrent criminal investigations by University police, Baltimore City Police or the State’s Attorney’s Office for Baltimore City, the Title IX Coordinator will work collaboratively and supportively with each respective agency within the parameters described above. Any delays in the investigative process will be communicated to both parties.

Information regarding a Sexual Misconduct complaint shall not be disclosed to third parties i.e. persons other than those in the University community with a need to know, except as required or permitted by federal or state law. If a report of Sexual Misconduct discloses a serious and on-going threat to the University community, the University police shall issue a timely warning of the conduct pursuant to the Clery Act in the interests of the health and safety of the University community. This notice shall not contain personally identifying information related to the Complainant.

**The Clery Act and Violence against Women Reauthorization Act of 2013**

In accordance with the Clery Act, institutions of higher education are required to provide current and prospective students and employees, the public and the Department of Education with crime statistics and information about campus crime prevention programs and policies. The Clery Act requirements apply to many crimes other than those addressed by Title IX. For additional information about the Clery Act and its regulations, see http://www2.ed.gov/policy/highered/reg/hearulemaking/2012/vawa.html.
Role of the Title IX Coordinator

The Title IX Coordinator is responsible for overseeing all Title IX incidents reported to the University and implementation of the policy including but not limited to identifying and addressing any systemic gender based harassment, discrimination and Sexual Misconduct. The Title IX Coordinator’s responsibilities include but are not limited to:

- Investigation or oversight of investigations of allegations related to Title IX;
- Coordination and oversight of educational programs including mandatory training for new students and employees and awareness campaigns for current students and employees;
- Coordination with local law enforcement on matters related to allegations related to Sexual Misconduct;
- Coordination and oversight of training for anyone involved in responding to, investigating or adjudicating Sexual Misconduct; and
- Coordination and oversight of training for employees related to their responsibility when they are aware of Sexual Misconduct.

The Title IX Coordinator is assisted by a Title IX Team which will include a Title IX Deputy Coordinator, Title IX investigators and representatives from campus safety, student affairs, the Office of the Provost and Human Resources.

III. RETALIATION

It is unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws. If a student brings concerns to the University’s attention, including publicly opposing sexual violence or filing a sexual violence report or complaint with the University, it is unlawful for the University to retaliate against that person because he/she testified or participated in any manner in the University’s investigation of proceeding. Therefore, if a student, parent, faculty, coach, staff or other individual complains formally or informally about Sexual Misconduct, the University is prohibited from retaliating (including intimidating, threatening, coercing) or in any way discriminating against the individual because of the individual’s complaint.

The University shall take steps to prevent retaliation against a student who filed a complaint either on his/her own behalf or on behalf of another student or against those who provided information as witnesses. When the University knows or reasonably should have known of possible retaliation by other students, it must take immediate and appropriate steps to investigate or otherwise determine what occurred. Complaints of retaliation should be reported directly to the Title IX Coordinator.

IV. REQUESTS FOR CONFIDENTIALITY

If a Complainant requests that their name not be disclosed or that the University not investigate or take an action against the Respondent, the Title IX Coordinator or designee will determine whether or not it can honor such a request while providing a safe and nondiscriminatory environment for all students, faculty and staff, including the Complainant. The Title IX Coordinator shall make a determination as to whether the Complainant’s request can be honored by considering the following factors:

- Circumstances that suggest there is an increased risk of the Respondent committing additional acts of Sexual Misconduct or other violence;
- Whether the Respondent has a documented history of violence known to the University;
- Whether the Respondent threatened further Sexual Misconduct or other violence against the Complainant or other that is known to the University;
Whether the Sexual Misconduct was committed by multiple person; Whether the Sexual Misconduct was perpetrated with a weapon; The age of the Complainant subjected to the Sexual Misconduct and Whether the school possesses other means to obtain relevant evidence (e.g. security cameras, or personnel, physical evidence).

V. PROTECTIVE INTERIM MEASURES
Reports or complaints of Sexual Misconduct in violation of this policy may require immediate protective measures to protect the safety and well-being of the parties and/or the community pending the outcome of the investigative and adjudicative processes. Interim protective measure may include the following:

No Contact Order. A no contact order is an official University directive that serves as notice to an individual that they must not have verbal, electronic, written or third party communications with another individual. A no contact order may also been obtained from the Borgerding District Court of Maryland located 5800 Wabash Avenue, Baltimore, Maryland 21215 or Eastside District Court located 1400 East North Avenue, Baltimore, Maryland 21213. See the Court Commissioner. Violators of a no contact order are subject to arrest and detention.

For Students.
Academic accommodations such as assistance in transferring to another section of a lecture or laboratory, assistance in arranging for incompletes, leaves or withdrawal from campus or rearranging class schedules, and Housing accommodations such as facilitating changes in on-campus housing location to alternate housing, assistance in exploring alternative housing off-campus, and Employment accommodations such as arranging for alternate University employment, different work shifts, etc. and transportation and parking accommodations.

For Employees:
Employment accommodations, both the Complainant and the Respondent may request a temporary reassignment, if appropriate, to other work duties and responsibilities or other work locations, or other work groups, teams or alternative supervision, management. Transportation and parking accommodations. Other measures available to the parties also include the availability of counseling, health, mental health services, victim advocacy, legal assistance contained within this policy. Requests for interim measures must be made to the Title IX Coordinator.

VI. COMPLAINT PROCEDURES

• Complaints against students. Complaints against students based on a violation of this policy will be reviewed also in accordance with the Code of Student Conduct.

• Complaints against Staff and Faculty. Complaints against staff and faculty based on a violation of this policy will be reviewed also in accordance with the University System of Maryland Board of Regents Bylaws, Policies and Procedures and CSU Office of Human Resources employee policies.

• Complaints against Third Parties. If a member of the University community (student, staff or faculty) is subjected to Sexual Misconduct by a third party, the matter should be reported to the Title IX Coordinator. For example, the matter may be referred to law
enforcement with a request that a formal letter be issued to the third party denying access to the University’s buildings or grounds for acting in a manner that disrupts or disturbs the normal educational functions of the institution. The University is authorized to deny campus access to a third party engaged in disruptive behaviors under Maryland State law. (See Maryland Annotated Code, Education Article, §§26-101, 102) The University will take appropriate steps to investigate and adjudicate complaints involving third parties to the best of its abilities.

• This policy shall be prominently displayed and posted online at the CSU web site located www.coppin.edu. Student and new employee orientations shall include a copy of this policy as well. A copy of the Sexual Misconduct Complaint Form may be found on the CSU web site as well. Additionally, to encourage the accessibility of this policy a brochure will be developed for distribution to the various academic, student and administrative offices.

• Investigation and adjudication of reports and complaints of sexual misconduct will proceed under the procedures provided in Appendix A of this Policy.

VII. SANCTIONS
All violations of the Sexual Misconduct Policy may result in suspension, dismissal, expulsion and the termination of employment.

VIII. AMNESTY FOR STUDENTS WHO REPORT SEXUAL MISCONDUCT
The University recognizes that a student who is under the influence of alcohol and/or drugs at the time of an incident may be hesitant to report Sexual Misconduct because of the threat of discipline sanctions for his/her own violation of the Code of Student Conduct. In this context, a student who reports Sexual Misconduct will not face disciplinary charges under the Code of Student Conduct whether as a Complainant or third party witness.

IX. STEPS TO TAKE FOLLOWING A SEXUAL ASSAULT
Members of the University community who experience any of the prohibited conduct are urged to immediately seek help. In addition to filing a report with law enforcement and the University, help also includes seeking medical treatment and obtaining confidential counseling and/or crisis response. It is important for individuals who experience any of the prohibited conduct attend to any physical injuries as well as their emotional well-being.

Immediately after any incident, it is important to seek a safe place. When a feeling of safety has been achieved, stay warm. Individuals who are in immediate danger or seriously injured should dial 911. It is important to stay warm by wrapping up in a blanket or coat. This will help recovery from shock and prevent any evidence from being disturbed. Seek medical attention, regardless of the decision to report the incident to campus law enforcement officials; it is important to take care of your emotional needs. Professional counseling may be beneficial.

Individuals are encouraged to take precautions in order to preserve any evidence that may assist with a criminal prosecution or the University’s investigation and resolution. Valuable evidence can be obtained from the victim and their clothing. Every effort should be taken to save anything that might contain the offender’s DNA. Therefore the victim should not bathe or shower, wash his/her hands, brush his/her teeth, urinate or defecate, change clothes, clean up the crime scene or move anything the offender may have touched.
It is important to seek medical attention immediately. A medical examination will ensure appropriate medical treatment, including testing for pregnancy or sexually transmitted infections. You may also obtain a Sexual Assault Forensic Exam (SAFE). Such an exam allows for the collection of evidence and can ensure any physical evidence is preserved in the event of a report to law enforcement. A SAFE exam may be obtained within 72 hours after an assault. Individuals who experienced sexual violence are encouraged to be examined by a healthcare professional even if they have no visible injuries and do not want a SAFE exam. The University will assist any individual in obtaining medical treatment and if requested a SAFE exam, including arranging transportation to the medical facility or selected SAFE examination location. A listing of medical facilities and contact information for the Forensic Nurse Examiner Program at Mercy Medical Center as found in the Section XI- Resources of this Policy.

X. CAMPUS SAFETY
The health and safety of all members of the University community are CSU’s primary concern. CSU makes the following services available:

E-911
Any person who dials “911” from any campus phone will instantly be connected to the Baltimore City Police Department, E-911 System and the Coppin State University Police Department and will simultaneously receive an emergency alert with the building and location. An officer will be immediately dispatched to that location. The E-911 system is an emergency alert system that identifies the specific location of the caller and directory telephone number.

Blue Light Emergency Phones
Blue Light Emergency Phones are located throughout the campus. The red phone is for emergencies. When you press the red button, you activate the blue light at the top of the pole which will light up. There will be a brief pause followed by a dispatcher’s voice. At that point state the emergency. A campus officer will be dispatched to your location. The dispatcher will remain on the line until the officer arrives.

Walking Escort Service
University Police provide 24 hour escort service for anyone who feels unsafe while walking on campus. (410) 951-3900

Office of Public Safety
Coppin State University
PEC Building, 2nd Floor
Operations: (410) 951-3900
XI. CONFIDENTIAL

RESOURCES On Campus
Coppin State University
Center for Counseling and Student Development Millard Tawes Building, 1st Floor
Contact: Director of Counseling & Student Development (410) 951-3939

RESOURCES Off -Campus
Turn Around Domestic Violence Center and Services Baltimore City
2300 North Charles Street Baltimore, Maryland 21218
(410) 377-8111
24 Hour Hotline: (443) 279- 0379 http://www.turnaroundinc.org/

Turn Around Domestic Violence Center and Services Baltimore County
401 Washington Avenue, Suite 400
Baltimore, Maryland 21204
(410) 377-8111
24 Hour Hotline: (443) 279-0379 http://www.turnaroundinc.org/

House of Ruth
2201 Argonne Drive
Baltimore, Maryland 21218
(410) 889-0840

Maryland Coalition against Sexual Assault

Maryland Network against Domestic Violence http://mnady.org/

National Domestic Violence Hotline http://www.thehotline.org/

LGBTQ Survivors of Sexual and Domestic Violence

Maryland Domestic Resources by County http://www.aardvarc.org/dv/states/d=mddy.s html

Male Survivors of Rape and Sexual abuse, Advocacy Project http://www.male survivors.org

Rape, Abuse and Incest National Network http://www.rainn.org

U. S. Department of Justice http://www.justice.gov/ovw/sexual-assault

Department of Education, Office of Civil Rights http://www2ed.gov/about/offices/list/ocr.index. html

Mercy Hospital Forensic Nurse Examiner Program (provides care to victims of sexual, domestic, child, elder and institutional violence).
Mercy Hospital 301 St. Paul Street
Baltimore, Maryland 21202
Contact: Debra Holbrook (410) 332-9494

Mercy Family Violence Response Program (provides confidential services to patients and employees who are victims of violence, abuse and neglect, sexual assault and vulnerable adult abuse. They offer counseling, crisis intervention, safety planning, danger assessment, counseling etc.)

