

STEVENSON UNIVERSITY

**Annual Security and Fire Safety Report
Greenspring and Owings Mills
Campuses**

October 1, 2020

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INTRODUCTION

Pursuant to the Higher Education Act of 1965, as amended by the Campus Security Act; (Pub. L. 101-542), Stevenson University provides a detailed report on campus safety policies and procedures, including policies for crime statistics concerning campus crime, to all current students and employees. In addition, Stevenson University provides notice of the Annual Security and Fire Safety Report to prospective students and prospective employees. This notice includes a brief description of what the report contains, the direct web address for accessing the report and how to request a paper copy of the report.

This report is prepared by Stevenson University's Security Office in partnership with the University's Office of Student Affairs, Facilities Department, Human Resources Office, Admissions Office (Undergraduate), Admissions (Graduate/ Professional Studies and Accelerated), and the Office of Marketing and Digital Communications.

The Stevenson University Annual Security and Fire Safety Report is available on the Stevenson University website at <http://www.stevenson.edu>. The report is accessible by going to the bottom of any Stevenson University web page and clicking on "Annual Security & Fire Safety Report". In addition, the direct link to the University's Annual Security and Fire Safety Report is www.stevenson.edu/clery. Copies of the Annual Security and Fire Safety Report is available for printing from any computer on campus. If you wish a printed copy of the report, please contact the Director of Security, in the University's Office of Security (443-352-4500), to make your request.

Federal Campus Sex Crimes Prevention Act of 2000 went into effect on 10/28/2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. That information available from the on line sex offender registry for the State of Maryland: <http://dpscs.maryland.gov/onlineservs/socem/default.shtml>.

Stevenson University encourages all students and employees to promptly and accurately report all allegations of campus crime to the Stevenson University Security Office (Ratcliffe Community Center, Owings Mills Campus, 443-352-4500).

SAFETY ON CAMPUS

Stevenson University is committed to the safety and security of all members of the university community. If, however, you are confronted by a situation requiring assistance by the University's Security Office, please follow these procedures:

In Emergency Situations

For crimes or accidents:

To report an emergency on the Owings Mills campus, contact Security by going to the nearest University telephone and dial "4500" or 443-352-4500 from your cellular device. If on the Greenspring campus, dial "0" from any University telephone, which will connect you to a receptionist who will in turn, contact Security via two-way radio. University telephones are located throughout the campus and in staff and faculty offices. Additionally, emergency telephones are located throughout the campus buildings, in elevators and on the parking lots. In a life-threatening situation, immediately call "911" to contact the Baltimore County Police Department and then contact campus Security by dialing "0" on the nearest University telephone or extension 4500 or 443-352-4500.

For fires:

In case of fire, pull the nearest fire alarm and exit the building. Fire alarms are located throughout the campus. Once outside the building, immediately call 911 and Campus Security at X4500 or 443-352-4500. Emergency phones are located throughout the campuses, in the parking lot areas or, on the Owings Mills campus, on the quad side of the residential buildings.

Suspicious Persons:

Any suspicious person observed on campus should be reported to Security immediately by dialing "0" on the nearest University telephone or X4500. Security can also be contacted at 443-352-4500.

Security Department

Campus Security Personnel

Whenever the Greenspring campus is open, members of the Security department will be on campus and in radio communication with the administration, University receptionist, and Owings Mills Security staff. The Owings Mills campus is staffed with security officers 24 hours a day, 7 days a week. Most Security personnel at the University are either active, off-duty or retired Police Officers, Firefighters, Correctional Officers or security personnel trained by the Maryland State Police, Baltimore County Police or Fire Department, etc. The Security department has a close cooperative relationship with the Baltimore County Police Department, where it refers all law enforcement functions and crimes for appropriate action. Stevenson University has a Memorandum of Understanding (MOU) with the Baltimore County Police Department designed to coordinate efforts and foster a cooperative working relationship. Stevenson University Security Officers have no enforcement/arrest authority and its members are not required to carry firearms. Stevenson University's Security Department's jurisdiction is limited to the Greenspring and Owings Mills campuses of Stevenson University and certain non-campus property as appropriate.

It should be noted that in the case of an emergency when on campus, **off-duty police officers** are authorized to carry weapons and make arrests within the scope of their sworn duty under federal, state or local regulations and their law enforcement powers. Only Security Officers authorized by Federal, State and/or local laws are permitted to

carry concealed weapons and any use or display must be within the University or Federal, State, or local regulations.

Security Services

In addition to patrolling the University campuses and responding to emergencies, the Security department offers the following services:

- Administer Emergency First Aid
- Provide student/faculty/staff escorts when requested
- Lock down the University during emergencies situations
- Issue Stevenson University ID Cards
- Deliver emergency messages to students
- Jump start dead batteries
- Open locked cars
- Manage lost and found property
- **Assist** in out of gas situations
- **Assist** with flat tires

On the Greenspring campus, Stevenson University's Security Officers monitor the facilities by regularly patrolling the campus on foot. Stevenson Security is present on campus at all times when the Greenspring campus is open.

The exterior doors to all the residence halls are locked 24 hours a day, 7 days a week. Residents of the building gain access to their specific building through the use of their Stevenson University student ID Card, known on campus as the SUOne card. In addition, Stevenson University employs contract Security Officers from 8:00 p.m. – 4:00 a.m. for additional security in the suite style residence halls that house the first year residents and the majority of the sophomore residents. These contract Security Officers are utilized seven days a week during the fall and spring semesters. At present, Stevenson University does not utilize contract Security Officers in the apartment style residence halls. Finally, the use of closed circuit televisions are widely used on the Owings Mills campus. Security can be contacted at 443-352-4500 or x4500 to facilitate authorized after-hours access when notified in advance.

Campus Facilities Inspection and Maintenance

Lighting is provided throughout campus via our Facilities department. Members of facilities and security make frequent inspections of campus lighting and other items in need of repair throughout their tour of duty. Items discovered are reported to personnel listed on the facilities request form. Members of the Stevenson community may also report outages and other items of repair through Stevenson University's SUNow Portal, by clicking on the "**Need Help**" tab on the navigation menu and submitting a facilities request. In an emergency, contact the security office (443-352-4500) and an officer will respond and will work with other departments to resolve the issue. Campus Facilities employees also make regular inspections of the buildings and grounds to remove any hazards and to promote safety.

Security and Crime Awareness Programs

In addition to the publication of this yearly report, the University is involved with a variety of education awareness and prevention programs to educate members of the University campus regarding security and crime prevention, which may include:

1. Timely alert warnings on campus crimes and incidents using:
 - a. Campus wide e-mail
 - b. SUALert system - Stevenson University students, faculty, and staff are encouraged to sign up for SUALert in order to receive emergency text alerts. This service is available at no cost. More information about SUALert, including how to register, is available at: <http://www.stevenson.edu/about/campus-services/alert/>.
 - c. Alertus Desktop – Alertus is a desktop notification system that is installed on all University owned networked computers.
2. A public daily crime log in compliance with the Student Right to Know Act:

The daily crime log is maintained in the Security Office in the Ratcliffe Community Center on the Owings Mills campus. The daily crime log shall be available to the public for inspection during regular University business hours. The log contains statistics related to all reported crimes to Stevenson University’s Security Office and includes the following information: the nature of the crime, the date and time the crime occurred, the general location of the crime, and the disposition of the complaint (if known).
3. Making presentations at orientation.
4. Special presentations on topics of interest in cooperation with the Dean of Students and the Student Government Association.
5. One-on-one discussion sessions with a member of the Security staff or the University’s counselor at the request of any student.
6. Distribution by both electronic and print media of literature on contemporary issues affecting the campus community.
7. Periodic lectures, presentations, and workshops by qualified professionals.
8. Facilities / Security will conduct unannounced fire/emergency evacuation drills once each semester.

REPORTING CRIMES

Campus Crime

Pursuant to the Federal Campus Security Act, the University has prepared this Annual Security and Fire Safety Report. For additional information on how to report a crime on campus, please see the “Safety on Campus” section of this report.

Crime in the Area Surrounding the Campus

If a crime occurs in the vicinity surrounding the campus, which is threatening to members of the University community, the University will notify the campus community of the situation so that precautions can be taken.

Reporting Emergency or Life-Threatening Situations

Immediately call “911” to contact the Baltimore County Police Department.

Reporting a Crime in a Non-Emergency Situation

Call the Baltimore County Police Department at 410-887-2222.

Reporting Crimes on a Voluntary, Confidential Basis

Victims or witnesses may report crimes on a voluntary, confidential basis to Stevenson University’s mental health counselors located in the Wellness Center on the Owings Mills Campus (443-352-4200). In addition, victims or witnesses may report information using Stevenson University’s anonymous tip-line at 443-334-2630.

Professional and Pastoral Counselors

Stevenson University has no policy or procedures that encourages professional and pastoral counselors to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Pastoral and professional counselors who receive confidential reports of crime are not required to report these crimes to the Stevenson University Security Office for inclusion into the annual disclosure of crime statistics or for the purpose of a timely warning.

These positions are defined as follows:

Professional Counselor: A person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Pastoral Counselor: A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. (Stevenson University does not have staff members who are considered pastoral counselors.)

Campus Security Authorities

Stevenson University encourages all students and employees to report all allegations of campus crime to the Stevenson University Security Office (Ratcliffe Community Center, Owings Mills Campus, 443-352-4500). However, Stevenson University is aware that, in some instances, individuals may choose to file a report with others on campus. For this reason, the *Clery Act* requires all colleges to collect crime reports from a variety of individuals and organizations that the

Clery Act has termed “campus security authorities”.

“**Campus security authorities**” is a *Clery Act*-specific term whose role is to report to Stevenson University’s Security Office allegations of *Clery Act* crimes that are reported to them in their capacity as a Campus Security Authority. Campus Security Authorities (CSAs) are individuals who have significant responsibility for student and campus activities. CSAs encompass four groups of individuals and organizations associated with an institution. The four groups designated by the *Clery Act*, and the associated CSAs at Stevenson University within each group, are as follows:

a. A campus police department or a campus security department of an institution. The CSAs at Stevenson University within this category are:

1. All members of the Stevenson University Security Office

b. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g. an individual who is responsible for monitoring the entrance into institutional property). The CSAs at Stevenson University within this category are:

1. All members of the Stevenson University Transportation Department
2. All private contract security officers who work in the residence halls and at the gatehouse on the Owings Mills campus
3. All off-duty law enforcement officers hired to perform security services for the University

c. Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. The CSAs at Stevenson University within this category are:

1. Vice President, Student Affairs
2. Dean of Students
3. Title IX Coordinator
4. Vice President, Human Resources
5. All members of the President’s Cabinet

d. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. The CSAs at Stevenson University within this category are:

1. All professional members of the Office of Student Affairs (except for the University’s professional counselors and health providers in the Wellness Center who are exempt from this reporting requirement)
2. Athletic Director
3. All athletic coaches
4. All advisors to a Stevenson University club or organization
5. All Resident Assistants

As noted earlier, Campus Security Authorities are responsible for reporting allegations of *Clery Act* crimes that are reported to them in their capacity as a CSA to the Stevenson University Security Office. CSAs are not responsible for determining authoritatively whether a crime took place nor

should they try to apprehend the alleged perpetrator of a crime. These are the responsibilities of the Stevenson University Security Office and the Baltimore County Police Department.

Stevenson will contact CSAs at the end of each academic semester and direct them to provide a statement confirming instances of criminal reports that may have been made to them.

Crimes Involving Student Organizations at Off-Campus Locations

Stevenson University Security has a close cooperative relationship with the Baltimore County Police Department, where it refers all law enforcement functions and crimes for appropriate action. Stevenson University has no off-campus locations of student organizations officially recognized by the institution. As a result, the monitoring and recording of such locations through local police agencies is not applicable. Crimes committed at off campus facilities under the control of the University shall be disclosed in our statistics if they come to the attention of Stevenson University's Security Office.

Notification of Disciplinary Outcome regarding Crimes of Violence Resulting from a University Disciplinary Hearing:

The University will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code) or any non-forcible sex offense, the results of any college disciplinary proceeding against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim will be treated as the alleged victim for the purpose of this policy.

UNIVERSITY 'S GENERAL POLICY FOR CRIME PREVENTION

Students, faculty and staff are encouraged to be responsible for their own security and the security of others on campus. Each member of the campus community is encouraged to assist Security in eliminating the opportunity for a crime to be committed. Some crime prevention tips:

1. Lock your car doors when you are in your car and when you park it.
2. Keep car windows closed while driving your motor vehicle.
3. Do not walk alone on campus at night.
4. In the evenings, park in a well-lighted area, in a lot close to your destination.
5. Do not leave purses or backpacks unattended or in plain view in your vehicle.

In the Residence Halls:

1. Lock the doors to your room when leaving even for short periods of time.
2. Do not leave notes on your doors indicating you are not in or how long you will be away.
3. Secure all money and valuables in your room or office.
4. Do not prop the entrance or exit doors to the residence halls. This type of action endangers all and is a serious offense.

DRUG AND ALCOHOL POLICY

Standards of Conduct Regarding Unauthorized Drugs

The Stevenson University community affirms unauthorized drug use to be contrary to the goals of the University. The use, possession (including constructive possession), manufacture, distribution and solicitation of controlled dangerous substances, drug paraphernalia, look-alike drugs, unauthorized legal drugs, man-made or naturally occurring substances or inhalants used for the purpose of altering behaviors, mood, or for changing the brain or nervous system, and over-the-counter drugs/medications or prescription drugs in excess of the recommended or prescribed dosage(s) is strictly prohibited on Stevenson University property, Stevenson sponsored travel, or in connection with any program or activity sponsored or endorsed by Stevenson University.

Standard Sanctions for Unauthorized Drugs

Violations of the University's Drug Policy are considered serious and may result in suspension, dismissal or expulsion from the University. Students who are found to be distributing drugs will be expelled from the University. Students who are found in possession of large quantities of drugs may also be expelled from the University as the large quantity, by itself, may be viewed as intent to distribute.

Standards of Conduct Regarding Alcohol

The health and safety of members of the Stevenson University community are the primary concerns of the University. It is the University's policy to uphold the alcohol laws of the state of Maryland. Possession and consumption of alcoholic beverages is permitted only by those who are at least 21 years of age. Alcoholic beverages are not to be furnished to or consumed by minors. Members of the Stevenson community and guests are expected to accept responsibility for their actions, to obey the law and to police their own behavior. Individuals who violate the law, in addition to being subject to criminal penalties, will be subject to University disciplinary measures. These specific policies that follow apply to Stevenson University events both on and off campus.

1. Except as permitted by the following paragraphs, the possession, use or distribution of alcohol by students, faculty, staff, and guests on university property or in connection with any University activity is strictly forbidden.
2. All University-sponsored events where alcohol is served, either on or off campus, must be approved by the Vice President, Student Affairs or Chief of Staff in the President's office 30 days prior to the event. The Event Application Request for Service of Alcoholic Beverages will serve as a formal application for approval.
 - a. All individuals attending the event must be of legal drinking age. Student organizations may request an exception to this guideline if the primary purpose of the event is other than a social drinking party and the majority of the guests are of legal drinking age.
 - b. The organization's adviser or an alternative faculty/staff member must be present for the duration of the event.
 - c. Security must be present for the duration of the event.
3. Alcohol may only be served by a licensed caterer trained to serve alcohol. Caterers must provide proof of license and training certification to the University prior to the event. A list of approved caterers is included with the Event Application Request for Service of Alcoholic Beverages.
4. Proper proof of age must be provided to the server.
5. Kegs, multi-liter containers and pitchers used for the serving of alcohol are not allowed

- at student-sponsored events.
6. At events where alcohol is served, substantial food and non-alcoholic drinks must be provided. During late night events, the service of alcohol will stop one hour prior to the ending time of the event.
 7. It is recognized that this document cannot address, in specific fashion, all possible social situations that may occur. Where these procedures are not specific on a particular point, individual and organizational hosts are expected to conduct their social events and themselves in the spirit of social responsibility consistent with these procedures.

