



COPPIN

STATE UNIVERSITY

— EST. 1900 —

The Eagle Guide
Student Handbook

2021-2022

Find Help. Support a Friend.

Campus Recourses

Center for Counseling and Student Development:

(410) 951- 3939 | Tawes Building, 1st Floor

csd@coppin.edu | <http://www.coppin.edu/ccsd/>

Individual counseling, group counseling, and off campus referrals

Disability Support Services:

(410) 951- 3944 | Health & Human Services Building, Room 223

<http://www.coppin.edu/dss/>

Student Health Insurance: (410) 951- 3958 | Tawes Building, 1st Floor

<http://www.coppin.edu/studentaffairs/healthinsurance/>

Community Health Center

(410) 951- 4188 | Health & Human Services Building, Room 131

healthcenter@coppin.edu | <http://www.coppin.edu/chc/>

Community Rescores

NAMI Metropolitan Baltimore :

(410) 435 - 2600 | www.namibaltimore.org

Find Free, peer-led education, support and advocacy programs throughout the Baltimore community.

Contact our Helpline Monday-Friday, 9am - 5pm for empathetic support, program information, and resource referrals.

Crisis Text Line:

Text “NAMI” to 741-741

Get free, confidential support from a trained crisis counselor by text.

Baltimore City Crisis and Referral Information Line:

(410) 433 - 5175

Get 24/7 help and information, including crisis intervention, substance use and mental health treatment, and overdose prevention rescors.

Baltimore County Crisis Response:

(410) 931- 2214

Call this 24/7 hotline to connect with a trained crisis counselor in Baltimore County.

National Suicide Prevention Lifeline:

1-800-273-8255

Free and Confidential emotional support available 24/7.

Emergencies

Campus Police

For Campus Emergencies Dial: (410) 951-3900

Emergencies Dial 911

MISSION STATEMENT

Coppin State University, a historically black institution in a dynamic urban setting, serves a multi-generational student population and provides innovative education opportunities while promoting lifelong learning. The University fosters leadership, social responsibility, civic and community engagement, cultural diversity and inclusion, and economic development.



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Student Conduct pertaining to COVID-19

In order to ensure the Rights and Responsibilities of all students, Coppin State University establishes a Code of Student Conduct, which requires standards of behavior for its members. During the Covid-19 Pandemic, the University implemented safety recommendations from State and Federal Health agencies as well as the University System of Maryland. We are requiring vaccinated, non-vaccinated and exempt students who return to campus to also follow these guidelines and recommendations. Students who do not choose to keep others safe by following the guidelines may be subject to disciplinary action according to the Coppin State University Student Code of Conduct. For more information visit <https://www.coppin.edu/coronavirus>



Fanny Jackson Coppin

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. Dr. Anthony Jenkins our 8th President was appointed on May 26, 2020.

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EST. 1900

Office of the President
2500 W. North Avenue
Baltimore, Maryland 21216-3698
410-951-3838

July 8, 2021

Dear Coppin Eagles,

Welcome to the 2021-2022 academic year. Coppin State University is a diverse, dynamic community of scholars who are driven to succeed in all facets of life's endeavors. To be successful at Coppin, there is an expectation that you embrace our standards of excellence and commit to being of the highest integrity in everything you do.

Whether you are a new or continuing undergraduate or graduate student at Coppin, there are certain responsibilities that you must uphold as a member of our community. Our Code of Conduct is a compilation of policies and procedures from different university areas intended to define your rights and responsibilities as a student and provide you with a better understanding of your role as a member of the Coppin community.

It is here, on our beautiful metropolitan campus, that you will find an educational experience that is both challenging and supportive. Our student affairs and academic support services are designed to foster your holistic development beyond the classroom as well as enhance your academic success.

I look forward to seeing you around campus at athletic events, campus life programs, in the academic setting, and much more. We know you have multiple educational opportunities and are delighted you have chosen us to assist you with achieving your educational goals.

Go Eagles! Soar High!

Sincerely,



Anthony L. Jenkins, Ph.D.
President



July 17, 2021

Dear Coppin Eagles:

I want to take this opportunity to welcome all Eagles as we return to campus for the fall 2021 semester. To our new Eagles especially, thank you for choosing Coppin State University. You have made the best choice to begin your learning experience in pursuit of your professional and career goals.

The COVID-19 pandemic continues to impact many areas of our lives, including our opportunities to interact in traditional manners that many of us prefer. However, we are resilient, and we will continue to find the safest and best ways to learn, succeed, and excel. While the fall semester will begin return to normal, we will continue working every day on effective and creative ways to have a year that reflects the seriousness of the pandemic yet acknowledge that we care about the health and safety of the Coppin community. We have already modified strategies to deliver high quality education and interactions.

A team comprised of members of the Coppin Community, including student representatives, continue to work to refine processes that will provide the support needed to have a successful semester, with classes beginning on August 27th. We encourage you to review updates to the plan developed by this team, which is available at Coppin's website at <https://www.coppin.edu/coronavirus>. Since there are many unknowns with regards to the pandemic, and with your safety and high-quality academic programs and experiences in mind, we will offer most courses in-person this fall. To support incoming students and to position them for success, we will also offer select general education courses through face-to-face modality on campus. We encourage you to monitor your social media accounts as well as your Eaglelinks and University email.

Our campus will certainly look different this fall, as we will increase to 100% the number of students, we accommodate in the residence halls. Meals for students will return to the dining hall and Grillworks in Tawes. We will continue to provide services (many remotely) through the Counseling Center, Residence Life, Career Services, Disability Support Services Programs, academic support, the Community Health Center, and of course all service offices will be available in person and ready to meet your needs. We encourage you to continue to be or become involved in the Student Government Association, and other co-curricular student activities, including participation in clubs and organizations, athletics, and community service.

We are in this together and we are committed to providing a safe and rewarding learning experience for everyone. Stay safe! Go Eagles!!

Sincerely,

Michael Freeman, Ph.D.
Vice President, Enrollment
Management & Student Affairs

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. To officially declare or change 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. If changing the major/minor, meet with the appropriate Chairperson for release from the current major/minor; also meet with the appropriate chairperson for acceptance into the new major/minor
4. Submit the completed Declaration of Major Form to the Office of Records and Registration.

Students must declare their major before completing 36 credit hours. Students can obtain the Declaration of Major Form from the Registrar's webpage. The completed form must be returned to the Office of Records and Registration.

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 (12) or more credit hours are full-time.

PART-TIME STATUS

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

ACADEMIC 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.

ACADEMIC STANDING

Please visit the University catalog.

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.

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.

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.

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.

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.

CAREER SERVICES CENTER

Located in the J. Millard Tawes 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 services and programs are as follows:

College Central Network (CCN) is an online resource for jobs, internships, volunteer, and other career related opportunities. Other resources in CCN include Career Advice

Documents, a Job Search Kit, Career Podcasts, and the ability to search and apply for opportunities. Upload your resume for review by Career Services Center staff. Go to <https://www.collegecentral.com/coppin/> to create a free account.

Programs

Employer Information Sessions - Fall & Spring Semesters
HBCU Career Development Marketplace – Fall Semester
Professional Development Workshops
Maryland Career Consortium Career Fair

Hours of operation: Monday – Friday, 8:30 a.m. to 5:00 p.m.