Mercy Medical Center 301 St. Paul Street
Baltimore, Maryland 21202
Contact: Tania Araye
(410) 332-9470

University of Maryland, Pediatrics Department
(if the victim is under age 12)
22 South Greene Street
Baltimore, Maryland 21201
(410) 328-6720

Bmoresafe app (provides available resources, what to expect after you have been abused or assaulted and gives you back the power of choice.)
http://www.bmoresafemercy.org/

Memorandum of Understanding with local Authorities and Hospitals
MOU Concerning Law Enforcement Jurisdiction and Coordination of Services Between CSU Department of Public Safety and the Baltimore Police Department

GOVERNMENT AGENCIES THAT ADDRESS COMPLAINTS OF SEXUAL MISCONDUCT

Reports or Complaints of Sexual Misconduct may also be filed with:

Equal Employment Opportunity Commission
City Crescent Building
10 S. Howard Street, Third Floor
Baltimore, Maryland 21201
Phone: 1-800-669-4000
Facsimile: 410-962-4270
TTY: 1-800-669-6820
Website: https://egov.eeoc.gov/eas/

Maryland Commission on Civil Rights
William Donald Schaefer Tower 6 Saint Paul Street, Ninth Floor
Baltimore, Maryland 21202-1631
Phone: 410-767-8600
Facsimile: 410-333-1841
TTY; 410-333-1737
Website: http://mccr.maryland.gov/ E-mail: jcole@mccr.state.md.us

It is important to note that in order to protect the legal rights and remedies available to a Complainant, a Complainant must comply with certain time limits and deadlines. Affected persons should contact the relevant agencies to verify the time limits. Failure to meet required deadlines may result in a loss of rights to seek a legal remedy.
APPENDIX A

CONDUCTING AN INVESTIGATION REQUIREMENTS AND PROCEDURES

For the purposes of this document, the term “investigation” refers to the process the University will use to resolve Sexual Misconduct complaints. This includes the fact-finding investigation and any hearing and decision-making process the University uses to determine: (1) whether or not the conduct occurred and (2) if the conduct occurred, what actions the University will take to end the sexual violence, eliminate the hostile environment and prevent its recurrence, which may include imposing sanctions on the Respondent and providing remedies for the Complainant and broader student population.

A. All proceedings will include a prompt, fair and impartial investigation and result. The University will provide the Respondent and Complainant equitable rights during the investigative process.

B. All complaints of Sexual Misconduct shall be presented to the Title IX Coordinator for investigation and appropriate disposition.

C. Mediation between the Complainant and the Respondent is not an appropriate resolution in sexual assault cases

D. Initiating an investigation:

1. Immediately upon receipt of a complaint, the Title IX Coordinator will communicate with the Complainant to determine and implement reasonable interim measures, if necessary. Absent good cause, within three(3) business days of receipt of a report of Sexual Misconduct the Title IX Coordinator or designee shall attempt to get a written statement from the Complainant that includes information related to the circumstances giving rise to the complaint, dates of the alleged occurrence(s) and names of witnesses if any. The Complainant should be encouraged to complete a complaint form and submit a detailed written report of the alleged incident.

2. When the Complainant chooses not to provide a written complaint, the Title IX Coordinator or designee will still investigate and take appropriate action.

3. Both before and during the pendency of the investigations, the Title IX Coordinator shall consult with the Complainant and consider what, if any, interim measure may be necessary.

4. Complaints made anonymously or by a third party will be investigated to the same extent possible.

5. After consultation with the University General Counsel, Office of Legal Affairs, if the Title IX Coordinator determines that the complaint contains an allegation of Sexual Misconduct, the Title IX Coordinator shall follow the procedures set forth in this policy to investigate the allegations made in the complaint.

6. The Title IX Coordinator shall appoint a trained person to investigate the allegations made in the complaint.

7. Only one person shall be identified as the investigator for a complaint.

8. Investigations shall be conducted by officials who do not have a conflict of interest or bias for or against the Complainant or Respondent.

9. If the Complainant or Respondent believes the assigned investigator has a conflict of interest, that party must submit a written explanation of the reason for the belief to the
University’s Provost. The explanation must be submitted within three (3) days business days, absent good cause of the time when the party knew or should have known the facts that would give rise to the alleged conflict of interest. The Provost will determine if the facts warrant the appointment of a different investigator and respond to the party in writing within three (3) business days, absent good cause. The decision of the Provost shall be final on this issue.

E. Components of the Investigation
1. Once the investigator receives the complaint, the investigator shall notify the complaint in writing of his/her rights and request a meeting.
2. The investigator shall also notify the Respondent in writing of the complaint and his/ her rights and request a meeting with the Respondent.
3. The investigator shall notify the Complainant and the Respondent and all individuals interviewed during the investigation in writing that retaliation is strictly prohibited and may be grounds for disciplinary action. In addition, the investigator shall advise all interviewees that they should contact the investigator immediately if they believe they are being retaliated against.
4. The investigation shall include interviews with both the Complainant and Respondent, unless either declines an in-person interview. If either declines to be interviewed, the investigator will notify them in writing that regardless of their participation, the investigation shall continue.
5. The Complainant and Respondent shall be provided with the same opportunities to have one advisor of their choice present during the interview, including the opportunity to be accompanied by the advisor of their choice to any related meeting or proceeding.
6. The University will not limit the choice of advisor for either the Complainant or Respondent; however, the investigator may limit the participation of advisors during the investigation. The advisor’s role is limited to providing advice, and may not speak or provide representation during the investigation.
7. The investigation shall include interviews with relevant witnesses identified by the Complainant and Respondent or any other potential, relevant witness made known to the investigator via other means.
8. The investigation shall include the gathering and reviewing of any documentary, electronic, physical, or other type of relevant evidence.
9. The investigator is expected to request a list of relevant witnesses and evidence from Complainant and Respondent and take such into consideration.
10. The investigator shall not consider any evidence about the Complainant’s prior sexual conduct with anyone other than the Respondent. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

Timeframe for Conducting the Investigation

A. Every reasonable effort shall be made to conclude the investigation and resolve the complaint within sixty (60) calendar days following receipt of the complaint. Within the sixty (60) day timeframe, absent good cause for an extension or deviation, it is expected that the investigator will conclude the investigation, that the investigator will present a report to the decision maker, and that the investigator will notify the parties in writing of decisions maker’s determination within the sixty (60) days.
B. If the investigator or decision maker determines that additional time is needed, both parties shall be notified in writing of the delay, the anticipated date that the investigation will be concluded, and the reasons for such delay.
C. If either party determines that additional time is needed, that party shall request such in writing to the investigator. The written request for additional time shall include the reasons for the requested delay and the number of additional days needed. The investigator shall make every reasonable effort to respond to the request for additional time within two (2) business days following receipt of the request and shall notify both parties in writing as to whether or not the request is granted.

**Outcome of an Investigation and Determination of Appropriate Action**

A. Upon completion of the investigation, the investigator shall prepare a written report that includes the allegations made by the Complainant, the response of the Respondent, corroborating or non-corroborating statements of the witnesses, and review of the other evidence obtained, and conclusions that may be drawn from the evidence gathered.

B. It is the responsibility of the investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given to information received during the course of the investigation.

C. The report shall be delivered to the appropriate decision maker.
   1. If the Respondent is an employee, the decision maker shall be the Vice President of Administration and Finance.
   2. If the Respondent is a student, the decision maker shall be the Provost and Vice President of Academic Affairs.

D. After review of the report, the decision maker shall make a determination based on a preponderance of the evidence presented as to whether or not a violation of this policy occurred. The preponderance of the evidence refers to the standard of review in a judicial proceeding as related to the burden of proof. It is described as just enough evidence to make it “more likely than not” that the facts the claimant seeks to prove are true.

E. The determination by the decision maker must be reviewed by the University General Counsel before dissemination to the parties.

F. The decision maker’s determination shall be communicated in writing simultaneously to the Complainant and Respondent, along with notice to the parties of their right to request an institutional hearing on the determination that a policy violation did or did not occur.

**X. INSTITUTIONAL HEARING**

A. Either party may request an institutional hearing on the determination that a policy violation did or did not occur by providing written notice of the request to the investigator within ten (10) business days of receipt of the decision maker’s decision.

B. If a request is not received within ten (10) days, the decision maker’s determination is final.

C. The hearing may be held before either a hearing officer or hearing committee. The President of the University shall determine whether to proceed with a hearing officer or hearing committee and shall appoint individuals to serve in those capacities. The hearing officer and all hearing committee members shall receive, at a minimum, annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

D. If the Complainant or Respondent believes the hearing officer or any hearing committee member has a conflict of interest, that party must submit a written explanation of the reason for that belief to the Provost. The explanation must be submitted within three (3) business days, absent good cause, of the time when the party knew of should have known the facts that would give rise to the alleged conflict of interest. The Provost will determine
if the facts warrant the appointment of a different hearing officer or committee member and respond to the party in writing within three (3) business days, absent good cause. The decision of the Provost shall be final.

E. If such a hearing is requested, every reasonable effort shall be made to conclude the hearing and resolve the appeal, including any appeal to the President within sixty (60) days following the University’s receipt of the party’s request for a hearing.

APPEAL OF HEARING DECISION TO THE PRESIDENT
Either party may request an appeal in writing to the President of the University of a Decision rendered by the hearing officer/hearing committee, where a procedural error occurred, unavailable relevant evidence that could significantly impact the outcome of a case or where a sanction is substantially disproportionate to the findings. An appeal must be filed within ten (10) days of the decision of the hearing officer/committee.

F. The parties to the hearing may not engage in formal discovery.
G. Each party is entitled to have an advisor of choice available; however the advisor may not participate in the proceedings.
H. The University will not limit the choice of advisor for either the Complainant or Respondent.
I. The Complainant and Respondent shall be timely notified in writing of all meetings relevant to the proceedings.
J. The hearing officer or committee shall control the procedures of the hearing with due consideration given to the parties’ requests related to procedures.
K. The hearing officer or committee shall use a preponderance of the evidence standard when reaching a decision.
L. Absent good cause, within five (5) business days of the close of evidence, the hearing officer or committee shall issue a written determination as to whether or not a violation of this policy occurred and the justification for this decision.
M. Each party shall be simultaneously notified of the hearing officer or committee’s decision in writing, which shall include notice of their rights to appeal the hearing officer or committee’s decision to the President.