Rules Specifically Applicable to University Housing

Residents of legal drinking age may drink alcohol in their residence hall apartment or suite only if they are not in the presence of residents or guests who are under 21 years of age. Absolutely no alcohol is permitted in any shared space in a residence hall room/suite/apartment where underage students reside. Alcohol may not be served or consumed in any common areas of the University's residential facilities including but not limited to hallways, lounges, quad areas, and parking lots. Guests are expected to abide by the University's rules while visiting SU housing. Students may be held responsible for the conduct of their guests. The Residence Life staff will confiscate or require underage residents to dispose of alcohol they observe being brought or having been brought into the residences and to stop consumption of alcoholic beverages in all common areas. Kegs, beer balls, and other multi-liter containers are not permitted in SU residence halls. The Residence Life staff will inform students of University policy, clarify if they are violating the University's policy, and counsel them regarding the consequences of their behavior, both in terms of health and safety risks and legal consequences. Students in violation of the housing agreement or University policy will be held accountable. The Residence Life staff is to report offenders to the Assistant Vice President, Student Affairs & Conduct. The students involved will meet with the Assistant Vice President, Student Affairs & Conduct or a professional Residence Life staff member to determine appropriate sanctions if warranted. Any student failing to meet with a Residence Life staff member will be subject to termination of the housing contract for failure to comply with directions of a University official.

Standard Sanctions for Alcohol Violations

First time violators may be subject to:

- Formal warning
- \$100 fine and/or discipline service
- Participation in an alcohol education program designated by the University

Second time violators may be subject to:

- \$150 fine and/or discipline services
- Housing probation
- Parental notification (official warning letter sent to the student with a copy mailed to the student's parents/guardians)
- Participation in an alcohol education program or referral for treatment designated by the University

Students with subsequent alcohol violations will generally be subject to one or more of the following:

- Increased fine, referral for treatment, removal from residence, and termination of the students' Housing Contract and/or suspension and/or expulsion from the University

Reporting Use and Misuse

Each member of the Stevenson community is advised to report all suspicions of unlawful possession, use or distribution of illicit drugs or alcohol or of alcohol abuse to Stevenson University's Security Office in the Ratcliffe Community Center on the Owings Mills campus or by calling 443-352-4500.

Alcohol and Drug Education

Stevenson provides alcohol and drug education to all new students through new student orientation and through the students' required completion of the online educational program [MyStudentBody.com](https://www.mystudentbody.com). MyStudentBody, which is a required component of the Stevenson University health profile, focuses on three areas: alcohol, drugs and sexual violence.

Throughout the academic year, Stevenson strives to supplement the programs delivered during new student orientation by offering programming and awareness campaigns on the topics of substance abuse. While several of the events that were scheduled in spring 2020 had to be canceled due to the COVID-19 pandemic, Stevenson's Wellness Center did provide alcohol education in both the fall 2019 and spring 2020 semesters for students participating in fraternity and sorority life. One event that was canceled in spring 2020 due to the pandemic was Stevenson's annual participation in National Alcohol Screening Day held in April. At this event, Wellness Center health professionals are available to students who participate to provide confidential counseling and health services and to offer referrals to off-campus providers as needed. In recent years, this event has been a collaboration between the Wellness Center and the Student Government Association.

Events held in spring 2019 included a representative from MADD (Mothers Against Drunk Driving) along with a representative from the Baltimore County DUI Task Force delivering a presentation on campus regarding the lasting and long-term effects of substance impaired driving. Also in spring, 2019 representatives from the Baltimore County Health Department delivered a presentation on heroin and opioid abuse.

Stevenson University's Office of Residence Life, in collaboration with the Wellness Center, provides alcohol education to students who are found responsible for violating the University's Alcohol Policy. Stevenson University utilizes the *Informed Choices Alcohol Education Workshop* for students found responsible for a first-time alcohol violation. *Informed Choices* is an interactive, discussion-based workshop designed to empower students to make the best-informed decisions about alcohol consumption. The goal of the program is to further educate students on the impact alcohol has on their own bodies and in their communities, both on and off-campus. In addition, one-on-one education is provided when students violate the University's alcohol policy a second time as well as in cases of significant first-time alcohol violations.

Students who violate Stevenson University's drug policy, and who are permitted to remain enrolled at the University, are typically required to participate in a University sponsored drug education class facilitated by the Office of Residence Life. This class is an interactive workshop designed to help students understand the risks associated with illegal drugs and empower them to make the best-informed decisions they can make surrounding the use or abuse of illegal drugs. The goal of the program is to educate students on how drugs impact their mind, body and community as well as the impact it can have on their potential career prospects. If students continue to violate Stevenson University's drug policy, they may be referred for education and treatment from a University approved off-campus provider or be removed from housing or suspended/expelled from the University.

Stevenson has a Substance Awareness Task Force (SATF) that meets on a monthly basis. The task force includes representatives from the faculty, staff, and student body. The mission of the task force is to support and promote healthy & safe life choices for all faculty, staff & students of the Stevenson community through educational resources, alternative programming and positive reinforcement.

Employees may access alcohol and drug education through ComPsych, Stevenson University's Employee Assistance Program, by calling (800) 327-1850. For additional information, employees may contact the Office of Human Resources.

For more complete information related to alcohol and drug education, please refer to Stevenson University's comprehensive drug and alcohol abuse prevention program. This program contains, among other things, additional information related to alcohol and drug education, including alcohol and other drug programs available to students and employees. Stevenson University's drug and alcohol abuse prevention program is available at www.stevenson.edu/alcohol-drugs as well as in Appendix A of this document.

Legal Sanctions Under State and Federal Law

It is the policy of Stevenson University to uphold state and federal laws with regards to alcohol and other drug violations. Students who violate Stevenson University's drug and alcohol policy are referred to the University's Student Conduct Office. Violations of this policy may also be referred to appropriate law enforcement agencies. Employees who violate Stevenson University's drug and alcohol policy are referred to the University's Human Resources Office and are subject to disciplinary actions up to and including termination of employment and/or referral for prosecution as appropriate.

Sanctioning guidelines for the state of Maryland, which were updated in July, 2020 may be found by accessing the following link provided by the Maryland State Commission on Criminal Sentencing Policy (MSCCSP): <http://msccsp.org/Files/Guidelines/offensetable.pdf>. Specific information related to alcoholic beverages may be found on page 2 of the MSCCSP document. Information related to CDS & paraphernalia may be found beginning on page 8. Finally, information related to Prescription Drugs and Other Substances may be found on page 42.

Federal penalties and sanctions for illegal trafficking and possession of a controlled substance may be found by accessing the following link and reviewing pages 36-37:

<https://www.campusdrugprevention.gov/sites/default/files/Drugs%20of%20Abuse%202020-Web%20Version-508%20compliant.pdf>

For more complete information related to legal sanctions under federal, state and local law, please refer to Stevenson University's comprehensive drug and alcohol abuse prevention program. Stevenson University's drug and alcohol abuse prevention program is available at www.stevenson.edu/alcohol-drugs as well as in Appendix A of this document.

POLICIES, PROCEDURES, AND PROGRAMS: **DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL** **ASSAULT AND STALKING**

Stevenson University's Sexual Harassment Title IX Policy can be found online at www.stevenson.edu/sexualmisconduct

Stevenson University believes that members of the Stevenson University community have the right to be free from acts of sexual harassment, sexual assault, domestic and/or dating violence, and stalking. The University is committed to providing a safe and non-discriminatory learning and working environment. Accordingly, by the University's Sexual Harassment Title IX Policy, all members of the Stevenson community and all visitors, regardless of sex, gender, sexual orientation, gender identity, or gender expression are advised that any sexual harassment by any student, employee, or third party is prohibited. Any attempt to commit sexual harassment as defined by this policy, or to assist or willfully encourage any such act, is a violation of this Policy. Sexual harassment is contrary to the basic values of Stevenson, which include promoting a sense of community, fostering learning, instilling integrity, and achieving excellence. Stevenson is committed to providing prompt and equitable resolution of all complaints of sexual harassment.

Stevenson's Sexual Harassment Title IX Policy applies to all complaints of sexual harassment in Stevenson's education programs and activities. In order for action to be taken under this policy, Stevenson University must have actual knowledge of the sexual harassment; the sexual harassment must have occurred within an educational program or activity of the University; and it must have been against a person in the United States.

Stevenson University recognizes that sexual misconduct is unacceptable regardless of the circumstances in which it occurs. Therefore, the University reserves the right to utilize its other student and/or employee conduct processes and procedures to adjudicate alleged sexual misconduct violations that occur beyond the limits noted above, including misconduct that occurs off campus by or against members of our community or sexual misconduct that does not meet the definition of sexual harassment to be covered by this Policy.

EDUCATIONAL PROGRAMS AND CAMPAIGNS

Stevenson University is committed to educating the campus community on the topics addressed in its Sexual Harassment Title IX Policy. The goal of Stevenson's educational programs is to promote awareness and to educate students and employees about preventing dating violence, domestic violence, sexual assault and stalking. Stevenson offers primary prevention and awareness programs for all incoming students and new employees as well as ongoing prevention and awareness programs for students and employees. A description of these programs at Stevenson University is provided below.

Stevenson University prohibits dating violence, domestic violence, sexual assault and stalking as they are defined for purposes of the *Clery Act*. The Clery Act defines these terms as follows:

Dating Violence: *violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be*

determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- *dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.*
- *dating violence does not include acts covered under the definition of domestic violence.*

Domestic Violence: *a felony or misdemeanor crime of violence committed:*

- *by a current or former spouse or intimate partner of the victim*
- *by a person with whom the victim shares a child in common*
- *by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.*
- *by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;*
- *by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.*

Stalking: *engaging in a course of conduct directed at a specific person that would cause a reasonable person to:*

- *fear for the person's safety or the safety of others; or*
- *suffer substantial emotional distress*

Sexual Assault: An offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sexual Assault means any actual, attempted, or threatened sexual act or sexual contact with another person without that person's Consent, and includes the following:

Sex Offense: A sex offense is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

1. 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 his/her age or because of his/her temporary or permanent mental incapacity.
2. Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
3. Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.

Rape: The 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.

Primary Prevention and Awareness Programs for All Incoming Students and New Employees

All new students (residential and commuter) are required to successfully complete the *Essentials* course within MyStudentBody.com as part of the Stevenson University health profile. MyStudentBody's *Essentials* course is an online prevention education course intended for incoming students. It covers the three most significant behavioral risks new college students face: alcohol, illicit and prescription drugs, and sexual violence. The sexual violence component covers such concepts as identifying an act of sexual violence, bystander intervention, and resources for seeking help. The alcohol education component engages students on the realities of college life and drinking. Finally, the *Essentials* course provides comprehensive education on illicit and prescription drug use.

In addition, Stevenson routinely offers several programs during New Student Orientation in August. Programming in past years has included presentations delivered by Stevenson University's Assistant Vice President, Student Affairs & Conduct on topics ranging from consent, bystander intervention, and procedures to follow in cases of alleged sexual violence. Stevenson University has also hosted Dr. Joni Frater and Esther Lastique for many years and they have delivered their presentation *Sex Ed Boot Camp*. This program empowers students to make better decisions about their sexuality and addresses, among other topics, Title IX and violence prevention. Challenges presented by the COVID-19 pandemic has caused the University to alter its normal orientation schedule this year and programming efforts for new students who enrolled this year are ongoing at the time of this writing.

As of July 1, 2017, all new employees are required to complete the following programs created by United Educators: *Mosaic: Preventing Harassment Together (Faculty and Staff Version)*; *Mosaic: Prevent Sexual Violence*; and *Protecting Children: Shine a Light*. These trainings must be completed by new employees within their first thirty days of employment. These trainings are all required as part of Stevenson University's commitment to promoting a safe learning and working environment and one that is free from discrimination on the basis of gender.

Ongoing Prevention and Awareness Programs for Students and Employees

Stevenson University is committed to providing ongoing prevention and awareness programs for both students and employees. The goal of these programs is to promote awareness and to educate students and employees about preventing dating violence, domestic violence, sexual assault and stalking. In addition, these programs are also intended to promote awareness of the services that Stevenson has available to address these issues.

With regards to students, Stevenson University's Assistant Vice President Student Affairs & Conduct routinely delivers presentations related to the University's Sexual Harassment Title IX Policy to various groups on campus such as resident assistants and student athletes.

For the past several years, Stevenson has placed magnets on the refrigerators located inside each of the rooms in the University's residence halls. These magnets, which are also made available to commuter students, provide on-campus and off-campus resources available to members of the University community who may have experienced sexual violence or who may know someone who has experienced sexual violence. The magnets also clearly distinguish between confidential and non-confidential resources.

In spring 2020, when the challenges associated with COVID-19 required us to alter many of the programs we had planned, 22 of the University's sports teams completed an online training between the end of March/April which involved viewing two videos supporting bystander reinforcement. Specifically, the videos were (1) PSA - What You Do Today Might Change Someone's Tomorrow and (2) Bystander Intervention. Teams that did not participate in these particular online trainings had previously completed training in the fall semester either by TurnAround Inc. related to sexual violence/bystander intervention or the One Love Foundation's Escalation workshop.

Discussions on healthy relationships have also been a focus of the University. Two presentations were offered during the spring 2020 semester, one that was hosted by our Diversity and Inclusion Office on February 11th and another that was presented to our Fraternity and Sorority (FSL) students on March 3rd. TurnAround delivered the presentation to the FSL students whereas the Diversity & Inclusion program was an in-house discussion as part of their "Tough Topic Tuesday" series.

On February 27, 2020, Stevenson held its Third Annual Black Lives Matter Showcase. This showcase was specifically centered around the ongoing issue of sexual trauma and violence against black women with a secondary focus on the overall empowerment of women. The goal was to focus on the importance of advocating for the protection of black women, while simultaneously challenging men to hold themselves and others accountable for their actions. Attendees were educated on this topic through the art of storytelling that utilizes visual moving pictures, narration and other performances.

Regarding employees, Stevenson's Title IX Coordinator has distributed the same magnets that are placed in the residence halls to employees. Stevenson's Title IX Office also offers occasional workshops for employees throughout the academic year.

Resources pertaining to sexual assault prevention, risk reduction, sexual assault response, and other related topics may be found on Stevenson University's website at www.stevenson.edu/sexualmisconduct.

Bystander Intervention Programs

Bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene where there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective options, and taking action to intervene.

Stevenson University provides bystander intervention as part of the primary prevention and awareness campaigns noted above. Specifically, with regards to new students, this topic is addressed in the MyStudentBody course that is described above in the section on primary prevention programs. Bystander intervention is then reinforced in the other educational programs and trainings conducted by Stevenson University.