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/CSUCareerService/>

Twitter – www.twitter.com/csucareerctr

Instagram- <https://www.instagram.com/csucareer/>

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. 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 class attendance policy. The student who exceeds the allowable number of unexcused absences may receive a grade of AW or FX based on unsatisfactory class attendance. The course instructor determines whether a student's absences are excused or unexcused. The number of allowable unexcused absences is based in the number of class excused or unexcused lecture hours per week, not on the number of class meetings.

NOTE:

The Institutional Undergraduate Class Attendance Policy refers to the number of lecture **hour** 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.

COURSE AUDITING

Students may register at the Office of Records and Registration, during the open registration period, to audit certain courses with the instructor’s 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. The audited course will appear on students’ academic record.

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. – 5:00 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 by the designated date on the academic calendar.

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 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

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

DROPPING AND ADDING COURSES

Students may drop courses using the following methods during the designated drop period

- on-line self-service or
- in-person (at the Office of Records and Registration) or
- submission of a written and signed request to the Office of Records and Registration.

Please refer to the academic calendar for the deadline for dropping courses. When courses are dropped during the designated drop period, the course will not appear on the student's transcript. When a student drops courses after the drop deadline, the courses will appear on the transcript with a grade of "W". Note: A student who decides not to attend classes must drop his/her classes in accordance with the Charge Reduction and Refund Schedule to avoid full tuition and fee charges (Refer to the Charge Reduction & Refund Policy). Questions regarding tuition and fee adjustments should be directed to the Office of Student Accounts at 410-951-3677.

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!!!

PERSONS WITH DISABILITIES 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, based on 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, Department Line: (410) 951-3510.

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 or emailed to financialaid@coppin.edu, please include your Coppin State University student ID#.

The office hours of operation for walk-ins are Monday, Tuesday, Wednesday, and Thursday, 8:00 a.m. - 5:00 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, or email us at: financialaid@coppin.edu or call (410) 951-3636.

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.

Course	Credit Hrs.	Grade	Total Points
Eng.	3 X	A (4.00)	12.00
P.E.	2 X	F (0.00)	0.00
Math	3 X	C (2.00)	6.00
Read	3 X	D (1.00)	3.00
Biol.	4 X	B (3.00)	12.00
Oric.	1 X	A (4.00)	4.00
	16		37.00

The total quality points (37) divided by the total credit hours (16) gives a GPA of 2.31. Quality hours are only associated with courses which receive credit toward graduation. PS, I, W, and AW 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. 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 north side of Daley Hall and can be reached at (410) 951-6300 for additional information. The Office of Residence Life is located on the right side of 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 are 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 experience.

Additional benefits enjoyed by students 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 an 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 2.0 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 Affairs' 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 GRADE

When a student initiates the request, 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, 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”.

COMMUNITY HEALTH CENTER

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. Co-payments are not required when the student health insurance is used in the CSU CHC. The student health insurance liaison is Ms. Cynthia Fitzgerald. She can be reached at 410-951-3958 for any questions or concerns. 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 lifetime.

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.

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. Therefore, 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.

PARKING AND VEHICLHLE REGISTRATION

**All students must have a permit to park on Coppin State University campus.
There is no free parking on campus, and violators will be issued a citation.**

PARKING AND VEHICLHLE REGISTRATION 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 will be required to complete a brief application. When purchasing your permit, please have your student I.D., and current vehicle information available for the application process (vehicle make, model, tag number). Outstanding balances must be satisfied prior to purchasing annual parking permits. This includes: unpaid parking citations, and unpaid permit balances.

*** Students with less than 30 credit hours are not eligible for a residential parking permit.**

Permit Prices

Per Semester (Fall Permit VALID 9/1-1/31 OR Spring Permit VALID 2/1-5/31)	\$38.00
Annual Permit (Fall AND Spring, VALID 9/1-5/31)	\$68.00
Summer Permit (VALID 6/01-8/31)	\$30.00

Note: Payment methods include exact cash (no change is given in the PTS office), personal check, Campus Card, and Visa, MasterCard, American Express and Discover credit cards.

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, F and H, for those guests who do not possess a valid CSU parking permit. If you or your visitor(s) are unfamiliar with the campus, you can refer to coppin.edu/pts., or contact the PTS office 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 B (specific times), CS (HHSB), J (across from the Tawes Center), G (in front of the tennis courts, adjacent to the Talon Center) and sections of 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.

Fines: This section is to provide students with the necessary information to avoid fines.

1. Fire Lanes: 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 always remain with the vehicle 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.
2. 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.
3. Roadways: Drivers should not leave vehicles unattended in a road designated for traffic.
4. Improperly Displayed Permits: All permit holders must display a hanging permit from the vehicle's rear-view mirror in such a way that the lot assignment information faces the vehicle's windshield.

WHERE CAN I PARK?

A valid Coppin State University parking permit is required to park on campus during the hours of 7 a.m.-6 p.m., Monday – 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 4 p.m. Lots B, C, F, and H may be used by students who possess a valid CSU commuter permit.
2. Daily parking permits may be purchased on Lots B, C, F, 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, except for a handicap parking space. Disability parking rules still apply.

WHAT ABOUT PARKING AT NIGHT AND ON WEEKENDS?

Parking lots may be restricted and/or enforced for special University events.

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

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.

CSU parking permits are not required Monday – Friday after 6:00 p.m. and on weekends. This only applies if there are no special University events taking place.

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

Contact PTS via email at parking@coppin.edu or call (410) 951-3556, with the following information to update your account: Vehicle make, model and tag number.

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 PTS office, located in the Talon Center, room 132. Office hours: Monday – Friday, 8:30 a.m.-5:00 p.m. For complete parking rules and regulations, please visit coppin.edu/pts.

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.

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.

POLICY ON DESTRUCTIVE STUDENT GROUPS

Coppin State University encourages the formation and continued existence student organizations and clubs, which provide students with the opportunity to participate in their educational experience beyond the classroom. In making this opportunity available to the student population, Coppin has the obligation to ensure the fundamental rights of individual members of the groups. Accordingly, Coppin prohibits individuals or the groups collectively from engaging in verbal or physical abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the mental or physical health or safety of any person, or which destroys public or private property, for the purpose of recruitment, initiations,

decision into, affiliation with, or as a condition for continued membership in a group or organization, including but not limited to acts of hazing which are prohibited by law.

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

DEFINITION OF DESTRUCTIVE GROUPS

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

CHARACTERISTICS OF DESTRUCTIVE GROUPS

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

1. It believes 'the end justifies the means' in order to solicit funds and recruit people and therefore uses deception, manipulation, and high pressure tactics when recruiting.
2. It creates a comprehensive environment and lifestyle that occupy the entire person's attention monitors activities such as eating and sleeping, and defines all activities by absolute principles.
3. It forms an elitist totalitarian society and promotes an "us vs. them" mentality.
4. Its charismatic founder/leader (usually living) is self-appointed, dogmatic, messianic, and not accountable. He/She makes the rest of the group center around him/her and/or perhaps a combination of belief and practices defined within a book, manifesto, or doctrine or "revealed word" which is given precedence over personal experience.
5. Its wealth does not benefit its members or society.

