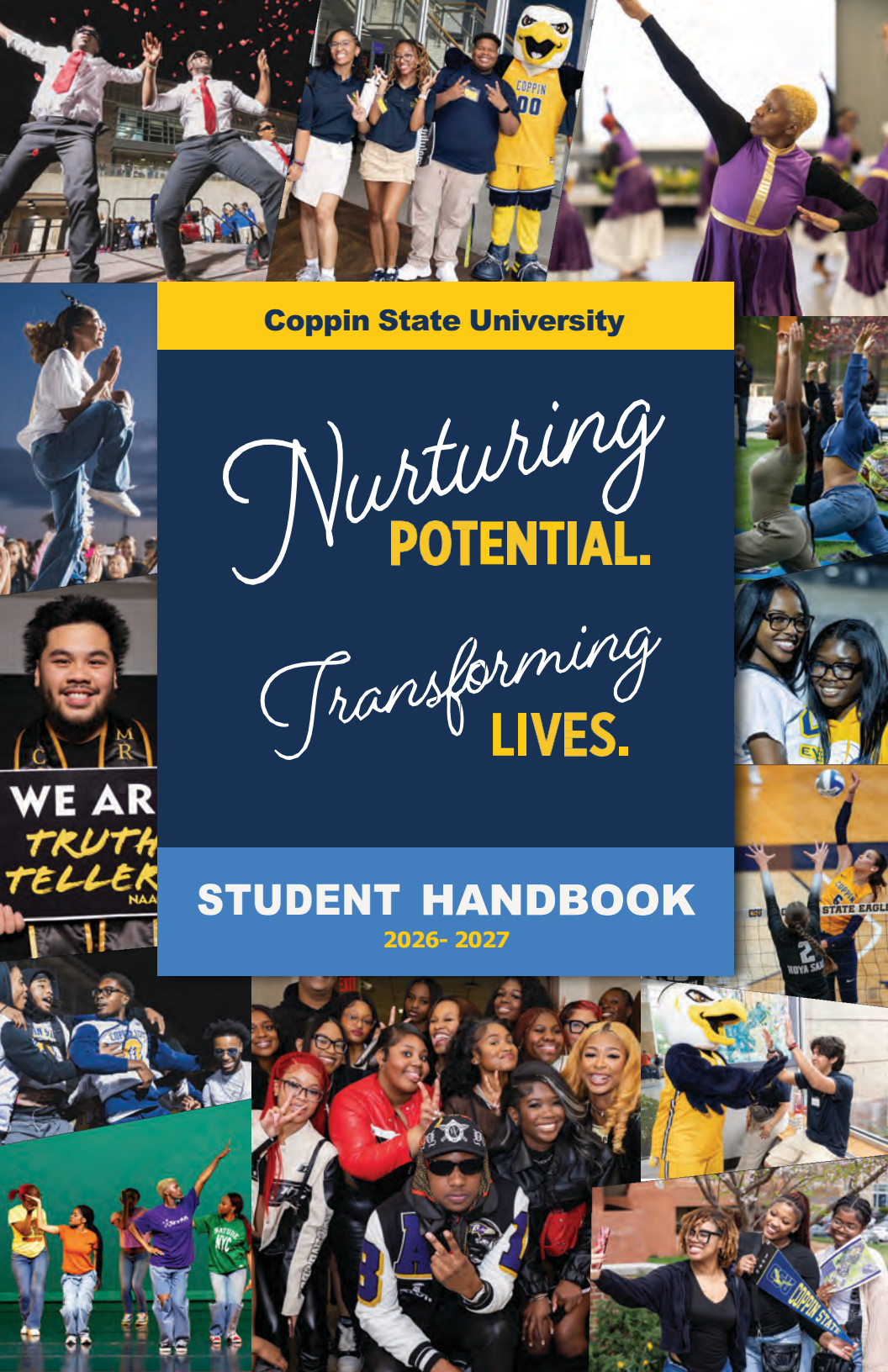

Coppin State University

Nurturing POTENTIAL. Transforming LIVES.

STUDENT HANDBOOK

2026- 2027

Find Help. Support a Friend.

Campus Resources

Center for Counseling and Accessibility:
(410) 951 - 3939 | Grace Hill Jacobs,
Suites 208 and 212
csd@coppin.edu |http://www.coppin.edu/ccsd/
Counseling support, crisis intervention, and community referrals, and student accessibility accommodations.

Student Health Insurance: (410) 951 - 3958 Student Affairs, 3rd Floor,
Miles Connor Administration Building
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 Resources

NAMI Metropolitan Baltimore:
(410) 435 - 2600 | www.namibaltimore.org
Find Free, peer-led education, support, and advocacy programs throughout the Baltimore community.
The NAMI Helpline can be reached
Monday-Friday, 10 am - 10 pm ET. 1-800-950-NAMI (6264) or helpline@nami.org

988 Lifeline:
Call, Text, Chat, Deaf Ho/H Text "NAMI" to 741-741
Connect with a trained crisis counselor to receive free, 24/7 crisis support via text message.

Baltimore Crisis Response Inc.
(410) 433 - 5175
Trained counselors provide mental health and substance use information and referrals, supportive counseling, suicide crisis intervention, and adolescent crisis intervention. They also dispatch emergency assistance and link callers with more intensive BCRI and community services.

The Trevor Project:
Call 888-488-7386
Text 'START' to 678-678
Counseling support for LGBTQ+ young people 24/7, all year round.

Turnaround Inc: 24/7 Helpline (443) 279 - 0379, Text line (410) 498 - 5956
We provide free services to survivors of sexual abuse, sexual violence, and human trafficking, including trauma therapy, case management, advocacy, and more.

Emergencies

Campus Police
For Campus Emergencies Dial: (410) 951 - 3911

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.

COPPIN
STATE UNIVERSITY
EST. 1900

Title IX Notice of Nondiscrimination

Coppin State University prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located on the Title IX Office website at www.coppin.edu/Title9.

Student Conduct Pertaining to COVID-19

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 60 academic programs: 33 baccalaureate, 13 masters, 13 certificates, and one doctoral degree. 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 was 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 firs 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 23rd, 2013, and president on July 10th, 2013. Dr. Maria Thompson our 7th President, and first woman, was appointed July 1st, 2015. Dr. Anthony Jenkins our 8th President was appointed on May 26th, 2020.

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OFFICE OF THE PRESIDENT

August 19, 2026

Dear Eagles,

I want to extend a warm welcome to Coppin State University for the 2026-2027 academic year. Today, we embark on a new chapter in the story of our great university and your remarkable journey.

As we begin a new academic year, I want to challenge you to stay committed not only to your educational goals, but to your personal growth and well-being. Our accomplished faculty, dedicated staff, and our trailblazing alumni are committed to helping you reach your goals and giving you the tools to leave your own mark on Coppin and the world beyond our campus. During your time here, they will empower you with knowledge, build your confidence, and help develop you holistically. You can also find inspiration in other students you will meet on campus. Coppin State is home to a multicultural and multigenerational community of scholars. Take time to learn from one another, challenge each other to think bigger, celebrate your successes, and encourage one another to remain resilient in the face of adversity.

Within the pages of this *Eagle Guide*, you will find the code of conduct which outlines and supports the culture of academic and personal excellence, respect, inclusivity, integrity, and accountability here at Coppin State University. Upholding our standards at Coppin State is key to ensuring safe and enjoyable experiences for you and your fellow Eagles. I encourage you all to familiarize yourself with the *Eagle Guide* and embrace the core values of Eagle Nation.

You are part of an enduring and revered legacy that has left a permanent imprint on the city of Baltimore, our state of Maryland, and our world. Remember, true success goes beyond grades, popularity, and recognition. Measure your success by your growth from every experience, whether you are being true to yourself, and whether you invest in making yourself, and those connected to you, better.

Take care, be well, and GO EAGLES!

Sincerely,

Anthony L. Jenkins, Ph.D.
President

2500 W. North Avenue | Baltimore, Maryland 21216 | P (410) 951-3838 | F (410) 335-5369

Office of the Vice President of Enrollment Management & Student Affairs
2500 W. North Avenue Baltimore, Maryland 21216
410-951-3584

August 19, 2026

Dear Coppin Eagles,

I am excited to welcome you to Coppin State University for the 2026–2027 academic year. Whether you are a first-year or transfer student beginning your academic journey, or a returning student progressing toward completion, you are an essential part of our vibrant campus community. As the Assistant Vice President and Dean of Students, and one of the Co-Leads of Enrollment Management and Student Affairs, I extend my best wishes for a strong start to the academic year.

This academic year is already filled with vibrant anticipation and boundless possibilities. With the largest incoming class in recent memory and so many returning Eagles, there is no doubt that this will be a truly remarkable year. Wherever you are along your path, this is a great time to set meaningful goals, form new relationships, and move confidently toward your dreams

At Coppin, you'll discover many opportunities to engage with fellow students, faculty, and staff who will help shape your college experience. I encourage you to take full advantage of university life by getting involved with campus events, student activities, and co-curricular experiences. Whether you participate in the Student Government Association, student clubs and organizations, compete in athletics, explore Greek life, or volunteer through community service, you'll find a variety of opportunities to get involved, build lasting connections, and grow as a leader.

As a member of the Coppin community, you play a vital role in shaping a campus culture grounded in respect, inclusion, and excellence. This handbook is your guide to key information about university policies, the Student Code of Conduct, and essential campus resources. I encourage you to keep it handy and refer to it often as you navigate your time at Coppin.

Coppin State University is a community that cares deeply about your well-being and success.
Know that I am here to support you, and my office door is always open. If you have questions, need guidance, or simply want to talk, please don't hesitate to reach out.

I wish you all the best as you settle into your classes, engage fully, and make bold steps toward achieving your personal, academic, and professional aspirations.

Sincerely,

Dean Dorothy Parrish-Harris
Assistant Vice President, and Dean of Students
Coppin State University

ACADEMIC INFORMATION

DECLARING A MAJOR

Declaring a major is to officially choose the course of study that you would like to pursue. Admission to 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. The academic department submits the 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 by the academic department.

FULL-TIME STATUS

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

PART-TIME STATUS

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

EAGLE ACHIEVEMENT CENTER

The Eagle Achievement Center (EAC) provides holistic support and wrap around services from New Student Orientation all the way through career and professional success after Coppin. The mission of the EAC is to help Coppin students reach their goals through centralized support, advising, strategic communications, data-informed interventions, peer support programs, tutoring, academic resources, and events. Through collaborations with others across the campus, the Eagle Achievement Center builds a campus community committed to student success and a nurturing environment for student development.

The EAC is located on the 4th Floor of the Library. It can be contacted online at www.coppin.edu/EAC, by email at eac@coppin.edu, or by phone at 410-951-3586.

Read more about specific services and resources of the Eagle Achievement Center below.

Academic Advising

The Eagle Achievement Center houses academic advisors specializing in each college and an advisor for general advising and undecided majors. The academic advising coordinators in the EAC are the primary advisors for students' first and second years of college up to 60 credit hours. After 60 credit hours or the Junior year, students receive a faculty advisor in their major as the primary advisor. The EAC Advisors remain available as secondary advisors always available to support students.

Academic Advising is required for registration for each term, and all students have an advising hold which should be lifted by an academic advisor after consultation on planning for the next term.

Academic Advisors and outreach staff assist students in strengthening their academic skills, can aid creation of academic plans, and connect students to other resources on campus. Staff also provide one-on-one coaching, answers to questions, and can help in the discernment of majors and minors.

Career and Professional Services
Career and Professional Services help students and alumni build professional connections and develop the skills needed to transform your studies into the career you want. We offer programs and services that help you identify interests and career goals, learn industry trends, and connect employers, students, and alumni for professional opportunities.

International Student Services
The International Student Services office is here to provide specialized support for students coming to Coppin from abroad. Our goal is to make sure your transition to a new country and culture is a smooth one. Here are some of the ways we help international students who are part of our Coppin family:

- Schedule visa check-in meetings at the start of each semester
- Help students understand the I-20 and visa process
- Advise on course and registration requirements
- Provide resources to help students maintain F1 status
- Guide students through the F1 employment process
- Keep students up to date on Covid-19 information
- Lead campus activities, initiatives, and organizations that create safe spaces for international students

Military-Connected Student Services
At Coppin State University, there is space for everyone to belong, including active-duty military service members and veterans. From prior learning credit opportunities to holistic student support, Coppin takes an active role in helping you transition from service to classroom to new career heights. Military-Connected Student Services provides programs, resources, and services to empower student success for veterans, active duty, reservists, and ROTC students and their families.

Math Lab
The Math Lab provides peer and professional tutoring and support for math and math-related courses and work. In addition, the staff supports the preparation of the nursing calculations and the nursing entrance exam. Staff in the EAC also oversee the Math Placement test required of all Coppin undergraduates who have not already taken college-level mathematics upon entry.

Writing Lab
The Writing Center is an inclusive and open learning environment where all Coppin students can get writing and research help—regardless of ability. We provide support through

personal tutoring, assignment consultations, and community workshops. We also work with you to get access to the tools and resources you need to feel confident about your writing and research skills in the classroom and beyond.

First and Second Year Experience
The First-Year Experience (FYE) and Second Year Experience (SYE) Programs provide community building events and activities beyond the classroom to enhance students' journey through their foundational years of college experience.

Our House Mentoring Program
The Our House Mentoring program provides first-year or freshmen students with an upper-class student as a mentor to guide their transition and first year at Coppin. Students meet regularly with their mentor to check in on their progress and provide personalized and individualized advice and resources.

ATHLETICS DEPARTMENT

Coppin State University is an NCAA Division I institution that competes in the Mid-Eastern Athletic Conference (MEAC). Men's varsity teams compete in baseball, basketball, cross country, indoor track and field, outdoor track and field, and tennis. Women's teams compete in basketball, bowling, cross country, softball, tennis, indoor track and field, outdoor track and field, and volleyball.

The Coppin State University Department of Athletics' mission is to assume an active role in providing equal opportunity for both men and women by developing and sustaining programs that 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 that exist in the University's teaching, research, and public service efforts. The Department believes in the concept that the student athlete is first and foremost a student possessing individual rights, academic abilities, personal interests, and ambitions comparable to those of other members of the general student body.

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

DIVISION OF ENROLLMENT MANAGEMENT & STUDENT AFFAIRS

The **Division of Enrollment Management and Student Affairs** is concerned about the ***Total Student Experience*** at Coppin State University for undergraduate, graduate, and professional students. The Co-led Associate Vice Presidents and Dean of Students participate 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 Co-led Associate Vice Presidents and Dean of Students for Enrollment Management & 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 and Student Affairs** provides administrative oversight for the services provided by departments under the purview of the Co-led Associate Vice President and Dean of Enrollment Management and 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 related to their matriculation at the University by offering guidance and support to navigate within the framework of university policy.

The Division of Enrollment Management and Student Affairs provides the following for our students:

- 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. Our Division consists of the Eagle Achievement Center, Housing and Residence Life, Financial Aid, Counseling and Accessibility Center, The Office of Campus Life, Admission Department, Campus Recreation and Wellness and Student Conduct & Community Standards. 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).

HOUSING AND RESIDENCE LIFE

The Offices of Housing and Residence Life offer housing to more than 1200 students. Housing at CSU offers a unique living and learning environment focused on promoting the overall success of the residential student. Our residential options 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, make new friends, and cultivate new interests is 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 in university housing. 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 a room assignment must sign a Housing Contract and have a meal plan each semester.

New Student Orientation

Coppin State University host an in-person and online orientation which are both required for our first-time students and transfer students. Orientation serves as an opportunity for student engagement and the completion of any business items directly related to successful enrollment.

NEW STUDENT ORIENTATION

Coppin State University host an in-person and online orientation which are both required for our first-time students and transfer students. Orientation serves as an opportunity for student engagement and the completion of any business items directly related to successful enrollment.

The New Student Orientation sessions are designed to ensure our new and transfer students are equipped to start their collegiate journey successfully. Completion of the New Student Orientation in-person and online module is required for all new and transfer students.

OFFICE OF FINANCIAL AID

The Office of Financial Aid, located in the Miles W. Connor Administration Building, 1st floor, Room 123 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 about 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, Thursday 8:30 a.m. - 5:00 pm and Friday 8:30 a.m. – 3:00 p.m. Appointments are highly encouraged and can be made with a financial aid officer via email to arrange a 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.

CENTER FOR COUNSELING AND ACCESSIBILITY

The Center for Counseling and Accessibility is located in Grace Jacobs Suite 208 and 212. The center provides a wide range of programs and services that promote mental well-being and accessibility to achieve a successful learning experience. The center is staffed by experienced mental health and accessibility counselor professionals dedicated to the personal, social, and academic development of the whole student. Accessibility and counseling services are available to all currently registered students.

According to the ADA and Section 504 of the Rehabilitation Act of 1973, reasonable accommodations must be made to courses, programs, services, and/or facilities to ensure all students with disabilities have equal access to higher education opportunities. Students with disabilities may not be excluded from participation or denied opportunities because of a disability.

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, email cca@coppin.edu.

POLICY ON EMOTIONAL SUPPORT ANIMALS IN THE RESIDENCE HALL FACILITIES

Authority for Policy: The Chancellor and the Board of Regents, have delegated authority to University presidents to establish policies and procedures for the efficient and orderly administration of the University consistent with the values and guidelines of the University of Maryland Systems.

Summary: A policy to explain the conditions that must be met for a student to obtain approval to house an Emotional Support Animal (ESA) in campus residence hall facilities and obligations once approved.

COPPIN CORNER

BASIC NEEDS PROGRAM

The Basic Needs Program serves as Coppin State University's centralized hub for basic needs assistance, resource navigation, and the President and First Lady Boutique, connecting students with essential resources that support their well-being, persistence, and academic success.

Our Commitment

At Coppin State University, we believe that when students' basic needs are met, they are better positioned to learn, persist, graduate, and achieve their personal and professional goals. The Basic Needs Center is committed to fostering a supportive campus environment where every student has equitable access to the resources they need to thrive.

Coppin Corner

Coppin Corner offers currently enrolled students access to nutritious food, personal hygiene products, and other essential items to help reduce barriers to student success. Designed to support students' health, well-being, and academic persistence, Coppin Corner provides a welcoming and dignified shopping experience where students can access the resources they need.

Students may shop at Coppin Corner once every fourteen (14) days and select up to ten (10) items per visit. A valid Coppin State University ID is required.

Hours of Operation

Monday: 10:00 a.m. – 3:30 p.m.
Tuesday: Closed
Wednesday: 10:00 a.m. – 3:30 p.m.
Thursday: 12:30 p.m. – 5:00 p.m.
Friday: 10:00 a.m. – 3:30 p.m.