Additional workshops such as the One Love Foundation's Escalation program, presentations by

TurnAround Inc., as well as a bystander intervention video that was watched by most sports teams supplemented the MyStudentBody program in 2019-2020.

Also, Stevenson University's Security Office actively promotes the "see something, say something" campaign through presentations and promotional materials throughout the Stevenson community.

In addition, in order to encourage the reporting of dating violence, domestic violence, sexual assault, and stalking, Stevenson University has the following provision within its Sexual Harassment Title IX Policy:

Student Amnesty Policy and Bystander Intervention. Stevenson University is committed to the safety and well-being of all of its students. As such, Stevenson has a variety of policies in place to help enhance the safety of the campus community. Stevenson encourages the reporting of sexual misconduct. Sometimes, students may be reluctant to come forward and report an incident of sexual misconduct, or serve as a witness, because they are concerned that they may be charged with violating other campus policies, such as Stevenson's alcohol or drug policy. Therefore, for students who report an incident of sexual misconduct or who serve as witnesses to an incident of sexual misconduct, the University will not institute disciplinary sanctions for his or her own personal consumption of drugs or alcohol related to the incident as long as any such violations did not place the health or safety of any other person at risk. Stevenson may pursue other educational remedies regarding the use of alcohol and illegal drugs in order to protect the health and well-being of the student.

Finally, MyStudentBody offers several strategies surrounding bystander intervention, some of which are provided below:

When a friend or someone you know is in an abusive relationship, there are several things you can do to step in and help:

- **Listen to your friend, and don't gossip about what you hear.** Tell your friend you care, and let him or her confide in you.
- **Believe the story told to you.** Don't blame your friend for what's happening or question the events that took place. Don't underestimate what he or she is going through.
- **Make it clear that your friend doesn't deserve to be abused.** Focus on your friend's strengths. You might recall the good times you've shared together. The abuser has probably told your friend that he or she is "worthless," a bad student, or a bad partner. Your friend may have lost all self-confidence and believe that "there really is something wrong with me." Be emotionally supportive. Offer reminders of the person's skills and accomplishments. We all deserve a life free of violence. Tell your friend that.
- **Gather information.** Gather phone numbers and services that can help your friend. Contact your on-campus resources or contact a local crisis center (such as TurnAround, Inc.) that assists victims of domestic violence and ask for advice to help your friend. You could even go with your friend to one of these centers, if he or she is afraid to go alone.
- **Let the person make his or her own decisions.** If your friend decides to leave the relationship, help your friend figure out a "safety plan" by calling a crisis center hotline. These centers can help with exploring options and making a plan to be as safe as possible. Victims of abuse may face greater risk when they try to end the relationship. An abusive

person who feels out of control may become dangerous.

When you're a bystander witnessing abuse or a sexual assault on campus, know that it's a community problem and everyone plays a role in ending it. Here's what you can do to help:

- Don't intervene alone if it's unsafe; call 911 or Stevenson University Security at 443-352-4500 or find someone to help.
- Do something about a situation that could lead to sexual violence before it happens. Speak up and express your concerns.
- If you think a friend's actions are unwanted, harassing, or abusive, talk about it with your friend in a caring and concerned way.
- Save emergency numbers in your cell phone such as Stevenson University Security at 443-352-4500.
- Realize that abusive behaviors can come from anyone, and don't condone or minimize them coming from anyone.

When you encounter sexual violence at Stevenson University, you have a choice whether or not to do something. You have the right to define your own boundaries. You could speak out against something you find offensive, or you could praise someone's decision to avoid a potentially harmful situation. Whatever it is, you can make a difference, because bystander intervention is everyone's responsibility.

Information on Risk Reductions

Stevenson University provides risk reductions as part of the primary prevention and awareness campaigns noted above. Specifically, with regards to new students, this topic is addressed in the MyStudentBody course that is described above in the section on primary prevention programs. Risk reductions is then reinforced in the other educational programs and trainings conducted by Stevenson University.

MyStudentBody offers several strategies regarding risk reductions, some of which are provided below. Stevenson University wishes to emphasize that these strategies are in no way meant to blame the victim. It is not the victim's fault if someone commits an act of violence against them. The sole responsibility is with the person who chooses to rape, abuse, assault, or otherwise harm another person.

- **Call 911 or Stevenson University Security (443-352-4500) if you are in immediate danger.**
- **Avoid dangerous situations** and always be aware of your surroundings. Knowing where you are and who is around you may help you find a way out of a bad situation. Avoid isolated areas to the extent practical, as it's harder to get help if no one is around.
- **Walk with purpose** and act like you know where you're going, even if you're unsure of your direction.
- **Trust your instincts** if a situation or place feels unsafe or uncomfortable. Leave as quickly as is practical.
- **Try not to load yourself down** with packages or bags. This can make you look more vulnerable.
- **Carry your cell phone**, charged, with you when you go out. You may also want to carry a rechargeable power-cell in your bag or backpack to make sure you can use your phone all day even if you can't plug into an outlet.

- **Always have a plan for getting home—and a backup plan in case there’s an issue.** For example, if you’re relying on someone else for a ride to a party, make sure to carry cab fare and have the number of a reliable taxi service in your phone, in case you need to go home separately.
- **Avoid putting headphones or earbuds in both ears.** You should be able to hear what is around you, especially if you’re walking alone.

Here are things anyone can do to assist a person in danger of assault:

- **Ask if the person needs help.** Before stepping in, check to see what the risk is to yourself. If it means putting yourself in danger, call 911.
- **Stay with the person.** If you stick around, you are considered a witness. The perpetrator is less likely to do anything if someone is witnessing the scene.
- **If you know the perpetrator,** tell him or her to back off, that it’s a bad idea, and to leave the potential victim alone.

Information about Sexual Assault, Domestic Violence, Dating Violence, and Stalking in the State of Maryland

As required by the *Clery Act*, below are the definitions of sexual assault, domestic violence, dating violence, stalking, and consent within the state of Maryland. These definitions are provided to the community for educational and awareness purposes.

Sexual Assault Definition in the State of Maryland

There is no definition of the term “Sexual Assault” in the local jurisdiction. Maryland does, however, have laws pertaining to rape in the first and second degree as well as different classifications of sexual offenses. Rape is defined in the state of Maryland as vaginal intercourse with another involving force or the threat of force without the consent of the other. Beginning on October 1, 2017, a new law, [SB 271](#), took effect. This law established that evidence of physical resistance by a victim is not required to prove that a sexual crime was committed. Changes to Maryland’s sexual offenses laws also took effect on October 1, 2017 as a result of [HB 647](#). This law reclassified criminal conduct previously classified as sexual offense in the first degree and sexual offense in the second degree as rape in the first degree and rape in the second degree. For complete information on these laws, please refer to the links provided above as well as the following link provided by the Maryland Coalition Against Sexual Assault (MCASA): <https://www.mcasa.org/law-public-policy/maryland-law-regulations/>. This website describes in detail Maryland’s laws and regulations involving sexual crimes.

Domestic Violence Definition in the State of Maryland

(Source: <http://www.courts.state.md.us/legalhelp/domesticviolence.html>)

Maryland law defines domestic violence “abuse” as the occurrence of one or more of the following acts between “family or household members”:

- Assault
- An act that places a person in fear of imminent serious bodily harm
- An act that causes serious bodily harm
- Rape or sexual offense
- Attempt rape or sexual offense
- Stalking

- False imprisonment, such as interference with freedom, physically keeping you from leaving your home or kidnapping you.

Dating Violence Definition in the State of Maryland

There is no definition of the term “Dating Violence” in the local jurisdiction.

Stalking Definition in the State of Maryland

(Source: Md. Criminal law Code Ann. § 3-801)

Stalking is defined as a malicious course of conduct that includes approaching or pursuing another where:

(1) the person intends to place or knows or reasonably should have known the conduct would place another in reasonable fear:

- (i)
 1. of serious bodily injury;
 2. of an assault in any degree;
 3. of rape or sexual offense as defined by §§3-303 through 3-308 of this title or attempted rape or sexual offense in any degree;
 4. of false imprisonment; or
 5. of death; or
- (ii) that a third person likely will suffer any of the acts listed in item (i) of this item; or

(2) the person intends to cause or knows or reasonably should have known that the conduct would cause serious emotional distress to another.

“Course of conduct” means a persistent pattern of conduct, composed of a series of acts over time, that shows a continuity of purpose.

Consent Definition in the State of Maryland

There is no definition of the term “Consent” in reference to sexual activity in the local jurisdiction.

Consent Definition at Stevenson University

Consent is an affirmative decision to engage in mutually acceptable sexual activity given by clearly and mutually understandable words or actions that create a knowing, willing, voluntary, and active agreement by all parties regarding the conditions of sexual activity. The consent must be present and ongoing. Consent is active, not passive. Silence or an absence of resistance cannot be interpreted as consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent to sexual activity may be withdrawn at any time provided that the withdrawal of consent is communicated in clearly understandable words or actions. If consent is withdrawn, all sexual activity must immediately cease.

In the absence of mutually understandable words or actions (an agreement on what is to be done, where, with whom, when, and how), it is the responsibility of the initiator (the person who wants to engage in the specific sexual activity) to make sure that he or she has consent from the potential partner(s). Coercion, force, or threat of either invalidates consent.

Someone is not giving consent if they are : saying “no” or “stop”, crying, moving away, pushing the other(s) away, unengaged, intoxicated, drugged/high, asleep, unconscious, physically or

psychologically pressured or forced, intimidated, coerced, manipulated, has a mental or physical impairment that would raise doubt about the capacity to give consent, beaten, threatened, or confined.

Furthermore, a current or previous dating or sexual relationship is not sufficient to constitute consent. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one's responsibility to obtain consent. Silence, previous sexual relationships, and/or a current relationship with the initiator (or anyone else) may not be taken to imply consent. In the State of Maryland, an individual cannot legally give consent if person is incapacitated due to alcohol or drugs, or under the age of 16.

PROCEDURES VICTIMS SHOULD FOLLOW IN THE CASE OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING

Victims of sexual assault, relationship violence (including domestic violence and dating violence), or stalking are strongly encouraged to do the following:

Immediately after an assault, the victim is strongly encouraged to do the following:

- A. **Get out of physical danger.** The victim should go to a safe place, call a friend, family member, the room of the Resident Assistant, or the Wellness Center (if during weekday business hours). The victim also may choose to call 911 or refer to other sources of support described in the University's Sexual Harassment Title IX Policy.
- B. **Report the assault to Stevenson University Security.** Campus Security contact information is as follows:
 1. *Owings Mills Campus:* Ratcliffe Community Center, Front Entrance, (100 Campus Circle, Owings Mills, MD 21117); phone number: 443-352-4500.
 2. *Greenspring Campus:* phone numbers: 410-486-7000 (during standard business hours; ask for Security); 443-352-4500 (available 24 hours).

The victim also will be advised of their right to file a complaint with the police and to seek a [Protective/Peace Order](#) from the local court. The Director of Security or the Security Shift Supervisor can assist in contacting the police or pursuing a Peace Order. Filing a report with Stevenson does not prevent filing a police report or seeking a Peace Order.

- C. **Preserve physical evidence.** If there has been a sexual assault, removal of clothes or bathing or cleaning up in any way may destroy essential evidence. Therefore, to preserve evidence, the victim should not shower, bathe, go to the bathroom, douche, smoke, eat, drink or brush teeth or hair, or change clothes or bedding before going to the hospital or medical facility. Save all clothing worn at the time of the assault; if the victim has changed clothes, do not wash them and bring them to the hospital or medical facility. Do not disturb anything in the area where the assault occurred.

- D. Preserve important information.** Write down as much as can be remembered about the circumstances of the assault, including a physical description of the assailant. If the alleged perpetrator was unknown to the victim, try to remember any helpful details that may lead to his or her identification, such as scars or other marks, jewelry, dress, language, approximate height and weight in comparison to that of the victim, vehicle description, and tag number. Write these down as soon as possible, and include the date and time of writing.
- E. Obtain medical attention and forensic examinations.** Victims may receive care at a local hospital, urgent care facility, or through their personal physician, and can obtain a free exam to preserve forensic evidence.
- 1. Medical Care.** Students may also seek medical care and make confidential reports at the Stevenson University Wellness Center (443-352-4200). The Wellness Center is open Monday through Friday, 9:00 a.m. – 5:00 p.m. with extended hours until 7:00 p.m. on Tuesday and Wednesday. A nurse practitioner or physician will conduct an examination for physical injuries, discuss emergency contraception, and test for STIs. No fees will be charged by the Wellness Center. The Wellness Center will not perform a forensic examination or evidence collection. When a complainant makes a report of sexual misconduct to a doctor, nurse or counselor in the Wellness Center, the report is kept confidential and will not be disclosed unless directed otherwise.
 - 2. Sexual Assault Forensic Exam.** If there has been a sexual assault, the victim is strongly encouraged to immediately get a free [Sexual Assault Forensic Exam](#) (S.A.F.E.) at the Greater Baltimore Medical Center in Towson (6701 North Charles Street, Towson, Maryland 21204, 443-849-3323 or 443-849-2226) or another similar facility, no later than five (5) days after the assault. Campus Security will coordinate transportation to the hospital for the S.A.F.E. examination, if requested. In addition, the Greater Baltimore Medical Center's S.A.F.E. program provides free cab vouchers to and from their hospital. Please contact Campus Security at 443-352-4500 or the Wellness Center at 443-352-4200 to obtain a voucher. For more information about the S.A.F.E. examination, contact a Residence Life Staff Member or call TurnAround's 24-hour hotline at 443-279-0379. Even if the victim is undecided whether to make a police report, evidence may still be collected in a S.A.F.E. examination, and it will be held under an anonymous name for at least 20 years, giving the victim an opportunity to decide.

F. Obtain Counseling and/or Other Advocacy Services. Mental Health Counselors and Health Care Professionals located in the Stevenson University Wellness Center (443-352-4200) are available to provide confidential counseling and support to student victims and can assist them in evaluating the options available. After normal business hours, students wishing to speak to a professional in the Wellness Center may do so by simply contacting Campus Security and requesting that a counselor from the Wellness Center contact them. Employees may contact ComPsych, the University's Employee Assistance Program, at 800-327-1850.

Crisis counseling is also available from TurnAround, Inc., which provides counseling and support services to victims of domestic violence and sexual assault. Legal assistance and victim advocacy services may also be accessed by contacting the Sexual Assault Legal Institute (SALI)

which is a program of the Maryland Coalition Against Sexual Assault (MCASA). Contact information for each organization is provided below:

Wellness Center
Stevenson University
Caves Building
443-352-4200

TurnAround
24-hour Crisis Hotline
443-279-0379
www.turnaroundinc.org

MCASA
Sexual Assault Legal Institute
24-hour Crisis Hotline
877-496-7254 or
301-565-2277
www.mcasa.org

G. Criminal complaint. A person who believes she or he is a victim of sexual violence may also contact law enforcement authorities and decide whether to file a criminal complaint. Law enforcement may be contacted by dialing 911 and an officer from the appropriate jurisdiction will respond and take a report detailing the circumstances of your allegation. Campus Security will provide help to a victim in making this contact with law enforcement authorities if requested by the victim. The victim also has the right not to report the incident to criminal authorities. A law enforcement inquiry does not alter Stevenson’s obligation or commitment to conducting a prompt investigation. While Stevenson may temporarily delay its investigation while law enforcement authorities investigate, that investigation is a separate process. However, Stevenson will not wait until the outcome of a criminal proceeding to undertake an investigation and make a decision on the complaint. Stevenson will take appropriate interim steps during the law enforcement agency’s investigation to provide for the safety of the victim(s) and the school community.