APPENDIX B
TRAINING
All persons involved in handling the University’s Sexual Misconduct policy and procedures (i.e. Title IX Coordinator, Title IX Team members and others who receive complaints, investigators and adjudicators) must have training or experience in handling Sexual Misconduct complaints. Bi-annual training provided should include information on working with and interviewing persons subjected to sexual violence, information on particular types of conduct that would constitute sexual violence, the proper standard of review for Sexual Misconduct complaints (preponderance of the evidence); information on consent and the role drugs or alcohol can play in the ability to consent; the importance of accountability for individuals found to have committed Sexual Misconduct; the need for remedial actions for the perpetrator, Complainant and University community; how to determine credibility, how to evaluate evidence and weigh it in an impartial manner, how to conduct an investigation and confidentiality; the effects of trauma and cultural awareness training regarding how Sexual Misconduct may impact students differently depending on their cultural backgrounds. All training provided the Title IX Coordinator and Title IX team members will be documented and the records maintained by the University.
Training Available to All Students, Faculty, and Staff
To ensure that all students, faculty and staff understand their rights under Title IX, the University shall provide training regarding the Sexual Misconduct policy. The following topic must be covered in the training:

- Title IX and what constitutes Sexual Misconduct in accordance with the University’s policy;
- The University’s definition of consent including examples;
- How the University analyzes whether conduct is unwelcomed under Title IX;
- Reporting options, including formal reporting and confidential disclosure options and timeframes for reporting;
- The University’s grievance procedures used to process Sexual Misconduct complaints;
- Disciplinary code provisions relating to Sexual Misconduct and the consequences of violating those provisions;

Effects of trauma;

The role of alcohol and drugs often play in Sexual Misconduct incidents, including the deliberate use of alcohol and/or other drugs to perpetuate Sexual Misconduct;

How to report Sexual Misconduct to campus or local law enforcement and the ability to pursue law enforcement proceedings simultaneously with a Title IX report or complaint; and Title IX’s protections against retaliation.

The training should also encourage reporting incidents of Sexual Misconduct by students, faculty and staff—regardless of whether they are designated a Responsible Employee. The training should also explain that reporters do not need to determine whether incidents of Sexual Misconduct created a hostile environment before reporting the incident. Also it is important to educate students about the persons on campus to whom they can confidentially report incidents of Sexual Misconduct. Sexual Misconduct training is required of all students and is incorporated in new student orientation. Training is mandatory for all students, faculty and staff. Training is also provided on campus by the Center for Counseling and Student Development.

POLICIES, RIGHTS, PRIVILEGES and RESPONSIBILITIES

COPPIN STATE UNIVERSITY
MISSION STATEMENT
Coppin State University, an urban, comprehensive, historically Black institution located in Baltimore, Maryland, offers quality undergraduate and graduate programs in teacher education, the liberal arts, mathematics, sciences, technology, and professional disciplines. The University provides educational access and diverse opportunities for students through excellence in teaching, research, and community engagement thus preparing analytical, socially responsible, lifelong learners. Coppin State University builds on a rich legacy of empowering students, promoting community revitalization, and strengthening relationships with local, national, and global partners.
EQUAL OPPORTUNITY
Coppin State University, as an Equal Opportunity/Affirmative Action employer, complies with applicable federal and state laws prohibiting discrimination, including Title IX of the Education Amendment of 1972 (sex discrimination) and Section 504 of the Rehabilitation Act of 1973 (discrimination against the handicapped). It is the policy of Coppin State University that no person, on the basis of race, sex, color, religion, national origin, age, marital status, handicap, or veteran status, shall be discriminated against in employment, educational programs, activities, admissions, or financial aid.

PRIVACY RIGHTS OF STUDENTS
The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office  
   U.S. Department of Education  
   400 Maryland Avenue, S.W.  
   Washington, DC 20202-605

POLICY ON POSTING SIGNS, BANNERS AND FLYERS

Student club/organization signs, banners, flyers and handbills must be approved and stamped by the Office of Student Activities & Leadership prior to posting. The Student Activities & Leadership stamp indicates review of the party requesting permission to post notices and does not indicate an endorsement of content. Unauthorized materials will be removed. Materials should not be posted on building windows, doors, walls, areas or on surfaces which obstruct traffic. The posting should display the time, date, location, sponsor and cost (if applicable) of the event. Advertisement of off-campus functions can be advertised at the discretion of the Director of Student Activities & Leadership. Campus posting are limited to 30 days and must be removed by the part once the event has passed. Contact the Office of Student Activities & Leadership concerning size of signs, banners, flyers, and posters at (410) 951-3922.

INCLEMENT WEATHER POLICY  
COPPIN STATE UNIVERSITY  
2017-2018

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

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

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

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

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

- An e-mail announcement from the Office of President will be sent campus-wide.
- A recorded message from ITD will be available at 1.800.951-3000
- Closing announcements will be relayed through Blackboard Connect (UR) and posted on CSU’s web site, (ITD), Twitter feed at twitter.com/coppin.edu and on facebook.com/coppin. (IT)
Additionally, the Office of University Relations will contact the news media by **5:00 a.m.** if day classes must be cancelled. If it becomes necessary to cancel evening classes or events, the Office of University Relations will contact the news media by **4:30 p.m.**

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

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

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

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

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

**Baltimore Metro Area:**
- WMAR-TV (Channel 2)
- WBAL-TV (Channel 11)
- WBFF-TV (Channel 45)
- WJZ-TV (Channel 13)

**Washington D.C. Metro Area:**
- WTOP Radio (1500 AM)
- WJLA-TV (Channel 7)
- WRC-TV (Channel 4)

**On-line Print Media**
- Baltimore Sun
- Washington Post

**REGISTRATION**

Registration is the period of time for students to register for classes for the upcoming semester. Students should finalize their schedules during this period. The University’s registration process is self-service (on-line). All registration transactions with the exception of 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’ User ID and Password to register for classes. Computers are available at the registration site, in the computer labs, and in the Library. Students may also register via their home computers. The on-line registration process is available 24 hours seven day and week during the registration period.

When a student enters his/her classes or when staff person enters a student’s classes, a bill is generated. A student is responsible for tuition and fee charges even if he/she does not attend the classes. A student who registers for classes and does not plan to attend must drop all courses prior to the official start date of the semester. A student may drop all classes via Self Service or by submitting a completed and a signed official drop form OR submitting a written and signed request to the Office of Records and Registration to avoid being charged full tuition and fees.
The University will no longer automatically drop courses. A student is responsible for payment of tuition and fee charges for the course in which he/she is admitted, regardless of whether the student attends the courses. Students must complete and sign an official drop form at the Office of Records and Registration before the official start date of classes to avoid being charged full tuition and fees.

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

REHABILITATION ACT OF 1973 – SECTION 504

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

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

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

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

The Officer, in turn, will submit such complaint, with his/her observations for consideration, to the Committee for Handicapped Students and Staff which monitors the University’s compliance with the federal regulations concerning the handicapped.
RESERVE OFFICERS’ TRAINING CORPS (ROTC)

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

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

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

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

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

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

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

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

Bill of Rights

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

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

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

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

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

V. Freedom of Association
   Every student shall be free to establish and join student organizations to promote common interests and goals.

VI. Student Privileges
   A. Every student has the right to be recognized as members of the student body, endowed with all privileges of a student, including the use of all university services and facilities.
   B. Every student has the rights of any citizen under the law and therefore, an inherent responsibility to respect the rights of other members of the University community.
VII. Representation
Every student has the right to vote on and be represented by a Student Government Association.

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

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

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

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

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

Constitution

ARTICLE I NAME
The name of the organization, which shall be the governing body and representative voice of the undergraduate student body at Coppin State University, shall be known as the Student Government Association of Coppin State University, herein after referred to in this document as SGA.

ARTICLE II FRANCHISE & MEMBERSHIP
All enrolled students paying undergraduate fees at the University shall be eligible to participate in and be members of the SGA. All qualified members have the right to seek and hold office in the SGA.

ARTICLE III PURPOSE
The SGA shall serve as the supreme governing body of the undergraduate student population. The general purpose of the SGA shall be to:

1. Provide for the broad involvement and effective representation of all undergraduate students.
2. Promote communication and relationships between the administration, students, faculty, alumni and surrounding community.
3. Advocate for the advancement, general freedom and welfare of the student body.
4. Guarantee an active and intimate student voice in student and university decisions.
5. Manage funds derived from the student activity fee to sponsor events that promote the intellectual, cultural, political and social development of the student population.
6. Serve as a mechanism whereby student may properly discuss opinions, views, and aspirations with the expectation that they will be acted upon in the appropriate manner.
7. Preserve ideals and traditions in order to promote school spirit, encourage school pride and motivate the improvement of the campus.
8. Work to defend and preserve the rights and privileges of student.
9. Execute to the fullest extent the authority, responsibilities and duties thus entrusted.
10. Engage in all necessary steps to protect the welfare of the student body.

ARTICLE IV STRUCTURE

The SGA shall be organized into three (3) distinct and interdependent branches known as the Executive Branch, the Legislative Branch, and the Judicial Branch. The responsibilities of each branch, enumerated in this Constitution, shall serve as a check and balance on all other branches.

ARTICLE V EXECUTIVE BRANCH

Section I Purpose & Membership

The purpose of the Executive Branch shall be to implement and enforce the actions passed by the Legislative Branch and the rulings of the Judicial Branch, either on their own initiative or with the assistance of the other branches. They are charged with overseeing the daily operations of the entire SGA.

The Executive Branch serves as a liaison between the student body, administration, staff, faculty, and alumni. It is their responsibility to devise actions to address student concerns.

The Executive Branch shall be comprised of two (2) entities referred to as the Executive Board and the Executive Cabinet.

The Executive Board shall be comprised of the following nine (9) positions, all endowed with respective privileges and authority:

1. President
2. Vice President
3. Business Manager
4. Executive Secretary
5. Chief Justice
6. Mister Coppin State University
7. Miss Coppin State University
8. National Pan-Hellenic Council President
9. Student Activities & Leadership Programming Board Chair

The Executive Cabinet shall be comprised of the following ten (10) positions, all endowed with respective privileges and authority:

1. Chief of Staff
2. Senior Class President
3. Junior Class President
4. Sophomore Class President
5. Freshmen Class President
6. Residential Hall Council Chair
7. Director of Communications
8. Director of Student Life
9. University System of Maryland
10. Representative MHEC Commission Representative

Section II Duties

The duties of the Executive Board are as follows:

1. Enforce the constitution and all legislation passed by the Student Senate.
2. Propose legislation and make recommendations to the Student Senate for consideration.
3. Host at least two (2) student forums per semester to the invitation of the entire undergraduate student body to address student concerns and update students on University and SGA matters.
4. Recommend officers to the President for appointment or removal.
5. Screen and approve all Executive Aide appointments to nominate to the Student Senate for consent.
6. Advise the President on issues affecting the student body and the University.
7. Conduct weekly meetings with mandatory attendance of all Executive Board members.
8. Acquire two-thirds quorum before conducting a meeting.
9. Notify the Chief of Staff at least forty-eight (48) hours before scheduled meeting time of intent to miss a meeting.
10. Miss no more than two (2) nonexempt meetings per semester, no more than two (2) times in a row. Failure to adhere will result in a probationary period not to exceed thirty days, during which, all privileges shall be temporarily nullified.
11. Create ad hoc committees as deemed necessary, granted they do not conflict with the duties assigned to any standing committee.
12. Develop a budget plan for the entire SGA, pending approval from the Student Senate.
13. Document any additional tasks or duties, as assigned
14. Be under the supervision of by the Vice President of Students Affairs and the SGAAvisor.
15. Attend all scheduled workshops, retreats, seminars and conferences that are approved by the University.
16. Perform all duties concurrent to each office.
17. Brief the incoming officers on all matters pertaining to the position and provide a period of internship before leaving office.
18. Maintain a spirit of excellence, professionalism and academia.

