

COPPIN STATE UNIVERSITY STUDENT CODE OF CONDUCT



Coppin State University (CSU) is a multi-generational educational community where people of diverse backgrounds and philosophy learn together, accept personal responsibility for their actions, and respect the rights and opinions of others. In order for this community of learners to thrive, standards of behavior must be strongly valued and clearly understood.

To accomplish these goals of Rights and Responsibilities, the University must require certain standards of behavior. The University standards of conduct do not replace or relieve the requirements of Federal or State law. Throughout this document, your rights, and your responsibilities as a member of the CSU Community will be described. Your first responsibility as a member of this community is to read this document carefully and to understand fully what is expected of you as a member of this community. In order to protect the rights, the following policies have been established together with the sanctions, which shall be imposed in the event that a violation is found by admission to a university official or through a University Judicial Board Hearing. 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 threat to the campus community.

Membership as a student in the CSU community is a privilege which carries with it responsibility for adhering to the following principles:

- ❖ Become familiar with the policies, take responsibility for your actions, and be sensitive to and considerate of those around you.
- ❖ Respect of others, the environment, the mission of the University, and the rights and responsibilities of community membership.
- ❖ Respect the rights of all members of the University Community by following the policies that have been established together with the sanctions.
- ❖ Be accountable for 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.
- ❖ Exercise the rights as a student as outlined in the Student Government Association Constitution.

RATIONALE

The primary purpose of discipline in the University setting is to address actions and behaviors by students that may negatively affect the learning environment and the core purposes of the University. Consistent with that purpose, reasonable efforts will also be made to foster the personal and social development of those students who are held accountable for violations of university regulations.

BYSTANDER INTERVENTION CLAUSE

The University encourages all community members to educate themselves on the expectation to create a relationship between personal behavior and the quality of campus life. All community members have an affirmative duty to take reasonable action to prevent, stop, or report violations of the Code of Conduct. Students are prohibited from encouraging or permitting others to engage in misconduct, failing to confront, prevent, or report misconduct to a University official, which may include intervention, contacting University Police, or submitting an online Incident Reporting Form or failing to remove oneself from a situation in which misconduct is occurring. In order to promote community responsibility and bystander intervention, reporting students may be protected by Amnesty.

ARTICLE I - DEFINITIONS

1. The term "University or CSU" means Coppin State University.
2. The term "student" includes all persons taking courses at the University, both full-time and part-time. Degree and non-degree seeking 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 teach and/or instruct.
4. The term "University Employee" includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The phrase "member of the University community" includes any person who is currently enrolled as a student; or serves as a faculty member, administrative staff or any person employed or engaged as a volunteer by the University.

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 students who have complied with the formal requirements for university recognition as a club or group functioning under an established department.
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8. The term "University Judicial Board" means any member of the University community selected, trained by the Coordinator of Student Conduct and Community Standards and approved by the Vice President for Enrollment Management and Student Affairs. The Judicial Board hears alleged infractions to determine whether a student has violated the Student Code and recommend imposition of sanctions.
 9. The term "Conduct Officer" means a University administrative staff member authorized by the Assistant Vice President and Dean of Students of Enrollment Management and Student Affairs to Hear cases, conduct investigations, and recommend sanctions upon students who admit to or are 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 Assistant Vice President and Dean of Students of Enrollment management and Student Affairs is that person designated by the University President to be responsible for the administration of Student Conduct.
 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 “Weapon” means any object, substance or chemical used to inflict a wound, cause injury, or incapacitate.
17. 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.
18. The term “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 rational, reasonable judgment; expressed either by words or actions, as long as those words or actions create mutually agreed upon sexual activity. Consent is not effective if it results from the use of physical force, threats, intimidation, or coercion.
19. The term “Incapacitated sex” means to have sex with someone known or should be known to be incapable of making a rational, reasonable decision about a sexual situation. This includes, but is not limited to, someone whose incapacity results from being intoxicated, under the influence of any prescribed or illegal drug, or mental health impairment.