RECRUITMENT PRACTICES

All organizations have some form of recruitment and destructive groups are no exception. How the recruitment is carried out will differ from group to group (some requiring all members to bring a new 'friend' to each meeting, others allowing only a few selected people to bring new members), but the tactics will seldom change. You need to watch for people who:

- Attempt to coerce you through guilt or fear.
- Are excessively or inappropriately friendly.
- Offer easy solutions to problems, your own or societies.
- Offer invitations to free meals, lectures or workshops, not clearly stating why the group is meeting and/or who will be there.
- Pressures you 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

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.

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.

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 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 is 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.

Title IX Coordinator

Lisa Early

Coppin State University

Office of Human Resources

2500 West North Avenue

Baltimore, Maryland 21216

656-8541 (410) 951-3666

TitleIXCoordinator@coppin.edu

U.S. Department of Education

Office of Civil Rights

100 Penn Square East, Suite 515

Philadelphia, Pennsylvania 19107

(215) 656-8541

ocr@ed.gov

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 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 be 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
24 Hour Helpline: (410) 889-7884
<http://www.hruth.org/get-help.asp>

Maryland Coalition against Sexual Assault
<http://www.mcasa.org/for-survivors/maryland-rape-crisis-and-recovery-centers-r/>

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

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

LGBTQ Survivors of Sexual and Domestic Violence
http://mnadav.org/_madvWeb/wp-content/uploads/2011/08/LGBT-DV-MD-State-Law-Handout.pdf

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.malesurvivors.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 complainant 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 decline 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 the decision 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 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 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.

PRIVACY RIGHTS OF STUDENTS (FERPA)

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 obstructs traffic. The posting should display the time, date, location, sponsor and cost (if applicable) of the event. Advertisement of off-campus functions can be advertised at the discretion of the Director of Student Activities & 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 2020-2021

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 withdrawal from classes and/or the University are self-service (on-line). To withdraw from a class and receive a (W) grade the student must notify the Office of Records and Registration either by emailing Registrar@coppin.edu or visiting the office. 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 except for non-payment. 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

Persons with Disabilities

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 ensure 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.

DISCRIMINATION

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.

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

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.

The Office of Student Activities and Leadership

The Office of Student Activities and Leadership currently consists of several components: student activities & events, student recreation, student organizations, and student leadership training and development. Through these components, the office seeks to provide the University community with diversified activities, which students might engage in, to promote camaraderie within the student population; and to aid in the development of leadership and interpersonal skills, and social and cultural development.

Social activities, which are provided for Coppin State University community, are held throughout the year, and have been created to reflect the diverse interests of our students. Annually, the Office of Student Activities and Leadership supervises student organizations, maintains a calendar of events, and coordinates a number of activities, which include, but are not limited to: Mister and Miss Coppin State University Competition and Coronation, I Love Coppin Week, Homecoming and Spring Fling (in conjunction with the Student Activities Programming Board), etc.

The Game Room is the recreational facility located in the Tawes University Center. Students who visit this facility are given the opportunity to engage in the variety of games and tournaments. Students may also gather in this area to enjoy music, movies, and more. The Game Room provides an area for students to assemble outside of the residence halls during the evening.

To promote leadership development, the Office of Student Activities and Leadership hosts various leadership opportunities each academic year. The opportunities are designed for current, newly elected, and future student leaders to enhance their co-curricular experience.

The Office of Student Activities and Leadership encourages students to engage in all aspects of the University experience to ensure that each student's collegiate experience is comprehensive and pleasurable.

New Organization Policy

Any student group that desires to be officially recognized as a student organization at Coppin State University must file the following information with the Office of Student Activities and Leadership (and/or any additional information required in the current application):

- Completed Registration Application
- Advisors' Statement
- List of Officers
- Roster of Charter Members
- Signed Hazing Policy and Statement of Acknowledgement
- Organizational Constitution
- Campus organizations affiliated with nationally recognized organizations must have on file, the name of their national President and address of their national office.

**Additional updates/changes to any Student Activities and Leadership information may be provided on the department website, campus email, other written documents, etc.*

Returning Organization Policy

Any student group that desires to be officially recognized as a student organization at Coppin State University must resubmit the following information to the Office of Student Activities and Leadership (and/or any additional information required in the current application):

- Completed Registration Application
- Advisors' Statement
- List of Officers
- Signed Hazing Policy and Statement of Acknowledgement
- Campus organizations affiliated with nationally recognized organizations must have on file, the name of their national President and address of their national office.

All organizations function on a yearly basis. If they wish to remain active, they must resubmit an application for review each year as required. Organization packets are generally made available toward the end of the spring semester for the following academic year.

CAMPUS ADVISOR'S ROLE & RESPONSIBILITIES

The Advisor must have a basic knowledge of the history, structure, and purpose of the student organization. The Advisor serves as the resource person by providing organizational members with significant direction of the appropriate ways of managing their business affairs within the University setting. In addition, the Advisors must attend the events and activities sponsored by the organization. Advisors must familiarize themselves with the policies and procedures written in the Student Handbook, as they will be held accountable for the student organization. The primary and assistant Advisor must be full-time employees or faculty members of the university. Advisors are subject to approval by the Office of Student Activities and Leadership and will be required to participate in Advisors' Training as required.

Advisors understand that they have the responsibility to assist the University in assuring that the organization/s they advise comply with all the necessary rules and regulations governing student organizations. Advisors are expected to attend all activities and/or events sponsored by the organization and all required workshops sponsored by the Office of Student Activities and Leadership. **Advisors understand that any Event Forms that they sign obligate them to attend the event/s from beginning to end.** They agree to the following responsibilities (must be signed off in Clubs and Organizations Application):

- Assisting the organization in the establishment of chapter goals and objectives and in setting priorities.
- Assisting the organization in the evaluation of the overall program in an effort to ensure that the organization is serving the purpose for which it was chartered.
- Serving as a resource person and as the liaison between the University administration and the student organization.
- Assisting the organization with the resolution of problems in its operation.
- Offering suggestions which may improve the campus image and/or the function of the organization when necessary.
- Ensuring that the organization follows all rules and regulations established by the Office of Student Activities, Events and Conference Services, and the University at large.
- Continuously monitoring party/crowd activities during an event.
- Attending all events sponsored by the organization and remaining in attendance for the event's entire duration. If the Advisor signs the event form, they are required to attend the event for its duration. If the Advisor is unable to attend the event, he/she

must make arrangements for someone (University employee) to represent him/her at the event and must contact the Office of Student Activities IMMEDIATELY; or the event will be subject to cancellation.

- Encouraging organizations to reserve facilities and complete reservation forms at least two weeks prior to the scheduled event. Failure to do this will result in event being declined.
- For Greek organizations and Social Fellowships, ensuring that all guidelines for the membership intake process are strictly enforced. Each Greek and Social Fellowship organization must have two campus advisors in addition to their Graduate/Alumni Advisor/s. Campus Advisors do not have to be members of the organizations.
- Advisor must be present to represent the organization if an investigation of the organization takes place, if requested.
- Working closely with the members of the organization, the Office of Student Activities and representatives of the regional and national offices of the respective organization (Greek organizations and Social Fellowships)
- Ensuring that the function ends at the time designated on the form.
- Reporting any altercations (minor/major) to the Office of Student Activities and Campus Police.
- Ensuring that the facility is cleaned up after the function ends.