Filing for Protective Orders or Peace Orders in the State of Maryland

Peace and Protective Orders are civil orders issued by a judge that order one person to refrain from committing certain acts against others. The relationship between the respondent (person alleged to have committed the prohibited act) and the petitioner (person seeking protection) determines the Petition to be filed. Protective Orders generally apply to people in domestic relationships. Peace Orders apply to other persons. You cannot qualify for both.

The below information is provided to help you understand the difference between a peace order and a protective order as well as the process for filing for one. Also, please keep in mind that Stevenson University’s Director of Security or a Security Shift Supervisor can assist you with both understanding your options and/or the process of pursuing a Peace Order or a Protective Order. If you wish to speak with either the Director of Security and/or Security Shift Supervisor, please call 443-352-4500 or go directly to the Security Office located in the Ratcliffe Community Center on the Owings Mills campus (100 Campus Circle, Owings Mills, MD 21117).

In order for Stevenson University to assist in ensuring compliance with either a peace or a protective order, upon receiving the peace or protective order, please bring a copy to Stevenson University’s Security office. If a student or an employee feels that a violation of the order has occurred, she/he should contact 911 and Stevenson University Security (443-352-4500) immediately.

Protective Orders

Protective Orders are civil orders issued by a judge that orders one person to refrain from committing certain acts against others. Maryland law defines domestic violence “abuse” as the occurrence of one or more of the following acts between “family or household members”: assault;

an act that places a person in fear of imminent serious bodily harm; an act that causes serious bodily harm; rape or sexual offense; attempt rape or sexual offense; stalking; false imprisonment, such as interference with freedom, physically keeping you from leaving your home or kidnapping you.

You are eligible for a protective order if you and the alleged abuser:

- Are current or former spouses
- Have lived together in an intimate relationship for at least 90 days during the past year
- Are related by blood, marriage, or adoption
- Are in a parent-child, or stepparent-stepchild relationship and have resided together for at least 90 days during the past year
- Are in a caretaker-vulnerable adult relationship
- Are the parents of a child together
- Have had a sexual relationship within 1 year before the filing of the petition

Peace Orders

A Peace Order is a form of legal protection for anyone who is experiencing problems with an individual, including someone in a dating relationship, a neighbor, a stranger, or anyone else. The peace order enables an individual who wishes to be left alone to ask the Court for an order for the other person to stay away and refrain from any contact.

A Peace Order allows any person who has been subjected to abuse, harassment, stalking, trespass, or malicious destruction of property to seek relief from the court. Unlike protective orders, the nature of the relationship between the parties is not a factor when petitioning the court for a Peace Order. If an individual is entitled to relief in a protective order hearing, they are not entitled to seek relief under the Peace Order Act.

For complete information on how to file for a peace or protective order, please see

[https://www.courts.state.md.us/sites/default/files/court-](https://www.courts.state.md.us/sites/default/files/court-forms/courtforms/joint/ccdcdvpo001br.pdf/ccdcdvpo001br.pdf)

[forms/courtforms/joint/ccdcdvpo001br.pdf/ccdcdvpo001br.pdf](https://www.courts.state.md.us/sites/default/files/court-forms/courtforms/joint/ccdcdvpo001br.pdf/ccdcdvpo001br.pdf). This link will take you to a brochure prepared by the Maryland Courts titled *How to File for a Peace or Protective Order*.

For additional information regarding domestic violence as well as peace and protective orders, please see <http://www.courts.state.md.us/legalhelp/domesticviolence.html>. Finally, if you wish to speak with someone directly, you may contact the Maryland District Court in Towson, Maryland (120 E. Chesapeake Avenue, Towson, MD 21286) or by calling 410-512-2000.

Requesting a No-Contact Order from Stevenson University

Stevenson University is able to provide victims of sexual assault, relationship violence or stalking a no-contact order between the victim and the accused pending the institution's disciplinary process. Requests for no-contact orders in this regard should be made to the Title IX Coordinator (443-334-2176 or titleix@stevenson.edu). Once issued, the no-contact order prohibits contact of any kind (e.g. in-person, phone calls, email, social media, via third party, etc.) between the victim and the accused. Complainants may also seek protective measures from outside law enforcement agencies as described above. If a student or an employee feels that a violation of this no-contact order has occurred, they should contact the Title IX Coordinator or Stevenson University Security (443-352-4500) immediately.

Legal Assistance

Legal assistance and victim advocacy services may be accessed by contacting the Sexual Assault Legal Institute (SALI), which is a program of the Maryland Coalition Against Sexual Assault (MCASA). Contact information for this organization is 877-496-7254 or 301-565-2277.

In accordance with Maryland Law, legal counsel paid for by the Maryland Higher Education Commission (MHEC) is available for a current or former student who makes a complaint on which a formal Title IX investigation is initiated, or a current or former student who responds to a complaint in which a Title IX investigation is initiated. In order to qualify, the party must have been enrolled as a student at Stevenson at the time of the incident that is the basis of the complaint.

MHEC has developed a list of attorneys and legal services programs willing to represent students on a pro bono basis or at fees equivalent to those paid to attorneys under civil legal services programs administered by the Maryland Legal Services Corporation (MLSC). A student may select an attorney from the list. A student may select and retain an attorney prior to the conclusion of the formal Title IX proceedings. If a student selects and retains an attorney who is not on the list, MHEC must pay fees to the attorney selected by the student that are equivalent to those paid to attorneys under civil legal services programs administered by MLSC. Further information is available on the MHEC website (<https://mhec.maryland.gov/Pages/Title-IX-Campus-Sexual-Assault-Proceedings---Attorney-List.aspx>).

Reporting Violations under Stevenson University's Sexual Harassment Title IX Policy

Report of Sexual Misconduct. In order for action to be initiated under this policy, notice of sexual harassment or allegations of sexual harassment must be made to the Title IX Coordinator. While there is no time limit for making such a report, the earlier the better, as important information or evidence may become unavailable due to delayed reporting. It is also recommended that a report be made by the complainant in writing. However, reports may also be made orally. The contact information for the Title IX Coordinator is as follows:

David C. Jordan
VP Human Resources
Title IX Coordinator
Manuszak Center, SU 130
Greenspring Campus
dcjordan@stevenson.edu

It is the policy of Stevenson University that all employees (e.g. faculty, staff, and resident assistants) who learn of instances of sexual harassment are expected to report the incident to the Title IX Coordinator, including identifying information.

Notice. Once a report of alleged sexual misconduct is made to the Title IX Coordinator, the Title IX Coordinator (or designee) will promptly and confidentially contact the complainant to discuss the availability of various resources and measures. The Title IX Coordinator will also inform the complainant that these measures are available with or without the filing of a formal complaint. The Title Coordinator will also explain to the complainant the Title IX process.

If the University is required to notify the campus community of the assault, including recording the assault in the campus crime log and the Annual Security Report, no identifying information about the complainant will be included, to the extent permissible by law.

Supportive Measures: Supportive measures will be offered to the complainant whether or not the

complainant elects to file a formal complaint. Supportive measures may not be punitive in nature. Supportive measures include, but are not limited to, the following: restriction on contact between the parties, arranging for an escort while moving between classes, changes to class schedules, alteration in campus employment or work-study arrangements, leaves of absence from the University, special transportation measures, change in position or supervisor, providing counseling services, academic support services such as tutoring. For employees, some of these measures may also be appropriate. Good faith efforts will be made to grant such requests if supportive measures are reasonably available and appropriate. However, Stevenson is obligated to comply with a student's reasonable request for a residential and/or academic situation change following an alleged sex offense. Stevenson will maintain as confidential any accommodations or supportive measures provided to the complainant to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or supportive measures.

Student Amnesty Policy and Bystander Intervention. Stevenson University is committed to the safety and well-being of all of its students. As such, Stevenson has a variety of policies in place to help enhance the safety of the campus community. Stevenson encourages the reporting of sexual misconduct. Sometimes, students may be reluctant to come forward and report an incident of sexual misconduct, or serve as a witness, because they are concerned that they may be charged with violating other campus policies, such as Stevenson's alcohol or drug policy. Therefore, for students who report an incident of sexual misconduct or who serve as witnesses to an incident of sexual misconduct, the University will not institute disciplinary sanctions for his or her own personal consumption of drugs or alcohol related to the incident as long as any such violations did not place the health or safety of any other person at risk. Stevenson may pursue other educational remedies regarding the use of alcohol and illegal drugs in order to protect the health and well-being of the student.

Emergency Removals: The University may elect to remove a respondent from an education program or activity if the University conducts an individualized safety and risk analysis and determines the respondent poses an imminent threat to the physical health or safety of anyone justifying removal so long as the threat arises from the allegations of sexual harassment. Respondents who are removed under this provision may immediately challenge this removal by appealing to the Vice President of Student Affairs. Stevenson may also place a non-student employee respondent on administrative leave during the pendency of the grievance process.

Criminal complaint. As described in more detail above, a person who believes she or he is a victim of any type of sexual misconduct may also contact law enforcement authorities and decide whether to file a criminal complaint. The person also has the right not to report the incident to criminal authorities.

PROCEDURES STEVENSON UNIVERSITY WILL FOLLOW IN THE CASE OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING

Stevenson is committed to providing a prompt, fair, equitable, and impartial investigation and resolution to all formal complaints of sexual harassment that fall under this policy. Stevenson will ensure that the Title IX Coordinator, investigators, decision-makers and any person facilitating an

informal resolution do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Those wishing to initiate a formal complaint under this policy must submit a document to the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the University investigate the allegation of sexual harassment. This document must contain the complainant's physical or digital signature or otherwise indicate that the complainant is the person filing the formal complaint. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of Stevenson University.

Stevenson will strive to respect the wishes of a complainant who requests that the University not conduct an investigation. In determining whether to honor the request to not conduct an investigation, Stevenson will weigh the request against Stevenson's obligation to provide a safe, non-discriminatory environment for all students and employees, including the complainant. In limited instances, Stevenson may determine that it will undertake an investigation when the Title IX Coordinator, in their professional judgement, deems this is necessary to protect the welfare of the University community. If the Title IX Coordinator decides an investigation will be conducted against the wishes of the victim, the Title IX Coordinator will sign the formal complaint.

Initial Review of Formal Complaint: The Title IX Coordinator will review the formal complaint to determine if it may be investigated under this policy. The Title IX Coordinator must terminate the grievance process outlined within this policy if they determine that the conduct alleged by the complainant:

- would not constitute sexual harassment even if proved,
- did not occur against a person in the United States, or
- did not occur within the recipient's program or activity, or
- the complainant was not participating, or attempting to participate in the University's programs and activities at the time of the complaint.

If it is determined by the Title IX Coordinator that the allegation may not be investigated under this policy, the Title IX Coordinator will refer the report to the Dean of Students (or designee) for possible action under the University's other conduct policies or disciplinary proceedings.

After the filing of a formal complaint, the University *shall* dismiss complaints that meet one or more of the above criteria, and the University *may* dismiss a complaint on the following grounds: Complainant requests to withdrawal their complaint; the respondent is no longer enrolled or employed; or when specific circumstances prevent gathering evidence sufficient to reach a determination. If a formal complaint is dismissed, the Title IX Coordinator will promptly send written notice of the dismissal and the reason(s) for the dismissal to each party simultaneously.

Either party may appeal the University's dismissal of a formal complaint or any allegations contained in a formal complaint. See appeal section for further information on the appeal process.

Investigation of Formal Complaint. The investigation of a report of sexual harassment will begin promptly after the Title IX Coordinator (or designee) has reviewed the formal complaint and determined that it meets the criteria established for an investigation under this policy.

Both the complainant and respondent will receive written notice of the allegations, including details known at the time such as the identities of the parties, the conduct allegedly constituting sexual harassment, and the date and location of the incident. Included in this notice will be the following:

- information regarding who will be investigating the complaint, which will typically be one or more trained investigators;
- what to expect during the investigation process;
- a copy of their respective rights and options. (These rights and options documents may also be found at www.stevenson.edu/sexualmisconduct)

The complainant and the respondent are afforded equal procedural rights during the investigation. The investigation may include interviewing the complainant(s), respondent(s), witness(es), and other relevant individuals. The burden of gathering evidence and burden of proof rests on the University. Written notice will be sent to the respective party in advance of any investigative interviews or meetings that they are expected to attend. All investigatory interviews with the complainant, respondent, and witnesses shall be conducted in private with the pertinent investigators and/or other Stevenson administrators, if any, as determined by the investigators. The respondent will not be present for the complainant's interviews; the complainant will not be present for the respondent's interviews. During the investigation, the interviews, meetings, and other proceedings are not electronically recorded by Stevenson and may not be recorded by others. All parties will be treated with dignity, respect, and sensitivity by officials of the University throughout the investigation.

Presumption of Not Responsible

The respondent will be presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Advisors/Legal Counsel

Complainants and respondents may be accompanied throughout the disciplinary proceedings, including the investigation, hearing and appeal process, by an advisor of their choice. Advisors may include, but are not limited to, a licensed attorney, an advocate supervised by an attorney, or a trained advocate. The purpose of the advisor is to provide advice to the student or employee in a quiet manner that is not disruptive to the proceedings. The advisor may not provide verbal, written, or other input during meetings or interviews in the investigation or appeal process other than to the student or employee being advised. During the live hearings, the advisor is the only person who may conduct cross-examination and ask other relevant and follow-up questions on behalf of the party. An advisor cannot serve as a witness on the same complaint. Each party is limited to no more than two people at any hearing, meeting or interview during the grievance proceedings, including a personal supporter of the student's choice and/or an advisor as described above.

In accordance with Maryland Law, legal counsel paid for by the Maryland Higher Education Commission (MHEC) is available for a current or former student who makes a complaint on which a formal Title IX investigation is initiated, or a current or former student who responds to a complaint in which a Title IX investigation is initiated. In order to qualify, the party must have been enrolled as a student at Stevenson at the time of the incident that is the basis of the complaint.

MHEC has developed a list of attorneys and legal services programs willing to represent students on a pro bono basis or at fees equivalent to those paid to attorneys under civil legal services programs administered by the Maryland Legal Services Corporation (MLSC). A student may select an attorney from the list. A student may select and retain an attorney prior to the conclusion of the formal Title IX proceedings. If a student selects and retains an attorney who is not on the list, MHEC must pay fees to the attorney selected by the student that are equivalent to those paid to attorneys under civil legal services programs administered by MLSC. Further information is

available on the MHEC website (<https://mhec.maryland.gov/Pages/Title-IX-Campus-Sexual-Assault-Proceedings---Attorney-List.aspx>).

Preservation of Evidence.

The Title IX Coordinator and/or investigators will request that the complainant, the respondent, any witnesses and the University preserve all relevant evidence, including paper documents, email and other electronically stored information, text messages, voicemail messages, photos, and postings on social media.