ARTICLE II – COMMUNITY STANDARDS AUTHORITY

1. The Coordinator of Community Standards (with approval by the Assistant Vice President and Dean of Students of Enrollment management and Student Affairs) shall develop procedures for the administration of the Community Standards program and procedural rules for conducting hearings, which are consistent with provisions of the Student Code and due process.
2. The Coordinator of Student Conduct and Community Standards/Board Advisor shall determine the composition of each University Judicial Board comprised of faculty, staff and students who shall be authorized to hear each case.
3. Recommended Sanctions will be made by the University Judicial Board and/or conduct officer, pending the normal appeal process when applicable.

4. A University Judicial Board and/or conduct officer may be designated as mediator of disputes within the student community in cases which do not involve a violation of the Student Code. Mediation will consist of a negotiation facilitated by either the University Judicial Board and/or conduct officer in order to find common ground and deal with unrealistic expectations. All parties must agree to mediation and to be bound by the decision with no right of appeal as described in the Mediation Agreement.
5. The Coordinator of Student Conduct and Community Standards shall notify the Office of the Registrar and other appropriate administrative offices, if a conduct finding results in a sanction restricting a student from being enrolled, or continuing enrollment at the university. Certain sanctions may restrict a student from obtaining official transcripts, or a degree, during the period in which the sanction is imposed.

THE OFFICE OF STUDENT CONDUCT AND COMMUNITY STANDARDS

The Office of Student Conduct and Community Standards directs the efforts of students and staff members in matters involving student misconduct. The responsibilities of the Office include:

- A. Determining violations to be filed according to this Code of Conduct.
- B. Interviewing and advising parties involved in disciplinary proceedings.
- C. Recruiting, selecting, training, supervising, and advising all University Judicial Board Members.
- D. Reviewing the decisions of all University Judicial Boards
- E. Maintaining of all confidential student disciplinary records.
- F. Researching analytics concerning student conduct.
- G. Providing statistical reports each semester to the campus community, reporting the number of cases referred to the Office, the number of cases resulting in disciplinary action, and the range of sanctions imposed.

ARTICLE III – PROHIBITED CONDUCT

A. JURISDICTION OF THE UNIVERSITY

University jurisdiction and discipline shall pertain to conduct which occurs on University premises or which adversely affects living and learning in the University community and/or the pursuit of its objectives including conduct at University sanctioned activities off campus.

B. VIOLATION OF LAW AND UNIVERSITY DISCIPLINE

1. If a student is charged with a violation of federal, state, or local laws of campus, but not with any other which constitutes a violation of this Code, disciplinary action may result from misconduct which demonstrates flagrant disregard for the University community and/or Federal & State law.
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 or criminal 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 still be subject to civil authorities as well as University disciplinary action, including when charges involving the same incident have been dismissed or dropped.
3. The University will cooperate fully with law enforcement and other enforcement agencies on or off campus.

ARTICLE IV – **PROHIBITED CONDUCT**--*RULES AND REGULATIONS*

The following conduct is subject to the disciplinary action according to University Processes in Article V:

1. **Acts of Dishonesty** Including but not limited to the following:
 - a) Cheating, plagiarism, or other forms of academic dishonesty as outlined in the University Academic Integrity Policy.
 - 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. **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.

3. **Sexual Harassment** means conduct on the basis of sex that satisfies one or more of the following:

- (a) **Quid Pro Quo:** An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct.
- (b) **Hostile Environment:** Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's Education Program or Activity.
- (c) **Sexual Assault:** An offense classified as a sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sex Offenses are any sexual act including Rape, Sodomy, Sexual Assault with An Object, or Fondling directed against another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent; also, unlawful sexual intercourse (Incest or Statutory Rape).
 - 1. **Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.
 - 2. **Sodomy:** Oral or anal sexual intercourse with another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.
 - 3. **Sexual Assault with An Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.
 - 4. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification without the Consent of the victim, including instances where the victim is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.
 - 5. **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - 6. **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

d. **Other Sexual Misconduct** means the following conduct:

1. **Sexual Harassment** that occurred against a person outside of the United States or not within an Education Program or Activity.
2. **Sexual Coercion:** The use of unreasonable pressure in an effort to compel another individual to initiate or continue sexual activity against the individual's will. A person's words or conduct are sufficient to constitute Sexual Coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Sexual Coercion includes but is not limited to intimidation, manipulation, express or implied threats of emotional or physical harm, and/or blackmail. Examples of Sexual Coercion include but are not limited to causing the deliberate Incapacitation of another person; conditioning an academic benefit or employment advantage on submission to the sexual contact; threatening to harm oneself if the other party does not engage in sexual contact; or threatening to disclose an individual's sexual orientation, gender identity, gender expression, or other personal sensitive information if the other party does not engage in the sexual contact.
3. **Sexual Exploitation:** 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

⁵ The statutory age of consent in Maryland is 16. *See* Md. Code Ann., Crim. Law §§ 3-301 to -307.

other than the person being exploited.

4. **Sexual Intimidation:** Threatening behavior of a sexual nature directed at another person, such as threatening to sexually assault another person or engaging in indecent exposure.
5. **Attempted Sexual Assault:** An attempt to commit Sexual Assault.
6. **Other Sex-Based Offenses:**
 - a. Unwelcome sexual advances;
 - b. unwelcome requests for sexual favors; or
 - c. other behavior of a sexual or gender-based nature where:
 - i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, evaluation of academic work, or participation in a University-sponsored educational program or activity;
 - ii. submission to or rejection of such conduct by an individual is used as the basis for an academic,

employment, or activity or program participation decision affecting that individual; or

- iii. such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work 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.

4. **Domestic Violence:** Felony or misdemeanor crimes of 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 under the domestic or family violence laws of Maryland, or by any other person against an adult or youth Complainant protected from that person's acts under the domestic or family violence laws of Maryland.
5. **Dating Violence:** 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 following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.
6. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for their own safety or the safety of others; or (2) suffer substantial emotional distress.
7. **Retaliation** means intimidating, threatening, coercing, or discriminating against, or otherwise taking an adverse action against an individual for the purpose of interfering with any right or privilege secured by law or University policy relating to Prohibited Conduct, or because an individual has made a report, filed a complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding, or hearing related to Prohibited Conduct. Adverse actions include but are not limited to impeding an individual's academic advancement; terminating, refusing to hire, or refusing to promote an individual; or transferring or assigning an individual to a lesser position in terms of wages, hours, job classification, or job security. Retaliation includes retaliatory harassment. Adverse actions, including charges against an individual for violations of other University policies that do not involve sex discrimination or Prohibited Conduct, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of Prohibited Conduct, for the purpose of interfering with any right or privilege secured by law, constitutes Retaliation. However, charging an individual with a violation of other

University policies for making a materially false statement in bad faith in the course of a proceeding does not constitute Retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any Party made a materially false statement in bad faith. The exercise of rights protected under the First Amendment does not constitute Retaliation. The University will keep confidential, to the extent permitted by the Family Educational Rights and Privacy Act (FERPA), the identity of any individual who has made a report of Prohibited Conduct.

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. **Drugs** - Coppin State University expects that all students abide by all formatting 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) Manufacturing, distributing, dispensing, and/or selling illegal drugs, including prescription drugs on campus
 - b) Aiding and abetting in the sale/distribution/use/possession of illegal drugs, including prescription drugs on campus
10. **Weapons** - Illegal or unauthorized possession or storage 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, fireworks, etc.
11. **FIRE /ARSON/WEAPONS/SAFETY** - Setting fires, intentionally or recklessly misusing or damaging fire safety equipment, including, but not limited to, alarms, heat sensors, smoke detectors, hoses, fire extinguishers, and emergency telephones and failure to exit any building when a fire alarm has sounded or a building is evacuated.
12. **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-Universities activities, when the act occurs on University premises.
13. **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 including intentionally or substantially interfering with the freedom of expression of the others which threatens or endangers the health or safety of others which threatens or endangers the health or safety of any person to include the context of social media.