The Advisor's Responsibility for Organization Programs Off-Campus:

- Monitoring behavior in route to and while in attendance at all trips.
- Reporting any misconduct IMMEDIATELY upon return to campus.
- Taking attendance before departing campus and again when departing field trip area to be sure all students are accounted for.
- Ensuring that students adhere to University regulations regarding the use of alcohol and controlled substances.

Making sure the information booth at field trip area has the name of the chaperone (trip sponsor or designee) in case of emergency during visit.

Black Out Days for Programming

Black out days are days where no student organization programs will be allowed in the effort to increase support for other departments and events, or when campus is closed. Student Activities and Leadership will provide all organizations with the dates for the 2020-2021 academic year.

Miscellaneous Information Regarding Events and Activities

All organizations will assume the responsibility of collecting funds and monitoring financial records independent of the University.

All organizations are responsible for the rental of their own vehicles for any off-campus trips. Either the advisor will be responsible for the cost of renting a University vehicle, or the organization must rent a vehicle from an off-campus facility.

Scheduling Priorities

The Student Activities and Leadership Master Calendar for events can be accessed on the Student Activities and Leadership website. Academic classes take priority in scheduling of spaces.

Once the calendar is established for the academic year, priority is based on the request that was submitted. Specific questions regarding policies/procedures for student organizations reserving dates, time and space for events may be addressed in the Office of Student Activities and Leadership. Non-university organizations and off campus entities may request use of University space at any time; however, the request can only be made through Events and Conference Services. Special circumstances may preclude definite confirmation until one month before the requested date.

University Admission Policy for Campus Activities

ID Cards are required to gain entrance to all buildings in which activities and social events are being held. Homecoming and Spring Fling events may require tickets, which may be purchased as advertised. Tickets distributed or sold prior to the event must be presented to gain entrance. This does not preclude requests for identification. The University and/or sponsoring organization reserves the right to prohibit entry as well as to remove individuals from any University approved event.

Ticket Sales Policies and Procedures

Tickets to on-campus events sponsored by student organizations must be sold by the host organization. Obtaining tickets for events is the responsibility of individual organizations. Tickets sold cannot exceed the number of spaces/seats available in the reserved facility for any activity. Facility capacity information is available on the Events and Conference Services website.

Publicity Guidelines and Policies for Advertisement

- Materials used for posting posters/flyers must be approved in the Office of Student Activities and Leadership. Material not stamped will be removed, and all flyers are subject to disapproval. All advertisement is expected to be tasteful and must provide the correct information regarding date, time, location, required attire, and cost (if applicable).
- All student organizations are free to post approved flyers throughout the campus on bulletin boards only. Flyers or any form of advertisement cannot be placed on any building's interior walls, doors, windows, overhangs, exterior walls, fences, utility poles, trashcans, signposts, shrubbery, or trees.
- All posted information must be removed immediately following the event.

These guidelines should also be followed by those students or student organizations who desire to place flyers under doors in the Residence Halls, to provide handouts at University events, or to utilize any other means of dispersing information about events or programs being offered on the University grounds or by a University organization.

Clean Up/Requesting Equipment

- Organizations are expected to clean up their areas before leaving (i.e., trash, clutter, etc.), and not adhering to this clause will result in loss of future privileges in reserving space for future events.
- The University will not be responsible for deliveries of any rented items or equipment for events. The organization will be responsible for being present when any such deliveries are made and when the items are retrieved.

Facilities/Housekeeping/Damages

- Necessary items (such as garbage bags, gloves, etc.) may be secured through Housekeeping/ Facilities/Housekeeping prior to the event. In the event that one activity is scheduled immediately following another in the same location or if the location warrants Housekeeping/Facilities/Housekeeping needs, the sponsoring organization must be able to show that they have done as much as possible to aid in the upkeep of a particular facility.
- Any damages done during an organizational event are the responsibility of that organization.

All damages should be reported immediately to Public Safety and the Office of Student Activities and Leadership.

Organizations found in violation of these restrictions will not be allowed to hold another event for thirty (30) days after the violation occurs or longer depending on the severity of the violation.

Student Organization Policies, Procedures, and Practices

Regulations Governing Social Affairs

The Office of Student Activities and Leadership is responsible for establishing policies governing social affairs. All social functions sponsored by the University, student organizations must be approved, at three weeks (21 days) in advance by the Office of Student Activities and Leadership. Major social activities are considered parties, fashion/talent/variety shows and any other functions which anticipate a crowd in excess of 100 persons.

There will be a limit of 5 events/programs a day sponsored by student organizations. This will assist in ensuring that programs are attended and that planning efforts are not in vain. The Office of Student Activities and Leadership will monitor the schedule of events based on the time and date in which they are submitted.

Only 1 party will take place per week, unless otherwise approved by the Director of Student Activities and Leadership or Vice President of Enrollment Management and Student Affairs. Social affairs that extend beyond 12 a.m. must be held on Friday and Saturday only, unless approved by the Director of Student Activities and Leadership or Vice President of Enrollment Management and Student Affairs.

No parties will be scheduled during the week of final examinations or during mid-term examination week, nor during weekends that fall prior to extended breaks (i.e. Thanksgiving,

Spring Break). All contracts are to be executed by the student organization and/or their advisor. No contract signed by any organization will obligate Coppin State University to allow the event.

All student organizations are expected to follow the proper steps required to cancel an event/party. Failure to do so will result in loss of programming privileges and loss of future parties and/or responsibility for the cost of security for your event. If an organization is deemed responsible for the cost of security, they will not be able to hold any events until the fee is paid.

All organizations are urged to plan events in advance to ensure availability of facilities and dates. A minimum of two weeks is required for any event to be approved. Student organizations will be advised each semester when they can begin submitting event forms (fall, after Organizational Leadership Conference; spring, November).

Student Programs, Groups, Etc.

Student Activities Programming Board

The Student Activities Programming Board (SAPB) was created to assist the staff in the Office of Student Activities and Leadership with various events throughout the year, including, but not limited to Homecoming and I Love Coppin Week as well as many other events which are mostly FREE or at a low cost to CSU students. Should you have any ideas you'd like to see happen at Coppin, contact any member of the SAPB via @CSUStudentActivities on Instagram. New members are only allowed to join at the beginning of each fall semester and end of each spring semester.

Honda Campus All-Star Challenge

Coppin State University is a proud participant in the Honda All-Star Campus Challenge (HCASC) sponsored by Honda and the College Bowl. The HCASC is the first and only academic competition between students from historically black colleges and universities. A campus tournament and/or a Power Search are held in the fall semester to determine which students will represent Coppin State University. Coppin State University's Varsity Team receives an all-expense paid trip to participate in the National Championship Tournament.

Mister and Miss Coppin State University

Eligibility Criteria/Overview of Criteria and Requirements

- Must be a full-time student at Coppin State University.
- Must at least be a second semester sophomore (by credits).
Applicants with more than 90 credits must submit a letter with application from the Chair of their academic department listing the total credits required for graduation in their major as well as stating ineligibility for graduation before May of the current academic year.
- Transfer students must have at least one-year matriculation at Coppin State University.
- Must be able to serve the full academic year (following fall and spring semester, proof may be required).
- Must have a minimum grade point average of 2.6.
- Must be in good judicial (no disciplinary infractions) standing with the University.