Assertions and Evidence

The investigators will request the complainant describe in detail the assertions and provide pertinent witnesses, records, exhibits, and witness statements as evidence for consideration at the discretion of the investigators. The investigators will describe the allegations to the respondent and will request that the respondent respond in detail to the assertions and provide pertinent witnesses, records, exhibits, and witness statements as evidence for consideration at the discretion of the investigators. The investigators will exercise their discretion in deciding which other individuals identified as witnesses during the investigation should be interviewed. Each party will have the same opportunity to present fact and expert witnesses along with other inculpatory and exculpatory evidence.

At the conclusion of the investigation, the University will send to both parties, and their advisors, a preliminary investigative report that fairly summarizes relevant evidence. This report will be sent either in electronic format or hard copy. Each party will be given access to any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. (The personal notes of investigators are not evidence and will not be released). Such evidence will be sent either in electronic format or hard copy to the parties and their advisors. Each party will be provided at least 10 days to respond to this preliminary report after which the University will prepare a final investigative report. This final investigative report will be sent to both parties, and their advisors, and will fairly summarize relevant evidence. The final investigative report will be provided at least 10 days prior to a hearing. The Complainant and Respondent (and their advisors) may only share the investigative report for the purpose of receiving counsel or advice related to the Title IX process.

Prior or Current Sexual Conduct

The complainant's prior sexual behavior or conduct are neither relevant nor admissible during the investigation or hearing proceedings and will not be considered unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent. The fact that a complainant may currently have or had in the past a dating or sexual relationship with the respondent that was consensual is not sufficient by itself to constitute consent and does not preclude a determination that sexual misconduct occurred.

Live Hearings

At the conclusion of the investigation, a live hearing will be scheduled. The hearing will be scheduled at least 10 days after the parties have received the final investigative report to ensure that each party, and their advisors, have sufficient time to prepare. The University will appoint either one or three decision-makers who will be responsible for conducting the hearing. In cases where the University appoints multiple decision-makers, one of the appointees will be identified as the

chair. The decision-makers appointed to conduct the hearing will be different from those appointed to conduct the investigation.

Live hearings may be conducted with all parties physically present in the same geographic location or, at the University's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other. However, at the request of either party, the University will provide for the live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other.

Each party has the right to be accompanied to the hearing (and any related meetings) by the advisor of their choice, who maybe, but is not required to be, an attorney. In the event that a party does not have an advisor of their choosing present during the hearing, the University will provide an advisor of its choosing. The advisor will be the only person permitted to ask the other party and any witnesses questions and follow-up questions.

The University will make available all evidence gathered during the course of the investigation so that the parties may refer to this evidence during the hearing. At the live hearing, the decision-maker(s) will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.

Cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor. Cross-examination will not be permitted by the party themselves. If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) will not rely on any statement of that party or witness in reaching a determination regarding responsibility.

Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision maker (or in the case of multiple decision makers, the chair) must first determine whether the question is relevant and will explain any decision to exclude a question as not relevant. Questions pertaining to a complainant's prior sexual behavior or conduct will not be considered unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent. In addition, a party will not be compelled to waive a legally recognized privilege such as attorney-client or doctor-patient privilege. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness. Lastly, hearsay evidence that is not subjected to cross-examination will also not be considered relevant.

The live hearing will be either recorded or transcribed and the decision as to which method will be used will rest with the University. The recording or transcription will be available to the parties for inspection and review.

Resolution and Discipline

Standard of Evidence

The University will use the preponderance of evidence standard when determining if a violation of this policy occurred. This standard is also referred to as the "more likely than not" standard.

Written Decision

Upon completion of the hearing, the decision-maker(s) will issue a written determination regarding

responsibility. The written decision will include the following:

- Identification of conduct code sections alleged to have been violated;
- A description of the procedural steps taken from the receipt of the complaint through the determination;
- Findings of fact supporting the determination;
- Conclusions about whether the alleged conduct occurred;
- Rationale for the result as to each allegation;
- Disciplinary sanctions (if any) imposed on the respondent;
- Remedies provided to the complainant; and
- The University's procedures and permissible bases for the parties to appeal

The written determination will be sent simultaneously to the parties.

Range of sanctions that may be imposed on a student following a determination of responsibility.

The discipline or remedial action will be based upon the nature and severity of the offense, disciplinary history of the respondent, the impact of the conduct on the complainant and the community, whether the respondent is likely to engage in the conduct in the future, providing a remedy for any effects on a complainant or any other members of the community, and other mitigating or aggravating factors. Drug use or alcohol use are not mitigating factors. Discipline for students may include, but is not limited to, verbal or written warnings; loss of rights or privileges; requirement to attend coaching or training sessions or to receive counseling or other support; changes to the respondent's living arrangements; and academic, social or other probation, suspension, or expulsion from activities, residence halls, academic classes, programs, schools, or the University.

Range of sanctions that may be imposed on a faculty or staff member following a determination of responsibility

Discipline for faculty and staff may include but is not limited to: written warnings, probation, demotion, suspension, or termination of employment.

Appeals

Written Appeal

Written appeals are permitted only as set forth in this section. The appeal may be submitted by the complainant or the respondent or both. Students may appeal the decision to the Vice President, Student Affairs. Faculty members may appeal the decision to the Executive Vice President, Academic Affairs. Staff members may appeal the decision to the Vice President with whom the staff member ultimately reports. If the staff member ultimately reports to the Vice President, Human Resources, an appeal may be made to the Executive Vice President, Academic Affairs. The administrator authorized in this section to decide the appeal is referred to herein as the "appeals official." The appeal request must be in writing and made within ten calendar (10) days of notification of the decision. For the purposes of this section, the date of notification shall be the date of the letter of notification.

Grounds for Appeal

The complainant and the respondent have equal appeal rights. Either party may appeal the University's determination regarding responsibility or the University's dismissal of a formal complaint or any allegations contained in a formal complaint. There is a presumption that the decision and any sanctions were properly made, and the only grounds for appeal that will be

considered are: (1) A procedural irregularity that affected the outcome; (2) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; (3) The Title IX Coordinator, investigators, or decision-maker(s) had a conflict of interest or bias that affected the outcome of the matter; or (4) The sanction or discipline imposed is substantially disproportionate for the facts of the case or the violation that was found to have occurred. The burden of proof during the appeal is on the party appealing.

Notice

Upon receipt of the appeal, the appeals official shall notify the other party, in writing, informing that party of their right to respond in writing within ten (10) calendar days, and shall provide a copy of the appeal to the other party.

Decision

The appeals official will review the written decision and any responses made by the parties, and may exercise the discretion to request further information or documents from the parties and/or the decision-makers (s) who issued the original decision and/or to meet with the parties. If the appeals official elects to meet with the complainant or respondent, a meeting will be held with each separately. A complainant or respondent who is invited to meet with the appeals official in connection with the appeal may bring an advisor as described above.

Final Determination

The decision of the appeals official shall be Stevenson University's final determination regarding the decision and the sanction. There are no further appeals. The appeals official will provide the complainant and the respondent with written notification of the outcome of the appeal, which will be given at the same time and shall be delivered in the same manner. This notification will include (1) whether or not the original decision was changed or upheld, and (2) if the original decision was changed, a description of the changes, including any sanctions or discipline that the respondent has received or will receive to the extent that they pertain to the complainant.

Records: All records pertaining to the University's response to formal complaints, including supportive measures and resolution materials, will be retained for seven years.

Timeframes. Stevenson strives to complete its grievance process in a timely manner. Stevenson will make reasonable efforts to complete an investigation and decision within 60 to 90 days. The time period will be affected by unusual or unexpected circumstances, witness availability issues, and the extent of the investigation. In addition, if the investigation involves multiple incidents or multiple complainants or respondents, the investigation may take longer. If the Title IX Coordinator (or designee) determines that cause exists for an extension of time, Stevenson will issue an extension and will provide notice in writing to the complainant and the respondent.

Informal Resolution

In many instances, mediation or other informal resolution options may be useful in resolving concerns about allegations of discrimination prohibited by Title IX. Complainants who wish to resolve their concerns informally should bring them to the attention of the Title IX Coordinator.

Note: Informal resolution and/or mediation may not be deemed an appropriate means to resolve an allegation of sexual assault and will never be used if an employee sexually harassed a student.

A formal complaint must be filed with the Title IX Coordinator before an informal resolution process may be offered.

The Title IX Coordinator, or designee, will notify the parties of the option to voluntarily participate in an informal process in an effort to reach a voluntary resolution. The University will not require the parties to participate in an informal process.

If the complainant and respondent both voluntarily agree in writing to participate in an informal process that does not involve a full investigation and findings and if the Title IX Coordinator determines that the particular Title IX complaint is appropriate for such a process, the University may facilitate an informal resolution, including mediation, to assist the parties in reaching a voluntary resolution. The consent form that the parties will both be required to sign will include the following:

- full-disclosure of the allegations and their options for resolution;
- the requirements of the informal resolution process
- notification that both parties will be bound by the terms of any final informal resolution agreement and what the consequences will be for failing to comply with agreement terms;
- how, and for how long, records associated with the information resolution will be kept.

At any point, including while the informal process is ongoing the complainant or respondent may elect to end the informal process in favor of pursuing a formal investigation and hearing process outlined elsewhere in this policy.

Once a voluntary resolution is agreed upon by both parties the matter will be considered resolved with no further appeal.

Training Received By University Officials Who Conduct Sexual Misconduct Disciplinary Proceedings

Staff members of Stevenson University who are designated as investigators or otherwise involved in Stevenson University's sexual misconduct proceedings receive training on an annual basis. Recent trainings that staff members have participated in may be found on Stevenson University's Title IX Page located at www.stevenson.edu/sexualmisconduct. In addition to the above, staff members also occasionally participate in webinars and other in-person trainings.

Provision of Written Explanations of the Student's or Employee's Rights, Options, Available Resources, and Accommodations

When a victim makes a report to Stevenson University related to any form of sexual misconduct, relationship violence, and/or stalking, Stevenson University will provide the victim with a written document that summarizes the following:

- Information regarding a Sexual Assault Forensic Exam and other medical services
- On-campus resources (both confidential and non-confidential resources)
- Off-campus resources (including 24-hour sexual violence hotline and legal assistance)
- Answers to frequently asked questions, including information regarding accommodations and medical options

- Reporting options
- Confidentiality

The brochure that is distributed to students is also accessible at www.stevenson.edu/sexualmisconduct. Victims may also access Stevenson University’s Sexual Harassment Title IX Policy as well as related resources at the above website.

In addition to the above, Stevenson University also provides a document regarding the victim’s rights and options. This document provides the following information:

- options for filing a complaint with the police and/or seeking a peace or protective order
- availability of medical services, both on and off-campus
- availability of counseling and advocacy services, both on and off-campus
- the right to request accommodations from Stevenson University, including modification of living arrangements and changes in class assignment
- information related to Stevenson University’s disciplinary process
- information regarding confidentiality

Summary of Resource Options for Victims of Dating Violence, Domestic Violence, Sexual Assault, or Stalking

Throughout the above section on dating violence, domestic violence, sexual assault, and stalking, numerous resources, both on and off-campus, have been provided. The purpose of this section is to list these resources in a summary fashion.

Stevenson University Resources	
Title IX Coordinator David C. Jordan	443-334-2176 dcjordan@stevenson.edu Greenspring Campus, Manuszak Center 130
Security Office	443-352-4500 Owings Mills Campus Ratcliffe Community Center
Wellness Center (Confidential Resource)	443-352-4200 Owings Mills Campus, Caves Building
Vice President Student Affairs	443-352-4307 tsanchez@stevenson.edu Owings Mills Campus, Rockland 214
Dean of Students	443-352-4012 jkelly@stevenson.edu Owings Mills Campus Ratcliffe Community Center
Director, Financial Aid	443-352-4371 mmason5@stevenson.edu Owings Mills Campus, Garrison Hall 241A
ComPsych (Employees Only)	800-327-1850 TDD: 800-697-0353

	https://www.guidanceresources.com/groWeb/login/login.xhtml (use Org ID “HLF902”)
Off-Campus Resources	
TurnAround, Inc. (Their mission is to build a community free of violence by working with adults and children affected by intimate-partner and sexual violence to address their needs and prevent further violence through advocacy and education)	443-279-0379 24-hour crisis intervention and referral http://www.turnaroundinc.org
Maryland Coalition Against Sexual Assault (MCASA) (Their mission is to help prevent sexual assault, advocate for accessible, compassionate care for survivors of sexual violence, and work to hold offenders accountable)	301-328-7023 http://www.mcasa.org/
MCASA’s Sexual Assault Legal Institute (Provides direct legal services for victims and survivors of sexual assault, including issues such as visa and immigration issues)	301-565-2277 or 877-496-7254 https://mcasa.org/survivors/sali
Sexual Assault Forensic Exam (SAFE Exam)	Greater Baltimore Medical Center 6701 North Charles Street Towson, MD 21204 443-849-3323 https://www.gbmc.org/safe

Protection Against Retaliation

Stevenson University considers retaliation against the complainant or others involved in the process to be as serious as an act of sexual misconduct. Retaliation of any kind against any person, who in good faith reports sexual misconduct, assists another in making a complaint, participates in an investigation, or provides information in connection with a complaint or investigation, is prohibited. Good faith initiation of a complaint of sexual misconduct will not adversely affect a complainant’s grades, class selection, or any other matter pertaining to student status, or in the case of employees, the individual’s employment, compensation, or work assignment. Any person who believes that he/she has been the victim of retaliation, or is aware of someone else who is the victim of retaliation, is encouraged to report this immediately to one of the following: Title IX Coordinator (443-334-2176), Stevenson’s Security Office (443-352-4500), or the Vice President, Student Affairs (443-352-4307).

MISSING STUDENT NOTIFICATION POLICY

The purpose of this policy is to create procedures that define the University's response to information that a student, who lives in Stevenson University's residence halls, has been missing for 24 hours. These procedures have been created to be in compliance with the Higher Education Act (HEA) regulations.

Registering a Missing Student Emergency Contact

Each student living in an on campus student housing facility, regardless of age, has the option to register a confidential contact person (or persons) to be notified in the case that the student is determined to be missing. To protect confidentiality, only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. An authorized University official will notify the student's missing student emergency contact (or contacts) within 24 hours that the student is missing. Students living in Stevenson University residence halls will be contacted at the beginning of each semester via email informing them of their option to register missing student emergency contact information. However, residential students may enter this information at any time by logging onto WebXpress and accessing the "Students" tab. Within the "Students" tab, students will see an option for "Communication". Under "Communication", students will see a link called "Missing Student Emergency Contacts". Students should complete the form as directed. Finally, for students who choose not to enter specific missing student emergency contact information as directed above, existing emergency contacts will be used in the event they are reported missing.

How to Report a Missing Residential Student

A member of the campus community with reason to believe a residential student is missing must contact the Stevenson University security staff immediately at the Owings Mills Security Office in the Ratcliffe Community Center or by calling 443-352-4500. The Owings Mills Security Office is staffed 24 hours a day, 7 days a week, 365 days a year. Upon receipt of this information, the on-duty security staff will immediately notify the on-duty Resident Director and the Director of Security. The security staff will obtain all essential information concerning the missing student from the reporting person. This information should include a description of the clothing worn, the mental and physical condition of the student, type of vehicle, known associates of the student, and locations where the student may frequent. Additionally, Stevenson University security staff will obtain a copy of the student photograph and class schedule. The Vice President of Student Affairs and the Dean of Students will be notified by the security staff of the missing student's status; they will assign the appropriate personnel to assist the security staff with the search for the missing student.