Location

Coppin Corner is located in the basement level of the J. Millard Tawes Center.

President and First Lady Boutique

The President and First Lady Boutique offers currently enrolled students complimentary professional and business attire for interviews, internships, career fairs, classroom presentations, networking events, and other professional occasions. The Boutique helps students build confidence and prepare for success by providing access to professional clothing at no cost.

Students are eligible to shop in the Boutique up to two (2) times each semester with a valid Coppin State University ID.

Hours: By Appointment Only

The Boutique is made possible through generous donations from the Coppin State University community and community partners, helping ensure that every student has the opportunity to present their best self.

Basic Needs Navigation

The Basic Needs Coordinator provides personalized support to help students identify challenges, develop individualized resource plans, and connect with campus and

community resources. Whether students need temporary assistance or ongoing support, the Coordinator is available to help remove barriers that may impact academic success.

Services may include:

- SNAP (Supplemental Nutrition Assistance Program) screening and application assistance
- Referrals for housing, utility, transportation, childcare, and healthcare resources
- Financial resource navigation
- Connections to campus and community support services
- Emergency basic needs assistance (based on availability)

Student Parent Resources

Coppin State University is committed to supporting students who are balancing college while raising children. The Basic Needs Center collaborates with campus departments and community organizations to connect parenting students with resources that strengthen family stability and academic success.

Support may include:

- Childcare referrals
- Parenting resources
- Family support programming
- Basic needs assistance
- Community resource navigation
- Referrals to campus and community partners

Eligibility

Basic Needs Center services are available to all currently enrolled Coppin State University students. A valid Coppin State University ID is required to access services.

Contact Information

Phone: (410) 951-6306

Email: jubrooks@coppin.edu

Student Success Starts with Basic Needs

Students experiencing challenges related to food, housing, transportation, childcare, technology, finances, or other essential needs are encouraged to seek assistance early. Seeking support is a sign of strength, and accessing resources can help remove barriers that interfere with academic success. The Basic Needs Center provides a welcoming, inclusive, and confidential environment where students can connect with resources that support their well-being and academic journey.

Scope: Applies to all students from enacted day until amended.

Reason: Under the Fair Housing Act-within the U.S. Department of Housing and Urban Development (HUD) - a student with a disability may request an Emotional Support Animal (ESA) in University housing as an accommodation if needed to provide the student with an equal opportunity to enjoy and use their residential dwelling. This policy defines the rules related to the housing of an ESA in the residence halls once approved by Student Accessibility Services.

Definitions:

Emotional Support Animal (ESA): An Emotional Support Animal (also known as a "comfort animal" or "therapy animal") provides emotional support and comfort to a student with a therapeutic need for the ESA. An ESA does not need to be trained to provide a specific task and is not considered a service animal. Because of the therapeutic nature of an ESA, this animal is not considered a pet. An ESA is a housing accommodation and, as such, is to be kept in the student's residence hall and is not allowed to accompany the student into other campus buildings.

Service Animal (SA): Under Title II and Title III of the Americans with Disabilities Act (ADA), a Service Animal means any dog or miniature horse that is individually trained to complete specific work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Students with disabilities who wish to request an Emotional Support Animal (ESA) in campus housing are required to create an accommodation request with the Center for Counseling and Accessibility. Students who wish to request to house an Emotional Support Animal in University housing must register with and submit a request along with supporting documentation to the Center for Counseling and Accessibility. If the ESA request is approved, the student is provided an official letter granting the accommodation for submission to the Office of Housing and Residence Life.

Approved Students must comply with the following.

I. Enter into an ESA Agreement with Housing and Residence Life.
   a. Submit all documentation and forms to Housing and Residence Life no later than 60 days prior to the semester start date (fall, spring, or summer) or as soon as a change in accommodation occurs prior to the date the student requests to bring the ESA animal to campus.
   b. Student must comply with Baltimore City animal regulations, including leash laws, vaccination requirements, breed and dangerous animal restrictions, exotic animal laws.
   c. A proposed ESA that prohibits using local City ordinances and regulations may be denied approval as an ESA in University housing.

II. Remain in full control of the Emotional Support Animal
   a. Ensure that the Emotional Support Animal is harnessed, leashed, tethered, or always transported in an appropriate enclosure when outside of the residence hall bedroom of the student for whom it provides support.
   b. Ensure the ESA is in an appropriate enclosure/container when the owner is not in the room with the ESA to provide direct supervision and prevent accidental contact.
   c. If another student is assigned to the same bedroom as the owner of ESA, the ESA should be harnessed, leashed, or tethered to provide and maintain direct control and to avoid accidental contact with other people when with the owner in the assigned bedroom.
   d. Ensure that the ESA is not left unattended for any unreasonable length of time.

III. Comply with all rules related to the restrictions for ESAs including being prohibited from buildings on campus other than the residence hall.

IV. Be responsible for the costs of care for the Emotional Support Animal's well-being, including food, vaccinations, annual exams, and necessary supplies for

the provision of daily care.

a. Sole responsibility for planning, including emergency care, for the care of the ESA at all times, including regular bathing and grooming as needed at an off campus grooming facility.
b. Follow proper procedures for immediately cleaning up and properly disposing of the ESA's waste.
    i. Note that ESAs are permitted to defecate on green spaces, as marked with signs, e.g., on the side of the residence hall near the dumpster and parking lots but closest to the exterior of the building.
    ii. ESA waste must be promptly collected by the owner and properly disposed of in a sealed plastic bag in the dumpster located in the parking lot of the residence hall.
    iii. When entering and exiting the residence hall for an ESA to relieve itself, the ESA, regardless of size, must be leashed by the owner.

V. ESAs must be housebroken.
    a. If the ESA relieves itself inside the residence hall, on the floor or carpet anywhere in the residence hall, the owner is responsible for cleaning up promptly, as well as for submitting a work order request to Facilities for the area to be properly disinfected.
    b. The owner is solely responsible for all costs associated with such clean-up.
        i. All charges for the clean-up are due at the time of clean-up and shall be posted to the student's account.
        ii. The owner is responsible for paying for any damage to university or community property, the personal property of others, or pest treatment as needed that is caused by the ESA.
        iii. The owner must comply with local and state licensing laws for animal rights and owner responsibilities.

VI. ESAs are required to be vaccinated, i.e., current on all vaccinations and as applicable, wear a required vaccination tag(s).

VII. ESAs must leave campus with the owner if the owner intends to be gone overnight and during all University breaks when the owner leaves campus.

VIII. The ESA may not be transported through the residence hall as the owner performs daily activities such as laundry, collecting mail, and attending mandatory meetings or programmatic events.

IX. Responsibility to supervise the ESA cannot be transferred to anyone, at any time, for any length of time in the absence of the owner.

X. The owner must agree to notification of an emergency contact and secondary handler in the event that the student is not able to care for the ESA.

XI. The ESA may not be handled in the capacity of a pet by any other individual. Must abide by all residential policies and procedures, including but not limited to room inspections.

XII. Notify the Office of Residence Life and Housing when the ESA is no longer inhabiting the student's campus residence.

Exclusion of the Emotional Support Animal from campus: The following shall be, but are limited to, grounds for removal and exclusion of the Emotional Support Animal from campus:

I. Disruptive behavior: including, but not limited to, barking, whining, growling, wandering, sniffing.
II. Illness of the ESA, specifically including any contagious zoological and zoonotic diseases.
III. Poor Hygiene – dirty, strong odor, evidence of having fleas, ticks etc.
IV. ESA is not tethered, leashed, or harnessed as required.
V. Obstruction of aisles or passageways in residence halls
VI. Presence in common spaces
VII. Aggressive behaviors
VIII. Damage to University property

If an Emotional Support Animal is removed from the University community for any reason, the owner is responsible for costs associated with the removal, transportation, and/or boarding of the ESA. Additionally, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

Violation of any of the above rules or other Residence Life and Housing violations may result in a determination that an ESA must be removed from University housing and, if appropriate, the Student being subject to other disciplinary action. If a determination is made that an ESA must be removed from campus, the Center for Counseling and Accessibility and the Office of Residence Life and Housing are available to work with the student to determine if there are other reasonable accommodations available to provide the student access to residential experience and programs.

THE OFFICE OF CAMPUS LIFE

The Office of Campus Life 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 Campus Life supervises student organizations, maintains a calendar of events, and coordinates several 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 Campus Activities Programming Board (CAB), etc.

To promote leadership development, the Office of Campus Life 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 Campus Life encourages students to engage in all aspects of the University experience to ensure that each student's collegiate experience is comprehensive and pleasurable.

CAMPUS RECREATION AND WELLNESS

Campus Recreation Mission Statement
To cultivate lifelong learning through diverse collegiate recreational opportunities that will electrify, achieve, develop leaders, and 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 of our Coppin State University Students, 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.

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 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 always exemplify integrity.

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 are respectful. They treat others with dignity, and they value the rights and feelings of others. They recognize fundamental human values characterized by admiration and regard to others. They create positive interpersonal relationships, and they respect the privacy of others, and they recognize and honor the limits that others set. Coppin students are friendly and create an atmosphere of warmth and openness. They show empathy and a genuine desire toward others, and they offer assistance when they see someone else struggling.

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.

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 – https://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/

STUDENT HEALTH INSURANCE

1. Full-time Undergraduate Students
   Health insurance coverage is mandatory for all full-time (12 or more credits) undergraduate students attending Coppin State University. All full-time undergraduate students are automatically enrolled in 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 410-951-3945 or by email at studenthealthinsurance@coppin.edu.
3. Graduate Students
   Graduate students are eligible to purchase the university selected health insurance coverage by contacting the University student health insurance liaison at 410-951-3945 or by email at studenthealthinsurance@coppin.edu.
4. International Students
   International Students International students taking 12 or more credit hours. (full-time) will be automatically and remain enrolled in the University insurance coverage.
5. Dependents
   Eligible students can purchase the university selected health insurance coverage for their eligible dependents by contacting the University selected health insurance liaison at 410-951-3945 studenthealthinsurance@coppin.edu
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 Student Health Insurance/Coppin State University.
   - Students must electronically waive out of the health insurance each semester if they do not want the university selected health insurance coverage. If students do not waive by the set deadline date, the premium fee will remain non-refundable on their tuition bill.
   - Students that waive from 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' selection 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.

Mandatory Health Insurance Fee
All registered undergraduate students taking 12 or more credit hours. including off-campus students taking online courses, are automatically enrolled in the Student Health Insurance Plan upon registration. The premium cost of **$974.00** per semester will be posted to your bill.

Health Insurance Fee Waiver
All registered undergraduate students taking **12 or more credit hours** who are covered by other comparable health insurance may decline the Coppin State University Student Health Insurance Plan by completing an online waiver form during the annual waiver period.

Waiver Period:
Waiver request must be submitted by the following deadlines to be considered:
- **Starting August 1, 2026-September 21, 2026 (Academic Year 2026 - 2027 for the Fall 2026 Semester)**
- **Starting November 17, 2026- February 5, 2027 (Spring/Summer 2027 semester only)**
  Students who wish to waive the University's Health Insurance Plan must submit and receive approval for their online waiver request by the following deadlines:
- **Fall 2026 -2027 (Academic Year or Fall only): Waiver period ends on** September 21st, 2026
- **Spring/Summer 2027 Semesters: Waiver Period ends on** February 5, 2027

Important: If the waiver request is not submitted and approved by the applicable deadline, the health insurance premium will remain **non-refundable** and will be charged on your tuition bill.

Students experiencing issues with the wavier submissions process should contact the student health office **before the posted deadline**:
- Phone: (410) 951-3945
- Email: studenthealthinsurance@coppin.edu

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 student accessibility services program counselor: (410) 951- 3939.

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 judicial board hearing evidence of mitigating or extenuating facts or circumstances that a lesser penalty than suspension or expulsion is appropriate. 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 facts to support the lesser sanction. The final decision of the University whether to be 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.
3. Students who are suspended under this section of the Student Code shall not be admitted to class or be allowed to be on campus during the term of the suspension at Coppin State University or to be admitted to any other University System of Maryland (USM) institution during the term of the suspension.
4. 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.
5. Campus disciplinary action may take place regardless of the existence of, status, or outcome of any criminal charges in a court of law related to the event related misconduct. In addition to all provisions of the Coppin State University student code, if a Coppin State University student has been charged or convicted of any crime related to a violation of federal, state, or local law for on or off-campus behavior arising out of or related to Event Related Misconduct, that student may be disciplined under the Student Code without a judicial hearing when the following occurs:
    a. The student if found guilty by a court of law or
    b. The student pleads guilty or solo contenders to the charges or
    c. The case is settled.

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

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 Coppin provided 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 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 by working closely with the Division of Enrollment Management and 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 Co-led Associate Vice Presidents

and Dean of Students 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 the Associate Vice President and Dean of Students 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 Enrollment Management and 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 to locate the missing student.

- The Vice President of Enrollment Management and Students Affairs will notify the persons designated by the student in the Emergency Contact Form that the student is missing.

- The Vice President of Enrollment Management and 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 has linked 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 Enrollment Management and Student Affairs' quarterly newsletter; and will otherwise assure that students know, or should know, of its provisions.

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.

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 voicemail 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 log in 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's 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). Click on "**Personal Portfolio.**"
2. Click on "**Addresses.**"
3. To update an existing address, click on the **Edit** button next to the address type, update the information as needed and click **OK**.
4. To add a new address, click on Add a **New Address**, enter the Address 1, City, State, Postal, and County fields, and click **OK**.
5. You're done!!!

ACADEMIC STANDING

Please visit the University catalog.

DROPPING AND ADDING COURSES

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

- online 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.

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
Orie.	1 X	A (4.00)	4.00
	16		37.00

The total quality points (37) divided by the total credit hours (16) gives a GPA of 2.31. Quality hours are only associated with courses which receive credit toward graduation. PS, 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.

INCOMPLETE GRADE

When a student initiates the request, for an incomplete grade because of experiencing extenuating circumstances, an instructor, 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 an explanation of the incomplete grades, the requirements that must be met to complete the course satisfactorily, along with the students' and the grade the student will be assigned if all requirements are not submitted by the end of the following semester on the incomplete form. If the work has not been satisfactorily completed by the end of the following semester, the student will receive a grade of "F".

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 the 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 grievance within fifteen (15) school days of learning the basis of 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 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 college, 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/College Dean. The President shall approve or disapprove this decision within fifteen (15) days, and the decision of the President shall be final.

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 on the number of classes 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 **hours** not the number of class meetings. For 3-credit MWF classes, there is equivalence, and the number of allowable unexcused 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 unexcused 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 unexcused 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 records.

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 College Dean. A grade change, along with a written justification, must be submitted by the designated date on the academic calendar.

PARKING AND VEHICLE REGISTRATION

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

PARKING AND VEHICLE 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. 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)	$40.00
Annual Permit (Fall **AND** Spring, VALID 9/1-5/31)	$75.00
Summer Permit (VALID 6/01-8/31)	$32.00

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. Visitors who have business with a specific department should contact that department to make parking arrangements.

1. Commuter parking is available on Lot B (specific times), Lot CS (HHSB), Lot J, Lot G (in front of the tennis courts adjacent to the Talon Center) and sections of Lot H (PEC).
2. Parking illegally in a restricted area, under any condition, is a parking violation.
3. Disabled parking spaces and transfer areas: In addition to a Coppin State University parking permit, individuals parked in any handicap space, must have a disability placard, registered to them, or a disability license plate. Individual's utilizing a disabled parking space, with a disability plate, must be the registered owner of the vehicle. These spaces are available as first come, first serve on all lots. Lots A and D are restricted to permit holders with gate access only.

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 towaway 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) 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 CS (at the rear of HHSB and the back side 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 F (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. Parking disability 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 with a valid CSU permit. Please note, however, that every vehicle must display a valid CSU permit.

Lots E 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 or towed.

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 Miles Connor, room 229. 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 p.m. and Friday, 9:00 a.m. – 3:30 p.m. For information about additional services, call (410) 951-3900.

CODE BLUE EMERGENCY CALL BOXES

Code Blue Emergency Call Boxes are positioned throughout the campus for your safety. The emergency call boxes (phones) are in place to assist the Coppin community in time of emergency. There are two buttons on the phone, one black, and one red. The black button labeled "info" sends an audible and visual communication Operator who will assist you with information. The red button labeled "need help" activates the emergency blue light and allows for audible and visual communication Center, and Campus Police will be delighted.

ANNUAL SECURITY REPORT

The Annual Security & Fire Safety Report is a combined report that contains campus security and policy disclosures, resources, crime statistics for Clery Act crimes that occurred on or near campus and on University controlled or affiliated property for the previous three years, and fire statistics for on-campus residence halls for the previous three (3) year crime statics can be found at: https://www.coppin.edu.

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 owned, operated or leased by Coppin State University. Students, employees, and visitors are prohibited from smoking tobacco products, chewing smokeless tobacco, any form of cannabis, e-cigarettes, vaping or using snuff, in or outside any existing building.

POLICY ON DESTRUCTIVE STUDENT GROUPS

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

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

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

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 occupies the entire person's attention monitors activities such as eating, and sleeping, and defines all activities by absolute principles.
3. It forms an elitist totalitarian society and promotes an "us vs. them" mentality.
4. Its charismatic founder/leader (usually living) is self-appointed, dogmatic, messianic, and not accountable. He/She makes the rest of the group center around him/her and/ or perhaps a combination of belief and practices defined within a book, manifesto, or doctrine or "revealed word" which is given precedence over personal experience.
5. Its wealth does not benefit its members or society.

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

- Attempt to coerce you through guilt or fear.
- Are excessively or inappropriately friendly.
- Offer easy solutions to problems.
- Offer invitations to free meals, lectures or workshops, not clearly stating why the

group is meeting and/or who will be there.
- Pressures you through peer pressure ("everyone else is doing it").

These destructive groups may have specific criteria for members involving gender, race, ethnicity, etc. but all attempt to recruit people who are:

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

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

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

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 fees 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. Linda Askew. She can be reached at 410-951-3945 for any questions or concerns. The phone number for the Community health center is 410-951-4188, the fax number is 410-951-6158, and the email address is health center@coppin.edu.

All students living in the residence halls must have proof of Hepatitis B and Meningitis vaccines on file in the Coppin State University Community Health Center (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 can 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, 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 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. However 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 the use of a meningococcal vaccine is important for people at the 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 the 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 years of age. 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.