The duties of the Executive Cabinet are as follows:

1. Advise the President on any matters of student policy or any student programs and services.
2. Inform the President of student issues that affect the student body and the University, with regards to each individual’s appointed area.
3. Report any major changes within each appointed area to the Chief Justice and the President.
4. Attend all student forums hosted by the Executive Board.
5. Maintain a spirit of excellence, professionalism and academia.
6. Be appointed into designated positions, with the exclusion of Class Presidents and School Representatives, pending Legislative approval.
Section III Roles of the Executive Board

Clause A  President

1. Serve as the official chairperson of the Executive Board and Executive Cabinet.
2. Serve as University representative at all USM and MHEC meetings, unless otherwise appointed.
3. Serve as the chief representative for the student body to the administration, faculty, staff, alumni, and the surrounding community at on and off campus functions.
4. Serve as the Student representative University Allocations Board, unless otherwise appointed.
5. Call special sessions of any Branch whenever deemed necessary or petitioned by two-thirds of the Student Senate.
6. Execute all bills approved by the Executive Board and passed by the Student Senate.
7. Be required to authorize, by signature, all financial transactions, along with the Business Manager and SGA Advisor.
8. Have the power to temporarily suspend any member of the Executive Board.
9. Maintain communication with the University President at least twice per semester and the Vice President of Student Affairs at least once per month to maintain open lines of communication about University issues and progress.
10. Work with the University administration to coordinate and be familiar with planned activities and policy.
11. Be required to establish at least ten (10) hours per week during the academic semester.
12. Bear the ultimate responsibility for the proper, ethical and efficient management of the entire SGA.

Clause B  Vice-President

1. Preside as the Chairperson of the Student Senate and serve as a nonvoting ex-officio member, except in the case of a tie vote.
2. Serve as the student representative on the Coppin State University National Alumni Association.
3. Be required to establish at least ten (10) hours per week during the academic semester.
4. Reserve the authorization to act in the best interest of the student body during the summer months.
5. Head the Freshmen Elections Committee, per Article X11.
6. Chair the Clubs and Organizations Committee and collect monthly reports.
7. Serve as a voting member of the Merit Awards Committee.
8. Serve as a student representative on the Appropriations Board, unless otherwise appointed.
9. Dialogue with the Vice-Presidents of the University at least twice per semester to keep abreast of University issues and provide student input.

Clause C  Business Manager

1. Serve as the chief financial officer for the SGA.
2. Keep an accurate and up to date record of all income and expenditures of the SGA.
3. Be required to authorize, by signature, all financial transactions, along with the President and SGA Advisor.
4. Serve as the ex-officio, nonvoting Chairperson of the Finance Committee of the Legislative Branch, except in the case of a tie vote.
5. Be required to establish at least ten (10) hours per week during the academic semester.
Clause D Executive Secretary

1. Serve as the official historian of the SGA.
2. Serve as the custodian of the records of the Executive Branch
   Be required to establish at least ten (10) hours per week during the academic semester
3. Serve as Chairperson of the Merit Awards Committee
4. Keep and make available a permanent record of this Constitution, by-laws and SGA rules and regulations.

Clause E Chief Justice

1. Serve as the Chairperson of the Judicial Branch, as a nonvoting ex officio member, except in the case of a tie vote.
2. Be required to establish at least five (5) hours per week during the academic semester
3. Will be authorized with the final ruling on affairs brought before the Judiciary Board
4. Sit on University Judicial Review Board as a student representative
5. Ensure the enforcement of the Constitution and rules of the SGA

Clause F Mister & Miss Coppin State University

1. Represent the University at official functions
2. Serve as the ambassadors and the official host and hostess of the SGA and the University
3. Establish and maintain their individual platforms
4. Participate in the planning of Coronation, the Miss Coppin Fair, the Pageant and all other events deemed necessary
5. Mister Coppin State University must be a male and Miss Coppin State University must be a female
6. Follow the rules and guidelines dictated by their handbook, provided by the Royal Court Advisor

Clause G National Pan-Hellenic Council Chair

1. Serve as the Chair of the Coppin State University NPHC
2. Provide leadership to all Greek organizations
3. Follow the rules and guidelines dictated by the organization, provided by the NPHC Advisor

Clause H Student Activities & Leadership Programming Board Chair

1. Serve as the Chairperson of the board and preside over meetings
2. Be responsible for SGA events
3. Follow the rules and guidelines dictated by the SAPB handbook, provided by the Director of Student Activities & Leadership
ARTICLE VI  LEGISLATIVE BRANCH

Section I  Purpose & Membership

The purpose of the Legislative branch shall be to enact legislation to ensure the general welfare of the student body. The Legislative Branch shall be known as the Student Senate.

The Senate shall be comprised of student representatives from each school, class, club, organization, and NPHC. The membership of the Senate shall be as follows:

1. Two (2) senators from each school that comprises the University, excluding the School of Graduate Studies
2. Two (2) senators from each undergraduate class, including Senior, Junior, sophomore and freshman.
3. Two (2) senators from each registered club and organization registered with the University
4. Two (2) senators from NPHC to represent the encompassing nine (9) entities
5. The Vice-President of the SGA, who shall be the Chairperson of the Senate
6. The Vice Chairperson of the Senate, who shall be appointed by the Executive Secretary and Vice President, pending approval of the Senate. If appointed from the membership of the Senate, shall maintain voting privileges, unless acting in the Chairperson’s stead.
7. The Legislative Secretary, who shall be appointed by the Executive Secretary and Vice President, pending approval of the Senate. If appointed from the membership of the Senate, shall maintain voting privileges
8. The Sergeant-at-Arms, who shall be elected from the membership of the Senate and serve to maintain an orderly environment. If appointed from the membership of the Senate, shall maintain voting privileges. He/she shall also responsible for having a full understanding of Roberts Rules of Order and ensure proper procedure.

Section II  Role & Duties

Clause A  Senate Chairperson

The role and duties of the Senate Chairperson shall be as follows:

1. Call and preside over all meetings and vote only in the case of a tie.
2. Prepare the agenda for meetings.
3. Keep the Senate abreast of communications received by the SGA.
4. Must act in accordance to bills passed by the Senate and approved by the Executive Branch.
5. Exercise the power to create a committee and delegate responsibility for proper functioning
6. Call special meetings of the Student Senate when deemed necessary.
7. Preside over all ad hoc Legislative committees, unless otherwise appointed.
8. Present all legislation passed by the Student Senate to the President for approval or veto.
Clause B Senate Vice-Chairperson

The role and duties of the Senate Vice-Chairperson shall be as follows:

1. Conduct all business of the Student Senate in the absence of the Chairperson.
2. Represent the Senate during times when the Vice-President is called to act on behalf of the Executive Branch.
3. Issue an attendance contract to be signed by each senate member at the beginning of the academic semester to hold each senator accountable.

Clause C Legislative Secretary

The role and duties of the Legislative Secretary shall be as follows:

1. Record and maintain the minutes from all meetings
2. Notify members of elections or appointments to offices within the SGA
3. Maintain communication with respect to instructions and reports with the SGA
4. Perform all duties assigned by the Chairperson.
5. Forward, report, and include all documentation to the Executive Secretary

Clause D The Student Senate

The Student Senate shall be the law making body of the SGA and the voice of the students at the University. The role and duties of Senators shall be as follows:

1. Enact all legislation necessary and proper to promote the general welfare and progress of the student body with a majority vote.
2. Approve, with a two-thirds vote, the budget of the SGA, including all its departments and branches, proposed by the Executive Board
3. Attend the Finance Committee meeting when affiliated organization has submitted a petition
4. Conduct official business only when a quorum is in attendance. A quorum shall be 50% plus one (1) of all seats.
5. Override a presidential veto with a two-thirds vote
6. May not simultaneously represent two (2) organizations
7. Must serve on at least one (1) committee
8. Shall be entitled to one (1) vote.
9. May not serve any other branch of SGA
10. Serve as the jurors to any impeachment hearings
11. Ensure that affiliated organization executes at least one (1) community service project per academic year to retain charter.
12. Attend the Student Leadership Retreat, if affiliated organization has registered by the deadline set by the Office of Student Activities & Leadership.

Section III Senate Session

1. The Senate must convene at least twice per month, every other Friday at noon, unless established in the Legislative By-Laws, which must be approved with majority vote and by the SGA Advisor.
2. During a session, not fewer than ten (10) meetings shall be called and not fewer than five (5) per semester. All senators shall be given a 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 five (5) days in advance of such meetings.

3. There shall be no assembly during mid-term and final examinations periods.

4. All meetings of the Senate shall be open to all undergraduate students unless a closed session is called and approved by the Senate with a majority vote.

5. All meetings will be conducted under Robert’s Rules of Orders

Section IV Committees

The Student Senate shall be comprised of both standing and ad hoc committees. All standing committees must have full membership by September 30. Chairpersons shall call and preside over regular meetings of their respective committees. Committees shall deliberate on matters referred to them by the President or Senate. Reports from committee chairpersons shall be submitted in writing to the Legislative Secretary within five (5) school days following each committee meeting for inclusion in the Senate Journal. Any standing committee shall meet at least once a month or as the need arises.

The Standing Committees are as follows:

1. Finance Committee
2. Clubs & Organizations Committee
3. Merit Awards Committee

Section V Organizational Funding

Clause A Funding Petitions

1. If funds are needed for a particular project or activity, an organization may petition the Senate for funds in addition to the subsidy award. The petition must be submitted to the SGA Business Manager. He/she will not accept petitions for events taking place within forty-five (45) days of submission. The organization’s senator(s), Treasurer and President or Vice President must be present to answer any questions raised during the presentation to the Finance Committee. The Senate will vote on all petitions at the next scheduled meeting. The petition must be complete, legible and organized with correct money amounts.

2. The petition must include the following:
   a) Name of organization
   b) Date submitted and date of activity
   c) Advisor’s signature
   d) Purpose of the activity
   e) Anticipated outcome and impact on students
   f) Invoices from all companies
   g) Amount requested
   h) Evaluation of the activity (to be completed after the event)

3. All funding must be used in agreement with the petition. Upon any deviation in use, all unused funds must be returned to the SGA within forty (40) business days. Failure to do so will result in organizational suspension for the remaining of the semester.
4. Any organization charging an entrance fee for an event using funds they petitioned for, must forward four (4) tickets/invitations for the members of the Finance Committee to attend the event for verification purposes.

Clause B  Subsidy Awards

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 & Leadership. Subsidy awards are granted based upon the date on which they are received. Organizations must be recognized by the Director of Student Activities & Leadership before being considered for Senate funding.

(An organization that submits a recognition application on the first week of November 6 entitles that organization to receive a $75 subsidy award. However, an organization that does not submit until ten days later, on November 16, will only be entitled to a maximum subsidy award of $62. See chart below.)

Clause C Appropriations Awards

A campus-wide Student Activities Appropriations Board has been established for the purpose of implementing the guidelines and procedures for distributing student activities funds collected by the University.

I. Introduction

Generally, extra-curricular programming at Coppin has been the responsibility of separate groups. The funding for many of the activities are derived from the organizations own fund-raising activities and the Student Activity Fee paid by registered students, full and part-time. Allocation of funds to various groups semi-annually is the responsibility of Student Activities Appropriation Board in consultation with and the approval of the Vice President for Student Affairs.

II. Composition of the Board

The Student Activities Appropriations Board will be structured on the following basis:

A. Student - Four (4) students who are full-time and/or part-time in good academic standing. The students represent the general student population. The Student Government Association (SGA) shall appoint two representatives from the general student body. The other two representatives will be the President and Vice President of the Student Government.

B. Faculty – One (1) faculty representative who shall be full-time member of the University faculty. The Vice President for Academic Affairs will appoint the faculty representative.