- Must not have previously served as Mister or Miss Coppin State University.
- Contestants for Mister Coppin State University must identify as male.
- Contestants for Miss Coppin State University must identify as female.

General Requirements**

- Contestants must be prepared to demonstrate a talent that can be showcased as a part of the Mister and Miss Coppin State University competition, as well as the nationwide competition for all HBCU kings and queens.
- Contestants must be able to attend the NASAP Student Leadership Institute. (May/ June)
- Contestants must be able to attend the Leadership for Queens and Kings Connection Conference. (TBD)
- Contestants must participate in all rehearsals for the Mister and Miss Coppin State Competition; must also participate in Coronation upon becoming Mister and Miss Coppin State.
- Contestants must prepare and submit a typed portfolio that must include:
 - A Personal Biography, which should not exceed one (1) page.
 - A Program Proposal, which should include an outline of programs, **activities, and events that** you will implement during your reign or as a member of the court.

**** Additional requirements will be listed in application.**

Competition Attire Requirements

- Each contestant is responsible for providing their own attire and props, i.e. oratory, talent, and formal wear.
- Specific attire may be required for opening scene at contestants' own cost.
- All competition attire is subject to approval from the Director of Student Activities.

Incentives/Awards for Mister and Miss Coppin State University

- Funds for programming (contingent on availability and advance notice)
- Attire (as budget constraints allow)
- Travel to conferences and competitions (as budget constraints allow)

Mister and Miss Coppin State University are prestigious representatives of the University community and shall serve as the official representatives at all official on and off campus events. The major responsibilities of the king and queen including assisting in admissions efforts, providing leadership to community service projects, planning and assisting in major university events, and representing the university at the national competitions. They both should serve as positive role models for the entire Coppin State community and are expected to be excellent examples of leadership.

Mister and Miss Coppin State University Duties & Responsibilities

- Must attend and represent the University community at all major events such as Convocations, receptions, and various other events as designated by the Office of Student Activities.
- Must attend and assist in all major activities coordinated by the Office of Student Activities, as requested.
- Must attend all local, regional, and national conferences and events related to university kings and queens, as delegated.

- Assist the Office of Admissions in recruitment efforts throughout the academic year, as required.
- Serve as the official host and hostess of the University.
- All other duties as deemed necessary by the Office of Student Activities.
- Attend home basketball games; attend other athletic games as delegated.
- Must maintain 2.6 GPA during reign. All final GPAs will be checked (end of spring, end of fall).
- Must conduct a minimum of three programs per semester (fall and spring).
- Must submit a schedule of classes each semester to the Advisor.
- Attend meetings with the Advisor and/or Royal Court as often as needed.
- Sponsor a minimum of one community service program/project per semester (fall and spring).
- Other duties and responsibilities to be outlined upon successfully obtaining title of Mister/Miss Coppin State University.

Greek & Social Organizations

Statement of Relationship between Coppin State University and Nationally Chartered Greek & Social Fellowship Organizations (information is subject to change, at which time notification will be provided to those impacted.) Coppin State University recognizes national fraternities, sororities, and fraternal social organizations. No organization will be permitted to proceed with any intake-related activities without prior approval through the Office of Student Activities and Leadership.

Overview

The administration of Coppin State University has determined that fraternities, sororities, and social fellowships at Coppin State University are a positive asset to campus life. To this end, it is the University's intent to define and completely enhance the Greek and Social Fellowship component of University policy.

Terms of Recognition

Recognition is the formal process by which Coppin State University grants a fraternity, sorority or social fellowship the right to function on the campus, induct undergraduate members through established intake procedures, use campus facilities and services, and identify its chapter with the University. Organizations designated under this policy meet the following criteria:

- They are entitled to same sex membership under provisions set by Section 86.14 of the regulations set by Title IX of the U.S. Education Act Amendment of 1972. They will work in conjunction with the Student Government Association and will retain membership in the Student Senate and on the President's Council (provided they complete all requirements to be active organizations).
- Chapters are legal corporations outside the boundaries of Coppin State University. In all cases, undergraduate chapters, graduate chapters, regional, and international chapters are incorporated separately from Coppin State University.

In order for a fraternity, sorority or social fellowship to be recognized by Coppin State University, the organization must:

- Demonstrate sound financial accountability.
- Demonstrate strong commitment to the mission and purpose of Coppin State University, and the surrounding community, through involvement in school and communal programming.
- Maintain the number of members as stipulated by the organization's national office. If permission is given by the organization's national or regional office to function without the established number, the University may also permit the chapter to function after receiving written permission from the appropriate organizational official. All members should be in good academic and financial standing.
- Submit a list of officers and members at the beginning of each semester; each active member must be registered as a full-time student of the University.
- Secure a clearly identified graduate chapter/campus advisor, and all contact information must be on file in the Office of Student Activities and Leadership.

Stages of Recognition

Full Recognition is accorded to chapters which are in full compliance with all of the policies governing Greek and Social Fellowship organizations on the campus of Coppin State University. Fully recognized chapters are entitled to all the rights, privileges, obligations, and resources available to student organizations at Coppin State University.

Inactive Recognition is accorded to organizations that have failed to retain the minimum number of members to maintain chapter activity. This is also accorded to a chapter that has failed to maintain the campus minimum grade point average as a whole.

Probationary Recognition is accorded to organizations that have failed to meet specific requirements for full recognition, which include, but are not limited to, academic performance, involvement in community service projects, campus leadership, violation of the University substance abuse or alcohol policy, and inappropriate conduct. A number of these violations are itemized in Coppin State University Student Handbook. The Office of the Dean of Students, in consultation with the Office Student Activities and Leadership, sets probation and its conditions. At the end of the probationary period, an organization must demonstrate that the conditions were fulfilled, and that steps have been taken to ensure that the violation is not repeated. If additional violations occur during the probation period, the chapter may be subject to suspension or various other sanctions.

Interim Suspension is the removal of all rights and privileges pending an investigation of alleged illegal activities. During the interim suspension, all scheduled and future activities will be cancelled. Any chapter placed on interim suspension will receive written documentation at the completion of the University's investigation and informed at that time what the status of the chapter is. Any chapter failing to adhere to the guidelines of an interim suspension may be subject to a chapter suspension or expulsion from the University.

Suspension is the removal of all rights and privileges, obligations, and University resources available to student organizations at Coppin State University. Suspended chapters may not participate in the Greek and Social Fellowship Council or its programs/activities. The period of suspension may vary according to the policies and guidelines outlined in this document. Coppin State University reserves the right to restrict or suspend the activities of

any individual member and/or chapter for the following reasons:

- Hazing of prospective members and new members;
- Violation of the regulations in this statement of policy;
- Violation of other University regulations stated in the Code of Student Conduct;
- Failure to adhere to the intake procedures stipulated by the University or national parent group.
- Failure to participate in required community/campus service events as stipulated by the Office of Student Activities and Leadership.

All levels of recognition, aside from Full Recognition, may be also be assessed by request of the National organization (i.e. regional or national requests).