Campus Community Health Center
2601 West North Avenue, Suite 131
Health and Human Services Building
410-951- 4188
Hours of Operation: Monday-Friday, 9 am - 5 pm

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 410-951-3945

SKATEBOARD POLICY

The use of skateboards, roller skates, in-line skates, scooters, bicycles, segways, hover boards, and all other electric or wheeled vehicles is prohibited in all buildings and facilities including stairways on Coppin State University's campus. The use of any of these items for stunts, tricks, riding on stairs, walls, ramps, benches, corridors inside or directly in-front of the campus that may cause injury or interfere with pedestrians and the tranquility of the campus is prohibited. Students, faculty, staff and visitors engaging in such activities shall be subject to disciplinary action through administration or the department of Public Safety.

COPPIN STATE UNIVERSITY ACCEPTABLE USE POLICY

Purpose

The purpose of this Acceptable Use Policy (AUP) is to provide a framework for the proper and ethical use of Coppin State University's technology resources. These resources are provided to support the university's educational, research, administrative, and service missions.

Technology resources include but not limited to computers; mobile devices; networks; databases; software; websites; cloud services; and telecommunications systems. By using these resources, users agree to comply with this AUP, all affiliated IT policies, applicable laws, regulations, and University policies.

This policy applies to all users of University technology resources, including students, faculty, staff, contractors, guests, and external individuals or organizations accessing University technology resources.

Enforcement

Suspected or known violations should be reported to the Director of Information Security and Privacy, and will be adjudicated in conjunction with the appropriate authorities:

- Students - Student Life Office of Student Conduct, or designated area within Enrollment Management and Student Affairs
- Staff - Office of Human Resources
- Faculty - Office of the Provost
- Guests - Campus Police

Violators of this policy may be subject to disciplinary action, including verbal warning, written warning, revocation of campus technology resource privileges, suspension, termination, financial responsibility for damages, and/or legal action.

Privacy and Monitoring

While the University respects the privacy of users, Coppin State University has not only the right, but also the duty to monitor, log, and review any and all aspects of its technology resources. Users should not have an expectation of privacy in anything they create, send, or receive using campus technology resources. Further, Coppin State University may disclose the contents of user accounts and activities, when required by law, policy, or to protect the integrity of the University's resources. Lastly, authorized IT personnel may access user accounts and files as needed for system maintenance, security, and compliance purposes.

User Responsibilities

1. Use technology resources to support Coppin's mission and strategic goals.
2. Protect passwords and maintain the confidentiality of access credentials. Each user is responsible for all transactions made under the authorization of their login.
3. Regularly update systems and secure devices to prevent computer theft.
4. Use technology resources efficiently and avoid excessive use that may impact others.
5. Protect confidential university data.
6. Abide by all licensing agreements for software and other digital resources.
7. Practice responsible digital citizenship.
8. Report suspected security breaches or violations of this policy to Coppin's IT Privacy and Information Security Department (suspect@coppin.edu).

Acceptable Uses

Technology resources must be used in a manner consistent with the University's mission. Acceptable uses include:

1. Academic research, teaching, and scholarly activities.
2. Administrative and operational functions.

3. Authorized collaboration with external organizations related to University objectives.
4. Communication that adheres to professional and academic standards.

Limited personal use of University technology resources is permitted when it does not:

- Interfere with academic, administrative, or operational responsibilities;
- Place an undue burden on shared resources; and
- Violate University policy, licensing agreements, or applicable laws.

Legal Compliance

Users must comply with applicable regulations and standards, including, but not limited to:

- Federal, state, and local laws;
- University policies and procedures;
- Software licensing agreements;
- Data protection regulations;
- Copyright and intellectual property laws;
- Export control regulations;
- Industry-specific compliance requirements (HIPAA, FERPA, etc.); and
- International data protection laws, where applicable.

In addition, when accessing external networks or services through university resources, the user must also comply with those networks' terms of service and acceptable use policies.

Ownership of Data

Materials created, stored, or transmitted using University technology resources in connection with University duties, classes, or activities may be considered University property. Student coursework remains the intellectual property of the student unless otherwise agreed (e.g., sponsored research, collaborative projects). The University retains ownership of administrative and research records.

Prohibited Uses

Users are prohibited from actions that violate system or network integrity, increase risk to cyber threats, compromise data privacy, involve unauthorized commercial activities, facilitate improper communication practices, violate intellectual property rights, or result in the misuse or overconsumption of resources.

System and Network Violations (Not Exhaustive)

- Unauthorized access or attempted access
- Password sharing or credential theft
- Network scanning or port scanning
- Denial of service attacks
- Disrupting or interfering with the delivery or administration of computer resources.
- MAC or IP address spoofing
- Running unauthorized servers
- Creating rogue wireless networks
- Installing software on computers and the network
- Bypassing security controls
- Unauthorized system or hardware modifications
- Altering system or hardware configurations

Data and Privacy Violations (Not Exhaustive)

- Accessing data without authorization
- Sharing confidential information
- Storing sensitive data insecurely
- Mining data for personal use
- Creating unauthorized data repositories
- Violating data classification policies
- Mishandling personally identifiable information
- Unauthorized recording of communications
- Breaching student or employee privacy
- Modifying confidential data without proper authorization
- Attempting to access another user's account, private files, or e-mail

Communication Violations (Not Exhaustive)

- Harassment or bullying
- Hate speech or discriminatory content
- Spam or mass unauthorized emails
- Chain letters or pyramid schemes
- Phishing or social engineering
- Impersonating others online
- Misrepresenting an affiliation of the university
- Creating fake social media accounts
- Spreading misinformation
- Forwarding private or confidential information

Intellectual Property Infringement Violations (Not Exhaustive)

- Unauthorized reproduction of copyrighted materials without necessary permission or licenses
- Unauthorized use of logos or trademarks
- Illegal file sharing
- Plagiarizing or misappropriating others' intellectual property in academic or research work
- Illegal downloading or sharing of licensed software, including the use of peer-to-peer file sharing networks for distributing copyrighted content
- Using patented processes, designs, or technologies without authorization
- Circumventing Digital Rights Management (DRM) systems or other technological protection measures
- Unauthorized distribution of course, research, and/or scholarly materials

Commercial and Political Violations (Not Exhaustive)

- Operating personal businesses and other commercial and/or for-profit purposes
- Unauthorized campaigning, lobbying, and other types of political activities

Resource Abuse Violations (Not Exhaustive)

- Cryptocurrency mining
- Using computing resources to engage in conduct that interferes with other's use of shared computer resources and/or disrupts other computer users.
- Unauthorized fundraising
- Gaming servers or file sharing servers

- Excessive streaming or downloads
- Resource-intensive applications
- Storing personal media collections
- Running unauthorized scripts
- Automated trading or betting systems
- Non-academic online gaming
- Theft of computers, gaming equipment or related peripherals

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.

POLICY ON SEXUAL HARRASSMENT AND OTHER SEXUAL MISCONDUCT

These Procedures are part of the *VI-1.60(A) COPPIN STATE UNIVERSITY Policy and Procedures on Sexual Harassment and Other Sexual Misconduct* and are the exclusive procedures that govern the handling of all reports or complaints of Prohibited Conduct under the Policy. *(Please note that due to frequent updates from Federal legislation, the most recent and up to date version of the Title IX Policy can be found on the university website at https://www.coppin.edu/title9)*

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IV. Resolution Processes

I. Anticipated Timelines

The University's goals are to provide equal educational opportunities, promote campus safety, and remedy the effects of Prohibited Conduct. Good faith efforts will be made to complete Informal Resolutions, investigations and the adjudication process, if any, in a prompt, fair, and impartial manner. The Title IX Compliance Office (TIXO) will conduct any investigation as promptly as possible under the circumstances, considering the complexity of the allegations, the complexity of the investigation and resolution, the severity and extent of the alleged misconduct, the number and availability of witnesses, the University's calendar, and/or other unforeseen circumstances. The University seeks to take appropriate action, including investigation and resolution of Formal Complaints, generally within (120) Days, by balancing principles of thoroughness and fundamental fairness from when the Formal Complaint is filed. An extension of the referenced timeframe may be required for good cause to ensure the integrity and thoroughness of the investigation.

The Title IX Coordinator or designee may extend the time frames set forth in this Policy and Procedures for good cause, with written notice of the extension to both Parties and the reason(s) for the delay. Written requests for delays by Parties may be considered. Factors considered in granting or denying an extension may include considerations such as, but not limited to, the following: the absence of a Party, a Party's Advisor, or a witness and/or the need for language assistance or accommodations of disabilities.

II. Right to Support Person and Advisor

A Party may be accompanied at any meeting held by the Title IX Coordinator or designee under these Procedures by up to two (2) people, including one (1) Support Person, and one (1) Advisor. When a Party wishes to be accompanied by a Support Person or Advisor to a meeting, the Party must notify the Title IX Coordinator or designee in advance. Parties may select a Support Person or Advisor at any point before the conclusion of the resolution process.

Throughout the process, the Title IX Coordinator or designee will communicate and correspond directly with the Parties, not indirectly through a Support Person or Advisor.

III. Report Intake and Formal Complaint

A. Receipt of Report of Prohibited Conduct

Upon receipt of a report alleging Prohibited Conduct from a Complainant, the TIXO will provide written acknowledgement of receipt of the report to the Complainant, if known, and include (1) a copy of the Policy and Procedures, (2) options under the resolution process, and (3) notice of Rights and Responsibilities. The Complainant will be informed of available community and campus resources and services; Supportive Measures as specified in Section III.C of these Procedures; their right to a Support Person; their right to an Advisor; their right to file a report with law enforcement; and the University's prohibition against Retaliation.

If the report is received from a third party, meaning someone who is not the Complainant or the Respondent, the TIXO will provide written acknowledgement of receipt of the report and take appropriate action as the information provided allows.

Receipt of a report alleging Prohibited Conduct shall not constitute the filing of a Formal Complaint under this Policy.

As explained more fully below, the Complainant may: (1) ask the TIXO to take no further action beyond offering Supportive Measures; or (2) file a Formal Complaint.

B. Intake and Initial Assessment of Report

The TIXO will contact the Complainant to conduct an intake and initial assessment, which will determine whether the reported conduct, if substantiated, would constitute a potential violation of this Policy. The Complainant can choose whether or not to participate with the intake and initial assessment process. If the Complainant opts not to participate, the TIXO may be limited in its ability to assess the report. The Complainant will have an opportunity to ask questions about options and resources and seek additional information. The TIXO will attempt to gather information that will enable the TIXO, in consultation with other appropriate University offices, to:

1. Assess a complainant's request for Supportive Measures;
2. Assess the nature and circumstances reported;
3. Assess jurisdictional concerns regarding each Party;
4. Assess the safety of the Complainant and of the University community;
5. Implement any appropriate Supportive Measures;
6. Assess for pattern evidence or other similar conduct by the Respondent as relevant to the safety assessment;
7. Assess the Complainant's expressed preference regarding resolution, including any request that no further action be taken;
8. Assess any request by the Complainant for confidentiality or anonymity; and
9. Assess the reported conduct for possible referral to CSUPD for a timely warning under the Clery Act.

When the initial assessment determines the alleged conduct would not constitute a potential violation under this Policy if substantiated, the Title IX Coordinator may try to resolve an issue without the filing of a Formal Complaint. The alleged conduct may also violate other University policies, and the report may be referred to another University process and/or office, including but not limited to the following: *COPPIN STATE UNIVERSITY Non-Discrimination Policy*, the Office of Student Conduct, Human Resources, and/or Academic Affairs, as appropriate.

C. Supportive Measures

The TIXO, in consultation with other appropriate University officials, facilitates Supportive Measures, which are available to the Parties upon receiving a report or Formal Complaint alleging Prohibited Conduct. The TIXO will consider the Parties' wishes with respect to planning and implementing the Supportive Measures. The TIXO will maintain the reasonable confidentiality of the Supportive Measures, provided that this does not impair the ability to provide the Supportive Measures. The TIXO will act to ensure as minimal an academic and employment impact on the Parties as possible and implement Supportive Measures in a way that does not unreasonably burden either Party.

Supportive Measures include, but are not limited to:

Academic Accommodations

- Assistance in transferring to another section of a lecture or laboratory
- Assistance in arranging for incompletes
- Assistance with leave of absence
- Assistance with withdrawal from coursework
- Assistance with withdrawal from campus
- Assistance with communicating with faculty
- Rearranging class schedules
- Re-scheduling exams
- Extensions of academic deadlines
- Re-taking a course
- Dropping a course
- Academic support such as tutoring or other course/program related adjustments
- Facilitating adjustments so Complainants and Respondents do not share same classes

Housing Accommodations

- Facilitating changes in on-campus housing location to alternate housing
- Assistance in exploring alternative housing off-campus

Employment Accommodations

- Arranging for alternate University employment
- Arranging different work shifts temporary assignment, if appropriate, to other work duties and responsibilities, or other work locations, or other work groups/teams or alternative supervision/management
- Extensions of work deadlines

Care and Support

- Facilitating assistance for an individual to obtain medical, healthcare, advocacy, and therapy services
- Referral to the Employee Assistance Program (EAP)
- Referral to community-based providers

Community Education

- Education to the community or community subgroup(s)
- Training
- Bystander Intervention Program

Safety

- Providing campus safety escorts
- Providing transportation accommodations
- Increased security and monitoring of certain areas of the campus
- Transportation and parking arrangements
- Assistance in making a report to law enforcement or obtaining a protective order
- Safety planning
- Assisting a person in requesting that directory information be removed from public sources

University Referrals

- Referral to Visa and Immigration assistance
- Assistance in arranging appointments with University resources
- Assistance with exploring changes in class and extra-curricular schedules
- Referral to student financial aid counseling

Other

- No Contact Order
- Denial of Access to campus grounds and/or buildings

The TIXO will promptly inform the other party of any Supportive Measures that will directly impact that party.
The Title IX Coordinator or designee retains discretion to provide and/or modify any Supportive Measures based on all available information. Supportive Measures will remain in effect as necessary.

D. Filing of a Formal Complaint

A Formal Complaint alleging Prohibited Conduct against a Respondent may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed in Section IV of the Policy.

Should the Complainant decide to file a Formal Complaint, the Title IX Coordinator will review the Formal Complaint and determine whether it should be dismissed or move into the resolution process (see Section III.F of these Procedures).

E. Special Considerations: Requests for Anonymity and to Not Proceed

If a Complainant does not wish to disclose their personally identifiable information (i.e., wishes to remain anonymous) and/or does not wish to file a Formal Complaint, the Complainant may make such a request to the Title IX Coordinator or designee. Regardless of their choice, the Title IX Coordinator or designee will still offer Supportive Measures to the Complainant as appropriate. The Complainant retains the ability to file a Formal Complaint at any time.

The Title IX Coordinator has ultimate discretion over whether the University proceeds, and the Title IX Coordinator may sign a Formal Complaint to initiate the resolution process when appropriate. The Title IX Coordinator's decision to sign a Formal Complaint will be based on whether:

1. An investigation is needed to comply with legal anti-discrimination requirements or is otherwise the most appropriate and effective response;
2. The effect that non-participation by the Complainant may have on the availability of evidence and the ability to pursue the resolution process fairly and effectively; and/ or
3. A violence risk assessment shows a compelling risk to health and/or safety which requires the University to pursue formal action to protect the University community. A compelling risk to health and/or safety may result from any combination of the following:
    a) Evidence of patterns of misconduct;
    b) Predatory conduct, threats, abuse of minors;
    c) Allegations that the Prohibited Conduct was committed by multiple persons; and/or
    d) Use of weapons and/or violence.

When the Title IX Coordinator signs the Formal Complaint, the Title IX Coordinator does not become the Complainant and is not otherwise a Party.

Overall, the University's ability to remedy and respond to the Formal Complaint may be limited if the Complainant does not want the University to proceed with the resolution process. The goal is to provide the Complainant with the opportunity to file a Formal Complaint and participate while balancing the University's obligation to protect its community.

F. Designation of Prohibited Conduct and Dismissal of Formal Complaint

Upon receipt of a Formal Complaint, the Title IX Coordinator or designee will promptly send a *Written Notice of Designation* simultaneously to both Parties of:

1. Its decision about whether to designate the alleged conduct as Title IX-based Prohibited Conduct, and the reasons for this decision;
2. Its decision to proceed with the resolution process or to dismiss the Formal Complaint as described below[1]; and
3. The Parties' rights to appeal the designation and/or dismissal decision.

Title IX-based Prohibited Conduct
The Title IX Coordinator or designee ***must*** designate the alleged conduct as Title IX-based Prohibited Conduct if:

1. The alleged conduct would constitute Sexual Harassment within an Education Program or Activity against a person in the United States if substantiated; and
2. The Complainant is participating or attempting to participate in an Education Program or Activity at the time the Complainant files a Formal Complaint, or the Title IX Coordinator files a Formal Complaint because the alleged conduct meets the above definition.

Mandatory Dismissal
The Title IX Coordinator or designee ***must*** dismiss a Formal Complaint or any allegations therein if, at any time during the Resolution Processes it is determined that:

1. The conduct alleged in the Formal Complaint, if substantiated, would not constitute Prohibited Conduct; or
2. The allegations in the Formal Complaint do not fall within the University's jurisdiction.

Permissive Dismissal
The Title IX Coordinator or designee ***may*** dismiss a Formal Complaint or any allegations therein if, at any time during the Resolution Processes:

1. A Complainant notifies the Title IX Coordinator or designee in writing that the Complainant requests to withdraw the Formal Complaint or any allegations therein; or
2. The Respondent is no longer enrolled in or employed by the University; or
3. Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

G. Appeal of Designation and/or Dismissal

Either Party may appeal the *Written Notice of Designation*. The bases for appeal are limited to procedural irregularity, new evidence, and conflict of interest as explained in Section IV.D.5.a of these Procedures. The process for the appeal is set forth in Section IV.D.5.b of these Procedures.

[1] Dismissal under this Policy and Procedures does not preclude a referral to another University process and/or office, as appropriate.

IV. Resolution Processes

A. Consolidation of Complaints

At the discretion of the Title IX Coordinator or designee, multiple reports may be consolidated into one Informal Resolution and/or investigation if the information related to each incident is relevant in reaching a resolution. Matters may be consolidated where the matters involve multiple Complainants, multiple Respondents, or related facts and circumstances involving the same Parties, including those arising out of the same or different events(s).

B. Informal Resolution Process

Informal Resolution may serve to address the alleged Prohibited Conduct as an alternative to proceeding to an investigation and Hearing. Informal Resolution can encompass a variety of approaches agreed to by the Parties including, but not limited to, mediation, Respondent acknowledgement of responsibility, and/or negotiated interventions and Remedies facilitated by the Title IX Coordinator or designee.

The purpose of Informal Resolution is to take appropriate action by imposing individual and community interventions and remedies designed to maximize equal access to the Education Program or Activity, as well as to address the effects of the conduct on the larger University community.