C. Administrators - Three (3) representatives of the Administration, the Director of Student Activities who shall serve as Executive Secretary of the Board; the Vice President for Student Affairs who shall serve as Chairperson; and the other administrator shall be appointed by the Vice President for Student Affairs. The term of office for all members shall be June 10th for one year through June 9th of the following year. The matter of voting procedure, quorums and other related matters shall be determined by the Board.
III. Appropriations Policies and Procedures

Below are the guidelines establishing procedures for the efficient distribution and administration of funds from the Student Activities fee collected by the University?

A. Assessment of Funds

1. Student Activities Fees shall be based upon rates recommended and approved by Student Government Association through student referendum and authorized by the College Board of Trustees.
2. The Student Activities Fee shall be levied to all officially registered students, full-time and part-time. The total funds collected shall represent those funds available for Board distribution.

B. Allocation of Funds

1. Distribution of Student Activities Fees shall be made by the Board, in consultation with the approval of the Vice President for Student Affairs, to the groups listed below. The Board will annually set the percentage of activities fees to be allocated to groups. In addition, the Board shall be responsible for annually reviewing and evaluating the program direction of each funded group.
2. The groups below shall be allocated funds based on the following percentages:

<table>
<thead>
<tr>
<th>AREA</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Orientation</td>
<td>5%</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>26%</td>
</tr>
<tr>
<td>Miss Coppin</td>
<td>2%</td>
</tr>
<tr>
<td>Mr. Coppin</td>
<td>2%</td>
</tr>
<tr>
<td>Homecoming</td>
<td>28%</td>
</tr>
<tr>
<td>The eagle year book</td>
<td>10%</td>
</tr>
<tr>
<td>Student activities</td>
<td>17%</td>
</tr>
<tr>
<td>Reserve</td>
<td>10%</td>
</tr>
</tbody>
</table>

Additional information regarding appropriations policies and procedures, preparation of budgets, expenditures, and accounting and reporting of budgets is located in the office of Student Activities & Leadership and the Division of Student Affairs.

Submission Deadlines for Subsidy Awards

Application submitted:

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
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<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the 15th:</td>
<td>$100</td>
<td>$87</td>
<td>$75</td>
<td>$62</td>
<td>$50</td>
<td>$37</td>
<td>$25</td>
<td>$12</td>
</tr>
<tr>
<td>After the 15th:</td>
<td>$087</td>
<td>$75</td>
<td>$62</td>
<td>$50</td>
<td>$37</td>
<td>$25</td>
<td>$12</td>
<td></td>
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</tbody>
</table>
Section VI Clubs & Organizations

Clause A Requirements

A club or organization must meet the following requirements before it can eligible for admission as a voting member of the Student Senate:

1. Must be recognized by the University.
2. Must present a list of officers and current members to the Office of Student Activities & Leadership.
3. Must have a current constitution on file with the Office of Student Activities & Leadership.
4. Must have a well-defined purpose that does not conflict with University guidelines, policies and procedures.
5. If registered before August 15, must provide at least one (1) senator to attend the Student Leadership Retreat.
6. Must present the name of their two (2) senators to the SGA Vice-President.
7. Must submit a letter of proof showing that they have received their PeopleSoft Code in the Office of Institutional Advancement in order to receive funding.

ARTICLE VII JUDICIAL BRANCH

Section I Purpose & Membership

The purpose of the Judicial Branch shall be to serve and protect the rights of the student body without limitation and all judicial powers herein granted shall be thus vested. This branch shall be charged with the sole power to interpret this Constitution. The Judicial Branch shall be known as the Judicial Board. All meetings will be conducted under Robert’s Rules of Orders.

The membership of the Judicial Board shall be as follows:

1. The Chairperson of the Judicial Board, who shall be the Chief Justice of the SGA, who shall vote only in the case of a tie.
2. The Vice-Chairperson of the Judicial Board, who shall be elected from the membership of the Judicial Board, pending approval of the SGA President and Advisor. He/she shall maintain voting privileges.
3. Ten (10) Associate Justice of the following composition
   a. Vice-Presidents of each class
   b. One (1) representative from each school.
4. The Judicial Secretary, who shall be appointed from the membership of the Judicial Board and maintain voting privileges.
5. May include a Sergeant-at-Arms, who shall be appointed from the membership of the Judicial Board and serve to maintain an orderly environment. He/she shall also be responsible for having a full understanding of Roberts Rules of Order and ensure proper procedure. He/she shall maintain voting privileges.

Section II Duties & Responsibilities

Clause A Chief Justice

The role and duties of the Chief Justice can be found in Article V, Section VII of this Constitution.
Clause B Vice Chairperson

The role and duties of the Vice-Chairperson of the Judicial Board shall be as follows:

The role and duties of the Judicial Secretary shall be as follows:

1. Prepare the agenda for meetings.
2. Maintain the minutes from all meetings
3. Maintain communication with the SGA in respect to instructions and reports
4. Perform all duties assigned by the Chairperson.
5. Forward, report, and include all documentation to the Executive Secretary
6. May not be a member of any other branch of the SGA

Clause D Associate Judges

The role and duties of the Associate Judges shall be as follows:

1. Have full understanding of this Constitution
2. Elect two (2) members to serve on the University Judicial Review Board as student representatives.
3. May not be a member of any other branch of the SGA

Clause E Judicial Board

The role and duties of the Judicial Board shall be as follows:

1. Convene at least once per month.
2. Have full understanding of this Constitution
3. Responsible for the all trials.

ARTICLE VIII TERMS & CONDITIONS

Section I Terms of Officers

The term of all officers shall begin on the second Monday of May and end on the same day the following academic year. There shall be a term of internship provided to all incoming officers, during which time the roles of the current and incoming officers may overlap, in order to end all necessary business of the outgoing administration and begin that of the incoming. All actions should be taken in order and with respect to all parties.

The newly elected SGA officers shall be introduced at the DOSA Awards. Inauguration of new elected officers shall take place during the second week of May.

The term of all senators shall begin on August 15 and on the second Monday of May of the following academic year.

Section II Resignation

All officers must give at least two (2) weeks’ notice before they officially leave office. Notice shall include an official letter of resignation submitted to the SGA President, SGA Advisor and the Vice-President of Student Affairs.
ARTICLE IX  COMPENSATION

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

1. 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 equal installments by the end of the first month of each semester.
2. The Vice President, Treasurer, and Secretary shall receive a sum equal to one semester’s tuition exclusive of fees and payable to their University accounts in two equal installments by the end of the first month of each semester.
3. The President and Vice President shall receive a sum of three hundred dollars per semester in bookstore credit, to assist in purchasing books for that semester, payable to their account by the end of the first month of each semester.
4. 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.
5. Mister and Miss Coppin State University and their Royal Court shall each receive wardrobe and book stipends, the amount of which is dependent on their contracts.
6. Other officers may receive stipends, pending approval by the Student Senate, the Director of Student Activities and Leadership and the Vice-President of Student Affairs.

ARTICLE X  LINE OF SUCCESSION

In case of the removal of an Executive Officer from an SGA office or in the case of an Officer’s absence, resignation, death or other inability to discharge the duties of the office, the line of succession shall be as follows: President, Vice President, Chief of Staff, Chief Justice, Senior Class President, and Junior Class President.

ARTICLE XI  IMPEACHMENT

Any elected or appointed official may be tried for impeachment. Impeachment shall be defined as the presentation of formal charges to the Legislative Branch against SGA officials accused of acts of impropriety as defined below.

Section I. Charges for Impeachment

1. Failure to maintain a 2.75 cumulative GPA.
2. Absence from more than two (2) meetings without a valid excuse and prior notification.
3. Failure to maintain confidentiality of sensitive issues or cases.
4. Failure to adhere to the University Code of Conduct.
5. Consistent dereliction of duties and responsibilities as set forth by this Constitution during any thirty day period.
6. Actions inconsistent with the established policies of the SGA.
7. Abuse of power in a manner inconsistent with its purpose of fair use, to the detriment to the student body or SGA.
Section II. Impeachment Charges

All formal charges of impeachment shall be introduced to the Senate in the form of a written Special Resolution containing a Bill of Charges, listing each charge and specifications. Any Bill of Charges lacking substantial validity and evidence shall be out of order. Such a Senate Resolution must clearly state the sanction sought against the official.

All Special Senate Resolutions shall be filed pursuant to Senate Rule with either:
1. The sponsorship and signatures of a minimum of three (3) senators;
2. A petition of 300 Coppin State University fee paying undergraduate students, or;
3. The sponsorship of the Chief Justice.

Section III. Impeached Officials

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

1. The right to written, hand delivered notice of the charges to a hearing
2. The right to notification of trial time, date and location.
3. The right to pre-exam all evidence and respond to all evidence at the hearing
4. The right to tried by the Legislative Branch
5. The right to address questions to any party or witness
6. The right to be represented by a counsel of his/her choosing
7. The right to a speedy trial, no less than five days and more than ten days after notification of charges.

ARTICLE XII  ELECTIONS

Section I. Election Dates

1. The SGA President, Vice President, Business Manager, Secretary, Mister and Miss Coppin State University, and Chief Justice shall be elected by the student body in the general election in the third week of April of every academic year.
2. The specific date shall be chosen by the SGA President and Advisor.
3. The Mister and Miss Coppin pageant must occur by the second week of April.
4. The SGA President and Senior Class President appoint and form the elections committee by November 15 of the previous fall semester.
5. Freshmen elections shall be held during the fall semester by the second Thursday in September and shall be conducted by a committee appointed and headed by the SGA Vice President.
6. Campaign season shall not last longer than four (4) weeks. After which, all campaign materials must be removed from the campus.

Section II. Election Procedures

Clause A. General Elections

1. All candidates must attend an informational meeting in order to obtain an application. At this meeting, all election requirements, regulations, procedures and expectations will be explained to them by the elections committee chair and the SGA Advisor.
2. All candidates must submit the designated Student Government Association application created by the Office of Student Activities and Leadership (OSAL) and the SGA. With the exception of the Royal Court, all candidates must also submit a petition with the signatures
of 300 Coppin fee paying undergraduate students. The OSA and Elections Committee shall determine the deadline for submission of the aforementioned materials, which shall be on the application.

3. All candidates must participate in at least one (1) debate and one (1) forum, hosted by the Elections Committee
4. The Director of Student Activities and Leadership shall work in conjunction with the SGA and the Elections Committee to oversee all elections.
5. Candidates for the position of Mister and Miss Coppin State University may have different election procedures, as deemed appropriate by their Advisor.
6. A majority vote of at least 25% of the student body in the election shall determine the winners of the general election.
7. If the election does not generate at least 25% participation by the student body, the election shall go to the Student Senate for a run-off between the contenders, with the exception of the Royal Court.
8. In the case an election goes to the Senate, candidates may decline to participate in the run-off. They may not change their intended office.
9. In the case of a tie for any SGA office, a run-off election between those contenders shall take place one (1) week following the release of the results of the general election.
10. The internship period must begin the week of election results.
11. SGA officials may not endorse any candidate.

Clause B. Freshmen Elections

1. Freshmen elections in the fall shall be organized by the SGA Vice President, with the participation of three (3) other members of the SGA to help facilitate activities.
2. A majority vote shall determine the winners of the freshmen elections
3. In the case of a tie, a run-off between those contenders shall take place one (1) week following the release of the results of the general election.
4. SGA officials may not endorse any candidate.

Section III. Election Committee

1. The Election Committee shall consist of seven (7) impartial members, including the Chairperson of the Election Committee.
2. The Vice-Chairperson of the Judicial Branch shall serve on the Election Committee.
3. The other five (5) members shall be selected through a process of interview. These members may not be affiliated with any other SGA branch or office. They must submit an application provided by the OSA and SGA and complete an interview.
4. All members must be in good standing with the University.