Procedures Stevenson University Will Follow if a Residential Student is Determined Missing for 24 Hours

Once a student has been determined to be missing for 24 hours, or sooner if credible information indicates the student is missing, Stevenson University will follow the procedures described below.

If it becomes apparent that the student is missing, the Baltimore County Police Department will be notified to take a missing person's report and take responsibility for the investigation. Stevenson University security will notify the Baltimore County Police Department (BCPD) to conduct a missing person investigation within 24 hours that the student is missing, unless the BCPD was the

entity that made the determination that the student is missing. This notification to the BCPD will take place regardless of the student's age and regardless of whether the student has identified a missing student emergency contact person.

An authorized University official will notify the student's missing student emergency contact (or contacts) within 24 hours that the student is missing. If the student did not provide the University with a missing student emergency contact, existing emergency contacts will be used.

Finally, students under the age of 18, and who are not emancipated, will have their parents or guardian notified within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person(s) designated by the student.

POLICY REGARDING EMERGENCY RESPONSE, TIMELY WARNING, AND EVACUATION PROCEDURES

Stevenson University security staff will immediately notify Stevenson University Management upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or staff on campus. Stevenson University Management will without delay, and taking into account the safety of the campus community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of University management, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Upon receiving a report of a significant emergency, the on-duty security staff will immediately conduct an investigation to determine the accuracy of the information. Upon verification, the security staff will call 911 to notify the Baltimore County Police or Fire Department of the nature of the emergency. The Director of Security (or designee) will be notified of the situation and the action taken to mitigate the situation. The Assistant Vice President of Facilities and Campus Services will be notified of the nature of the emergency and will advise the Executive Vice President and CFO who will inform the President. The Vice President of Marketing and Digital Communications (or designee) will activate the (E2 campus) SU Alert system and the desktop notification system (Alertus) with a short message alerting the campus community of the emergency situation and the action to be taken. Immediately following the campus alert, an email will be sent by the Vice President of Marketing and Digital Communications (or designee) to all members of the campus community with details of the emergency and any action that should be taken. The Office of Marketing and Digital Communications will draft and send a detailed message to the website, the SU Now Portal, and Stevenson Social Media as appropriate. They will implement the standard media plan for emergencies. The Office of Marketing and Digital Communications will continually update the website, SUNow Portal, and Stevenson University Social Media with additional information as the situation changes or is resolved. The CIO and/or the Director of Technical Services may be called upon to send out emergency communications in the event the Vice President of Marketing and Digital Communications (or designee) is unavailable.

Stevenson University's Office of Facilities staff, Director of Security (or designee), security staff, and residence life staff will conduct an unannounced evacuation fire drill once a semester in all of the Academic and Residential buildings on both the Greenspring and Owings Mills campuses. The test will be documented with a description of the exercise and the date and time of the exercise.

Please see the "Security and Crime Awareness" section of this report for more information regarding SUAlert and Alertus, including information on how to register for these services.

Stevenson University's Emergency Procedures are accessible at:

<http://www.stevenson.edu/about/campus-services/campus-security/emergency/>

CAMPUS CRIME STATISTICS

Pursuant to the Higher Education Act of 1965, as amended by the Campus Security Act (Pub. L. 101-542); Stevenson University provides a detailed report on campus safety policies and procedures including policies for crime prevention, drug, alcohol, sexual harassment and sexual assault, general information on campus safety, and statistics concerning campus crime, to all current students and employees, with copies available to all prospective students and employees, on request. The Baltimore County Police Department reports Clery crime statistics pertaining to Stevenson University's Clery geography to the institution's Security Department on an annual basis for inclusion in this report.

The Stevenson University Annual Security and Fire Safety Report is available on the Stevenson University website at <http://www.stevenson.edu>. The report is accessible by going to the bottom of any Stevenson University webpage and clicking on "Annual Security & Fire Safety Report". In addition, the direct link to the University's Annual Security and Fire Safety Report is www.stevenson.edu/clery. Copies of the Annual Security and Fire Safety Report can be printed from any computer on campus. If you wish a printed copy of the report, please contact the Director of Security, in the University's Office of Security (443-352-4500) to make your request.

A daily crime log is also maintained in the Security Office in the Ratcliffe Community Center on the Owings Mills campus. The daily crime log shall be available to the public for inspection during regular University business hours. The log contains statistics related to all reported crimes to Stevenson University's Security Office and includes the following information: the nature of the crime, the date and time the crime occurred, the general location of the crime, and the disposition of the complaint (if known).

Campus Crime Statistics: Owings Mills Campus

Offense	Year	On-Campus: Includes Residence Halls	On-Campus: Residence Halls Only	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Rape	2019	0	0	0	0
	2018	3	3	0	0
	2017	6	6	0	0
Fondling	2019	1	1	0	0
	2018	1	1	0	0
	2017	1	1	0	0
Statutory Rape	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Incest	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Robbery	2019	0	0	0	0
	2018	0	0	0	0
	2017	1	1	0	0
Aggravated Assault	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Burglary	2019	4	4	0	0
	2018	14	14	0	0
	2017	9	6	0	0
Motor Vehicle Theft	2019	1	1	0	0
	2018	2	0	0	0
	2017	2	0	0	0
Arson	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

Domestic Violence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Dating Violence	2019	7	1	0	0
	2018	6	6	0	0
	2017	11	9	0	0
Stalking	2019	1	1	0	0
	2018	5	3	0	0
	2017	3	1	0	0
Arrests: Weapons: Carrying, Possessing, Etc.	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Arrests: Drug Abuse Violations	2019	0	0	0	0
	2018	0	0	0	0
	2017	1	1	0	0
Disciplinary Referrals: Drug Abuse Violations	2019	0	0	0	0
	2018	2	2	0	0
	2017	0	0	0	0
Arrests: Liquor Law Violations	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2019	252	252	0	0
	2018	147	147	0	0
	2017	149	147	0	0

HATE OFFENSES: There were no reported hate offenses on either the Owings Mills or Greenspring campuses of Stevenson University in 2019, 2018 or 2017.

Notes:

Disciplinary Referrals – Referred for disciplinary action are defined as the referral of any person to any official who initiates a disciplinary action of which a record is kept and may, but does not have to, result in a sanction.

Statistical Disclosures – reported crimes may involve individuals not associated with the institution

Drug Abuse Violations – Beginning on October 1, 2014, the state of Maryland decriminalized the possession of marijuana of less than 10 grams. However, in the year 2015, it remained a crime to be in possession of the paraphernalia used to consume marijuana. As of February 20, 2016, the state of Maryland decriminalized the possession of drug paraphernalia involving the use or possession of marijuana.

Campus Crime Statistics: Greenspring Campus

Offense	Year	On-Campus: Includes Residence Halls	On-Campus: Residence Halls Only	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Rape	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Fondling	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Statutory Rape	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Incest	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Robbery	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Aggravated Assault	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Burglary	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Arson	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

Domestic Violence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Dating Violence	2019	0	0	0	0
	2018	1	0	0	0
	2017	0	0	0	0
Stalking	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Arrests: Weapons: Carrying, Possessing, Etc.	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Arrests: Drug Abuse Violations	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Arrests: Liquor Law Violations	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

HATE OFFENSES: There were no reported hate offenses on either the Owings Mills or Greenspring campuses of Stevenson University in 2018, 2017 or 2016.

Notes:

The Greenspring Campus of Stevenson University does not have any residence halls located within its geography.

Statistical Disclosures – reported crimes may involve individuals not associated with the institution.

Drug Abuse Violations – Beginning on October 1, 2014, the state of Maryland decriminalized the possession of marijuana of less than 10 grams. However, in the year 2015, it remained a crime to be in possession of the paraphernalia used to consume marijuana. As of February 20, 2016, the state of Maryland decriminalized the possession of drug paraphernalia involving the use or possession of marijuana.

STEVENSON UNIVERSITY **ANNUAL FIRE SAFETY REPORT**

Introduction

A fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

All residence halls are equipped with fire sprinkler systems that are integrated with the fire alarm systems that are monitored 24 hours a day seven days a week by a central security monitoring center.

All fire systems in the residence halls are inspected and tested annually to insure safety and compliance with the Baltimore County fire code. In addition, the sprinkler systems within the residence halls are tested on a quarterly basis. The University maintains, repairs, upgrades, and installs equipment to provide optimum fire code standards as required by the Baltimore County Fire code. The systems are inspected by a licensed sprinkler inspection company in accordance with NFPA standards. The current vendor is the Fireline Corporation, Westminster MD.

Fire drills are conducted in all residential buildings each semester by Stevenson University facilities staff, security staff, and residence life staff. The emergency exits from all residential buildings are clearly displayed as required by the Baltimore County Fire Code.

A fire log is maintained in the Security Office in the Ratcliffe Community Center on the Owings Mills campus. The log shall be available to the public for inspection during regular University business hours. The log will contain statistics related to any fire that occurred in a residence hall. The log will contain the nature, date, time and location of the fire. The log will be available upon request at the security office.

The University collects and reports to the Department of Education fires that occur in a residence hall facility on an annual basis. The information shall include unintentional fires, intentional fires, and undetermined fires. Arson is reported as both a statistic in this report as well as a crime statistic. The report shall also include any deaths, injuries requiring medical facility treatment, and the value of property damaged as a result of the fire.

Policies on Portable Electrical Appliances, Smoking, and Open Flames in Residence Halls

Stevenson University policy prohibits the usage of unsafe electrical equipment or open flames inside residence hall rooms. Smoking is prohibited in all residence hall facilities. Candles, cigarettes, cigars, incense, smoking paraphernalia or any other burning substances are prohibited in the housing complex. Residence hall staff will inspect each residence hall room at the beginning of each semester and periodically throughout the semester for violations of the fire safety rules and regulations.

For reasons of fire safety, all students living in Stevenson University's residence hall are required to observe the following:

- All electrical appliances must carry the approval label of the Underwriters Laboratory.
- Use of multi-plug extension cords is limited to surge protector type devices only.
- Halogen lamps or light bulbs are not permitted in housing.
- Disconnection of smoke detectors or misuse of fire extinguishers is subject to

disciplinary action, including termination of housing without refund.

- Any resident who pulls a false fire alarm or compromises other safety equipment may face immediate removal from housing/the University and/or criminal charges.

For your convenience and information, instructions for proper operation of appliances and mechanical equipment are available upon request from the Office of Residence Life.

Procedures for Residence Hall Evacuation in the Case of Fire

Whenever a fire is discovered, persons are directed to telephone the Owings Mills security emergency number 443-352-4500, or extension 4500, activate a fire alarm pull station, use the emergency blue light phone, or dial "911". When a fire alarm sounds, everyone must evacuate the building immediately using the closest and safest evacuation routes. Do not use elevators. Do not stop and pick up personal belongings. Walk to safe areas as far away from the building as possible. Avoid roadways or driveways used by emergency vehicles. Notify staff or Security of anyone believed to be still in the building, particularly visitors and disabled individuals. Security will give the "all clear" signal to return to the building after all areas have been reported safe.

Beginning in August 2015, placards are located on the main door in each residence hall suite/apartment providing directions as to how to exit the building in case of fire.

Violations of fire evacuation procedures by individual students are referred to either the Director of Residence Life (or designee) or the Assistant Vice President, Student Affairs and Conduct. Failure to evacuate at the sound of the alarm or at the direction of University/Security/Emergency personnel may result in termination of the Residence Contract.

Fire Safety Education and Training Programs

All residence staff members are trained prior to the beginning of each semester by members of the Security and Facilities Offices in fire and safety procedures. Prior to the placement of new residence hall staff members, the staff member must complete the fire safety training.

All residents will receive training on the fire evacuation plan and fire safety program as part of their residence hall orientation. All resident students are required to adhere to the provisions of the housing contract.

In 2015, the Security Office created a training video on fire safety directed towards students living in Stevenson University's residence halls. The video is accessible by clicking on the following link: <https://www.youtube.com/watch?v=EHuCDPbhbW0>

Reporting of Fires

Whenever a fire is discovered, persons are directed to telephone the Owings Mills security emergency number 443-352-4500, or extension 4500, activate fire alarm pull station, use the emergency blue light phone, or dial “911”. Any of these notification processes will activate the university emergency response system. There will be immediate notification to the Associate Vice President of Residence Life and the Director of Security or their designee by the security operations center for all injury related fires, death related fires, arsons or any property damage fires requiring relocation of residence hall students on an emergency basis.

Any reports of past fires should be directed to Campus Security in the Ratcliffe Community Center on the Owings Mills Campus or by calling them at 443-352-4500.

Plans for Future Improvements in Fire Safety

At the present time, the University has no plans for future improvements in fire safety.

**FIRE STATISTICS FOR STEVENSON UNIVERSITY RESIDENCE
HALLS
Owings Mills Campus, Owings Mills,
Maryland, 21117**

Residence Hall	Address	Fires 2019	Fires 2018	Fires 2017
Belfast Hall	114 Campus Circle	0	0	0
Cromwell Hall	120 Campus Circle	0	0	0
Dulaney Hall	112 Campus Circle	0	1	0
Greenspring Hall	110 Campus Circle	0	0	0
Herring Run Hall	105 Campus Circle	0	0	0
Long Green Hall	108 Campus Circle	0	1	0
Patapsco Hall	104 Campus Circle	0	0	0
Shawan Hall	116 Campus Circle	0	0	0
Susquehanna Hall	106 Campus Circle	0	0	0
Wakefield Hall	107 Campus Circle	0	0	0
Western Run Hall	102 Campus Circle	0	1	0
Wooded Way Hall	101 Campus Circle	0	0	0
Worthington Hall	118 Campus Circle	0	0	0

**FIRE SAFETY SYSTEMS IN STEVENSON UNIVERSITY RESIDENCE
HALLS**

**Owings Mills Campus, Owings Mills,
Maryland, 21117**

Residence Hall (Bldg. Number)	Fire Alarm Monitoring Done by a monitoring center	Full Sprinkler System*	Smoke, Duct & Heat Detection	Pull Stations	Fire Extinguisher Devices	Horns and Strobes	Room Smoke Detection	Number of Evacuation (fire) Drills each Calendar Year	Room CO Detection
Belfast Hall (114)	X	X	X	X	X	X	X	2	
Cromwell (120)	X	X	X	X	X	X	X	2	
Dulaney (112)	X	X	X	X	X	X	X	2	
Greenspring (110)	X	X	X	X	X	X	X	2	
Herring Run (105)	X	X	X	X	X	X	X	2	X
Long Green (108)	X	X	X	X	X	X	X	2	
Patapsco (104)	X	X	X	X	X	X	X	2	X
Shawan (116)	X	X	X	X	X	X	X	2	
Susquehanna (106)	X	X	X	X	X	X	X	2	X
Wakefield (107)	X	X	X	X	X	X	X	2	X
Western Run (102)	X	X	X	X	X	X	X	2	X
Wooded Way (101)	X	X	X	X	X	X	X	2	X
Worthington (118)	X	X	X	X	X	X	X	2	

* Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.