14. **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.
15. **Bullying** - Intentional, persistent, malicious, unwelcome, severe or pervasive conduct that harms, intimidates, offends, degrades or humiliates a specific person, and a reasonable person would find to be hostile, offensive, and not related to the University's legitimate business inter business interests.
16. **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.
17. **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; knowingly in possession of stolen property
18. **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.
19. **Security Violation** - 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.
 - a. Unauthorized possession, duplication, or use of keys to any University premises
 - b. 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.
20. **Violation of published University policies, rules, or regulations.**
21. **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.
22. **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 personal drug use:
 - 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) 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)
 - d) Knowingly being in the presence of illegal drugs and/or drug paraphernalia/ illegal drug use on campus without reporting said violation
 - e) Coppin State University does not permit the use of marijuana for any purpose on University-owned or controlled property. Students who have prescriptions to use marijuana for medical purposes are not permitted to possess, store, grow, provide, or use the marijuana on University-owned or controlled property

(including but not limited to residence halls, academic buildings, athletic facilities, fields, vehicles, and parking lots), or during a University-sanctioned activity regardless of the location.

23. **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 as deemed unacceptable by university police, regardless of age
 - c) Misrepresenting oneself or using another person's identity with the intent to purchase, possess, and/or consume alcohol
24. **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.
25. **Obstruction of traffic** - Obstructing the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
26. **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").
27. **Violation of Computer Use Guidelines** –
 - a) Theft or other abuse of computer time, including but not limited to:
 1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 2. Unauthorized transfer of a file.
 3. Unauthorized use of another individual's identification and password.
 4. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
 5. Use of computing facilities to send obscene or abusive messages.
 6. Use of computing facilities to interfere with normal operation of the University computing system.
28. **Social Networking** - Coppin State University reserves the right to use Facebook, and/or other social networking websites and communities, to keep in touch with and to inform the campus community about events, programs, contest, etc. It is not Coppin State University's policy to monitor these social networking websites and

communities; nor does Coppin State University prohibit or encourage faculty, staff, or students from joining, or from participating in these websites and communities. However, any behavior when using these websites that violates the Student Code of Conduct, Human Resource, Academic or Computer Use Policies, or any federal, state or local law brought to the attention of a University official, may result in disciplinary action, to include, but not limited to conduct sanctions. Violations of the University's Computer Use Policy will result at a minimum, in the suspension of the violator's access to University's computing resources.

29. **Abuse of the Student Conduct System** -Including but not limited to:
- a) Failure to obey the Notice and/or Sanction 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) Influencing or attempting to influence (aiding/abetting/coercing) another person (student or University visitor) to commit an abuse of the Student Conduct system.
30. **Failure to comply with the sanction(s) imposed under the Student Code of Conduct.**
31. **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 a student accused of a violation with a fair evaluation under the Student Code of Conduct. Student Conduct processes are educational in nature; procedures will comply with standards of fundamental fairness and due process.

B. CHARGES AND HEARINGS

A student is required to maintain his/her university/local and permanent mailing addresses with the Office of Records and Registration and daily check his/her University E-mail account for

news and information. Failure to do so may result in the student not receiving routine, critical or urgent correspondences and may lead to the student being held responsible for the content of certain notices.