The Office of Student Activities and Leadership establishes the University Policy under which fraternities, sororities, and social fellowships operate. The standards of conduct are integral to the maintenance of University recognition and associated privileges. It is mandatory that all campus chapters abide by Coppin State University regulations as listed in Coppin State University Student Handbook. The Office of Student Activities and Leadership, working closely with chapter advisors and chapter presidents, will ensure that accepted standards of conduct are maintained.

It is expected that all campus chapters will encourage their members, visiting affiliates, and chapter graduates to conduct themselves in a manner consistent with Coppin State University standards and guidelines. Any organization that fails to comply with these statements will result in the suspension of the chapter.

Therefore, in an attempt to promote a fraternal environment, improve community relations, and enhance the welfare of Coppin State University students both on and off campus, standards and guidelines have been developed with which all fraternal organizations, their alumni, alumnae and Coppin State University are expected to comply.

New Member Programs/Membership Intake

To ensure successful continuation, a chapter must meet all requirements set forth in the Student Handbook, as well as listed in the deadlines and requirements information disseminated directly to the organizations and their advisors.

1. Chapters are required to and will conduct interest meetings as a part of the intake process and the date should be approved and scheduled through the Office of Student Activities and Leadership. Meetings must be scheduled with a minimum two (2) weeks prior notice to ensure availability of meeting facilities. Furthermore, interest meetings must be conducted in accordance with the rules, regulations, and policies of national organizations and Coppin State University. Interest meetings must be advertised for a minimum of three days, unless otherwise required by the national organization (in which case, such proof must be submitted to the Office of Student Activities and Leadership in advance). Interest meeting flyers must be approved by the Office of Student Activities and Leadership and will be advertised in the bulletin board directly outside the office.
2. All organizations are required to file and abide by the nationally recognized rules and regulations which govern intake programming with the Office of Student Activities and Leadership.

3. In all matters, Coppin State University policy supersedes all others, except in matters of chapter disciplinary sanctioning handed down by national organization headquarters, in which sanctions can be greater than University sanctions.

University Eligibility Requirements Membership in Greek and Social Fellowship Organizations

The interested student must:

1. Be a full-time student.
2. Have a minimum of 29 total credits (as listed by the office of Records and Registration) and must have completed at least one (1) semester at Coppin State University.
3. Have a minimum cumulative University grade point average of 2.5. The Office of Student Activities and Leadership certifies scholastic standing of prospective members through the office of Records and Registration. Students should be aware that the organization's national office may have a higher/lower GPA requirement. If the organization requires more than 2.5 GPA, the national GPA criterion supersedes the organization's requirement. If the national GPA is lower than the University's requirement, the University's GPA criterion supersedes the organization requirement.
4. Have no current or delinquent conduct infractions on file with the Office of Student Conduct and Community Standards.
5. Must attend the Campus Wide Information Session for all active University sororities, fraternities, and social fellowships, which will be scheduled in the fall semester by the Office of Student Activities and Leadership.
6. Must attend the Interest Meeting of the respective organization of interest.
7. Must sign an Anti-Hazing Contract at the Campus Wide Information Session.

All eligibility requirements set by the University must be met by the date set forth at the Campus Wide Information Sessions (dates will be posted on website as well). Any individuals that do not meet these requirements will not be eligible to participate in any Greek or Social Fellowship membership intake process.

Active Chapters

The following requirements for active chapters include, but are not limited to, the following:

- Each chapter must have a graduate chapter advisor/officer from the graduate chapter/ regional or national office representative to come as the panelist for the Campus Wide Information Session each semester. The representative must be no less than four years removed from an undergraduate institution.
- Each active member of the chapter must submit a signed Anti-Hazing Contract.
- A list of the members/advisors of the chapter must be submitted.
- Each chapter must submit a copy of the chapter's/organization's insurance coverage for the time period including August-April of the current academic year.
- A complete and detailed timeline of intake activities must be submitted to the Office of Student Activities and Leadership, with special emphasis given to any dates and times when candidates are required to leave campus.
- A chapter must submit a letter from its regional or national office on letterhead in support of the Graduate Advisor in their role.

- A chapter must submit a copy of the organization’s approval for intake from its national or regional office on letterhead.
- The organization’s Graduate Advisor must be present for the duration of the New Member Introduction.
- A list of all individuals who attend the chapter’s interest meeting must be turned in to the Office of Student Activities and Leadership on the first business day after the chapter’s Interest Meeting.
- The names of all aspiring members to the organization must be submitted to the Office of Student Activities and Leadership for University clearance no later than the date provided. After the names have been submitted for the Clearance Process, the individuals are cleared/if they meet of all requirements at the time the names are submitted.
- A letter must be submitted two weeks prior to the Office of Student Activities and Leadership stating the desired date, time, and location of the organization’s new member exhibition. Organizations who fail to submit this information are not allowed to hold a New Member Introduction. No act that is considered hazing should be incorporated in the exhibit activity and the total display must conclude by 11:59 p.m. on the assigned deadline.
- No intake activity should be held (including interest meetings) without submitting proper documentation to the Office of Student Activities and Leadership and without receiving written approval to begin intake.
- Chapters may not induct any members who do not pass the Clearance Process through the Office Student Activities and Leadership.
- Chapters must strictly adhere to the anti-hazing policies of Coppin State University, the Commonwealth System of Higher Education, and laws of the State of Maryland.
- Additional information with detailed dates is provided to each Greek and Social Fellowship organization.

Graduate Advisors/Campus Advisors will:

1. Be familiar with and help formulate the chapter’s membership intake program in accordance with the parameters set by the national and/or regional constitution.
2. Be present at all activities, events, and programs.
3. Maintain full operational knowledge of the organization’s activities on/off campus.
4. Participate in a training process for advisor certification (Campus Advisors).

Campus Advisors who are not members of the organization which they advise or are not certified to conduct intake as a member of the organization, are not accountable for intake information. In situations such as these, the Office of Student Activities and Leadership will work directly with the advisor(s) who have that responsibility.

Active Chapters will:

1. File and abide by an articulated membership intake program with the Office of Student Activities and Leadership containing the organization’s anti-hazing and pre-initiation activity policy.
2. Not induct any candidate that does not meet clearance requirements by the assigned deadline.

3. Strictly adhere to the anti-hazing policies of Coppin State University, the Maryland System of Higher Education, and laws of the State of Maryland.
4. File a list of those individuals interested in membership with the following information: full name and student ID number. This information is gathered at the organization interest meeting and submitted to the Office of Student Activities and Leadership the following business day.
5. Provide a letter to the Office of Student Activities and Leadership from national, region/state, or area coordinator that outlines the endorsed date for the start and finish of all intake programming.
6. Submit a list of chapter members to the Office of Student Activities and Leadership indicating active/inactive members at the start of the semester, as indicated in the deadlines and requirements provided to the organizations.
7. Ensure that all insurance obligations to the University have been satisfied and filed in the Office of Student Activities and Leadership.
8. Complete all intake activities (New Member Introduction included) prior to the date established by the Office of Student Activities and Leadership.
9. Submit date for New Member Introduction completed by 11:59 p.m. on the date assigned in the deadlines and requirements outline provided to the chapters and Advisors. Advisor(s) must be present and a written request stating the location, date and time three weeks (21 days) prior to the event. An event form must be completed and approved for the introduction.
10. Ensure that each chapter member maintains a 2.8 GPA. Failure by active individual members/the chapter to meet this requirement will render the chapter ineligible for membership intake.