Section IV. Election Committee Chairperson

The duties and responsibilities of the Elections Committee Chairperson shall be as follows:

1. Serve as the Senior Class President
2. Serve as the Chief Administrator for SGA elections and oversee the work of the Committee
3. Represent the Committee before the SGA, administration and the University
4. Communicate during the election process with all candidates on behalf of the committee when necessary
5. Make sure all election procedures are in compliance with the provisions of the SGA Constitution and the policies and procedures of the University.
Clause IV. Elections Committee

The duties and responsibilities of the Election Committee are as follows:

1. Oversee the election process and enforce the election policies
2. Organize at least one (1) candidate forum and one (1) debate session.
3. Convene at least once per month from December through February, at least bi-weekly in March, and at least once per week in April.
4. Have jurisdiction over all elections and programs associated with the election process
5. Disqualify any candidate who violates the regulations with a two-thirds majority vote.
6. No member may endorse a candidate running for future office.
7. Determine election specifics (time, place, mechanism).
8. Must create and hold a Mister and Miss Coppin State University pageant to showcase the contestants, in conjunction with the current Royal Court.

Section V. Qualifications and Eligibility

Clause A. President and Vice President

The qualifications for the President and Vice President are as follows:

1. Must be full time students.
2. Must have a minimum of 75 credits at the time of candidacy
3. Must have a minimum 2.75 cumulative GPA at the time of candidacy and throughout term
4. Must have attended the University at least three (3) semesters prior to office
5. Must be in good standing with the University
6. Cannot graduate prior to the completion of term
7. Must have served on a SGA branch or on an Executive Board of a club or organization for at least one year prior
8. Shall not hold the same office for more than two (2) years
9. It is highly recommended that candidates attend at least one (1) senate meeting

Clause B. Business Manager, Secretary, Chief Justice

The qualifications for the Business Manager, Secretary, Chief Justice are as follows:

1. Must be full time students
2. Must have a minimum of forty-five (45) credits at the time of candidacy
3. Must have a minimum 2.75 cumulative GPA at the time of candidacy and throughout term
4. Must have attended the University at least two (2) semesters prior to office
5. Must be in good standing with the University
6. Cannot graduate prior to the completion of term
7. Shall not hold the same office for more than two (2) years
8. It is highly recommended that candidates attend at least one (1) senate meeting

Clause C. Mister and Miss Coppin State University

The qualifications for Mister and Miss Coppin State University shall be as follows:

1. Must be full time students
2. Must have a minimum of forty-five (45) credits at the time of candidacy
3. Must have a minimum 2.75 cumulative GPA at the time of candidacy and throughout term
4. Must have attended the University at least two (2) semesters prior to office
5. Must be in good standing with the University
6. Cannot graduate prior to the completion of term
7. Cannot run hold a position on the Royal Court more than once.
8. Must show evidence of Coppin knowledge
9. Must show evidence of previous community service experience
10. Must participate in the Mister and Miss Coppin State University Pageant
11. Must submit an essay on a topic designated by the Elections Committee

ARTICLE XII
AMENDMENTS & SUPPLEMENTS TO THE CONSTITUTION

Section I. Amendments

Amendments to this constitution can be proposed or introduced in writing by any branch of the SGA or by any undergraduate student. Amendments must be presented to the Legislative Branch two (2) weeks before it may be voted on. Amendments will become valid and part of this constitution only after installation of the next administration, providing constitutional guidelines have been met.

All amendments to this Constitution shall require:

1. A two-thirds majority vote of the Student Senate;
2. Review and majority approval from the Executive Board;
3. Signatory authorized by the SGA President.
4. Review, presentation and approval from the Judicial Board;
5. Signatory approved by at least 300 members of the general student body;
6. Review, presentation and approval from the Vice President of Student Affairs.

Section II. Bylaws

Any branch may create bylaws that shall serve as supplemental documents to the Constitution and shall require passage by the two-thirds majority of the Student Senate. No article of these bylaws may conflict with this Constitution or University policy.

Section III. Referendum

Any amendment defeated by the Senate can be submitted to the Senate by a petition signed by twenty percent (20%) of the student body and will automatically adopted by the Senate and presented to the student body in a referendum. Such amendments shall be adopted when ratified by a majority of those voting in the referendum.

Section IV. Ratification

This Constitution shall be ratified either by a two-third vote of the Senate or a ten percent vote of the entire undergraduate student body.

Section V. Revision

This constitution shall be reviewed, revised and renewed every five (5) years, following procedure dictated in the this constitution and as provided by the current rules of “Robert’s Rules of Order.”
ARTICLE XIV  AUTHORITY & POWER

Section II. Duties & Responsibilities

This Constitution shall become effective immediately upon meeting the following criteria:

1. A two-thirds majority vote of the Student Senate;
2. Review, presentation and approval from the Judicial Board;
3. Approved by at least 300 members of the general student body;
4. Review, presentation and approval from the Director of Student Activities & Leadership and Vice President of Student Affairs.

This constitution revised on August 17, 2011

This constitution passed must be passed by the Senate by the end of the month of September 2011

STUDENT ACTIVITIES AND LEADERSHIP

Office of Student Activities & Leadership

The Office of Student Activities and Leadership is a student-centered office that enhances and compliments the academic experience for the CSU student body through an extensive array of cultural, education, recreation, social, special CSU traditions and leadership programs. By offering these programs and services, we create an environment for individuals to interact and learn from one another. This office also works to help improve upon students social life, gain self-confidence, acquire leadership skills and learn how to function as a member and/or leader of a group or a team. Through service to the campus and community, we foster interactive and developmental experience in leadership, programming and service.

Student organizations exist to support and enrich the academic experience for our students. Extracurricular activities include concerts, dances, lectures, movies, bowling, skating, comedians, and other live performances. Students not only have the opportunity to participate in these extracurricular activities, but they can help plan them as well. A full current list of all student organizations can be viewed at www.coppin.edu/studentactivities.

The Office of Student Activities & Leadership is responsible for the following areas:

- Student Activities Programming Board
- Student Government Association
- Charles B. Wright Leadership Institute
- CSU Royal Court
- Greek Life
- Student Clubs & Organizations
- The Yearbook
Annual Events:
- Welcome Week and Spring Fling Week
- Clubs & Organizational Fairs
- Homecoming
- I Love Coppin Week
- Miss & Mister Coppin Pageant and Coronation
- Student Leadership Retreat
- And much more!

STUDENT EMERGENCY FUND (SEF)

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

A. SEF Criteria (Subject to Change)

1. SEF is specifically earmarked to cover emergencies such as rent evictions, gas and electric turn-off, transportation to and from school, i.e., bus or cab fare (car payments and insurance do not apply), child care, food, death, disability, illness, loss of employment, etc.

2. Based upon the specified endowment funding, the student must provide documented proof of need, i.e., eviction notices, electric turn-off notices, (must be in student name), loss of employment, etc., and/or must meet specific requirements of the Endowment; such as GPA. etc.

3. The usual maximum amount of the fund is pre-determined; exceptions maybe made only by the Vice President of Enrollments Management & Student Affairs.
   a. The student must be currently enrolled as a full-time undergraduate, and enrolled as a financial aid recipient.

4. Full-time employees are not eligible to receive funding.

5. Funds will be granted during the fall and spring semesters ONLY.

B. Application Process

1. A SEF application may be picked up from the Coordinator, located in the Miles Connor Administration Bldg. 3rd Floor.

2. Student completes the SEF application and submits supporting documentation as required, i.e., Student I.D.

3. Student will schedule an interview with the designated SEF Coordinator.

4. Interviews will be held on Monday, thru Friday.

5. Information that is provided will be verified as deemed necessary.

6. Application and supporting documentation will be verified and a decision will be made by the Vice President for Student Affairs.

7. Exceptions are made only by a recommendation from the Vice President for Student Affairs.

C. Check Preparation/Disbursement

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

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

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

**STUDENT CONDUCT GRIEVANCE PROCEDURES**

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

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

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

**ARTICLE I**

**Section A. Grievable Matters**
A grievance shall be defined as any cause of complaint arising between a student and a student, a Coppin faculty or staff member on a matter concerning an alleged act or acts of inappropriate, unlawful or unauthorized conduct by a faculty or staff member such as unlawful discrimination, including sexual orientation as defined in 136.0 VI-1.05 of the USM Policy [which specifically prohibits discrimination against students, faculty, and staff on the basis of sexual orientation in academic admission, financial aid, educational services, housing, student programs and activities, recruitment, hiring, employment, appointment, promotion, tenure, demotion, transfer, layoff or termination, rates of pay, selection for training and professional development, and employment services. “Sexual orientation” is defined as the identification, perception or status of an individual as to homosexuality, heterosexuality or bisexuality]. Further, acts of intimidation, verbal abuse, physical abuse or the improper application or interpretation of Coppin policies and rules over which Coppin has control, can be grieved. Notwithstanding the above, complaints concerning student academic matters are grievable under procedures entitled “Student Academic Due Process.”
Section B. Non-Grievable Matters
Notwithstanding Section A, no complaint shall be reviewed under these procedures if the complaint requests to overturn or to change:

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

Section C. Decision Restrictions
No decision can be rendered at any level of these grievance procedures if the decision conflicts with or modifies:

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

ARTICLE II: Grievance Procedures

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

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

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

1. Step one – Judicial Affairs Advisor

   a. A student wishing to file a complaint shall file a written grievance with the Judicial Affairs Advisor. The Grievance shall be signed by the Grievant and shall contain a concise statement of the facts relative to the alleged act of misconduct including: (1) the date of the act, (2) the location of the act, (3) the name of the person participating in the act, (4) the names of any witnesses to the act, and (5) the relief sought.

   b. Within five working days after receipt of the Grievance, the Judicial Affairs Advisor shall hold a conference with the Grievant, and other person(s) involved
in the conduct including witnesses to the conduct, either individually or together, to determine the facts relative to the Grievance and whether the conduct which occurred was inappropriate, unlawful or unauthorized conduct by a Coppin faculty or staff member.

c. Within 5 working days following the conclusion of the conference, the Judicial Affairs Advisor shall issue a written report as to the facts which occurred, whether the conduct which occurred constitutes inappropriate, unlawful or unauthorized conduct by a Coppin faculty or staff member.

d. A copy of the Step One Report shall be sent to the Grievant and the Coppin faculty or staff member(s) who were alleged to have participated in the misconduct, and to the appropriate body (Academic Affairs, and Human Resources) for their appropriate action.

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

2. Step Two - Hearing Before the Judicial Appeals Board

a. An appeal of a Step One Finding(s) shall be in writing and signed by the Grievant and shall state the reason(s) for the appeal and contain a concise statement of all facts in support of the appeal. The Grievant shall also attach to the appeal any documents in support of the appeal.

b. Within 5 work days from receipt of an appeal from a Step One Finding(s), the Judicial Appeals Board shall notify the Grievant, the faculty or staff member(s) alleged to have participated in the misconduct, and any witnesses of the date of the hearing.

c. The Judicial Appeals Board Chairperson shall serve as the Hearing Officer and shall commence a hearing within 10 work days of receipt of the appeal from Step One.

d. At the hearing, the Judicial Affairs Advisor shall present evidence in support of the report finding(s) rendered at Step One. The Grievant shall present evidence in support of the appeal.

e. Both the Judicial Affairs Advisor and the Grievant shall have the opportunity to make opening and closing statements, introduce written evidence, examine and cross-examine witnesses, and offer testimony. Additionally, the Judicial Affairs Advisor /Provost or designee may question the Grievant, the Judicial Appeal Board Chairperson, and any witnesses.

f. Within five (5) work days following the conclusion of the hearing, the Vice President for Student Affairs shall issue a written report as to the facts which occurred, whether the conduct which occurred constitutes inappropriate, unlawful or unauthorized behavior by Coppin staff or faculty member.

g. Copy of the Step Two Finding(s) shall be sent to the Grievant and the Coppin faculty or staff member(s) who were alleged to have participated in the misconduct, and to the appropriate body (Academic Affairs, and Human Resources) for their appropriate action.

h. If the Grievant is not satisfied with the Step Two findings, the Grievant may, within 5 work days from receipt of the decision, appeal the report to Step Three.