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 CSU Department of Public Safety, the Office of Residence Life or the Coordinator of Student Conduct and Community Standards. You may contact the Office of Student Conduct and 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 will conduct an informal investigation to determine if the allegations are violations of the Student Code of Conduct. (NOTE: Any complaints concerning matters of sexual assault, sexual harassment or sexual discrimination would follow guidelines outlined in the procedures for investigating and resolving allegations of sexual harassment and other sexual misconduct).
3. The charged student will be notified in writing requesting to meet with the Coordinator of Student Conduct and Community Standards to explain the charge(s) and their options.
4. All charges shall be presented to the charged student in written form during an informal meeting with the student by the Coordinator of Student Conduct and Community Standards, 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.
5. If the respondent accepts responsibility, they waive his/her right associated with a hearing and will be sanctioned appropriately for the violation. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the coordinator may convene a University Hearing Board and later serve as Board Advisor to review the case and determine responsibility, and subsequently recommend an appropriate sanction should the student be found responsible.
6. A time shall be set for a hearing, not less than five nor more than eight (8) business days after the student has been notified (unless otherwise waived by the respondent).
7. In hearings involving more than one charged student, the Coordinator of Student Conduct

and Community Standards may permit the hearings concerning each student to be conducted jointly or separately.

8. The complainant and the charged student have the right to be assisted by an advisor they choose. The advisor may be a member of the University community or may be an attorney. Nevertheless, the complainant and/or the charged student 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 of the University Judicial Board is permitted to advise his or her charged student as to what, if any, statements should be made before the hearing body. However, an advisor is not permitted to speak, cross-examine witnesses, present documentary evidence or make opening and closing statements.
9. Only Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the University Board.
10. All procedural questions are directed to the Board Advisor of the University Judicial Board.
11. After the hearing, the University Judicial Board shall determine (by majority vote if the University Judicial Board consists of more than one person) whether the charged student(s) has violated the Student Code of conduct.
12. The University Judicial Board's determination shall be made on the basis of a preponderance of the evidence. Preponderance supports the position (it is more likely than not that the charged student violated the Student Code).
13. There shall be a single verbatim record, such as a digital recording, of all hearings before the University Judicial Board. The record shall be maintained by the Office of Student Conduct and Community Standards.
14. Except in the case of a student charged with failing to obey the notice of a University Judicial Board or University official, no student may be found to have violated the Student Code solely because the student failed to appear before a University Judicial Board. In all cases, the evidence in support of the charges shall be presented and considered; even in the absence of the accused.
15. The decision of the University Judicial Board will be submitted in writing to the charged

student within five (5) business days of the hearing from the Office of Student Conduct and Community Standards via the charged 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 students found responsible for violations of 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 a 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. Educational Sanctions - Work assignments, service to the University or other related discretionary assignments (such assignments must have the prior approval of Coordinator of Student Conduct and Community Standards).
 - g. Residence Hall Suspension - Separation of the student from the residence hall for a definite period of time, after which the charged 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 upon return 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 responsible 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.

2. University suspension or expulsion, disciplinary sanctions shall be made part of the student's permanent academic record. Cases involving the imposition of sanctions other than University suspension or University expulsion retained for 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 C1, a through f.
- b. Deactivation - Loss of all privileges, including University recognition, for a specified period.

5. In each case in which a University Judicial Board or conduct officer determines that a student has violated the Student Code, the sanctions(s) shall be determined and imposed by the University Judicial Board

D. INTERIM SUSPENSION

In emergent circumstances, the Coordinator of Student Conduct and Community Standards may impose an Interim suspension prior to the hearing before a University Judicial Board through consultation with the Assistant Vice and Dean of Students of Enrollment management and Student Affairs.

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
- c. If the student posed a definite threat of disruption of, or interference with the normal operations of the University.

E. APPEALS

1. A sanction rendered by the University Judicial Board or by the Coordinator of Student Conduct and Community Standards/Conduct Officer may be appealed by charged students or complainants to the Assistant Vice President and Dean of Students of Enrollment management and Student Affairs within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Office of the Assistant Vice and Dean of Students of Enrollment management and Student Affairs

2. An appeal shall be limited to one or more of the following purposes:

- a. To determine whether the original hearing was conducted fairly and in conformity with the outlined procedures.
- b. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code.
- c. 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 at the time of the original hearing.

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.