1. Request for Informal Resolution

Either Party may request Informal Resolution, including their preferred approach of reaching a resolution, such as mediation, Respondent acknowledgement of responsibility, and/or negotiated interventions and Remedies. Both Parties and the Title IX Coordinator or designee must agree to the process in writing. Either Party may terminate an ongoing Informal Resolution at any time prior to reaching an agreement.

The Title IX Coordinator or designee has the discretion to determine whether a Formal Complaint is appropriate for Informal Resolution and which resolution approach is best utilized given the specifics of the Formal Complaint. The Title IX Coordinator or designee retains discretion to terminate an ongoing Informal Resolution process at any time, at which point the Title IX Coordinator or designee will determine appropriate next steps. The Title IX Coordinator or designee will inform both Parties simultaneously in writing of the reason(s) for terminating an Informal Resolution process.

2. Informal Resolution Not Permitted

Although the Title IX Coordinator or designee retains discretion to determine whether a Formal Complaint is appropriate for Informal Resolution in other cases, Informal Resolution is not permitted under the following circumstances:

a. Formal Complaints by a student alleging Sexual Harassment against an employee (staff or faculty); or
b. Formal Complaints alleging Sexual Assault or Sexual Coercion.

3. Informal Resolution Permitted

When Informal Resolution is utilized, the process is voluntary and is not a requirement or

condition of continued enrollment or employment at the University.
In such case, Parties will receive a written Notice of Informal Resolution containing the following:

a. Summary of the allegations;
b. Notice that neither Party is required to accept responsibility for the alleged Prohibited Conduct, unless a Respondent chooses to do so;
c. Notice that there is no finding of a Policy violation or Sanction unless agreed to by the Respondent;
d. Notice that agreement to Informal Resolution is not a waiver of right to proceed with an investigation and Hearing;
e. Notice that until an Informal Resolution agreement is finalized, the Parties may, at any time, opt out of Informal Resolution, at which point the Formal Complaint would proceed or resume to investigation and Hearing, as appropriate;
f. Notice of any potential consequences resulting from participating in the Informal Resolution process, including that records will be maintained or could be shared;
g. Notice about the reasonable confidentiality restrictions of the Informal Resolution process;
h. Notice that if an Informal Resolution agreement is finalized and implemented, it precludes the Parties from resuming investigation and adjudication of a Formal Complaint arising from the same allegations; and
i. Notice that the results of Informal Resolution are not eligible for appeal.

4. Mediation and Other Informal Resolution

Informal Resolution, including mediation, must be conducted by a trained facilitator who guides the Parties in a confidential dialogue to reach an effective resolution, if possible. The trained facilitator may be internal or external to the University depending on the needs of the specific case as determined by the Title IX Coordinator or designee. Sanctions are not possible as a result of Informal Resolution unless the Parties agree to accept Sanctions and/or appropriate Remedies.

5. Negotiated Informal Resolution Interventions and Remedies

If agreed to by the Parties and determined appropriately by the Title IX Coordinator or designee, the following Informal Resolution interventions and Remedies may be utilized, including but not limited to:

a. Increased monitoring, supervision, and/or security at locations or activities where the Prohibited Conduct occurred or is likely to reoccur;
b. Targeted or broad-based educational programming or training for relevant individuals or groups;
c. Academic and/or housing modifications for either Party;
d. Workplace modifications for either Party;
e. Completion of projects, programs, or requirements designed to help the Respondent manage behavior, refrain from engaging in Prohibited Conduct, and understand why the Prohibited Conduct is prohibited;
f. Compliance with a No Contact Order;
g. Compliance with a Denial of Access;
h. Completion of community service hours over a specific period of time; and
i. Separation from the University.

The Title IX Coordinator or designee will work with the Offices of Student Conduct, Human Resources, and/or Provost/Faculty Affairs as needed to facilitate such negotiated interventions and Remedies.

6. Completion of Informal Resolution

When an Informal Resolution agreement is reached and the terms of the agreement are implemented, the matter is resolved and closed. Appeals by either Party are not permitted. The Title IX Coordinator or designee is responsible for ensuring compliance with the agreement.

In cases where an agreement is not reached and the Title IX Coordinator or designee determines that further action is necessary, or if either Party fails to comply with the terms of the Informal Resolution, the matter may be referred for an investigation and adjudication under these Procedures, as appropriate.

The Parties will be provided with a written copy of the terms of the Informal Resolution agreement. The Title IX Coordinator, or designee will maintain all records regarding Informal Resolution.

7. Respondent Acceptance of Responsibility

The Respondent may accept responsibility for all or part of the alleged Policy violation(s) at any point during the resolution process. If the Respondent wishes to accept responsibility, the Title IX Coordinator may initiate the Informal Resolution process if permitted, after obtaining both Parties' voluntary, written consent, and after providing the required *Notice of Informal Resolution* if it has not already been provided.

Any remaining allegations that are not resolved through the Informal Resolution process may proceed to investigation or Hearing, as appropriate.

C. Investigation Process

When investigating a Formal Complaint, the procedures below will be utilized. However, at any time prior to reaching a determination regarding responsibility, an Informal Resolution may occur if appropriate conditions are satisfied (see Section IV.B of these Procedures).

1. Presumption of Not Responsible

Respondents are presumed not responsible for any and all allegations until the conclusion of the investigation and adjudication process. The University provides the Parties with the written determination following any appeal if an appeal is filed, or if an appeal is not filed, on the date on which an appeal would no longer be considered timely.

2. Notice of Rights and Responsibilities

The Complainant and Respondent are required to review and sign their N*otice of Rights and Responsibilities.* The Title IX Coordinator or designee will verify that the Parties have received, reviewed, and signed their *Notice of Rights and Responsibilities* and have been provided with a copy of the Policy and Procedures to ensure the Parties have adequate

information about the investigation and adjudication.
The Title IX Coordinator or designee will also ensure that both Parties have had an opportunity to ask and receive answers to any questions.

The *Notice of Rights and Responsibilities* will include but are not limited to the following:

a. Right to be treated with dignity and respect by all University officials;
b. Right for information to only be shared with others on a need-to-know basis in order to facilitate a resolution;
c. Right to be informed of available Supportive Measures;
d. Right to be informed of available community and campus resources and services;
e. Right to a Support Person and/or an Advisor;
f. Right to regular updates on the status of the investigation and/or resolution; and
g. Prohibition against Retaliation and guidance about reporting any retaliatory conduct.

3. Notice of Investigation

The Parties will be provided a written Notice of Investigation, which will include the following:

a. The University's complete Policy and Procedures as set forth herein;
b. The allegations of Prohibited Conduct as defined by the Policy;
c. Identities of the Parties involved, if known;
d. Date(s), location(s), and time(s) of the alleged incident(s), if known;
e. Statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the adjudication process;
f. Parties may have an Advisor of their choice, who may be an attorney;
g. If Parties do not select an Advisor of their choice, the University will provide a trained Advisor for purposes of performing cross-examination on behalf of that Party at the Hearing;
h. Parties may have a Support Person of their choice;
i. Advisement that knowingly making false statements or knowingly submitting false information during the investigation and adjudication process is prohibited under Section XII of the Policy;
j. If the University decides to investigate additional allegations about either Party that are not in the original notice, the Parties will receive an amended notice containing the additional allegations; and
k. The range of potential Sanctions associated with the alleged Prohibited Conduct.

4. Role of the Investigator

The Title IX Coordinator or designee will designate an Investigator(s) from the TIXO and/or an external Investigator to conduct a prompt, thorough, fair, and impartial investigation.

5. Overview of the Investigation

a. Standard of Proof

The standard of proof for a determination of responsibility under this Policy is Preponderance

of the Evidence (i.e., determining whether it is more likely than not that the alleged conduct occurred). The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility remain with the University and not on the Parties.

b. Evidence

The investigation is an impartial fact-gathering process. It is an important stage of the process in which both Parties have an opportunity to be heard regarding the Formal Complaint. During the investigation, the Investigator will speak separately with both Parties and any other individuals who may have relevant information. No audio or video recording of any kind is permitted during such interviews. The Parties will each have an equal opportunity to present witnesses -including fact and expert witnesses (at their own expense) – and any other relevant evidence.

Evidentiary materials, regardless of relevance, may be provided by a Party; however, the Investigator will determine whether and how the evidence and witnesses submitted by the Parties are directly related to the allegations and whether and how that information will be factored into the investigation. The Investigator will also gather any available physical evidence or documents, including prior statements by the Parties or witnesses, communications between the Parties, email messages, text messages, social media materials, and other records, as appropriate and available.

The University does not restrict the ability of Parties to discuss allegations that have been reported or to gather and present evidence. However, the University has a compelling interest in protecting the integrity of the resolution process, protecting the privacy of Parties and witnesses, and protecting Parties and witnesses from harassment, intimidation, or Retaliation during the resolution process. To further these goals, witnesses and Parties are encouraged to limit their sharing of information about a matter (including the allegations, the identities of the Parties and witnesses, and the questions asked in interviews) while the resolution process is ongoing. Parties and witnesses are also cautioned not to discuss the allegations in a manner that constitutes Retaliation or unlawful conduct.

c. Special Considerations

Information related to the prior sexual history of either Party is generally not relevant to the determination of a Policy violation. However, prior sexual history between the Parties may be relevant in very limited circumstances. For example, where there was a prior or ongoing consensual relationship between the Parties, and where Consent is at issue in the case at hand, evidence as to the Parties' prior sexual history as it relates to Consent may be relevant to assess the manner and nature of communications between the Parties. However, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to show Consent under the Policy. Sexual history will never be used for purposes of illustrating either Party's individual character or reputation. The Investigator will determine the relevance of prior sexual history and inform the Parties if information about the Parties' sexual history with each other is deemed relevant.

The University cannot access, consider, disclose, or otherwise use a Party's record(s) that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the capacity thereof or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the

Party. However, a Party can provide voluntary, written consent to use the above-mentioned material for the investigation and adjudication. Consent shall be specifically limited to the information provided. At no time shall consent be construed as consent to access any other information in the Party's records.

The Investigator will not use, require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

d. Draft Investigation Report

At the conclusion of the investigation, the Investigator will compile a written investigation report (the *Draft Investigation Report*) that provides a case timeline, appropriately summarizes the information gathered (including, but not limited to, the names of witnesses and summaries of their statements), and evidence that is directly related to the Formal Complaint.

e. Notice of Opportunity to Review the Draft Investigation Report

Before the investigation report is complete, the Parties will be given an equal opportunity to review and meaningfully respond to the *Draft Investigation Report*. The Title IX Coordinator or designee will also send to the Party, and the Party's Advisor if applicable, all evidence obtained that is directly related to the Formal Complaint, including evidence upon which the University does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a Party or other source, for inspection and review. Parties will have ten (10) Days to review the *Draft Investigation Report* and submit a written response, including comments, information, and/or questions to the Title IX Coordinator or designee. If there is any new or additional information to be provided by either Party, it must be presented to the Investigator at this time.

If further investigation is warranted based on the Parties' written responses, the Investigator will continue the investigation, as needed. The Investigator will consider the Parties' written responses prior to completing the *Final Investigation Report*.

f. Final Investigation Report

Upon timely receipt of the Parties' written responses, after any further inquiry deemed necessary by the TIXO following receipt of the Parties' written responses, or after the ten (10) Day review period has lapsed with no written responses, the investigation ends. The Investigator will complete the Final Investigation Report. The Final Investigation Report will contain summaries of all relevant information obtained throughout the course of the investigation and analysis of facts.

The Title IX Coordinator or designee will submit the Final Investigation Report to the Hearing Officer.

D. Adjudication Process

1. Review of Final Investigative Report

   a. Following completion of the Final Investigation Report, the Title IX Coordinator or designee will meet separately with each Party.

b. At the meeting, the Title IX Coordinator or designee will provide each Party with a confidential copy of the Final Investigation Report, including all attachments, and explain the next steps in the process.

c. Each Party will be allowed ten (10) Days to submit a written response to the Final Investigation Report, which will be considered by the Hearing Officer.

Exceptions may be made during times when the University is not in session or in other circumstances. All written responses will be shared with the other Party prior to the Hearing.

d. In order to protect the privacy of all individuals involved, all materials shared with the Parties are considered confidential and should not be publicly disclosed or released.

2. Hearing Procedures

a. A Hearing date will be provided to the Parties at least five (5) Days in advance of the Hearing. Hearing dates are scheduled in consultation with the Parties whenever possible.

b. If a Party does not have an Advisor present at the Hearing, the University will provide one free of charge for the purpose of conducting cross-examination on behalf of that Party. Parties seeking an Advisor from the University must notify the Title IX Coordinator or designee at least 48 hours prior to the hearing if an Advisor is needed, so that the TIXO may ensure that one will be available for the hearing.

c. There may be one Hearing Officer or up to three Hearing Officers who are trained and will conduct the Hearing.

d. The University will notify all witnesses interviewed during the investigation of the date and time of the Hearing. The Hearing Officer(s) may also request the presence of witnesses.

e. The Hearing Officer(s) may conduct the Hearing with all Parties and witnesses physically present in the same geographic location or, with any or all Parties, witnesses, and other participants present at the Hearing virtually, with technology enabling participants simultaneously to see and hear each other.

f. At either Party's request, the University will provide the Parties with separate rooms (including separate virtual rooms if the Hearing is held virtually) and use technology enabling the Hearing Officer(s) and Parties to simultaneously see and hear the Party or the witness who is answering a question.

g. All Hearings are closed to the public.

h. Hearings will be recorded by the University. No other recordings are permitted.

Recordings are maintained by the University. Parties may submit a written request to inspect and review the recording.

i. All evidence subject to the Parties' inspection and review as explained in Section IV.C.5.f of these Procedures will be available at the Hearing to give each Party equal opportunity to refer to such evidence during the Hearing, including for purposes of cross-examination. The Investigator will summarize the Final Investigation Report and clarify any information in the Final Investigation Report.

j. Each Party may provide a brief opening statement.

k. Each Party's Advisor will be provided an opportunity to cross-examine the other Party and any witnesses. Questioning will be conducted directly, orally and in real time by the Party's Advisor only. Parties may not question each other or witnesses directly.

l. Before a Complainant, Respondent, or witness answers a cross-examination or other question, one of the Hearing Officer(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. All relevant questions and follow-up questions, including those challenging the credibility of Parties and witnesses, will be allowed.

m. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence:
   i. Are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or
   ii. Concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove Consent.

n. Questions and evidence about the Respondent's prior sexual history with an individual other than a Party to the proceedings may only be considered if the evidence:
   i. Proves prior sexual misconduct;
   ii. Supports a claim that a Party has an ulterior motive; or
   iii. Impeaches a Party's credibility after that Party has put their own prior sexual conduct in issue.

o. The Hearing Officer(s) may not consider a Party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party, unless the University obtains that Party's voluntary, written consent.

p. The Hearing Officer(s) may not consider any questions or evidence about a student's history of mental health counseling, treatment, or diagnosis, unless the student consents.

q. The Hearing Officer(s) may not consider questions or evidence that

constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

r. The Hearing Officer(s) cannot draw an inference about the determination regarding responsibility based solely on a Party's or witness's absence from the Hearing or refusal to answer cross-examination or other questions.

s. Parties will have the option to provide written impact statements to the Hearing Officer(s) on the day of the Hearing, which will be reviewed and considered for purposes of sanctioning.

t. Each Party will have the opportunity to make a brief closing statement.

3. Written Notice of Determination

A Hearing Officer will provide the Parties with a *Written Notice of Determination* at the same time. The *Written Notice of Determination* will include:

a. Identification of the allegations at issue;
b. A description of the procedural steps taken throughout the case;
c. Findings of fact supporting the determination;
d. Conclusions regarding application of the Policy to the facts;
e. A statement of, and rationale for, the determination for each allegation;
f. A statement of, and rationale for, any Sanctions imposed on the Respondent, and whether any Remedies will be provided to the Complainant, as set forth in more detail below; and
g. A description of the procedures and permissible grounds for appeal.

4. Disciplinary Sanctions, Remedies, and Other Responsive Actions

The University may take responsive action based on a determination of responsibility for a violation of the Policy. Responsive action is intended to eliminate Prohibited Conduct, prevent its recurrence and promote accountability while supporting the University's educational mission and legal obligations. Responsive action may include Sanctions, Remedies, or other responsive action including rehabilitation, educational, restorative, or monitoring components.

a. Prior to issuing the Written Notice of Determination, the following will occur:

- The Hearing Officer(s) shall confer with the Title IX Coordinator or designee, and other University administrators as appropriate, prior to issuing the written determination. Other University administrators may include the Office of Human Resources/Employee Relations and department/unit heads and supervisors for staff, and the Provost's Office/Academic Affairs and department/unit heads and supervisors for faculty.
- Although the Hearing Officer(s) may confer with University officials as described above, the Hearing Officer(s) is the decision maker(s) responsible for issuing the *Written Notice of Determination*.
- The Title IX Coordinator or designee and other University administrators will provide input with respect to any recommended Sanction and other responsive action to the Hearing Officer(s). The University will not publicly disclose personably identifiable information about the Parties or the written determination (including any Sanctions) except as required by law.

b. The range of Sanctions and other responsive actions that may be imposed upon the Respondent include but are not limited to the following:

For students:

- Expulsion: Permanent separation of the student from the University. A permanent notation will appear on the student's transcript. The student will also be barred from the University premises (grounds and buildings).
- Suspension: Separation of the student from the University for a specified period of time. A permanent notation will appear on the student's transcript. The student shall not participate in any University-sponsored activity and may be barred from the University's premises (grounds and buildings) during the period of suspension. Suspended time will not count against any time limits required by the Graduate School for completion of a degree.
- Disciplinary Probation: The student is prohibited from representing the University in any extracurricular activity or from running for or holding office in any student or University organization. Additional restrictions or conditions may also be imposed.
- Disciplinary Warning: Warning to the student that further misconduct may result in a more severe disciplinary action.
- Educational Sanctions: In addition to Sanctions specified in this section, educational Sanctions that provide the student with learning, assistive or growth opportunities, research or reflective assignments, community services, values/ethics-based activities or other learning-based sanctions.
- Housing Sanctions which may include but are not limited to: University Housing Suspension or Termination, Denial of Re-contracting with University Housing, Administrative Room Moves, and Housing Probation.
- Loss of Privileges: Denial of specified privileges for a designated period of time.
- Fines – Previously established and published fines may be imposed.
- Restitution – Compensation for loss, damage or injury through monetary and/or appropriate service or material replacement.
- No Contact Order
- Denial of Access to campus grounds and/or buildings

For employees:

- Education and training, including counseling
- Reprimand (Verbal or Written)
- Denial of a pay increase
- Demotion to a lower pay grade/classification
- No Contact Order
- Denial of Access to campus grounds and/or buildings
- Reassignment
- Suspension without pay
- Separation from employment

c. The following factors will be considered before imposing Sanctions and other responsive actions on a Respondent:

- The nature and degree of violence involved in the conduct at issue.
- The impact of the conduct on the Complainant.
- The impact of the conduct on the community and/or the University.
- Whether the respondent has accepted responsibility for their actions.
- Whether the respondent is reasonably likely to engage in the conduct in the future.
- Prior relevant misconduct by the Respondent.
- Maintenance of a safe and respectful environment conducive to working and learning.
- Protection of the University community.
- Any other mitigating, aggravating or compelling circumstances appropriate to reaching a just and appropriate resolution.

d. The range of Remedies that may be provided to a Complainant:
The University may provide reasonable Remedies to a Complainant based on a determination of responsibility for a violation of the Policy. The range of Remedies that may be provided to a Complainant include, but are not limited to:

For students:

- Supportive measures: such as extended classwork deadlines, flexible deadlines, change of venue for taking a test or exam, change in test or exam date and/or retaking of a test or exam;
- Academic accommodations: such as retroactive drop from a particular class, retroactive withdrawal from a semester, policy exemption requests and/or tuition reimbursement;
- Additional accommodations: such as a No Contact Order, Denial of Access, housing accommodation, course schedule changes, counseling and/or referral to outside agencies.