Stevenson University

Drug and Alcohol Abuse Prevention Program

Appendix A

**Last Updated:
August 18, 2020**

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I. Introduction

Stevenson University is an innovative, coeducational, independent institution offering undergraduate and graduate students a career-focused education marked by individualized attention, civility, and respect for difference. In order to achieve our mission, the health and safety of members of the Stevenson University community are of primary concern to the institution. The main goal of Stevenson's drug and alcohol program is to help all members of the community understand the health risks associated with the abuse of alcohol and illicit drugs and to provide appropriate support and resources for those members who may be struggling with their own usage. In order to fulfill this primary goal, Stevenson strives to develop, articulate and enforce clear policies for students and employees. Further, the institution seeks to provide relevant and effective educational programs for members of the university community, particularly students, surrounding the impact of abusing alcohol and illicit drugs.

Stevenson's drug and alcohol program is guided by the Drug-Free Schools and Communities Act (DFSCA), which requires that colleges develop a drug and alcohol abuse prevention program that includes (a) a written statement about its standards of conduct that prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees; (b) a written description of legal sanctions imposed under federal, state, and local laws for unlawful possession or distribution of illicit drugs and alcohol; (c) a description of the health risks associated with the use of illicit drugs and the abuse of alcohol; (d) a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to students and employees, and (e) a statement that the institution will impose disciplinary sanctions on students and employees for violations of the institutions' codes of conduct and a description of such sanctions. The drug and alcohol abuse prevention program must be distributed annually, in writing, to each employee and to each student who is taking one or more classes for any type of academic credit (except for continuing education units), regardless of the length of the student's program of study.

On March 1, 2017, the Governor of Maryland declared a state of emergency in response to the opioid epidemic in Maryland. According to the [2019 Annual Report](#) produced by Maryland's Opioid Operational Command Center, there were 2,358 unintentional intoxication deaths from all types of drugs and alcohol in Maryland in 2019, which represents a decrease of 2.0% as compared to 2018. The number of opioid related deaths in 2019 was 2,090, which represents a decrease of 2.5% from 2018. This decline marks the first annual decrease in fatalities since the opioid crisis began. While Maryland has seen a decline in heroin related deaths, fentanyl related deaths continue to rise slightly.

Stevenson continues to devote a specific section of this document to heroin and opioid education. Stevenson requires full-time students to participate in heroin and opioid addiction and prevention awareness training during new student orientation. At our August 2019 new student orientation program, Mr. Tim Weber, Community Education Liaison with the Carroll County State's Attorney Office, once again delivered a presentation to new students. Mr. Weber returned to campus in October 2019 to deliver his presentation for those who were unable to attend during new student orientation, and he returned yet again in February 2020 to present to new students who began in spring 2020. For students who were unable to attend any of the face-to-face presentations,

Stevenson created an online program that these students must complete. Further, medical professionals in the Wellness Center and all full-time Security Officers at Stevenson University have been trained on symptom recognition and medication administration procedures. In addition many of the part-time Security Officers have been trained as well and, in several cases, they received this training as part of their full-time work as firefighters and EMTs.

Finally, as part of our prevention efforts, we wish to highlight the institution's Good Samaritan Policy as well as the State of Maryland's Good Samaritan Law. Under Stevenson University's policy, students who seek medical attention for themselves or their fellow students related to consumption of alcohol or other drugs will not be charged with a violation of Stevenson University policies and/or the Guidelines for Student Housing. Students, however, may be required at the discretion of the Dean of Students (or designee) to complete an alcohol assessment/alcohol education and/or a drug assessment/drug education program depending on the severity of the student's situation. The purpose of Maryland's [Good Samaritan Law](#) is to encourage any person, regardless of age, who experiences or observes a medical emergency caused by the ingestion or use of alcohol or other drugs, to seek medical assistance without fear of arrest or prosecution for: possessing or using a controlled dangerous substance; possessing or using drug paraphernalia; providing alcohol to minors.

II. Standards of Conduct Regarding Alcohol

The health and safety of members of the Stevenson University community are the primary concerns of the University. It is the University's policy to uphold the alcohol laws of the state of Maryland. Possession and consumption of alcoholic beverages is permitted only by those who are at least 21 years of age. Alcoholic beverages are not to be furnished to or consumed by minors. Members of the Stevenson community and guests are expected to accept responsibility for their actions, to obey the law and to police their own behavior. Individuals who violate the law, in addition to being subject to criminal penalties, will be subject to University disciplinary measures. These specific policies that follow apply to Stevenson University events both on and off campus.

1. Except as permitted by the following paragraphs, the possession, use or distribution of alcohol by students, faculty, staff, and guests on university property or in connection with any University activity is strictly forbidden.
2. All University-sponsored events where alcohol is served, either on or off campus, must be approved by the Vice President, Student Affairs or Chief of Staff in the President's office 30 days prior to the event. The Event Application Request for Service of Alcoholic Beverages will serve as a formal application for approval.
 - a. All individuals attending the event must be of legal drinking age. Student organizations may request an exception to this guideline if the primary purpose of the event is other than a social drinking party and the majority of the guests are of legal drinking age.

- b. The organization's adviser or an alternative faculty/staff member must be present for the duration of the event.
 - c. Security must be present for the duration of the event.
3. Alcohol may only be served by a licensed caterer trained to serve alcohol. Caterers must provide proof of license and training certification to the University prior to the event. A list of approved caterers is included with the Event Application Request for Service of Alcoholic Beverages.
4. Proper proof of age must be provided to the server.
5. Kegs, multi-liter containers and pitchers used for the serving of alcohol are not allowed at student-sponsored events.
6. At events where alcohol is served, substantial food and non-alcoholic drinks must be provided. During late night events, the service of alcohol will stop one hour prior to the ending time of the event.
7. It is recognized that this document cannot address, in specific fashion, all possible social situations that may occur. Where these procedures are not specific on a particular point, individual and organizational hosts are expected to conduct their social events and themselves in the spirit of social responsibility consistent with these procedures.

Rules Specifically Applicable to University Housing

Residents of legal drinking age may drink alcohol in their residence hall apartment or suite only if they are not in the presence of residents or guests who are under 21 years of age. Absolutely no alcohol is permitted in any shared space in a residence hall room/suite/apartment where underage students reside. Alcohol may not be served or consumed in any common areas of the University's residential facilities including but not limited to hallways, lounges, quad areas, and parking lots. Guests are expected to abide by the University's rules while visiting SU housing. Students may be held responsible for the conduct of their guests. The Residence Life staff will confiscate or require underage residents to dispose of alcohol they observe being brought or having been brought into the residences and to stop consumption of alcoholic beverages in all common areas. Kegs, beer balls, and other multi-liter containers are not permitted in SU residence halls. The Residence Life staff will inform students of University policy, clarify if they are violating the University's policy, and counsel them regarding the consequences of their behavior, both in terms of health and safety risks and legal consequences. Students in violation of the housing agreement or University policy will be held accountable. The Residence Life staff is to report offenders to the Assistant Vice President, Student Affairs & Conduct. The students involved will meet with the Assistant Vice President, Student Affairs & Conduct or a professional Residence Life staff member to determine appropriate sanctions if warranted. Any student failing to meet with a Residence Life staff member will be subject to termination of the housing contract for failure to comply with directions of a University official.

Standard Sanctions for Alcohol Violations

Students:

First time violators may be subject to:

- Formal warning
- \$100 fine and/or discipline service
- Participation in an alcohol education program designated by the University

Second time violators may be subject to:

- \$150 fine and/or discipline services
- Housing probation
- Parental notification (official warning letter sent to the student with a copy mailed to the student's parents/guardians)
- Participation in an alcohol education program or referral for treatment designated by the University

Students with subsequent alcohol violations will generally be subject to one or more of the following:

- Increased fine, referral for treatment, removal from residence, and termination of the students' Housing Contract and/or suspension and/or expulsion from the University

Employees

Employees who violate Stevenson University's alcohol policy are referred to the University's Human Resources Office and are subject to disciplinary actions up to and including termination of employment and/or referral for prosecution as appropriate.

Reporting Use and Misuse

Each member of the Stevenson community is advised to report all suspicions of unlawful possession, use or distribution of illicit drugs or alcohol or of alcohol abuse to Stevenson University's Security Office in the Ratcliffe Community Center on the Owings Mills campus or by calling 443-352-4500.

III. Standards of Conduct Regarding Unauthorized Drugs

The Stevenson University community affirms unauthorized drug use to be contrary to the goals of the University. The use, possession (including constructive possession), manufacture, distribution and solicitation of controlled dangerous substances, drug paraphernalia, look-alike drugs, unauthorized legal drugs, man-made or naturally occurring substances or inhalants used for the purpose of altering behaviors, mood, or for changing the brain or nervous system, and over-the-counter drugs/medications or prescription drugs in excess of the recommended or prescribed dosage(s) is strictly prohibited on Stevenson University property, Stevenson sponsored travel, or in connection with any program or activity sponsored or endorsed by Stevenson University.

Standard Sanctions for Unauthorized Drugs

Students

Violations of the University's Drug Policy are considered serious and may result in suspension, dismissal or expulsion from the University. Students who are found to be distributing drugs will be expelled from the University. Students who are found in possession of large quantities of drugs may also be expelled from the University as the large quantity, by itself, may be viewed as intent to distribute.

Employees

Employees who violate Stevenson University's Drug Policy are referred to the University's Human Resources Office and/or are subject to disciplinary actions up to and including termination of employment and referral for prosecution as appropriate.

Reporting Use and Misuse

Each member of the Stevenson community is advised to report all suspicions of unlawful possession, use or distribution of illicit drugs or alcohol or of alcohol abuse to Stevenson University's Security Office in the Ratcliffe Community Center on the Owings Mills campus or by calling 443-352-4500.

IV. Good Samaritan Policy

Stevenson University is committed to the health and safety of its students and strives to maintain policies that support this commitment. In an effort to maintain the health and safety of the campus community, the University has instituted this Good Samaritan Policy. Under this policy, students who seek medical attention for themselves or their fellow students related to consumption of alcohol or other drugs will not be charged with a violation of Stevenson University policies and/or the Guidelines for Student Housing. Students, however, may be required at the discretion of the Dean of Students or designee to complete an alcohol assessment/alcohol education and/or a drug assessment/drug education program depending on the severity of the student's situation.

Stevenson University prohibits the use of alcohol on campus for those under the legal drinking age of 21 and the use of unauthorized drugs. Alcoholic beverages are not to be furnished to, possessed or consumed by those less than 21 years of age. Students of legal drinking age may drink alcohol in their apartments/suites only if they are not in the presence of residents or guests who are under 21 years of age. The University recognizes that due to these prohibitions, students may unwisely choose not to call for medical assistance when another student is experiencing alcohol intoxication or a potential overdose situation due to the sanctions that the University might impose upon them. Should a student become intoxicated or involved in a potential overdose situation, Stevenson University implores individuals, regardless of age, to seek medical assistance for themselves or others in an attempt to keep the campus community safe.

This Good Samaritan Policy applies only to those students who seek emergency medical assistance in connection with an alcohol or other drug related emergency and does not apply to individuals experiencing an alcohol or other drug emergency who are found by University personnel (e.g., Campus Security, Residence Life, University administrators). Similarly, the Good Samaritan Policy only applies to alcohol and other drug related emergencies and does not apply to other unacceptable forms of behavior such as assault, property damage, or distribution of illegal substances. Likewise, the Good Samaritan Policy does not prevent action by police or other law enforcement personnel who are required to abide by Maryland State law.

Stevenson University students are expected to act responsibly. In cases where repetitive violations of Stevenson University's policies and/or Guidelines for Student Housing occur, the Dean of Students or designee reserves the right to take judicial action on a case-by-case basis regardless of the manner in which the incident was reported.

V. Standards of Conduct Regarding Tobacco

Stevenson University is committed to a policy of creating a smoke-free environment in all its facilities and in providing a healthy, comfortable environment for students, faculty, staff, and guests.

Smoking is not permitted in any building on the Greenspring or Owings Mills campuses. In order to create a healthier environment:

- All areas within 15 feet of building entrances are designated smoke-free zones.
- The space between the Dawson Academic Center and the Manuszak Center Buildings on the Greenspring Campus will be designated smoke-free due to the close proximity of these two buildings.
- Cigarette receptacles will be placed 15 feet from building entrances.
- Proper signage will be posted indicating “Smoke-Free Zones”.
- Enforcement will be by self-governance of the campus community.
- The Wellness Center is available to meet with students and discuss referrals to the Baltimore County Health Department for smoking reduction and cessation education classes.

VI. Legal Sanctions Under Federal, State and Local Laws

It is the policy of Stevenson University to uphold federal, state, and local laws with regards to alcohol and other drug violations. In addition to being subject to University disciplinary measures, individuals who violate the law are also subject to criminal penalties. Further detail regarding possible legal sanctions and penalties are described below.

Federal Trafficking Penalties

The below tables contain a description of federal penalties and sanctions for illegal trafficking and possession of a controlled substance. These charts were downloaded from <https://www.campusdrugprevention.gov/sites/default/files/Drugs%20of%20Abuse%202020-Web%20Version-508%20compliant.pdf>, pages 36-37, on August 13, 2020.

FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	<p>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p>Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	5 kgs or more mixture First Offense: Not less	<p>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p>Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				

Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid) Flunitrazepam (Schedule IV)	Any amount 1 gram	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
All other Schedule IV drugs	Any amount	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Flunitrazepam (Schedule IV)	Other than 1 gram or more	
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

FEDERAL TRAFFICKING PENALTIES – MARIJUANA

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE*
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other

			than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants;	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

State of Maryland Penalties and Sanctions Relating to Alcoholic Beverages and Controlled Substances

All members of the Stevenson University community are subject to the alcohol laws of the state of Maryland. A good source for reviewing Maryland's underage drinking, fake ID, and impaired driving laws is [Maryland's Motor Vehicle Administration](#). For convenience, the following laws are highlighted below:

Underage Drinking: Under the laws of Maryland, no individual under the age of 21 may purchase, possess, or consume alcoholic beverages. Violators of this law face a fine of \$500 for a first offense and \$1,000 for second or subsequent offenses. If you are over 21 and knowingly furnish alcohol to a minor, you face a fine of up to \$2,500 for a first violation and a fine of up to \$5,000 for a second or subsequent violation.

Fake ID Laws: If you are under 21 and in possession of a fake ID, you face a fine of up to \$500 and up to two months in prison. Twelve points will be assessed on your driving record and your driver's license may be suspended or revoked. If you are caught selling fake IDs, you face fines of up to \$2,000 and up to two years in prison *for each fake ID sold*. You are also subject to prosecution for violating federal and homeland security laws.

Impaired Driving: The state of Maryland aggressively enforces impaired driving laws. The penalties for being found guilty of Driving Under the Influence of Alcohol (DUI) are a \$1,000 fine and up to one year in jail. Also, twelve points will be assessed on your driving record and your license may be revoked for up to 6 months. The penalties for being convicted of Driving while Impaired by Alcohol (DWI) is a \$500 fine and up to two months imprisonment. Also, eight points will be assessed on your driving record and you face a 6-month suspension of your license. The penalties of violating either law are higher for a second offense and they are substantially higher if you are transporting a minor at the time of the offense or for a third offense. For additional information regarding these laws, students and employees should refer to [Maryland's Motor Vehicle Administration](#).