All required documentation must be submitted to the Office of Student Activities and Leadership by the predetermined date. Failure to do so will result in the loss of intake privileges for the organization. **No organization may begin any intake activities until the Office of Student Activities and Leadership has provided written consent.**

Coppin State University will:

1. Work with the individual organizations to ensure that the intake schedule does not conflict with the academic calendar.
2. Provide support to all organizations that fully comply with the policies as outlined in the policy.
3. Permit intake in fall and spring semesters.

No organization is permitted to proceed with any intake-related activities without prior approval from the Office of Student Activities and Leadership. Duly appointed faculty/staff advisors must be present at all initiation activities.

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), childcare, 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 may be made **only** by the Vice President of Enrollment 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. All full-time undergraduate students are automatically enrolled into the University selected student health insurance plan and the premium cost 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 student health insurance liaison at 410-951-3958.
3. Graduate Students
Graduate students are eligible to purchase the university selected health insurance coverage by contacting the University student health insurance liaison at 410-951-3958.
4. International Students
International Students International students taking 12 or more credit hours (full-time) will be automatically and remain enrolled into the University insurance coverage.
5. Dependents
Eligible students are able to purchase the university selected health insurance coverage for their eligible dependents by contacting the University selected health insurance liaison at 410-951-3958.
6. Waive/Refuse the University Health Insurance Coverage
 - Students with comparable health insurance coverage are eligible to waive out of the University selected student health insurance plan.

- Students choosing to waive out of the health insurance plan 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 on the EagleLinks page.
 - 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. If students do not waive by the set deadlines, the premium fee will remain non-refundable on their tuition bill.
 - Students that waive out of the University selected health insurance plan will have the health insurance fees removed from the tuition bill.
7. Out of State Students
We strongly encourage out of state/on-campus students to maintain the university selected health insurance due to their personal in-state health insurance possibly not providing adequate health insurance coverage while attending school in the state of Maryland.
8. Coverage
- Students selecting to maintain the University selected health insurance coverage will be covered under the University selected student health insurance plan.
 - Students insurance coverage will be in force throughout the academic semester when attending Coppin State University.
 - Students selecting to maintain the University selected health insurance coverage is encouraged to use 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 expensive out-of-pocket co-pay amounts.

For further questions, contact the University’s Student Health Insurance Liaison, at: 410-951-3958

STUDENT CONDUCT AND 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 lifestyle 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.

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 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 is based upon the philosophy of Fannie Jackson Coppin who embraced the concept of love for self, love for family and love of community. These expectations embody an awareness of social consciousness, scholarship, honesty, truth, integrity, respect, sensitivity, friendliness, physical and mental health and pride in Coppin State University.

COPPIN 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

Current Coppin students may access unofficial transcripts through their Eagle Link's account. To order an official transcript, students and alumni can request transcripts by creating an account on the CSU Parchment portal <https://www.coppin.edu/registrar/transcriptrequests>.

Official transcripts can be received electronically or via U.S. mail. To order a transcript, you must be free of any financial obligations to the institution. Please contact Student Accounts at 410-951-3677 if you have questions about your financial status. Parchment will not be able to produce unofficial transcript copies.

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). A grade of "W" will be printed on the student's academic record. The final withdrawal date for the semester is located on the academic calendar on the University website.

WITHDRAWAL FROM A COURSE

After the drop period deadline, a student may terminate his/her enrollment in courses by officially withdrawing from classes. Please refer to the academic calendar for the deadline for withdrawing from courses. Students may withdraw from courses using the following methods during the designated withdrawal period:

- in-person (at the Office of Records and Registration) or
- submission of a written and signed request to the Office of Records and Registration.

A grade of "W" will appear on a student's transcript after he/she has officially withdrawn from courses. Failure to properly withdraw from courses will result in "F" grades appearing on the student's transcript. Please refer to the Charge Reduction and Refund Policy to determine if you are eligible for a tuition and fee adjustment. Questions regarding tuition and fee adjustments should be directed to the Office of Student Accounts at 410-951-3677.

WITHDRAWAL FROM THE UNIVERSITY

A student withdrawing from the University must:

- Complete the official University Withdrawal Form that can be found on the University website or in the Registrar's Office.

- Obtain signatures from the following offices: The Center for Counseling and Student Development, Financial Aid, Housing and Residence Life (if applicable), Library, Business Office, Veterans Affairs (if applicable).
- Return the completed form to the Registrar’s Office by the official deadline

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.

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 phase “member of the University community” includes any person who is currently enrolled as a student; or serves 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 “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 club or group.
 7. The term “University Judicial Board” means any member or 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 recommended imposition of sanctions.
 8. The term “Conduct Officer “ means a University administrative staff member authorized by the Vice President for Student Affairs to Hear cases, conduct investigations, and recommend sanctions upon students who admit to or are found to have violated the Student Code.
 9. 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 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 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 Vice President for Enrollment Management & 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 – MAJOR 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.
 - 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 Misconduct** – taking sexual advantage of another person without consent, and includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain sexual advantage; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person when there is a reasonable expectation of privacy; allowing third parties to observe sexual acts without the consent of all the involved parties; or engaging in voyeurism; and/or knowingly communicating a sexually transmitted disease or infection, including

HIV, to another person.

4. **Domestic Violence-** A felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction; or any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction.
5. **Dating violence-** Violence committed by a person who is or has been in a social relationship or romantic or intimate nature with the victim; and where the existence of such relationship shall be determined on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.
6. **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).
7. **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
8. **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.
9. **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.

MINOR PROHIBITED CONDUCT--RULES AND REGULATIONS

10. **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.
11. **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 others which threatens or endangers the health or safety of any person to include the context of social media.

12. **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.
13. **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 interests.
14. **Discrimination** -
15. **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.
14. **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
15. **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.
16. **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.
17. **Violation of published University policies, rules, or regulations.**
18. **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.
19. **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.

20. **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
21. **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.
22. **Obstruction of traffic** - Obstructing the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
23. **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").
24. **Violation of Computer Use Guidelines** –
 1. 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.
 2. 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.

25. **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.
26. **Failure to comply with the sanction(s) imposed under the Student Code of Conduct.**
27. **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.
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 fifteen (15) calendar 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, question 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.

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 of time.

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 Vice President of Enrollment Management and Student Affairs.

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.

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 Vice President 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 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.