For staff:

- Supportive measures: such as reassignment to a different shift, location, supervisor or work unit.
- Additional accommodations: such as counseling and/or referral to outside agencies.

For faculty:

- Supportive measures: such as reassignment of duties, change in work location, change in service assignments, change in reporting structure.
- Additional accommodations: such as counseling and/or referral to outside agencies.

e. In the event of a written determination that Respondent violated the Policy and Remedies provided to the Complainant are warranted, the following will occur:

- Remedies will be provided to the Complainant on a confidential basis.
- The written determination issued by the Hearing Officer(s) will not include specific Remedies provided to the Complainant but will state whether Remedies designed to restore or preserve equal access to the University's Education Program or Activity will be provided.
- Remedies are considered confidential, and the Respondent will not have access to specific information about what Remedies will be provided except to the extent that the Remedies are punitive and burden the Respondent. Remedies may not be appealed by either Party.
- The University will not publicly disclose personably identifiable information about the Parties, the written determination, or the Sanctions, except as required by law.

5. Appeals

a. Bases for Appeals

Either Party may initiate this appeal process when the Party receives a *Written Notice of Designation* or a *Written Notice of Determination*. Appeals must be submitted in writing to the Title IX Coordinator within five (5) days of receipt of the Written Notice of Designation or the *Written Notice of Determination*. Appeals are limited to the bases listed below.

i. **Procedural Irregularity**

- In all cases, the procedural irregularity must be material to the outcome of the designation or the written determination.
- A procedural irregularity affecting the designation or the written determination may include: a failure to follow the University's procedures; a failure to objectively evaluate all relevant evidence, including inculpatory or exculpatory evidence; or a determination regarding what evidence was excluded as irrelevant.

ii. **New Evidence**

- New Evidence is evidence that was not reasonably available at the time the designation or written determination was made, that could affect the outcome.
- Evidence presented prior to the time the designation or written determination is issued does not qualify as new evidence that was not reasonably available.

iii. **Conflict of Interest**

- The Title IX Coordinator or designee, Investigator, or Hearing Officer(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the designation or written determination.
- Claims of conflict of interest or bias should be based on the current case and process in question and will be assessed accordingly.

iv. **Substantially Disproportionate Sanction (Applicable ONLY to *Written Notice of Determination*)**

- The Sanction set forth in the written determination is substantially disproportionate to the facts of the particular Policy violation.

Appeals will be reviewed by the designated Appellate Hearing Officer for all appeals of designations or written determinations under these Procedures. The Appellate Hearing Officer will be determined in accordance with the Respondent's status, as explained below. The Appellate Hearing Officer shall be free from conflict of interest or bias and shall not be the same person who reached the determination regarding the designation or the written determination, the Investigator, or the Title IX Coordinator. All Appellate Hearing Officers will have had no previous involvement with the case that the Appellate Hearing Officer are assigned to review.

- Appeals involving a student Respondent shall be reviewed by one member of trained Appellate Hearing Officers designated by the Office of Student Conduct.

- Appeals involving a staff Respondent shall be reviewed by the Vice President for Administration and Finance (VPAF) or designee. The VPAF or designee will appoint staff members available to serve as trained Appellate Hearing Officers. Appeals by staff Respondents will be assigned to one such Appellate Hearing Officer on a rotating case basis.

- Appeals involving a faculty Respondent shall be reviewed by the Provost and Vice President of Academic Affairs (Provost/VPAA) or designee. The VPAA/Provost or designee will appoint faculty members available to serve as trained Appellate Hearing Officers. Appeals by faculty Respondents will be assigned to one such Appellate Hearing Officer on a rotating case basis.

b. Appellate Process

The appellate process following a Written *Notice of Designation or Written Notice of Determination* will proceed as follows:

i. Appeals will be in writing only. There will be no hearing.
ii. Parties will have five (5) Days from receipt of a *Written Notice of Designation* or *Written Notice of Determination* to submit a written appeal statement challenging the decision.
iii. Parties will be notified if the other Party files a written appeal statement and given notice in writing of the general grounds for the appeal. The other Party will be given five (5) Days from receipt of the other Party's written appeal statement to submit a written appeal statement in support of the designation or written determination.
iv. The Title IX Coordinator or designee shall coordinate the scheduling of the Appellate Hearing Officer and notify the Parties of the date of the appeal deliberation.
v. The appeal deliberation is closed to the parties.
vi. The Appellate Hearing Officer will issue a written decision including its rationale which decision shall be shared with both Parties, within five (5) Days of the deliberations.
vii. The Appellate Hearing Officer may: (1) affirm the designation or written determination; (2) overturn the designation or written determination; or (3) remand the case to remedy procedural errors or to consider new evidence.
viii. The written decision by the Appellate Hearing Officer is final and is not subject to further appeal.
ix. After the adjudication process is concluded or when the time for filing an appeal has expired and neither Party has submitted an appeal, the Title IX Coordinator or designee shall notify the Parties simultaneously of the final outcome of the adjudication process.
x. The determination regarding responsibility for a violation of the Policy becomes final either on the date that the University provides the Parties with the written decision of the result of the appeal if an appeal if filed, or if an appeal is not filed, on the date after which an appeal would no longer be considered timely, subject to any remanded proceedings.

6. Academic Transcripts and Effect of Withdrawal on Student Respondents

Sanctions of expulsion and suspension are permanently noted on a student Respondent's academic transcript. When a student Respondent requests their transcript prior to the completion of the resolution process, the existence of a pending investigation is also noted. In the event a Respondent chooses to withdraw from the University prior to the resolution of a Formal Complaint, or where the Respondent declines to participate in the University proceedings under the Policy and Procedures, the University will continue the resolution process in accordance with the Procedures. When a Respondent withdraws before the conclusion of the resolution process, the Respondent is ineligible to return to the University until the resolution process has concluded.

7. Post-Resolution Follow-Up

After any Sanction and/or Remedies are issued, if the Complainant agrees, the Title IX Coordinator or designee may periodically contact the Complainant to ensure the Prohibited Conduct has ended and to determine whether additional Remedies are necessary. The Complainant may decline future contact at any time. The Title IX Coordinator or designee may periodically contact the Respondent to assure compliance with the intent and purpose of any Sanction and/or Remedies that have been imposed. Any violation by a Respondent of the intent and purpose of any Sanction and/or Remedies imposed under the Policy, or a failure by a University employee to provide specified Sanctions or Remedies should be reported to the TIXO.

The Complainant and Respondent are encouraged to provide the Title IX Coordinator or designee with feedback about their experience with the process and recommendations regarding ways to improve the effectiveness of the University's implementation of the Policy and Procedures.

Title IX Policy Statement and Disclaimer:
The Title IX policy and procedures outlined in this handbook are intended as a general guide. These policies are subject to change to comply with updated federal regulations and university practices. The most current and complete version of the Title IX policy and procedures are maintained on the Title IX Office website at www.coppin.edu/Title9. In the event of any discrepancies, the online version shall be considered the official and controlling policy and procedures.

VI-1.60(A) POLICY AND PROCEDURES ON SEXUAL HARASSMENT AND OTHER SEXUAL MISCONDUCT

(Approved on an interim basis October 2014; Amended and approved October 21, 2015; Amended and approved September 2019; Amended and approved on an interim basis August 14, 2020; Amended and approved by the President November 2, 2021)
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Procedures

I. Purpose

Coppin State University (University) is committed to providing a working and learning environment free from all forms of Sexual Harassment,[2] Other Sexual Misconduct, and Retaliation. The University accomplishes this through training, education, prevention programs, policies and procedures that promote prompt reporting and response, provide support to persons alleged to be victimized, prohibit Retaliation, and implement timely, fair, and impartial investigations and resolutions that ensure due process and remedy Policy violations. Sexual Harassment, Other Sexual Misconduct, and Retaliation will not be tolerated in any form. This Prohibited Conduct corrupts the integrity of the educational process and work environment and violates the core mission and values of the University. Creating an environment free from this Prohibited Conduct is the responsibility of all members of the Campus community. The entire Campus community plays an important role in maintaining a respectful, inclusive, and safe working and learning environment. The University encourages bystander intervention amongst members of the campus community to help prevent harmful situations from occurring or escalating.

The University's comprehensive response includes responding to reports and complaints of Prohibited Conduct under this Policy and taking appropriate steps to eliminate Prohibited Conduct, prevent its recurrence, and address its effects. The purpose of this Policy and Procedures is to describe the Prohibited Conduct, describe how to report or file a complaint, provide the procedures for investigating and resolving complaints, and identify the available resources and educational training programs.

Nothing in this Policy and Procedures should be interpreted to abridge academic freedom or principles of free speech. The University will not condone behavior that violates the freedom of speech, choice, assembly, or movement of other individuals or organizations. In short, responsible dissent carries with it sensitivity for the civil rights of others.

This Policy applies to all reports of Prohibited Conduct occurring on or after the effective date of this Policy. Where the date of the alleged Prohibited Conduct precedes the effective date of this Policy, the definitions of misconduct in existence at the time of the alleged incident(s) will be used. The Procedures under this Policy, however, will be used to investigate and resolve all reports made on or after the effective date of this Policy, regardless of when the alleged incident(s) occurred.

[2] Capitalized terms are defined in this Policy in the Definitions and Prohibited Conduct sections.

II. Applicability

This Policy prohibits Sexual Harassment, Other Sexual Misconduct, and Retaliation. This Prohibited Conduct may be a form of sex discrimination prohibited by federal and state discrimination laws, including Title IX of the Education Amendments of 1972 (Title IX) and Title VII of the Civil Rights Act (Title VII).

This Policy addresses the University's obligations under Title IX. Title IX provides, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Federal regulations implementing Title IX require that the University follow certain procedures when the University obtains Actual Knowledge of Sexual Harassment in its Education Program or Activity against a person in the United States.

This Policy also addresses allegations of Other Sexual Misconduct, which includes Sexual Harassment that occurred against a person outside of the United States or not within an Education Program or Activity; Sexual Coercion; Sexual Exploitation; Sexual Intimidation; Attempted Sexual Assault; and Other Sex-based Offenses. Retaliation is also addressed.

This Policy applies to all members of the Campus community, including students, faculty, and staff. It also applies to contractors and other third parties who are engaged in any

University Education Program or Activity, or who are otherwise interacting with the University, including, but not limited to volunteers, vendors, and visitors. All University members are prohibited from engaging in, or assisting or abetting another's engagement in Sexual Harassment, Other Sexual Misconduct, or Retaliation.

This Policy satisfies the University's obligations under Maryland law and University System of Maryland Policy VI-1.60. To the extent any provision of this Policy conflicts with any other University policy, this Policy controls. Prohibited Conduct under this Policy may also be sex discrimination in violation of *VI-1.00(B) Coppin State University Non-Discrimination Policy and Procedures*. However, this Policy and Procedures supersede *VI-1.00(B) Coppin State University Non-Discrimination Policy and Procedures* with respect to allegations of Prohibited Conduct addressed by this Policy. The University will respond to reports and complaints of Prohibited Conduct in accordance with this Policy and Procedures.

III. Jurisdiction

This Policy applies to reported acts of Prohibited Conduct committed by or against students, faculty, staff and third parties when:

- conduct occurs on University premises, in any University facility, or on property owned or controlled by the University;
- conduct occurs in the context of a University Education Program or Activity, including, but not limited to, University-sponsored academic, athletic, extracurricular, study abroad, research, online or internship programs or activities;
- conduct occurs outside the context of a University Education Program or Activity, but has continuing adverse effects on or creates a hostile environment for students, employees or third parties while on University premises or other property owned or controlled by the University or in any University Education Program or Activity; or
- conduct otherwise threatens the health and/or safety of University members

The University does not have jurisdiction to investigate reported incidents involving members of the Campus community that occurred prior to the individual being enrolled at or employed by the University when the incident did not occur on campus or otherwise in connection with a University Education Program or Activity. The University may, however, be able to assist individuals with Supportive Measures where such an incident is reported.

IV. Reporting

A. General

Any person may report Prohibited Conduct at any time by contacting the Title IX Coordinator or Deputy Coordinators listed below, regardless of whether the reporting person is the Complainant.

Katsura Kurita, J.D./M.S. Title IX Coordinator Coppin State University
Office of Title IX Compliance
2500 West North Avenue, Baltimore, MD 21216
Physical Education Complex (PEC), Room 219/224
(410) 951-6543
TitleIXCoordinator@coppin.edu

Lisa Horne Early, Ph.D. Title IX Deputy for Employees
Coppin State University Human Resources
2500 West North Avenue, Baltimore, MD 21216
Physical Education Complex (PEC), Room 348
(410) 951-3666
learly@coppin.edu

The Title IX Coordinator is responsible for coordinating the University's efforts to comply with Title IX and this Policy. The Title IX Coordinator leads, coordinates, and oversees the University's efforts regarding compliance training, prevention programming, and educational programs. The Title IX Coordinator is available to meet with any student, employee, or third party to answer any questions about this Policy.

Any person may also report Prohibited Conduct to a Responsible Employee (RE) including but not limited to Coppin State University Police Department (CSUPD), or to a confidential resource. See Section IX of this Policy for more information on reporting to confidential resources.

A **Responsible Employee** (as defined in Section VI) must promptly notify the Title IX Coordinator of any report of Prohibited Conduct brought to their attention.[3] The Title IX Coordinator works collaboratively with the reporting party or entity, making every effort to operate with discretion and maintain the privacy of the individuals involved. No employee (other than CSUPD) is authorized to investigate or resolve reports of Prohibited Conduct without the involvement of the Title IX Coordinator.

Concerns of bias or a potential conflict of interest by any member involved in the resolution process should be raised with the Title IX Coordinator. Concerns involving bias or conflict of interest by the Title IX Coordinator will be addressed to the General Counsel to the President or designee.

All persons are encouraged to report Prohibited Conduct promptly in order to maximize the University's ability to obtain evidence, identify potential witnesses, and conduct a thorough, prompt, and impartial investigation. While there are no time limits to reporting Prohibited Conduct, if too much time has passed since the incident occurred, the delay may result in loss of relevant evidence and witness testimony, impairing the University's ability to respond and take appropriate action.

B. Reporting to the Police

Prohibited Conduct, particularly Sexual Assault, may be a crime. The University will assist Complainants who wish to report Prohibited Conduct to law enforcement authorities, including CSUPD 24 hours a day/7 days a week. Representatives of the Office of Student Conduct and Residence Life are available to assist students with reporting to CSUPD.

To report to CSUPD, please call 410-951-3911. CSUPD will also assist Complainants in notifying other law enforcement authorities in other jurisdictions as appropriate; and can also assist with transportation to the nearest hospital for appropriate medical attention. In an emergency, regardless of where the incident occurred, **Call 911**.

Standards for a violation of criminal law are different from the standards for a violation of this Policy, and conduct may violate this Policy even if law enforcement authorities decline to prosecute. Complaints of Sexual Harassment and Other Sexual Misconduct and related internal University processes may occur prior to, concurrent with, or following criminal proceedings off campus.

CSUPD are Responsible Employees under this Policy and are required to notify the Title IX Coordinator of any report of Prohibited Conduct.

C. Preservation of Evidence for Other Proceedings

In addition to prompt reporting, the preservation of physical and other evidence may be important to prove criminal conduct or to obtain a civil or criminal order of protection. Individuals who have been sexually assaulted may find it helpful to visit the following site for recommendations about evidence preservation: https://bmoresafemercy.org/for-patients

D. Clery Act Timely Warnings

If a report of Prohibited Conduct discloses a serious and ongoing threat to the Campus community, CSUPD may issue a timely warning of the conduct in compliance with the Clery Act in the interest of the health and safety of the Campus community. This notice will not contain any personally identifying information related to the Parties.

V. Amnesty for Students Who Report Prohibited Conduct

The University recognizes that a student who is under the influence of alcohol and/or drugs when an incident of Prohibited Conduct occurs may be reluctant to report the Prohibited Conduct out of concern that the student may face disciplinary actions for engaging in prohibited alcohol or drug use. As such, a student who reports Prohibited Conduct to the University or law enforcement, or who participates in an investigation either as a Complainant or witness, will not face disciplinary action for violating University drug and alcohol policies. This Amnesty provision applies only when the University determines that:

(1) the drug/alcohol violation occurred during or near the time of the reported Prohibited Conduct; (2) the student acted in good faith in reporting or participating as a witness; and (3) the violation was not likely to place the health or safety of another individual at risk.

VI. Definitions

For purposes of this Policy and Procedures, the following definitions apply:

"Actual Knowledge" means notice of Sexual Harassment or allegations of Sexual Harassment to the Title IX Coordinator or any University official who has authority to institute corrective measures on behalf of the University.

"Advisor" means a person chosen by a Party to provide advice and consultation to that Party, in accordance with this Policy and Procedures. An Advisor may be an attorney or another individual. An Advisor cannot be a witness or provide evidence in a case. A Party's Advisor also conducts cross-examination on behalf of that Party at a Hearing, if applicable, in accordance with this Policy and Procedures. An Advisor shall not be an active participant or speak on behalf of a Party except for the purpose of providing cross-examination at a Hearing. If a Party does not have an Advisor, the University will provide without fee or charge to that Party, an Advisor of the University's choice, to conduct cross-examination on behalf of that Party; an Advisor appointed by the University acts in a confidential capacity on behalf of the Party and is not otherwise involved in the proceedings.