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.

STUDENT HEALTH INSURANCE

1.) Full-time Undergraduate Students
Health insurance coverage is mandatory for all full-time (12 or more credits) undergraduate students attending the Coppin State University on campus or online. All full-time undergraduate students are automatically enrolled into the University selected health insurance and the premium cost of $469.00 will be posted to the tuition bill each semester.

2.) Part-time Undergraduate Students
Part-time (11 or less credits) undergraduate students are eligible to purchase the university selected health insurance coverage by contacting the University selected health insurance company directly at 1-877-233-5159.

3.) Graduate Students
Graduate students are eligible to purchase the university selected health insurance coverage by contacting the University selected health insurance company directly at 1-877-233-5159.

4.) Dependents
Students are eligible to purchase the university selected health insurance coverage for their dependents by contacting the University selected health insurance company directly at 1-877-233-5159.

5.) Waive/Refuse the University Health Insurance Coverage

- Students with comparable health insurance coverage are eligible to waive out of the University selected health insurance.

- Students choosing to waive out of the health insurance coverage must be able to provide proof of comparable health insurance coverage.

- Students choosing to waive out of the health insurance will complete the process electronically on the University’s website.

- Students must electronically waive out of the health insurance each semester they do not want the university selected health insurance coverage. There are waive out deadline dates for each semester.

- Students that waive out of the University selected health insurance coverage will have the health insurance fees removed from the tuition bill.
6.) Out of State Students

We strongly encourage out of state students to maintain the university selected health insurance due to their personal in-state health insurance possibly not providing adequate health insurance coverage.

7.) Coverage

- Students selecting to maintain the University selected health insurance coverage will be covered under Carefirst Blue Cross Blue Shield.

- Student’s coverage will be in force throughout the academic semester when attending Coppin State University.

- Students selecting to maintain the University selected health insurance coverage will have 100% coverage at the:

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

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

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

For further questions, contact Mrs. Fitzgerald, Health Insurance Liaison, at 410-951-3958.

STUDENT LEADERSHIP PROGRAM

The Charles B. Wright Leadership Institute was established in December 2000, the Charles B. Wright Institute, Emerging Student Leaders Program is designed for students who want to strengthen their leadership skills, and knowledge of Coppin State University. Throughout each year programming is designed which includes, seminars, workshops and conferences for participants to acquire leadership styles, practice leadership skills, meet and interact with campus and community leaders, plan strategies for campus and community involvement, and set goals for leadership development. Throughout the CBW leadership development, a transcript will be established to reflect the following core areas: Leadership Experience, Paraprofessional Work, Professional or Educational Development, Participation in Student Organizations/Activities, and Honors, Awards & Recognitions.

The purpose of the program is to maximize the ability of these individuals and to prepare them to develop a leadership transcript that will document co-curricular experiences. The program addresses the needs of emerging leaders and experienced leaders and emphasizes experiential learning and direct application and will benefit them beyond their college years.
COMMUNITY STANDARDS

INTRODUCTION

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

VISION AND MISSION STATEMENT

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

VALUES AND STANDARDS OF EXCELLENCE

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

SOCIAL CONSCIOUSNESS

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

HONESTY, TRUTH, INTEGRITY

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

SCHOLARSHIP

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

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

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

TRANSFER STUDENTS
Our goal is to help you transition successfully to Coppin and to direct you to the various student and academic services that will bring you closer to accomplishing that goal.

Transfer students who enter with an earned AA degree; and who have completed the GER Program are students who will be welcomed as members of the CSU Undergraduate community with an email to the new department where they intend to major.

Transfer students who come with a BA/BS degree receive the same response from us so that we can get them to their chosen departments faster. Transfer students who do not have all of the GER Program completed are provided with academic advisement and engagement support through completion of the GER Program.

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

ALMA MATER (“HAIL TO THEE, COPPIN”)

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

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

COLORS/MASCOT

School Colors – Reflex Blue and Gold

School Mascot - The Eagle

HOMECOMING

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

COPPIN PRIDE

Coppin Pride is: Thinking Coppin first  
Coppin Pride is: Reflex blue and old gold  
Coppin Pride is: Soaring with Eagles  
Coppin Pride is: Growth and development of college spirit  
Coppin Pride is: Belief in the institution and its direction  
Coppin Pride is: Unshakeable love and support  
Coppin Pride is: Belief in high expectations  
Coppin Pride is: Belief in oneself  
Coppin Pride is: reaching out, reaching up, and reaching back  
Coppin Pride is: ME!!
TRANSCRIPT REQUESTS

Effective June 1, 2013, the University will assess fee charges for transcripts. The type of transcripts, the fee charges, the processing time and the instructions for requesting transcripts are outlined below.

Please read this information carefully prior to completion of the transcript request form. *Academic records of student who attended the University prior to 1987 may be archived; therefore, additional time is needed to process that transcript.

All financial obligations to the University must be cleared before a transcript is processed. Transcript fee (s) must be paid to the Office of Student Accounts.

Download the transcript request form from Coppin State University’s website http://www.coppin.edu. Select Admission and Registration then click Registrar’s Office on Transcript Request. Click on download the form.

1. Complete and sign a transcript request form for each official transcript. The form must be completed in its entirety.
2. Students must submit their requests in the following manner: mail, fax, or in-person. Currently, we do not accept e-mail request for transcripts. All requests must be submitted to the Cashier/ Office of Student Accounts, Coppin State University, 2500 West North Avenue, Baltimore, MD 21216. Phone: 410-951-3677
3. Mailed transcript requests must be accompanied by check, money order, or credit card information. CASH will not be accepted via mail.
4. Faxed transcript requests must be accompanied by credit card information fee. Fax to: 410-951-3678, Office of Student Accounts.
5. In-person transcript requests must be accompanied by cash, check, money order or credit card.
6. Requests for partial transcripts will not be honored.

UNIVERSITY BOOKSTORE

The University Bookstore (Barnes and Noble) is located in the J. Millard Tawes Center, offering a wide variety of gear for your University needs. There you will find, for your convenience, a wide range of books, both new and used, and sundries, health and beauty aids, and an array of items imprinted with the Coppin State University logo. For information, call (410) 951-1222 or visit online at http://coppin.bncollege.com., or facebook at https://www.facebook.com/coppinbookstore.

UPDATING THE ACADEMIC RECORD

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

WITHDRAWAL

There are two (2) types of withdrawals. One is the withdrawal from a course (s) and the other is a withdrawal from the University (withdrawal from all courses). The withdrawal period commence the first day of the semester and ends approximately eleven (11) weeks after the start of the semester. The final withdrawal date is printed in the Schedule Booklet and on the Web. A grade of “W” will be printed on the student’s academic records (read information regarding withdrawal in this handbook).
WITHDRAWAL FROM A COURSE
A student may withdraw from a course from the first date of the semester until approximately eleven (11) weeks after the start of the semester. A grade of “W,” is documented on the transcript indicating official withdrawal from the course. After the Drop/Add period has ended, students may terminate their participation in classes by officially withdrawing from classes. They must fill out the proper form in the Records Office. Failure to properly withdraw from courses will result in “F” grades appearing on the student’s transcript. Please note the last day to withdraw from a course is listed in the schedule booklet on the web.

WITHDRAWAL FROM THE UNIVERSITY
A student withdrawing from the University must:

1. Complete the officially University withdrawal form available in the Record’s Office.

2. Obtain the signatures from representative from the following offices: the Center for Counseling and Student Development, Financial Aid, Housing and Residence Life, Public Safety, Library, Business Office, Veterans Affairs (located in the Office of Records) and Records and Registration.

3. Return the completed form to the Record’s Office by the official deadline.

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

COPPIN STATE UNIVERSITY STUDENT CODE OF CONDUCT

PREFACE:

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

The Student Code is based on respect of others, the environment, the mission of the University, and the rights and responsibilities of community membership. The cornerstone of the Student Code is consideration and responsibility. Students are expected to respect the rights of all members of the University Community. In order to protect the rights, the following policies have been established together with the sanctions, which are likely to be imposed in the event that a violation is found by the appropriate university official or duly authorized Conduct Hearing Board. Consequently, it may be necessary to suspend or expel individuals who have been found responsible for violations of this Code, or who otherwise pose a substantial danger to the campus community. As a CSU community member you expected to become familiar with the policies, take responsibility for your actions, and be sensitive to and considerate of those around you. Being a member of the Coppin State University community is a privilege which carries with it responsibility for upholding this Code. All students are accountable for their behavior and shall not behave in a manner which infringes on individual or group rights or jeopardizes the health or safety of individuals or property.
ARTICLE I - DEFINITIONS

1. The term “University” means Coppin State University.
2. The term “student” includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduates, graduate, or professional studies and those who attend post-secondary educational institutions other than Coppin State University, and who reside in University residence halls. Persons who are not officially enrolled for a particular term but who have continuing relationship with the University are considered “students.”
3. The term “faculty member” means any person hired by the University to conduct classroom activities.
4. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The term “member of the University community” includes any person who is a student, faculty member, University official or any person employed by the University. A person’s status in a particular situation shall be determined by the Vice President for Student Affairs or designee.
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 “hearing board” means any person or persons authorized by the Vice President for Student Affairs to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
9. The term “Conduct Officer” means a University official authorized by the Vice President for Student Affairs to impose sanctions upon students found to have violated the Student Code.
10. The term “Hearing Officer” means a University official authorized on a case-by-case basis by the Coordinator of Community Standards/Conduct Officer to oversee a student conduct hearing.
11. The term “shall” is used in the permissive sense.
12. The term “may” is used in the permissive sense.
13. The Vice President for Student Affairs is that person designated by the University President to be responsible for the administration of the Student Code.
14. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the Student Code, Eagle Guide Student Handbook, Residence Life Handbook, Graduate/Undergraduate Catalogs, etc.
15. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of the use of electronic devices, or of tests or other academic material belonging to a member of the University faculty or staff.
16. 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 – COMMUNITY STANDARDS AUTHORITY

1. The Coordinator of Community Standards/Conduct Officer shall determine the composition of each hearing body which shall be authorized to hear each case.
2. The Coordinator of Community Standards (with approval by the Vice President for Student Affairs) shall develop policies for the administration of the Community Standards program and procedural rules for conducting hearings which are consistent with provisions of the Student Code.
3. Decisions made by a hearing board and/or conduct officer shall be final, pending the normal appeal process.
4. A Hearing Body may be designated as mediator of disputes within the student community in cases which do not involve a violation of the Student Code. All parties must agree to mediation 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. 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. The student may be subject to civil authorities as well as internal disciplinary action, including when charges involving the same incident have been dismissed or dropped.
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 hearing 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.
4. 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.
ARTICLE IV –STUDENT CODE OF CONDUCT--RULES AND REGULATIONS

The following misconduct is subject to the disciplinary action and/or sanctions outlined in Article IV:

1. **Acts of Dishonesty**
   Including but not limited to the following:
   a) Cheating, plagiarism, or other forms of academic dishonesty.
   b) Furnishing false information to any university official, faculty member, or office.
   c) Forgery, alteration, or misuse of any University document, record, or instrument of identification.
   d) Tampering with the election of any University-recognized student organization.