CAMPUS DIRECTORY

<u>OFFICE</u>	<u>PHONE</u>
Information.....	410-951-3000
President.....	410-951-3838
President’s Chief of Staff.....	410-951-3838
Provost/Vice President for Academic Affairs.....	410-951-3010
Vice President for Administration & Finance.....	410-951-3575
Vice President for Information Technology.....	410-951-3877
Vice President for Institutional Advancement.....	410-951-3800
Vice President for Enrollment Management and Student Affairs.....	410-951-3933
Academic Advisement Center.....	410-951-3555
Academic Engagement Center.....	410-951-3563
Accounts Payable.....	410-951-3695
Admissions Office.....	410-951-3600
Adult & General Education.....	410-951-3030
Alumni Relations.....	410-951-3812
Applied Psychology and Rehabilitation Counseling.....	410-951-3510
Applied Social and Political Sciences.....	410-951-3520
Athletics Division.....	410-951-3737
Barnes and Noble Bookstore.....	410-951-1222
Budget Development and Management.....	410-951-3693
Bursar (Student Accounts).....	410-951-3677
Business Services.....	410-951-3573
Campus and Capital Projects.....	410-951-3780
Campus Recreation.....	410-951-3383
Campus Wellness.....	410-951-3395
Career Services.....	410-951-3919
Center for Counseling and Student Development.....	410-951-3939
Central Receiving/Inventory.....	410-951-3760
Client Computing Service.....	410-951-3887
College of Behavioral and Social Sciences.....	410-951-2666
College of Business.....	410-951-3444
College of Health Professions.....	410-951-3970
College of Arts & Sciences and Education.....	410-951-3082
Community Health Center.....	410-951-4188
Community Standards.....	410-951-3038
Computer Lab.....	410-951-3897
Controller’s Office.....	410-951-3677
Coppin Academy High School.....	410-951-2600
Criminal Justice & Law Enforcement.....	410-951-3044
CSU Development Foundation Inc.....	410-951-3800
CSU Police Department.....	410-951-3900
Curriculum and Instruction.....	410-951-3066
Daley Residence Hall Front Desk.....	410-951-6400
Dean of Education.....	410-951-3082
Dean of Graduate Studies.....	410-951-3082
Dean of Liberal Arts & Sciences.....	410-951-3020

OFFICE**PHONE**

Dean of Nursing	410-951-3990
Dedmond Hall Front Desk.....	410-951-6767
Department of Visual and Performing Arts.....	410-951-3366
Department of Parking and Transportation.....	410-951-3556
Dining Center Café.....	410-951-1232
Dining Hall Catering Services	410-951-1229
Dining Hall Services.....	410-951-1230
Disabled Student Services	410-951-3510
Duplicating Services.....	410-951-3750
Eagle Card Services.....	410-951-3570
Education (School of).....	410-951-3082
Education Technology Center.....	410-951-3073
Enrollment Management	410-951-3587
Events and Conference Services.....	410-951-3571
Facilities Management.....	410-951-1234
Faculty Senate	410-951-6323
Financial Aid Office.....	410-951-3636
Grill Works.....	410-951-6555
Graduate Studies (School of).....	410-951-3090
Health Human Performance	410-951-3376
Health Insurance Liaison	410-951-3958
Help Desk, Information and Technology.....	410-951-3888
Health Information Management.....	410-951-3970
History, Geography & Global Studies	410-951-3434
The Honors College.....	410-951-3388
Housekeeping Services.....	410-951-1234
Housing	410-951-6300
Human Resources.....	410-951-3666
Humanities	410-951-4150
Information Technology Training.....	410-951-3853
Institute for Local to Global Community Engagement.....	410-951-1288
Institutional Advancement.....	410-951-3800
Institutional Research	410-951-3494
Instructional Technology Department	410-951-2643
Interdisciplinary Studies Program	410-951-4262
ITD-Information Technology Division.....	410-951-3877
International Students	410-951-3957
Legal Affairs.....	410-951- 3844
Library.....	410-951-3400
Lost & Found.....	410-951-3900
Mailroom and Print Shop	410-951-3750
Management and Marketing.....	410-951-3452
Management Information Systems	410-951-3444
Math Center.....	410-951-3056
Mathematics & Computer Science	410-951-3469
Maxie Collier Scholarship Program	410-951-3484
McNair Program.....	410-951-3488

OFFICE**PHONE**

Natural Sciences	410-951-4111
Network Services.....	410-951-3877
Nursing Undergraduate Division	410-951-3970
Nursing Center.....	410-951-4188
Nursing Undergraduate Office.....	410-951-6165
Office of Planning and Institutional Effectiveness.....	410-951-3828
Office of Public Policy and Governmental Affairs	410-951-3845
Office of University Compliance and Judicial Affairs	410-951-3932
Office of University Relations	410-951-4200
Parking and Transportation.....	410-951-3556
Philosophy	410-951-4150
Physical Plant	410-951-1234
Planning & Assessment	410-951-3828
Procurement and Business Services.....	410-951-3790
Professional Studies (School of).....	410-951-2666
Public Policy and Government Relations	410-951-3845
Psychology & Rehabilitation Counseling (Applied).....	410-951-3510
Reading Laboratory	410-951-3057
Records & Registration.....	410-951-3700
Rehabilitation Counseling	410-951-3510
Residence Life	410-951-6399
Rosemont/Coppin Initiative.....	410-951-3086
ROTC	410-951-3950
Social Work	410-951-3535
Special Education	410-951-3544
Special Events and Community Relations	410-951-3800
Special Projects & Events.....	410-951-3819
Sports Information.....	410-951-3729
S.T.E.M Project	410-951-4130
Student Activities and Leadership	410-951-3922
Student Life Center.....	410-951-3381
Student Government Association.....	410-951-1244
Student Health Insurance (Liaison)	410-951-3958
Student Support Services.....	410-951-3656
Study Abroad.....	410-951-3441
Subway	410-951-1236
Sustainability Initiative.....	410-951-3845
Teacher Education Advisement and Retention Center (TEARC)	410-951-4209
Telecommunications.....	410-951-3877
Thompson Hospitality	410-951-1230
University College First Year Experience.....	410-951-6420
University Relations	410-951-4200
Visual and Performing Arts	410-951-3366
Veteran's Affairs.....	410-951-3700
Web and Multimedia Development	410-951-3852
Work Control Center- Facilities Management	410-951-1234

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COPPIN
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Campus Facilities

- 1 Campus Commons (CC)
- 2 Campus Square (QUAD)
- 3 Coppin Gardens (CG)
- 4 Coppin Center Plaza (CCP)
- 5 Guilbert Daley Residence Hall (DR)
- 6 Flossie Dedmond Residence Hall (DR)
- 7 McDonald Child Development Center (MCDIS)
- 8 Elevator Stair Tower (ES)
- 9 Frances Murphy (Coppin Academy) (FM)
- 10 Grace Hill Jacobs Building (GJ)
- 11 Health & Human Services Building (HHSB)
- 12 J Millard Tawes Center (JT)
- 13 James Weldon Johnson Auditorium (JW)
- 14 Miles Connor Administration (MC)
- 15 Parlett Moore Library (PM)
- 16 College of Business (Future)
- 17 Satellite Central Utility Plant #1 (SCUP)
- 18 Science & Technology Center (STC)
- 19 South Quad (SQ)
- 20 Talon Center/Dining & Meeting Hall (TC)

Physical Education Complex (PEC)

- 21 Campus Police, Human Resources & Mail Room
- 22 Auxiliary Gym (AG)
- 23 Classrooms/Labs & Fitness Center (CF)
- 24 Central Receiving (CR)
- 25 Softball Field (SF)
- 26 Sports Arena (SA)
- 27 Swimming Pool (SP)
- 28 Tennis Courts (TC)
- 29 Track/Soccer Field (TF)
- 30 Facilities Management (FM)

Campus Parking

- ◆ Faculty and Staff Parking
- Student Parking
- General Parking (Faculty, Staff, Students & Visitors)
- V Visitor Parking Prystation

CAMPUS MAP

2500 WEST NORTH AVENUE, BALTIMORE, MARYLAND 21216

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