"Appellate Hearing Officer" means an individual designated to review decisions concerning responsibility and sanctions, based on the Respondent's status as a student, staff member, or faculty member. Appellate Hearing Officers shall have had no previous involvement with the substance of the Formal Complaint.

"Complainant" means the individual who is alleged to be the victim of conduct that could constitute a violation of this Policy.

"Consent" means a knowing, voluntary, and affirmatively communicated willingness to participate in a particular sexual activity or behavior. Only a person who has the ability and capacity to exercise free will and make a rational, reasonable judgment can give Consent. Consent may be expressed either by words and/or actions, as long as those words and/or actions create a mutually understandable agreement to engage in specific sexual activity. It is the responsibility of the person who wants to engage in sexual activity to ensure that the person has Consent from the other party, and that the other party is capable of providing Consent.

- Lack of protest or resistance is not Consent. Nor may silence, in and of itself, be interpreted as Consent. For that reason, relying solely on non-verbal communication can lead to misunderstandings.
- Previous relationships, including past sexual relationships, do not imply Consent to future sexual acts.
- Consent to one form of sexual activity cannot automatically imply Consent to other forms of sexual activity.
- 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.
- Consent cannot be obtained by use of physical force or Sexual Coercion.
- An individual who is Incapacitated is unable to give Consent.

"Day" means a business day when the University is not closed.

"Education Program or Activity" means all of the University's operations (including but not limited to employment); locations, events, or circumstances over which the University exercises substantial control over both the Respondent and the context in which the Prohibited Conduct occurs; and also includes any building owned or controlled by a student organization that is officially recognized by the University.

"Formal Complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging Prohibited Conduct against a Respondent and requesting that the University proceed with the resolution process. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, by e-mail, or any additional method designated by the University in accordance with the Procedures.

- **"Document filed by a Complainant"** means a document or electronic submission that contains the Complainant's physical or digital signature or otherwise indicates that the Complainant is the person filing the Formal Complaint. Where the Title IX Coordinator signs a Formal Complaint; the Title IX Coordinator is not a Complainant or otherwise a Party.

"Hearing" means a live, formal proceeding attended by the Parties in which evidence is presented, witnesses are heard, and cross-examination occurs, prior to the Hearing Officer's decision concerning responsibility and Sanctions, if applicable.

"Hearing Officer" means an individual designated to preside over the Hearing and has decision-making and sanctioning authority within the adjudication process.

"Incapacitated" means an individual's decision-making ability is impaired such that the individual is incapable of understanding the "who, what, where, why, or how" of their sexual interaction/encounter. A person may be Incapacitated if they are asleep, unconscious, coming in and out of consciousness, being physical restrained by another person or device (e.g., handcuffs, rope, tape), or any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a temporary or permanent mental or developmental disability that impairs the ability to Consent to sexual contact. Alcohol or drug use is one of the primary causes of Incapacitation. Being "drunk" or "high", by most individuals' understanding, is not the same as being Incapacitated. Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is Incapacitated, and therefore unable to give Consent, requires an assessment of whether the consumption of alcohol or other drugs results in a person being unable to:

- make decisions about the potential consequences of sexual contact;
- evaluate one's own conduct;
- communicate to another person, Consent to sexual contact; or
- communicate an unwillingness to another person, to engage in sexual contact.

"Informal Resolution" means a broad range of conflict resolution strategies, including, but not limited to, mediation, Respondent acknowledgement of responsibility, and/or negotiated interventions and remedies.

"Investigator" means a trained University faculty or staff member or third-party contractor designated to conduct an impartial, fair, and unbiased investigation into an alleged violation of this Policy.

"No Contact Order" means an official directive that serves as notice to an individual that the individual must not have verbal, electronic, written, or third-party communications with another individual.

"Party" means the Complainant or the Respondent (collectively, the "Parties").

"Preponderance of Evidence" means that it is more likely than not that a Policy violation has occurred.

"Remedies" means actions designed to restore or preserve the Complainant's equal access to the University's Education Program or Activity. Remedies are similar to Supportive Measures but may be punitive and burden the Respondent.

"Respondent" means the individual alleged to have engaged in Prohibited Conduct under this Policy.

"Responsible Employee" means all University administrators, supervisors, faculty members, CSUPD, athletic coaches, athletic trainers, and resident assistants, who are not confidential resources.

"Sanctions" means disciplinary and other consequences imposed on a Respondent who is found to have violated this Policy.

"Support Person" means a person chosen by the Complainant or Respondent to provide emotional, logistical, or other kinds of assistance. The Support Person is a non-participant who is present to assist a Complainant or Respondent by taking notes, providing emotional support and reassurance, organizing documentation, or consulting directly with the Party in a way that does not disrupt or cause any delay. A Support Person shall not be an active participant or a witness, and the Parties must speak for themselves.

"Supportive Measures" mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent to restore or preserve equal access to Education Programs or Activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment, or to deter Prohibited Conduct under this Policy.

VII. Prohibited Conduct

This Policy prohibits Sexual Harassment, Other Sexual Misconduct, and Retaliation as set forth below. Prohibited Conduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Prohibited Conduct can be committed by any person, regardless of gender identity, and can occur between people of the same or different sex, sexual orientation, or gender expression.

A. **Sexual Harassment**[4] means conduct on the basis of sex that satisfies one or more of the following:

(1) Quid Pro Quo: An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct.

(2) Hostile Environment: Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's Education Program or Activity.

[4] See 34 C.F.R. § 106.30 (defining "Sexual Harassment" under Title IX).

(3) Sexual Assault: An offense classified as a sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sex Offenses are any sexual act including Rape, Sodomy, Sexual Assault with An Object, or Fondling directed against another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent; also, unlawful sexual intercourse (Incest or Statutory Rape).

(a) Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.

(b) Sodomy: Oral or anal sexual intercourse with another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.

(c) Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.

(d) Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the Consent of the victim, including instances where the victim is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.

(e) Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

(f) Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.[5]

(4) Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

(5) Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Maryland, or by any other person against an adult or youth Complainant protected from that person's acts under the domestic or family violence laws of Maryland.

(6) Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for their own safety or the safety of others; or (2) suffer substantial emotional distress.

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

B. Other Sexual Misconduct means the following conduct:

(1) Sexual Harassment that occurred against a person outside of the United States or not within an Education Program or Activity.

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

(3) Sexual Exploitation: Taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited.

(4) Sexual Intimidation: Threatening behavior of a sexual nature directed at another person, such as threatening to sexually assault another person or engaging in indecent exposure.

(5) Attempted Sexual Assault: An attempt to commit Sexual Assault.

(6) Other Sex-Based Offenses: (a) Unwelcome sexual advances; (b) unwelcome requests for sexual favors; or (c) other behavior of a sexual or gender-based nature where: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, evaluation of academic work, or participation in a University-sponsored educational program or activity; (ii) submission to or rejection of such conduct by an individual is used as the basis for an academic, employment, or activity or program participation decision affecting that individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, i.e., it is sufficiently severe or pervasive to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment.

C. Retaliation means intimidating, threatening, coercing, or discriminating against, or otherwise taking an adverse action against an individual for the purpose of interfering with any right or privilege secured by law or University policy relating to Prohibited Conduct, or because an individual has made a report, filed a complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding, or hearing related to Prohibited Conduct. Adverse actions include but are not limited to impeding an individual's academic advancement; terminating, refusing to hire, or refusing to promote an individual; or transferring or assigning an individual to a lesser position in terms of wages, hours, job classification, or job security. Retaliation includes retaliatory harassment. Adverse actions, including charges against an individual for violations of other University policies that do not involve sex discrimination or Prohibited Conduct, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of Prohibited Conduct, for the purpose of interfering with any right or privilege secured by law, constitutes Retaliation. However, charging an individual with a violation of other University policies for making a materially false statement in bad faith in the course of a proceeding does not constitute Retaliation, provided that a determination regarding

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

VIII. Sanctions

As further explained in the Procedures, Sanctions for Respondents determined to have violated this Policy include, but are not limited to, the following:

Students. Students found in violation of this Policy are subject to Sanctions such as dismissal from the University (suspension or expulsion), suspension or removal from University housing, disciplinary probation, disciplinary warning, loss of privileges, administrative housing room relocation, housing probation, denial of re-contracting with University housing, denial of access to campus grounds and/or buildings, fines, restitution, no contact order, and educational sanctions such as community service and mandatory and continuing participation in training on Prohibited Conduct and education programming, depending on the circumstances and nature of the violation.

Employees. Employees found in violation of this Policy are subject to Sanctions including counseling, verbal reprimand, written reprimand, suspension without pay, denial of a pay increase, demotion to a lower pay grade/classification, no contact order, education and training, denial of access to campus grounds and/or buildings, reassignment, and separation from employment, depending on the circumstances and nature of the violation.

IX. Confidential Resources

Confidential resources on and off campus assist Parties in navigating potential advocacy, therapy, counseling, and emotional support services. If a person desires to keep an incident of Prohibited Conduct confidential, the person should speak with confidential resources. Disclosures or reports made to individuals or entities other than confidential resources may not be confidential. For instance, should a member of the Campus community discuss an incident of Prohibited Conduct with a University administrator, supervisor, faculty member, CSUPD, athletic coach, athletic trainer, resident assistant, or first responder who is not a confidential resource, those persons are deemed Responsible Employees and, as such, are obligated pursuant to this Policy to report the Prohibited Conduct to the Title IX Coordinator. Unless there is a lawful basis for disclosure, such as reported child abuse or an imminent risk to health or safety, confidentiality applies when persons seek services from the following resources:

A. University Confidential Resources

Employee Assistance Program (EAP)

GUIDANCE RESOURCES 1-855-410-7628
www.guidanceresources.com (company ID: USMLifeResources)
24 hours a day, 7 days a week, all year long

The Guidance Resources provides confidential assessment, referral, and counseling service as well as legal support to all University employees and members of their household at no charge. Faculty and staff may consult with a counselor for many different reasons, including issues relating to Prohibited Conduct.

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

The University Counseling Center provides counseling services to meet the mental health and developmental needs of students. Staffed by licensed counselors, the Counseling Center offers a variety of services to help students deal with issues concerning them.

Coppin State University
Community Health Center Health and Human Services Building, Room 131
Contact: Director of Community Health Center (410) 951-4188

The Community Health Center is a primary care health clinic located on campus in the Health and Human Services Building. It provides readily accessible, low cost, confidential, and high quality of medical care to University students, faculty, staff, and residents of the neighborhood surrounding the University.

B. Confidential Resources Off-Campus include, but are not limited to:

TurnAround Sexual Assault/Domestic Violence Center Baltimore City
One North Charles Street, 1st Floor
Baltimore, Maryland 21218 (410) 837-7000
24 Hour Hotline: (443) 279-0379 http://www.turnaroundinc.org/

TurnAround Sexual Assault/Domestic Violence Center Baltimore County
8503 LaSalle Road, 2nd Floor, Towson, Maryland 21286 (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 https://hruth.org/get-help/

Maryland Coalition Against Sexual Assault https://mcasa.org/survivors/after-sexual-assault

Maryland Network Against Domestic Violence
24 Hour Helpline: 1-800-799-7233 https://www.mnadv.org/

National Domestic Violence Hotline 24 Hour Text: Text "Start" to 88788
http://www.thehotline.org/

LGBTQ Survivors of Sexual Violence
https://www.rainn.org/articles/lgbtq-survivors-sexual-violence

Maryland Domestic Resources by County
https://health.maryland.gov/phpa/mch/Pages/IPV_Programs.aspx
1 and 6 - Male Survivors of Rape and Sexual Abuse https://1in6.org/about-1in6/

Rape Abuse and Incest National Network (RAINN) http://www.rainn.org

Mercy Hospital Forensic Nurse Examiner Program (provides care to victims of sexual, domestic, child, elder and institutional violence).

Mercy Medical Center (Hospital) 3
01 St. Paul Street
Baltimore, Maryland 21202
(410) 332-9494

Mercy provides information for victims of sexual assault and violence, about the Forensic Nurse Examiner Program: https://bmoresafemercy.org/for-patients/, including:

- Measures to take if you have been sexually assaulted and are considering going to Mercy for an examination (i.e., not showering, not using the toilet if you think you have been drugged, not eating or drinking before the exam)
- What to expect at the exam
- What to expect after the exam

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 and other support services.

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

University of Maryland, Pediatrics Department (if the victim is under age 13)
22 South Greene Street
Baltimore, Maryland 21201
(410) 328-6335

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 have been implemented.

X. Co-Occurring Criminal Action

Proceeding with a University resolution of Prohibited Conduct under this Policy and Procedures is independent of any criminal investigation or proceeding. Reporting to law enforcement does not preclude a person from proceeding with a report or Formal Complaint of Prohibited Conduct under this Policy. The University is required to conduct an investigation in a timely manner, which means, in most cases, the University will not wait until a criminal investigation or proceeding is concluded before conducting its own investigation, implementing Supportive Measures, and taking appropriate action.

However, at the request of law enforcement, the Title IX Coordinator may defer its fact gathering until the initial stages of a criminal investigation are complete. If such a request is made by CSUPD, then CSUPD will submit the request in writing and the Complainant will be notified. In addition, when possible, in cases where there is a co-occurring criminal investigation by CSUPD, Baltimore City Police, or the local prosecutor's office, the Title IX Coordinator will work collaboratively and supportively with each respective agency within the parameters outlined above. The Title IX Coordinator will communicate any necessary delays in the University's investigative process to both parties in the event of a deferral.

XI. Rights of Parties

Parties will be treated with dignity, respect, and sensitivity by University officials during all phases of the process. The accompanying Procedures are designed to allow for a fair and impartial investigation, as well as prompt and equitable proceedings and resolutions that provide an opportunity for Parties to be heard.

Parties will be given timely written notice of:

- The reported violation, including the date, time and location, if known, of the alleged violation, and the range of potential Sanctions associated with the alleged violation;
- Their rights and responsibilities under this Policy and information regarding other civil and criminal options;
- The date, time, and location of each Hearing, meeting, or interview that the Party is required or permitted to attend;
- The final determination made by the Hearing Officer regarding whether a Policy violation occurred and the basis for the determination;
- Any Sanction imposed, as required by law; and
- The rights to appeal and a description of the appeal process.

Parties will be entitled to participate in the investigation and adjudication of the Formal Complaint in accordance with the Procedures. Parties will be provided with:

- Access to the case file and evidence regarding the incident obtained by the University during the investigation or considered by the Hearing Officer, with personally identifiable or other information redacted as required by applicable law;
- An opportunity to be heard through the process;
- An opportunity to offer testimony at a Hearing;
- An opportunity to submit evidence, witness lists, and suggest specific questions to be posed to the other Party during the investigation, or to the other Party at a Hearing through the Party's Advisor for purposes of performing cross-examination;
- An opportunity to review testimony electronically or in a way in which the Parties are not required to be in the physical presence of one another;
- An opportunity to review and provide written responses to draft and final investigation reports;
- An opportunity to participate at a Hearing without being required to be in the physical presence of the other Party;
- An opportunity to appeal a determination and/or Sanction; and
- Notice, presented in an appropriate and sensitive format, before the start of the resolution process, of:
    - The Party's right to the assistance of an Advisor, including an attorney or advocate;
    - The legal service organizations and/or referral services available to the Party; and
    - The Party's right to have a Support Person of the Party's choice at any Hearing, meeting, or interview.

XII. False Statements

Knowingly making false statements or knowingly submitting false information under this Policy and Procedures is prohibited.

XIII. Legal Representation Fund for Title IX Proceedings (Students Only)

Student Complainants and Student Respondents may elect to retain an attorney to serve as their Advisor, though assistance by an attorney is not required. The Maryland Higher Education Commission (MHEC) has developed resources to assist current or former students in retaining an attorney to serve as an Advisor at no or low cost to the student. MHEC provides a list of licensed attorneys who have indicated that they may represent students in Title IX proceedings on a pro bono basis or for reduced legal fees. A student's attorney may seek reimbursement of certain legal costs and fees from MHEC's Legal Representation Fund for Title IX Proceedings, subject to the availability of funding. More information is available on MHEC's website under "Title IX Campus Sexual Assault Proceedings: Attorney List" at https://mhec.maryland.gov/Pages/Title-IX-Campus- Sexual-Assault-Proceedings---Attorney-List.aspx.

XIV. Emergency Removals and Other Interim Measures

A. Student Respondents

An emergency removal (which may take the form of an interim suspension) is for the purpose of addressing imminent threats posed to any person's physical health or safety, which might arise out of reported Prohibited Conduct. The University may undertake emergency removal of a student Respondent for reasons arising from the alleged Prohibited Conduct when the University: 1) undertakes an individualized safety and risk analysis; 2) concludes that there is an immediate threat to the physical health or safety of any student or other individual arising from the alleged Prohibited Conduct; and 3) provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal. The University will not remove a student from the University based solely on an accusation. The student will be offered an opportunity to meet with the Title IX Coordinator to review the reliability of the information within five (5) Days from the effective date of the emergency removal. However, there is no guarantee that the student will be permitted to return to campus.

The University may impose an interim disciplinary suspension on a student Respondent in accordance with the *Code of Student Conduct* for reasons not arising from the alleged Prohibited Conduct.

B. Staff and Faculty Respondents

The University in consultation with the Title IX Coordinator, Deputy Title IX Coordinator for Employees, CSUPD, the employee's supervisor and/or applicable campus department may take interim measures such as changing a Respondent's work responsibilities or work location or placing the Respondent on leave during the resolution process. Such action may be appropriate when there is a legitimate concern that without interim measures: 1) the Respondent will engage in prohibited conduct while the investigation is ongoing, or 2) the Respondent would be unduly disruptive to University members or University activities or programs.

C. Third-Party Respondents

University members who are neither students nor employees may be removed from their University role or a University program as an interim measure during the adjudication process at the discretion of the University and in consultation with the Title IX Coordinator.

XV. Consensual Relationships and Professional Conduct

Sexual relationships that occur in the context of educational or employment supervision and evaluation present potential conflicts of interest. Relationships in which one party maintains a supervisory or evaluative responsibility over the other also reflect an imbalance of power, leading to doubt as to whether such relationships are truly consensual. For these reasons, the University strongly discourages such relationships.

Because of the potential conflicts of interest, persons involved in consensual sexual relationships with anyone over whom the person has supervisory and/or evaluative responsibilities must inform their supervisor(s) of the relationship(s). Supervisory or evaluative responsibilities may be reassigned, as appropriate. While no relationships are expressly prohibited by this Policy, failure to self-report such relationships in a timely manner, as required by this Policy, may result in disciplinary action.