2. **Disruptive Conduct**
   Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public-service functions on or off-campus, or other authorized non-University activities, when the act occurs on University premises.

3. **Verbal/Written Abuse**
   Use of abusive, obscene, and/or profane language, or speaking in a way that is inconsistent with the CSU Values and Standards of Excellence and/or Student Code of Conduct. This may include threats, intimidation, harassment, coercion and/or other unlawful or unauthorized conduct which threatens or endangers the health or safety of any person.

4. **Physical Abuse**
   Any physical altercation that involves striking, shoving, kicking, or subjecting another person to physical contact; intentionally or recklessly causing physical injury to a person; physical contact which threatens or endangers the health or safety of any person.

5. **Sexual Misconduct**
   a) Violation of the University policy prohibiting sexual harassment
   b) Violation of the University policy prohibiting sexual assault

6. **Guests/Actions of Guest**
   University Community members are responsible for the actions of his/her guest(s) at all times. Should a guest be found responsible for any violation(s) of University policy, the host is also accountable.

7. **Theft**
   Attempted or actual theft of and/or damage to property of the University; property of a member of the University community, or other personal or public property.

8. **Hazing**
   Participation in an act, or acts, which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, including but not limited to acts of hazing prohibited by law. (Art. 27268H, Annotated Code of Maryland).

9. **Failure to Comply**
   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.
10. Security Violation
   a. Acting in a way that compromises the security of University community members or facilities. Examples include, but are not limited to, propping doors of University buildings and/or facilities, or failing to follow University residence hall security guidelines.
   b. Unauthorized possession, duplication, or use of keys to any University premises
   c. Improperly entering or exiting the campus or a room/building/area/vehicle. Entering or being in a restricted area/building/academic room without appropriate permission or after the hours when the building/area is closed.

11. Violation of published University policies, rules, or regulations.

12. Violation of federal, state, or local laws on University premises or at University sponsored or supervised activities. All students are expected to abide by existing federal, state of Maryland, or local laws.

13. Drugs
   Coppin State University expects that all students abide by all federal laws and Maryland State laws regarding illegal drug use as well as the University’s Policy on Drugs and all related policies as outlined in the Residential Life Handbook. The following actions violate the University’s Student Code of Conduct regarding drugs:
   a. Using and/or possessing narcotics or other controlled substances except as expressly permitted by law
   b. Improperly using or abusing over-the-counter drugs or prescription drugs
   c. Manufacturing, distributing, dispensing, and/or selling illegal drugs, including prescription drugs on campus
   d. Aiding and abetting in the sale/distribution/use/possession of illegal drugs, including prescription drugs on campus
   e. Using/possessing drug paraphernalia on campus (examples include but are not limited to scales, rolling papers, bowls, pipes, bongs, blunts, hookahs, or any other device that could be used for the purpose of drug use)
   f. Knowingly being in the presence of illegal drugs and/or drug paraphernalia/illegal drug use on campus without reporting said violation

14. Alcohol
   Coppin State University expects that all students abide by all federal laws and Maryland State laws regarding the use of alcohol as well as the University’s Policy on Alcohol and all related policies as outlined in the Residential Life Handbook. The University is a “dry campus” which means that any person violating this policy, regardless of age, may be subject to disciplinary action. Students who drink alcohol to excess whether on campus or off campus and require medical attention will be later required to meet with a member of the Office of Community Standards. The following actions violate the University’s Student Code of Conduct regarding alcohol:
   a. Possessing, consuming and/or distributing any quantity of alcohol on campus
   b. Public intoxication, regardless of age
   c. Misrepresenting oneself or using another person’s identity with the intent to purchase, possess, and/or consume alcohol

15. Weapons
   Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises; includes but not limited to guns, knives, BB or pellet guns, paintball guns, swords, machetes, etc.
16. Unauthorized participation in a campus demonstration
Any unauthorized participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

17. Obstruction of traffic
Obstructing the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.

18. Lewd/Indecent Behavior
Unauthorized participation in conduct which is disorderly, lewd, or indecent, including but not limited to breach of peace, or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University (see policy of “On or Off Campus Event Related Misconduct”).

19. Violation of Computer Use Guidelines
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.

20. Abuse of the Student Conduct System
Including but not limited to:
 a. Failure to obey the summons of a hearing body or University official.
b. Falsification, distortion, or misrepresentation of information before a hearing body.
c. Disruption or interference with the orderly conduct of a disciplinary proceeding.
d. Institution of a disciplinary proceeding knowingly without cause.
e. Attempting to discourage an individual’s proper participation in or use of, the Student Conduct system.
f. Attempting to influence the impartiality of a member of a hearing body prior to, and/or during the course of, the disciplinary proceeding.
g. Harassment (verbal or physical) and/or intimidation of a member of a hearing body prior to, during, and/or after a disciplinary proceeding.
h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
i. Influencing or attempting to influence (aiding/abetting/coercing) another person (student or University visitor) to commit an abuse of the Student Conduct system.

21. Gambling
Unauthorized or illegal gambling on University owned or controlled property, or at University sponsored or supervised functions.
ARTICLE V – STUDENT CONDUCT POLICIES AND PROCEDURES

A. STANDARDS AND PROCEDURES OF DUE PROCESS

The purpose of University disciplinary proceedings is to provide an accused student with a fair evaluation of their responsibility as it pertains to misconduct under the Student Code of Conduct. Formal rules of evidence need not be applied; procedures will comply with standards of fundamental fairness. Due Process, or all the process that is due will include: Notice, Hearing and right of Appeal.

B. CHARGES AND HEARINGS

1. Any member of the University community may file a complaint against any student for misconduct under this Code by filing a report with the Coppin State University Department of Public Safety or Office of Residence Life. You may contact the Office of Community Standards for assistance with filing a complaint. Any complaint should be submitted as soon as possible after the event takes place.

2. Upon receipt of the complaint, the Coordinator of Community Standards/Conduct Officer will conduct an informal investigation to determine if there are grounds for disciplinary action. The complaint can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Coordinator/Conduct Officer. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Coordinator/Conduct Officer may later serve in the same matter as the hearing body or a member thereof.

3. All charges shall be presented to the accused student in written form during an informal meeting with the student by the Coordinator of Community Standards/Conduct Officer, or designee. During this meeting, the student will be encouraged to discuss and review the allegations being brought against him/her, as well as their conduct file. The respondent may accept full responsibility for his/her actions and verify, in writing, that the allegations are correct. If the respondent accepts responsibility, they waive his/her right associated with a hearing and will be sanctioned appropriately for the violation. If the respondent denies responsibility, a hearing will be convened to review the case and determine responsibility, and subsequently recommend an appropriate sanction should the student be found responsible (see Section 4. of Charges and Hearings for full procedures). A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified (unless otherwise waived by the respondent). Maximum time limits for scheduling of hearings may be extended at the discretion of the Coordinator.

4. Hearings shall be conducted by the Hearing Officer 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 hearing body and/or it’s Hearing Officer.
   b. In hearings involving more than one accused student, the Coordinator of Community Standards, in his or her discretion, may permit the hearings concerning each student to be conducted jointly or separately.
   c. The complainant and the respondent have the right to be assisted by an advisor they choose, at their own expense. The advisor may be an attorney. Nevertheless, the complainant and/or the respondent is responsible for presenting his or her own case
by calling witnesses, questioning witnesses, presenting written documents and making opening and closing statements. An advisor present at a hearing before a hearing body is permitted to advise his or her client as to what, if any, statements should be made before the hearing 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 hearing body at the discretion of the hearing officer. Formal rules of evidence shall not be applicable under the proceedings conducted in pursuant of this Code. The hearing officer shall admit matters into evidence which would be accepted as having probative value by reasonable persons.

e. All procedural questions are subject to the final decision of the officer of the hearing body.

f. After the hearing, the hearing body shall determine (by majority vote if the hearing 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 hearing body’s determination shall be made on the basis of whether a preponderance of the evidence supports the charge (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 hearing 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 hearing body or University official, no student may be found to have violated the Student Code solely because the student failed to appear before a hearing body. In all cases, the evidence in support of the charges shall be presented and considered.

7. The decision will be submitted in writing to the accused student within five (5) business days of the hearing from the Office of Community Standards via the accused student’s Coppin State University email account (Note: In cases against a student alleged to have committed a crime of violence or a non-forcible sexual offense, the final outcome will be disclosed to the alleged victim of the crime or offense as well).

C. SANCTIONS

1. The following sanctions may be imposed upon 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 Coordinator of Community Standards).
g. **Residence Hall Suspension** - Separation of the student from the residence hall for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

h. **Residence Hall Expulsion** - Permanent separation of the student from the residence hall.

i. **University Suspension** - Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.

j. **University Expulsion** - Permanent separation of the student from the University.

2. More than one of the sanctions listed above may be imposed for any single violation. Any student who is found guilty in any state or federal court, or found responsible in any campus disciplinary proceeding, serious misconduct of rioting, assault, theft, vandalism, arson, or breach of the peace, provided such misconduct was related directly or indirectly to University sponsored activities, including athletic events, may be suspended or expelled from the University.

   a. A student suspended under the “On or Off Campus Event Related Misconduct” provision shall not be admitted to any other institution in the System during the term of suspension.

   b. A student expelled according to the “On or Off Campus Event Related Misconduct” provision shall not be admitted to any other institution in the System for at least one year from the effective date of the expulsion.

3. University suspension or expulsion, 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 Coordinator of Community Standards. 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 f.

   b. Deactivation - Loss of all privileges, including University recognition, for a specified period of time.

5. In each case in which a hearing body or conduct officer determines that a student has violated the Student Code, the sanctions(s) shall be determined and imposed by the Coordinator for Community Standards.

**D. INTERIM SUSPENSION**

In certain circumstances, the Coordinator of Community Standards, or a designee, may impose a University or residence-hall suspension prior to the hearing before a hearing body.

1. Interim suspension may be imposed under one or more of the following circumstances:

   a. To ensure the safety and well-being of members of the University community or preservation of University property

   b. To ensure the student’s own physical or emotional safety and well-being
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 Coordinator of Community Standards, or designee, may determine to be appropriate.

E. APPEALS

1. A decision reached by the hearing body or a sanction imposed by the Coordinator of Community Standards/Conduct Officer may be appealed by accused students or complainants to the CSU Student Conduct Appeals Board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President for Student Affairs.

2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

   a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that a Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
   b. To determine whether the decision reached regarding the accused student was based on substantial evidence; that is, whether the facts in the case were sufficient to establish a preponderance of the evidence 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 Student Conduct Appeals Board, the matter shall be remanded to the original hearing body and hearing officer 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 Student Conduct Appeals Board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the Student Conduct Appeals Board may, upon review of the case, reduce, but not increase, the sanctions imposed by the Coordinator for Community Standards/Conduct Officer.

5. In cases involving appeals by persons other than students accused of violating the Student Code, the Student Conduct Appeals Board may, upon review of the case, reduce or increase the sanctions imposed by the Coordinator of Community Standards/Conduct Officer or remand the case to the original hearing body and hearing officer.
Coppin Creed

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

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<tr>
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<td>Information</td>
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<td>President</td>
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<tr>
<td>Provost/Vice President for Academic Affairs</td>
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<td>Vice President for Administration &amp; Finance</td>
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