XVI. Training

A. Prevention and Awareness Education

The University will develop and implement preventive education, directed toward both employees and students, to help reduce the occurrence of Prohibited Conduct. At a minimum, these educational initiatives must contain information regarding what constitutes Sexual Harassment, definitions of consent and Prohibited Conduct, the University's Procedures, bystander intervention, risk reduction, and the consequences of engaging in Prohibited Conduct. These educational initiatives shall be for all incoming students and new employees. The University will also develop ongoing prevention and awareness campaigns for all students and employees addressing, at a minimum, the same information. Educational initiatives for employees shall comply with Md. Code Ann., State Pers. & Pens. § 2-203.1.

B. Training for Personnel Involved in Response and Resolution

All persons involved in responding to or resolving Prohibited Conduct reports will participate in training in handling complaints of Prohibited Conduct under this Policy. The University will make these training materials publicly available on its website.

The University will ensure that Title IX Coordinators, Investigators, Hearing Officers, Appellate Hearing Officers, and any person who facilitates an Informal Resolution process, receive training on the following: the definition of Prohibited Conduct; the scope of the University's Education Program or Activity; how to conduct a resolution process including investigation, Hearings, appeals, and Informal Resolution, as applicable; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; technology to be used at a live hearing; and issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant. Any materials used to train Investigators will not rely on sex stereotypes and will promote impartial resolutions of Formal Complaints under this Policy.

XVII. Records Retention

The University will maintain for a minimum of seven (7) years, records of the following:

1. **Investigations and Determinations.** Each Sexual Harassment investigation, including any determination regarding responsibility;
2. **Recordings and Transcripts**. Any audio or audiovisual recording or transcript required;
3. **Sanctions.** Any Sanctions imposed on the Respondent;
4. **Remedies.** Any Remedies provided to the Complainant designed to restore or preserve equal access to the Education Program or Activity;
5. **Appeals.** Any appeal and the result thereof;
6. **Informal Resolutions.** Any Informal Resolution and the result therefrom;
7. **Training Materials.** All materials used to train Title IX Coordinators, Investigators, Hearing Officers, and any person who facilitates an Informal Resolution process; and
8. **Supportive Measures.** Any Supportive Measures, taken in response to a report or Formal Complaint of Prohibited Conduct. In each instance, the University must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to its Education Program or Activity. If the University does not provide a Complainant with Supportive Measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the University in the future from providing additional explanations or detailing additional measures taken.

XVIII. External Government Agencies

Employee complaints relating to Prohibited Conduct may be directed to:

Equal Employment Opportunity Commission (EEOC)
GH Fallon Federal Building
31 Hopkins Plaza, Suite 1432
Baltimore, MD 21201
Phone: 1-800-669-4000
Fax: 410-209-2221
TTY: 1-800-669-6820
Website: https://www.eeoc.gov/filing-charge-discrimination

Maryland Commission on Civil Rights (MCCR)
William Donald Schaefer Tower
6 Saint Paul Street, Ninth Floor
Baltimore, MD 21202-1631
Phone: 410-767-8600
Fax: 410-333-1841
Maryland Relay: 7-1-1
Website: http://mccr.maryland.gov/ E-mail: mccr@maryland.gov

Student or employee complaints relating to Prohibited Conduct may be directed to:

Office for Civil Rights (OCR)
U.S. Department of Education
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100
Phone: 800-421-3481
Fax: 202-453-6012
TDD: 800-877-8339
Website:https://www.ed.gov/laws-and-policy/civil-rights-laws/file-complaint/ocr-discrimination-complaint-form
E-mail: OCR@ed.gov

PRIVACY RIGHTS OF STUDENTS (FERPA)

The Family Educational Rights and Privacy Act **(FERPA)** affords 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 a review of the party requesting permission to post notices and does not indicate an endorsement of content. Unauthorized materials will be removed. Materials should not be posted on building windows, doors, walls, areas, or on surfaces which obstruct traffic. The posting should display the time, date, location, sponsor, and cost (if applicable) of the event. Advertisement of off-campus functions can be advertised at the discretion of the Director of Student Activities & Leadership. Campus posting is limited to 30 days and must be removed by the party 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 2026-2027

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 ensure 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 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 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 of 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.

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 Campus Life (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 Campus Life 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 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 Campus Life (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 on 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 Campus Life 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 Campus Life. 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 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 Campus Life, 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 plan for someone (University employee) to represent him/her at the event and must contact the Office of Campus Life 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 the event being declined.
- For Greek organizations and Social Fellowships, ensuring that all guidelines for the membership intake process is 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.
- An 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 Campus Life, 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 Campus Life 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 the 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.

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

Black Out Days for Programming

Black out days are days when no student organization programs will be allowed in the effort to increase support for other departments and events, or when the campus is closed. Campus Life will provide all organizations with the dates for the 2026-2027 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

Academic classes take priority in scheduling spaces. Specific questions regarding policies/procedures for student organizations reserving dates, times, and space for events may be addressed in the Office of Campus Life. Non-university organizations and off campus entities may request the 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 Campus Life. Material not stamped will be removed, and all flyers are subject to disapproval. All advertisements are 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 the 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. If 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 damage done during an organizational event is the responsibility of that organization.

All damage should be reported immediately to Public Safety and the Office of Campus Life.

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 Campus Life is responsible for establishing policies governing social affairs. All social functions sponsored by the University, and student organizations must be approved, at least two weeks (14 days) in advance by the Office of Campus Life. Major social activities are parties, fashion/talent/ variety shows, and any other functions that anticipate a crowd of more than 100 people.

There will be a limit of 5 events/programs a day sponsored by student organizations. This will assist in ensuring that programs are well attended and that planning efforts are not in vain. The Office of Campus Life 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 Assistant Dean of Campus Life or AVP/Dean of Students. Social affairs that extend beyond 12 a.m. must be held on Friday and Saturday only, unless approved by the Assistant Dean of Campus Life or AVP/Dean of Students.

No events that resemble auctioning individuals are tolerated at all.

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, etc.). 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, it will not be able to hold any events until the fee is paid.

All organizations are urged to plan events in advance to ensure the 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 the Organizational Leadership Conference; spring, November).

Student Programs, Groups, Etc.

Campus Activities Board
The Campus Activities Board (CAB) was created to assist the staff in the Office of Campus Life with various events throughout the year, including, but not limited to Homecoming and I Love Coppin Week as well as many other events that 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 CAB via @CoppinCAB on Instagram. New members are only allowed to join at the beginning of each fall semester and the end of each spring semester.

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 an 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 of 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. (July)
- 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 the 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 the opening scene at the 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 include 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 Campus Life.
- 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 Campus Life.
- Attending home basketball games; attending other athletic games as delegated.
- Must maintain a 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 the 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 Campus Life.

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).
- The 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 at the University.
- Secure a clearly identified graduate chapter/campus advisor, and all contact information must be on file in the Office of Campus Life.

Stages of Recognition
Full Recognition is accorded to chapters which are in full compliance with all 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 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 the Coppin State University Student Handbook. The Office of Student Conduct and Community Standards, in consultation with the Office Campus Life, 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 Campus Life.

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

The Office of Campus Life 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 Campus Life, 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 Campus Life. Meetings must be scheduled with a minimum of 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 Campus Life in advance). Interest meeting flyers must be approved by the Office of Campus Life 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 Campus Life.
3. In all matters, Coppin State University policy supersedes all others, except in matters of 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 30 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 Campus Life certifies the 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 a 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's 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 Campus Life.
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 Campus Life, 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 into the Office of Campus Life on the first business day after the chapter's Interest Meeting.
- The names of all aspiring members of the organization must be submitted to the Office of Campus Life 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 all requirements at the time the names are submitted.
- A letter must be submitted two weeks prior to the Office of Campus Life stating the desired date, time, and location of the organization's new member exhibition. Organizations that 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 be concluded 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 Campus Life and without receiving written approval to begin intake.
- Chapters may not induct any members who do not pass the Clearance Process through the Office Campus Life.
- 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 Campus Life 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 Campus Life containing the organization's anti-hazing and pre-initiation activity policy.
2. Not induct any candidate who 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's interest meeting and submitted to the Office of Campus Life the following business day.
5. Provide a letter to the Office of Campus Life from the 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 Campus Life 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 Campus Life.
8. Complete all intake activities (New Member Introduction included) prior to the date established by the Office of Campus Life.
9. Submit the 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 send a written request stating the location, date, and time, two weeks (14 days) prior to the event. An event form must be completed and approved for the introduction.

10. Ensure that each chapter member maintains a 2.5 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 Campus Life 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 Campus Life has provided written consent.**

Coppin State University will:

1. Work with 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 the fall and spring semesters.

No organization is permitted to proceed with any intake-related activities without prior approval from the Office of Campus Life. 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's 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 through 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 unofficial transcript and a letter of thank you 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's 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. 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 the 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 workdays 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 workdays 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) workdays 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 workdays 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 workdays 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 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

An 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: Bold Gold and Navy Blue
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/transcript requests**.

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, operated by Barnes & Noble College, is located in the J. Millard Tawes Center and serves as the primary campus resource for academic materials, official merchandise, and daily essentials.
The Bookstore provides the campus community with access to the following goods and services:

- **Course Materials:** All required academic materials, including new, used, digital, and rental textbooks, as well as essential classroom supplies.
- **Graduation and Alumni Services:** Official university diploma frames are available for purchase year-round. Graduation regalia is available exclusively during designated commencement periods. A full selection of alumni apparel and memorabilia is also maintained.
- **Coppin Apparel and Gifts:** A wide variety of official Coppin State University clothing, accessories, and logo-imprinted gifts.
- **Convenience and Sundries:** Daily essentials, including convenience food and beverages, health and beauty aids, and general sundries.

Contact and Inquiries: For current operating hours, textbook return policies, and general assistance, please contact the Bookstore via the following channels:

- **Phone:** (410) 951-1223
- **Email:** sm8595@bncollege.com
- **Web:** http://coppin.bncollege.com

Course Materials and the Eagle First Day Program

A. Program Overview and Enrollment

To ensure academic readiness and equitable access to education, Coppin State University operates the **Eagle First Day Program** in partnership with Barnes & Noble College. This course material delivery model lowers the cost of instructional materials and ensures that all undergraduate students have access to their required textbooks, lab manuals, access codes, and digital course materials on or before the first day of class.

All eligible students are automatically enrolled in the Eagle First Day Program upon registering for classes. Physical textbooks are provided to students on a rental basis for the duration of the academic term, while digital materials are delivered directly through the Blackboard learning management system.

B. Financial Assessment and Tuition Integration

The cost of participating in the Eagle First Day Program is calculated as an all-in, flat fee per credit hour.

- **Fee Structure:** As of the current academic year, the fee is assessed at $24.00 per credit hour.
- **Billing:** This charge is automatically integrated into the student's comprehensive financial account and will appear on the final bill as a Bookstore Fee, payable through standard tuition channels, financial aid, or university payment plans.
- **Exclusions:** This fee covers required textbooks and primary digital access. It excludes non-reusable or consumable course kits (such as nursing kits, molecular model kits, engineering kits, or lab goggles), which must be purchased separately.

C. Student Responsibilities and Compliance

Students enrolled in the program must adhere to the following operational and behavioral standards:

1. **Order Verification:** Students are required to respond to institutional communications starting thirty (30) days prior to the start of classes to verify their order and select their fulfillment preference (in-store pickup at the Tawes Center Bookstore or direct shipping).
2. **Rental Material Return:** All physical textbooks issued under this program remain the property of Barnes & Noble College and are provided on a rental basis. Students must return all physical course materials to the campus bookstore no later than the final day of the exam period for the respective term. Failure to return physical rentals by the posted deadline, or returning materials in a damaged, unusable condition, may result in replacement fees assessed to the student's university account and an institutional hold on registration or transcripts.
3. **Course Adjustments**: If a student drops a course or adjusts their schedule, they must return the corresponding physical materials to the bookstore within the standard drop/add timelines to ensure their student account is adjusted correctly and to facilitate a material "swap" for newly added courses.

D. Opt-Out Policy

Participation in the Eagle First Day Program is highly encouraged to maintain academic pacing, but it is not mandatory. Students retain the right to opt out of the program on a semester-by-semester basis.

- **Opt-Out Window:** The choice to opt out must be executed strictly within the university's designated online portal during the official opt-out window each term (typically concluding within the first two weeks of the semester).

- **Consequences of Opting Out:** Upon opting out, the Bookstore Fee will be credited back to the student's account. However, the student assumes full personal responsibility for independently acquiring all required course materials, and all digital access provided via Blackboard for that term will be deactivated immediately following the closing of the opt-out window.

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 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: Eagle Achievement Center, The Center for Counseling and Student Development, Financial Aid, Housing and Residence Life (if applicable), Library, Business Office, and 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 philosophies 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 others, the environment, the mission of the University, and the rights and responsibilities of community membership.
- Respect the rights of all members of the University Community by following the policies that have been established together with the sanctions.
- Be accountable for behavior and shall not behave in a manner which infringes on individual or group rights or jeopardizes the health or safety of individuals or property.
- Exercise the rights as a student as outlined in the Student Government Association Constitution.

RATIONALE

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

BYSTANDER INVENTION CLAUSE

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

ARTICLE I - DEFINITIONS

1. The term "University or CSU" means Coppin State University.
2. The term "student" includes all persons taking courses at the University, both full-time and part-time. Degree and non-degree seeking persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered "students."

3. The term “faculty member” means any person hired by the University to teach and/or instruct.
4. The term “University Employee” includes any person employed by the University performing assigned administrative or professional responsibilities.
5. The phrase “member of the University community” includes any person who is currently enrolled as a student; or serves as a faculty member, administrative staff or any person employed or engaged as a volunteer by the University.
6. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University.
7. The term “organization” means any number of students who have complied with the formal requirements for university recognition as a club or group functioning under an established department.
8. The term “University Judicial Board” means any member of the University community selected, trained by the Coordinator of Student Conduct and Community Standards, and approved by the Vice President for Enrollment Management and Student Affairs. The Judicial Board hears alleged infractions to determine whether a student has violated the Student Code and recommends the imposition of sanctions.
9. The term “Conduct Officer” means a University administrative staff member authorized by the Assistant Vice President and Dean of Students of Enrollment Management and Student Affairs to Hear cases, conduct investigations and recommend sanctions upon students who admit to or are found to have violated the Student Code.
10. The term “Hearing Officer” means a university official authorized on a case-by-case basis by the Coordinator of Community Standards/Conduct Officer to oversee a student conduct hearing.
11. The term “shall” is used in the permissive sense.
12. The term “may” is used in the permissive sense.
13. The Assistant Vice President and Dean of Students of Enrollment Management and Student Affairs is that person designated by the University President to be responsible for the administration of Student Conduct.
14. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the Student Code, Eagle Guide Student Handbook, Residence Life Handbook, Graduate/ Undergraduate Catalogs, etc.
15. The term “cheating” includes, but is not limited to (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of the use of electronic devices, or tests or other academic material belonging to a member of the University faculty or staff,
16. The term “Weapon” means any object, substance, or chemical used to inflict a wound, cause injury, or incapacitate.
17. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
18. The term “Consent” means a knowing, voluntary, and affirmatively communicated willingness to mutually participate in a particular sexual activity or behavior. It must be given by a person with the ability and capacity to exercise free will and make rational, reasonable judgment; expressed either by words or actions, as long as those words or actions create mutually agreed upon sexual activity. Consent is not effective if it results from the use of physical force, threats, intimidation, or coercion.

19. The term “Incapacitated sex” means to have sex with someone known or should be known to be incapable of making a rational, reasonable decision about a sexual situation. This includes, but is not limited to, someone whose incapacity results from being intoxicated under the influence of any prescribed or illegal drug, or mental health impairment.

ARTICLE II – COMMUNITY STANDARDS AUTHORITY

1. The Coordinator of Community Standards (with approval by the Assistant Vice President and Dean of Students of Enrollment Management and Student Affairs) shall develop procedures for the administration of the Community Standards program and procedural rules for conducting hearings, which are consistent with provisions of the Student Code and due process.

2. The Coordinator of Student Conduct and Community Standards/Board Advisor shall determine the composition of each University Judicial Board compromised 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 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.

NO CONTACT ORDERS

The Coordinator of Student Conduct has the authority to implement, modify, and terminate No Contact Orders against Students, regardless of whether a Referral of Prohibited Conduct is made under this *Code of Student Conduct*, and consistent with all other applicable University policies and procedures. The Coordinator of Student Conduct may consult with other University officials regarding No Contact Orders. No Contact Orders are typically mutual between two or more individuals and are designed to prevent individuals from engaging in direct or indirect communication with each other. They are typically non-punitive in nature and are not considered a Sanction unless ordered otherwise.

No Contact Directives are effective immediately without prior notice to Students whenever there is evidence that the continued interaction of the student with other particular members of the University community poses a substantial threat to themselves or others or the stability and continuation of normal University operations including but not limited to individuals' educational or work environments. No Contact Orders may, but are not required to be, be implemented as an Interim Measure under this Code. No Contact Orders may remain in place following the conclusion of any relevant University proceeding. Violations of No Contact Orders may constitute a violation of this Code of Student Conduct.

ARTICLE III – PROHIBITED CONDUCT

A. JURISDICTION OF THE UNIVERSITY

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

B. VIOLATION OF LAW AND UNIVERSITY DISCIPLINE

1. If a student is charged with a violation of federal, state, or local laws of campus, but not with any other which constitutes a violation of this Code, disciplinary action may result from misconduct which demonstrates flagrant disregard for the University community and/or Federal & State law.
2. University disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation or criminal prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. The student may still be subject to civil authorities as well as University disciplinary action, including when charges involving the same incident have been dismissed or dropped.
3. The University will cooperate fully with law enforcement and other enforcement agencies on or off campus.

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

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

1. Acts of Dishonesty Including but not limited to the following:

a) Cheating, plagiarism, or other forms of academic dishonesty as outlined in the University Academic Integrity Policy.

b) Inappropriate or excessive use of any Artificial Intelligence (AI) tool or resource for course work or student dependent graded assignments.

c) Furnishing false information to any university official, faculty member, or office.

d) Forgery, alteration, or misuse of any University document, record, or instrument of Identification.

e) Tampering with the election of any University-recognized student organization.

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

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

(a) Quid Pro Quo: An employee of the University conditioning the provision of aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct.

(b) Hostile Environment: Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's Education Program or Activity.

(c) Sexual Assault: An offense classified as a sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sex Offenses are any sexual act including Rape, Sodomy, Sexual Assault with An Object, or Fondling directed against another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent; also, unlawful sexual intercourse (Incest or Statutory Rape).

1. **Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.
2. **Sodomy:** Oral or anal sexual intercourse with another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.
3. **Sexual Assault With An Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.
4. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification without the Consent of the victim, including instances where the victim is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.
5. **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
6. **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

(d). [5]**Other Sexual Misconduct** means the following conduct:

1. Sexual Harassment that occurred against a person outside of the United States or not within an Education Program or Activity.

2. Sexual Coercion: The use of unreasonable pressure in an effort to compel another individual to initiate or continue sexual activity against the individual's will. A person's words or conduct are sufficient to constitute Sexual Coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Sexual Coercion includes but is not limited to intimidation, manipulation, express or implied threats of emotional or physical harm, and/or blackmail. Examples of Sexual Coercion include but are not limited to causing the deliberate Incapacitation of another person; conditioning an academic benefit or employment advantage on submission to the sexual contact; threatening to harm oneself if the other party does not engage in sexual contact; or threatening to disclose an individual's sexual orientation, gender identity, gender expression, or other personal sensitive information if the other party does not engage in the sexual contact.
3. Sexual Exploitation: Taking non-consensual or abusive sexual advantage of another person for one's advantage or benefit or the advantage or benefit of anyone other than the person being exploited.
4. Sexual Intimidation: Threatening behavior of a sexual nature directed at another person, such as threatening to sexually assault another person or engaging in indecent exposure.
5. Attempted Sexual Assault: An attempt to commit Sexual Assault.
6. Other Sex-Based Offenses:
   a. Unwelcome sexual advances;
   b. unwelcome requests for sexual favors; or
   c. other behaviors of a sexual or gender-based nature where:
      i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, evaluation of academic work, or participation in a University-sponsored educational program or activity;
      ii. submission to or rejection of such conduct by an individual is used as the basis for an academic, employment, activity, or program participation decision affecting that individual; or
      iii. such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, i.e., it is sufficiently severe or pervasive to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment.

4. Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Maryland or by any other person against an adult or youth Complainant protected from that person's acts under the domestic or family violence laws of Maryland.

5. Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

6. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for their own safety or the safety of others; or (2) suffer substantial emotional distress.

7. Retaliation means intimidating, threatening, coercing, discriminating against, or otherwise taking an adverse action against an individual for the purpose of interfering with any right or privilege secured by law or University policy relating to Prohibited Conduct, or because an individual has made a report, filed a complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding, or hearing related to Prohibited Conduct. Adverse actions include but are not limited to impeding an individual's academic advancement; terminating, refusing to hire, or refusing to promote an individual; or transferring or assigning an individual to a lesser position in terms of wages, hours, job classification, or job security. Retaliation includes retaliatory harassment. Adverse actions, including charges against an individual for violations of other University policies that do not involve sex discrimination or Prohibited Conduct, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of Prohibited Conduct, for the purpose of interfering with any right or privilege secured by law, constitutes Retaliation. However, charging an individual with a violation of other University policies for making a materially false statement in bad faith in the course of a proceeding does not constitute Retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any Party made a materially false statement in bad faith. The exercise of rights protected under the First Amendment does not constitute Retaliation. The University will keep confidential, to the extent permitted by the Family Educational Rights and Privacy Act (FERPA), the identity of any individual who has made a report of Prohibited Conduct.

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

9. 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, guns, swords, machetes, fireworks, etc.

10. 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.

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

12. Incivility - Student behaviors that negatively impact the learning environment and/or affect the ability to facilitate teaching including but not limited to the use of profanity, disregarding direction from university staff, or inappropriate use of mobile phones during course instruction.

13. Verbal/Written Abuse - Use of abusive, obscene, and/or profane language, or speaking in a way that is inconsistent with the CSU Values and Standards of Excellence and/or Student Code of Conduct. This may include threats, intimidation, harassment, coercion, and/or other unlawful or unauthorized conduct including intentionally or substantially interfering with the freedom of expression of others which threatens or endangers the health or safety of others which threatens or endangers the health or safety of any person to include the context of social media.

14. **Stalking** - means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.
15. **Bullying** - Intentional, persistent, malicious, unwelcome, severe, or pervasive conduct that harms, intimidates, offends, degrades, or humiliates a specific person and a reasonable person would find to be hostile, offensive, and not related to the University's business interests.
16. **Guests/Actions of Guest** - University Community members are responsible for the actions of his/her guest(s) at all times. Should a guest be found responsible for any violation(s) of University policy, the host is also accountable.
17. **Theft** - Attempted or actual theft of and/or damage to property of the University; property of a member of the University community, or other personal or public property; knowingly in possession of stolen property.
18. **Failure to Comply** - Failure to comply with directions of University officials or law enforcement officers; acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
19. **Security Violation** - Acting in a way that compromises the security of University community members or facilities. Examples include, but are not limited to, propping doors of University buildings and/or facilities, or failing to follow University residence hall security guidelines.
    a. Unauthorized possession, duplication, or use of keys to any University premises
    b. Improperly entering or exiting the campus or a room/building/area/vehicle. Entering or being in a restricted area/building/academic room without appropriate permission or after the hours when the building/area is closed.
20. **Violation of published University policies, rules, or regulations.**
21. **Violation of federal, state, or local laws on university premises or at University-sponsored or supervised activities.** All students are expected to abide by the existing federal, state of Maryland or local laws.
22. **Drugs** - Coppin State University expects that all students abide by all federal laws and Maryland State laws regarding illegal drug use as well as the University's Policy on Drugs and all related policies as outlined in the Residential Life Handbook. The following actions violate the University's Student Code of Conduct regarding personal drug use:
    a) 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
    c) Using and/or possessing narcotics or other controlled substances except as expressly permitted by law
    d) Improperly using or abusing over-the-counter drugs or prescription drugs
    e) Using/possessing drug paraphernalia on campus (examples include but are not limited to e-cigarettes, vapes, edibles, scales, rolling papers, bowls, pipes, bongs, blunts, hookahs, or any other devices that could be used for the purpose of drug use)
    f) Knowingly being in the presence of illegal drugs and/or drug paraphernalia/ illegal drug use on campus without reporting said violation

    Coppin State University does not permit the use of marijuana for any purpose on University-owned or controlled property. Students who have prescriptions to use marijuana for medical purposes are not permitted to possess, store, grow, provide, or use the marijuana on University-owned or controlled property (including but not limited to residence halls, academic buildings, athletic facilities, fields, vehicles, and parking lots), or during a University-sanctioned activity regardless of the location.
23. **Alcohol** - Coppin State University expects that all students abide by all federal laws and Maryland State laws regarding the use of alcohol as well as the University's Policy on Alcohol and all related policies as outlined in the Residential Life Handbook. The University is a "dry campus" which means that any person violating this policy, regardless of age, may be subject to disciplinary action. Students who drink alcohol to excess whether on campus or off campus and require medical attention will be later required to meet with a member of the Office of Community Standards. The following actions violate the University's Student Code of Conduct regarding alcohol:
    a) Possessing, consuming and/or distributing any quantity of alcohol on campus
    b) Public intoxication as deemed unacceptable by university police, regardless of age
    c) Misrepresenting oneself or using another person's identity with the intent to purchase, possess, and/or consume alcohol
24. **Unauthorized participation in a campus demonstration** - Any unauthorized participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
25. **Obstruction of traffic** - Obstructing the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.
26. **Lewd/Indecent Behavior** -Unauthorized participation in conduct, which is disorderly, lewd, or indecent, including but not limited to breach of peace, or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University (see policy of "On or Off Campus Event Related Misconduct").
27. **Violation of Computer Use Guideline**s –
    a) Theft or other abuse of computer time, including but not limited to:
        1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
        2. Unauthorized transfer of a file.
        3. Unauthorized use of another individual's identification and password.
        4. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
        5. Use of computing facilities to send obscene or abusive messages.
        6. Use of computing facilities to interfere with the normal operation of the University computing system.
28. **Social Networking** - Coppin State University reserves the right to use Facebook, and/or other social networking websites and communities, to keep in touch with and to inform the campus community about events, programs, contests, 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 the University's computing resources.

29. **Abuse of the Student Conduct System** - Including but not limited to:
    a) Failure to obey the Notice and/or Sanction of a hearing body or University official.
    b) Falsification, distortion, or misrepresentation of information before a hearing body.
    c) Disruption or interference with the orderly conduct of a disciplinary proceeding.
    d) Institution of a disciplinary proceeding knowingly without cause.
    e) Attempting to discourage an individual's proper participation in or use of, the Student Conduct system.
    f) Attempting to influence the impartiality of a member of a hearing body prior to, and/ or during the course of, the disciplinary proceeding.
    g) Harassment (verbal or physical) and/or intimidation of a member of a hearing body prior to, during, and/or after a disciplinary proceeding.
    h) Influencing or attempting to influence (aiding/abetting/coercing) another person (student or University visitor) to commit an abuse of the Student Conduct system.
30. **Failure to comply with the sanction(s) imposed under the Student Code of Conduct.**
31. **Gambling** - Unauthorized or illegal gambling on university owned or controlled property, or at university sponsored or supervised functions.

ARTICLE V – STUDENT CONDUCT POLICIES AND PROCEDURES

A. STANDARDS AND PROCEDURES OF DUE PROCESS

The purpose of university disciplinary proceedings is to provide a student accused of a violation with a fair evaluation under the Student Code of Conduct. Student Conduct processes are educational in nature; procedures will comply with standards of fundamental fairness and due process.

B. CHARGES AND HEARINGS

A student is required to maintain his/her university/local and permanent mailing addresses with the Office of Records and Registration and daily check his/her University E-mail account for news and information. Failure to do so may result in the student not receiving routine, critical, or urgent correspondence and may lead to the student being held responsible for the content of certain notices.

1. Any member of the University community may file a complaint against any student for misconduct under this Code by filing a report with the CSU Department of Public Safety, the Office of Residence Life, or the Coordinator of Student Conduct and Community Standards. You may contact the Office of Student Conduct and Community Standards for assistance with filing a complaint. Any complaint should be submitted as soon as possible after the event takes place.
2. Upon receipt of the complaint, the Coordinator of Community Standards will conduct an informal investigation to determine if the allegations are violations of the Student Code of Conduct. (NOTE: Any complaints concerning matters of sexual assault, sexual harassment or sexual discrimination would follow guidelines outlined in the procedures for investigating and resolving allegations of sexual harassment and other sexual misconduct).

3. The charged student will be notified in writing requesting to meet with the Coordinator of Student Conduct and Community Standards to explain the charge(s) and their options.
4. All charges shall be presented to the charged student in written form during an informal meeting with the student by the Coordinator of Student Conduct and Community Standards, or designee. During this meeting, the student will be encouraged to discuss and review the allegations being brought against him/her, as well as their conduct file. The respondent may accept full responsibility for his/her actions and verify, in writing, that the allegations are correct.
5. At the discretion of the Coordinator of Student Conduct and Community Standards, a conduct matter may be resolved via administrative resolution or summary of judgement if the respondent accepts responsibility for violating the Code of conduct or if the investigation demonstrates no material dispute of fact exists The respondent waives his/her right associated with a hearing and will be sanctioned appropriately for the violation. If the charges cannot be disposed of by mutual consent, the coordinator may convene a University Hearing Board and later serve as Board Advisor to review the case and determine responsibility and subsequently recommend an appropriate sanction should the student be found responsible.
6. A time shall be set for a hearing, not less than five nor more than eight (8) business days after the student has been notified (unless otherwise waived by the respondent).
7. In hearings involving more than one charged student, the Coordinator of Student Conduct and Community Standards may permit the hearings concerning each student to be conducted jointly or separately.
8. All hearings shall be conducted in person unless extenuating circumstances prevent the charged student from attending. Any exceptions or requests to attend virtually can be considered on a case-by-case basis.
9. The complainant and the student charged have the right to be assisted by an advisor they choose. The advisor may be a member of the University community or may be an attorney. Nevertheless, the complainant and/or the charged student is responsible for presenting his or her own case by calling witnesses, questioning witnesses, presenting written documents, and making opening and closing statements. An advisor present at a hearing of the University Judicial Board is permitted to advise his or her charged student as to what, if any, statements should be made before the hearing body. However, an advisor is not permitted to speak, cross-examine witnesses, present documentary evidence or make opening and closing statements.
10. Only Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the University Board.
11 All procedural questions are directed to the Board Advisor of the University Judicial Board.
12. 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.
13. 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).
14. 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.
15. 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.

16. 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 the Coordinator of Student Conduct and Community Standards). These sanctions may be imposed in addition to those specified above with the intent of providing the Responding Party with learning, assistive, or growth opportunities, as well as restoring any harm caused to the community. Alcohol or other drug education, research or reflective assignments, community service, values/ethics- based activities, or other Sanctions may be assigned as well.
   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.
3. University suspension or expulsion and 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 are retained for five (5) years after final disposition of the case.
4. The following sanctions may be imposed upon groups or organizations:
   a. Those sanctions listed above in Section C1, a through f.
   b. Deactivation - Loss of all privileges, including University recognition, for a specified period.
5. In each case in which a University Judicial Board or conduct officer determines that a student has violated the Student Code, the sanctions(s) shall be determined and imposed by the University Judicial Board

D. INTERIM MEASURES

In emergent circumstances, the Coordinator of Student Conduct and Community Standards may impose an Interim measure prior to the hearing before a University Judicial Board through consultation with the Assistant Vice and Dean of Students of Enrollment Management and Student Affairs. During this time, the student will be temporarily separated from the University and campus community until enough information is available to evaluate the listed criteria of safety and well-being. It is at this time the students' responsibility to seek temporary accommodations as well as consistently communicate with all academic instructors regarding the status of all academic requirements. Pending student conduct cases are not a reason for academic extensions or any type of leniency.

1. Interim Suspension may be imposed under one or more of the following circumstances:
   a. To ensure the safety and well-being of members of the University community or the preservation of university property.
   b. To ensure the student's own physical or emotional safety and well-being.
   c. If the student posed a definite threat of disruption or interference with the normal operations of the University.
2. Cease and Desist: A Cease-and-Desist notice may be issued to Student Groups or Student Organizations whose continued operation poses a threat to the health and safety of the University community. Directives to Cease and Desist may be effective immediately without prior notice to the Student Group or Student Organization if there is evidence that the continued presence and operation of the Student Group or Student Organization poses a substantial threat to the health and safety of their members or others in the community (e.g., hazing allegation).
3. No Contact Orders: No Contact Orders may be implemented as an Interim Measure in accordance with Article IV of this Code.

E. APPEALS

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

2. An appeal shall be limited to one or more of the following purposes:
   a. To determine whether the original hearing was conducted fairly and in conformity with the outlined procedures.
   b. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code.
   c. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known at the time of the original hearing.

Coppin Creed

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

CAMPUS DIRECTORY

OFFICE	PHONE
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	410-951-3584
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 Life	410-951-3922
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
Natural Sciences	410-951-4111

OFFICE	PHONE
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
Second Year Experience	410-951-3576
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 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
Title IX Coordinator	410-951-6543
Thompson Hospitality	410-951-1230
First Year Experience	410-951-3576
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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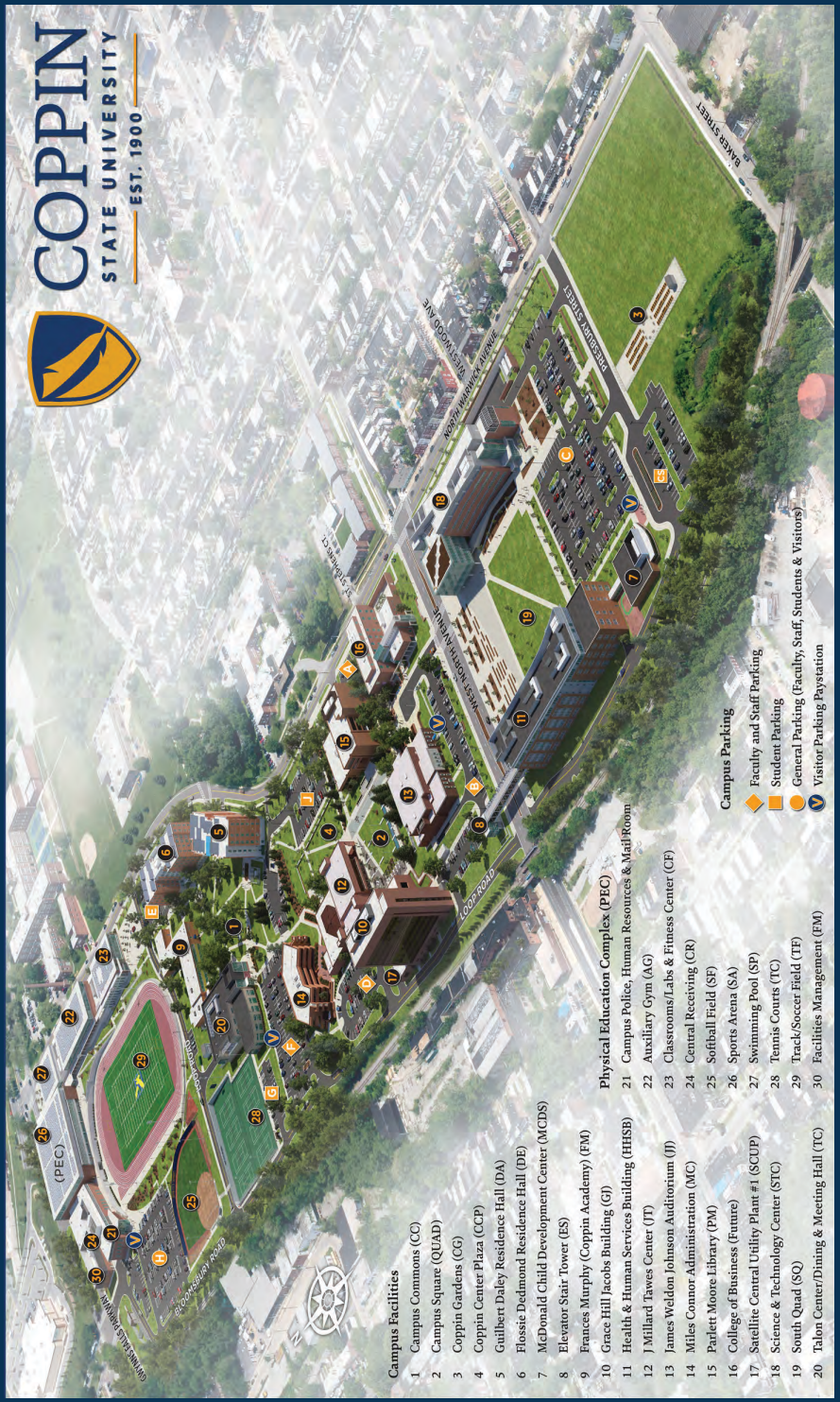

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