All members of the Stevenson University community should be aware that important changes to Maryland's drunk driving laws went into effect on October 1, 2016. On this date, The Drunk Driving Reduction Act of 2016 (also known as Noah's Law) took effect. [Noah's Law](#) significantly expands [Maryland's Ignition Interlock Program](#) and also significantly increases driver license suspension periods for immediate Administrative chemical test failure and refusals. For additional information, students and employees should refer to [Maryland's Motor Vehicle Administration](#).

Marijuana: All members of the Stevenson University community should be aware that while the state of Maryland has decriminalized marijuana in amounts of less than 10 grams, the use and possession of marijuana at Stevenson University is a violation of Stevenson’s Drug Policy as is the possession of drug paraphernalia used to smoke marijuana.

Sanctioning guidelines for the state of Maryland, which were updated in July of 2020, may be found by accessing the following link provided by the Maryland State Commission on Criminal Sentencing Policy (MSCCSP): <http://msccsp.org/Files/Guidelines/offensetable.pdf>. Specific information related to alcoholic beverages may be found on page 2 of the MSCCSP document. Information related to CDS & paraphernalia may be found beginning on page 8. Finally, information related to Prescription Drugs and Other Substances may be found on page 42. For convenience, the below chart provides a summary of sanctioning guidelines for selected offenses. However, students and employees are encouraged to review all the relevant sanctioning guidelines in the MSCCSP document.

Offense	Source	Felony or Misd.	Max Term	Fine
Alcoholic Beverages Intoxicated and endanger safety of person or property; or intoxicated or drink alcoholic beverage in public place and cause public disturbance	AB, §6-320	Misd.	90 Days	\$100
CDS and Paraphernalia Manufacture, distribute, or dispense controlled dangerous substances near schools or on school vehicles, 1 st offense	CR, §5-627	Felony	20 Years	\$20,000
CDS and Paraphernalia Manufacture, distribute, or dispense controlled dangerous substances near schools or on school vehicles, subsequent	CR, §5-627	Felony	40Y Mandatory Minimum = 5Y	\$40,000
CDS and Paraphernalia Using minors for manufacture, delivery, or distribution of controlled dangerous substances.	CR, §5-628(a)(1)	Felony	20Y	\$20,000
Prescription Drugs and Other	CR, §5-709	Misd	18M	\$1,000

Substances Harmful substances – distribution; possession with intent to distribute; instruction in the unlawful inhaling; or distribution of butane can to minor				
Weapons Crimes – In General Possess, use, wear, carry, or transport a firearm in a drug offense, 1 st offense	CR, §5-621(c)	Felony	20Y MM = 5Y	
Weapons Crimes – In General Possess, use, wear, carry, or transport a firearm in a drug offense, subsequent	CR, §5-621(c)	Felony	20Y MM = 10Y	

Pertinent Baltimore County Maryland Code Provisions*

Public Consumption of Alcoholic Beverages - § 17-1-103

Students and employees should be aware that in Baltimore County, Maryland, a person may not possess an alcoholic beverage in an open container (1) On public property, property used by the public, or a highway; or (2) In a vehicle that is located on public property, property used by the public, or a highway. A person who violates this section is guilty of a misdemeanor. (1988 Code, § 20-2) (Bill No. 114-99, § 3, 7-1-2004)

Synthetic Cannabinoid -§ 17-1-118

"Synthetic cannabinoid" means a material, substance, compound, mixture or preparation in any form that would reasonably indicate under all circumstances to be synthetic marijuana, including but not limited to products known as Spice, K2, Scooby Snax, Potpourri, or any other name.

"Synthetic marijuana" means a psychoactive substance or compound created with man-made synthetic chemicals that, when consumed or ingested, mimics the intoxicating effects of marijuana THC, the psychoactive ingredient in the naturally grown marijuana plant.

A person may not purchase, use or possess a synthetic cannabinoid. A person may not distribute a substance: (i) That the person represents is any form of synthetic cannabinoid; (ii) That the person intends for use or distribution as a synthetic cannabinoid; or (iii) Under circumstances that one reasonably should know that the substance will be used or distributed for use as a synthetic cannabinoid.

A person who violates this section is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$500 or imprisonment not exceeding 60 days or both. Property seized in connection with enforcement of this section is subject to forfeiture in accordance with the drug asset forfeiture statute set forth in §§ 12-101 - 12-505 of the Criminal Procedure Article of the Annotated Code of Maryland. (Bill No. 77-10, § 1, 11-19-2010; Bill No. 78-13, § 1, 3-13-2014)

*Each of the above laws do allow for certain exceptions, though these exceptions are limited and may not apply to most students and employees. Those who may wish to view these exceptions are encouraged to refer to the Baltimore County Code.

VII. Drug Conviction and Financial Aid Eligibility

Under the Higher Education Act, a student may become ineligible for federal student aid upon conviction of any offense involving the possession or sale of illegal drugs while receiving Title IV federal financial aid. Federal aid includes Federal Direct Loans, Federal Direct PLUS Loans, Federal Direct Graduate PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work-Study, and Perkins Loans.

Penalties for Drug Convictions

Possession of Illegal Drugs

First Offense: Ineligible to receive aid for 1 year from the date of conviction

Second Offense: Ineligible to receive aid for 2 years from the date of conviction

Third and Subsequent Offenses: Indefinite ineligibility from the date of conviction

Sale of Illegal Drugs

First Offense: Ineligible to receive aid for 2 years from the date of conviction

Second and Subsequent Offenses: Indefinite ineligibility from the date of conviction

How to Regain Eligibility

A student can regain eligibility for federal student aid funds by successfully completing a drug rehabilitation program. To be sufficient to reinstate financial aid eligibility, the program must include at least 2 unannounced drug tests AND be recognized as a Federal, State, or local government agency program. A student will regain eligibility on the date of successfully completing the program.

Free Application for Federal Student Aid (FAFSA)

A question on the FAFSA form asks if the student has ever been convicted of a drug-related offense. Failure to answer this question will automatically disqualify the student from receiving Federal aid. Falsely answering this question, if discovered, could result in fines up to \$20,000, imprisonment, or

both.

Convictions During Enrollment

According to the United States Department of Education, if a student is convicted of a drug offense after receiving Federal aid, he or she must notify the Financial Aid Department, will be ineligible for further aid, and required to pay back all aid received after the conviction.

VIII. Health Risks Associated with the Abuse of Alcohol

The [National Institute on Alcohol Abuse and Alcoholism](#) (NIAAA) provides detailed information regarding the health risks associated with the abuse of alcohol. The information provided below was taken directly from their website and was retrieved on August 13, 2020.

The NIAAA provides the following information on how alcohol can affect your body:

Brain: Alcohol interferes with the brain's communication pathways, and can affect the way the brain looks and works. These disruptions can change mood and behavior, and make it harder to think clearly and move with coordination.

Heart: Drinking a lot over time or too much on a single occasion can damage the heart, causing problems including cardiomyopathy (stretching and drooping of heart muscle); arrhythmias (irregular heart beat); stroke; and high blood pressure.

Liver: Heavy drinking takes a toll on the liver, and can lead to a variety of problems and liver inflammation including steatosis, or fatty liver; alcoholic hepatitis; fibrosis; and cirrhosis.

Pancreas: Alcohol causes the pancreas to produce toxic substances that can eventually lead to pancreatitis, a dangerous inflammation and swelling of the blood vessels in the pancreas that prevents proper digestion.

Cancer: The NIAAA notes that based on extensive reviews of research studies; there is a strong scientific consensus of an association between alcohol drinking and several types of cancer, including the following: head and neck cancer, esophageal cancer, liver cancer, breast cancer, and colorectal cancer.

Immune System: Drinking too much can weaken your immune system, making your body a much easier target for disease. Drinking a lot on a single occasion slows your body's ability to ward off infections – even up to 24 hours after getting drunk.

More information may be found at [Alcohol & Your Health](#), which is provided by the National Institute on Alcohol Abuse and Alcoholism.

References:

National Institute on Alcohol Abuse and Alcoholism. (n.d.). Alcohol's Effects on the Body. Retrieved from <https://www.niaaa.nih.gov/alcohol-health/alphabets-effects-body> on 2020, August 13.

IX. Health Risks Associated with Heroin

On March 1, 2017, the Governor of Maryland, Larry Hogan, declared a state of emergency in response to the opioid epidemic in Maryland. While detailed information is provided below, interested readers can learn more about how the state of Maryland is combatting the heroin and opioid crisis by visiting <http://beforeitstoolate.maryland.gov/>.

[Maryland's Crisis Hotline](#) is available 24 hours/7 days a week to provide support, guidance and assistance on how to access Substance Use Disorder services, in addition to the current mental health crisis services provided by this hotline. Callers will also be given information about naloxone, recovery support and family services as available/appropriate in the individual's local area.

[Naloxone](#) is a life-saving medication that can quickly restore the breathing of a person experiencing an opioid overdose. Opioids are a group of drugs that include heroin and prescription medications like oxycodone, hydrocodone, morphine, fentanyl and methadone. Naloxone is available as a generic drug or under the brand names NARCAN® and EVZIO®. Anyone can get naloxone at a Maryland pharmacy without a prescription. More information regarding how to procure Naloxone from a pharmacy is available [here](#).

For a step-by-step guide describing how to respond to an opioid overdose with Naloxone, click [here](#).

What is Heroin?

The [Center of Disease Control](#) (CDC) and [The National Institute on Drug Abuse](#) (NIDA) provide substantial information regarding the health risks associated with the use of illicit drugs. The information provided below was taken directly from their websites and was retrieved on August 13, 2020.

According to the CDC, heroin is an illegal, highly addictive opioid drug. A heroin overdose can cause slow and shallow breathing, coma, and death. People often use heroin along with other drugs

or alcohol. This practice is especially dangerous because it increases the risk of overdose. Heroin is typically injected but is also smoked and snorted. When people inject heroin, they are at risk of serious, long-term viral infections such as HIV, Hepatitis C, and Hepatitis B, as well as bacterial infections of the skin, bloodstream, and heart.

Important Points to Remember About Heroin (NIDA webpage entitled [DrugFacts: Heroin](#))

- Heroin is an opioid drug made from morphine, a natural substance taken from the seedpod of various opium poppy plants.
- Heroin can be a white or brown powder, or a black sticky substance known as black tar heroin.
- People inject, snort, or smoke heroin. Some people mix heroin with crack cocaine, a practice called *speedballing*.
- Heroin enters the brain rapidly and binds to opioid receptors on cells located in many areas, especially those involved in feelings of pain and pleasure and in controlling heart rate, sleeping, and breathing.
- People who use heroin report feeling a "rush" (or euphoria). Other common effects include dry mouth, heavy feelings in the arms and legs, and clouded mental functioning.
- Long-term effects may include collapsed veins for people who inject the drug, infection of the heart lining and valves, abscesses, and lung complications.
- Research suggests that misuse of prescription opioid pain medicine is a risk factor for starting heroin use.
- A person can overdose on heroin. [Naloxone](#) is a medicine that can treat a heroin overdose when given right away, though more than one dose may be needed.
- Heroin is highly addictive. Withdrawal symptoms - which can begin as early as a few hours after the drug was last taken - include severe muscle and bone pain, sleep problems, diarrhea and vomiting, and severe heroin cravings.
- A range of treatments including medicines and behavioral therapies are effective in helping people stop heroin use. However, treatment plans should be individualized to meet the needs of the patient.

References:

Before it's too late. (n.d.). Retrieved from <http://beforeitstoolate.maryland.gov/what-you-need-to-know-about-naloxone-2/> on 2020, August 13.

Centers for Disease Control and Prevention (2020, March). Heroin. Retrieved from <https://www.cdc.gov/drugoverdose/opioids/heroin.html> on 2020, August 13.

NIDA. (2019, November). Heroin. Retrieved from <https://www.drugabuse.gov/publications/drugfacts/heroin> on 2020, August 13.

X. Health Risks Associated with Prescription Opioids

The [Center for Disease Control and Prevention \(CDC\)](#) provides substantial information regarding the misuse of prescription opioids. The information provided below was taken directly from their website and was retrieved on August 13, 2020.

Prescription opioids can be used to treat moderate-to-severe pain and are often prescribed following surgery or injury, or for health conditions such as cancer. In recent years, there has been a dramatic increase in the acceptance and use of prescription opioids for the treatment of chronic, non-cancer pain, such as back pain or osteoarthritis, despite serious risks and the lack of evidence about their long-term effectiveness.

Anyone who takes prescription opioids can become addicted to them. In fact, as many as one in four patients receiving long-term opioid therapy in a primary care setting struggles with opioid addiction. Once addicted, it can be hard to stop. In 2016, more than 11.5 million Americans reported misusing prescription opioids in the past year.

Taking too many prescription opioids can stop a person's breathing—leading to death.

In addition to the serious risks of addiction, abuse, and overdose, the use of prescription opioids can have a number of side effects, even when taken as directed including, but not limited to, the following: constipation; nausea, vomiting, and dry mouth; sleepiness and dizziness; confusion; and depression.

Reference:

Center for Disease Control and Prevention. (2017, August 29). Prescription Opioids. Retrieved from <https://www.cdc.gov/drugoverdose/opioids/prescribed.html> on 2020, August 13.

XI. Health Risks Associated with Marijuana

The [National Institute on Drug Abuse \(NIDA\)](#) provides substantial information regarding marijuana. The information provided below was taken directly from the NIDA website and was retrieved on August 13, 2020.

Marijuana is the most commonly used psychotropic drug in the United States, after alcohol. Its use is widespread among young people. In 2018, more than 11.8 million young adults used marijuana in the past year.

Short Term Effects of Marijuana Usage on the Brain:

THC acts on specific brain cell receptors that ordinarily react to natural THC-like chemicals. These natural chemicals play a role in normal brain development and function. Marijuana over-activates parts of the brain that contain the highest number of these receptors. This causes the "high" that people feel. Other effects include:

- altered senses (for example, seeing brighter colors)
- altered sense of time
- changes in mood
- impaired body movement
- difficulty with thinking and problem-solving
- impaired memory
- hallucinations (when taken in high doses)
- delusions (when taken in high doses)
- psychosis (risk is highest with regular use of high potency marijuana)

Long Term Effects of Marijuana Usage on the Brain:

Marijuana also affects brain development. When people begin using marijuana as teenagers, the drug may impair thinking, memory, and learning functions and affect how the brain builds connections between the areas necessary for these functions. Researchers are still studying how long marijuana's effects last and whether some changes may be permanent.

Physical Effects of Marijuana Usage:

- **Breathing problems.** Marijuana smoke irritates the lungs, and people who smoke marijuana frequently can have the same breathing problems as those who smoke tobacco. These problems include daily cough and phlegm, more frequent lung illness, and a higher risk of lung infections. Researchers so far haven't found a higher risk for lung cancer in people who smoke marijuana.
- **Increased heart rate.** Marijuana raises heart rate for up to 3 hours after smoking. This effect may increase the chance of heart attack. Older people and those with heart problems may be at higher risk.
- **Problems with child development during and after pregnancy.** Marijuana use during pregnancy is linked to lower birth weight and increased risk of both brain and behavioral problems in babies. If a pregnant woman uses marijuana, the drug may affect certain developing parts of the fetus's brain.

Mental Effects of Marijuana Usage:

Long-term marijuana use has been linked to mental illness in some users, such as:

- temporary *hallucinations*
- temporary *paranoia*
- worsening symptoms in patients with *schizophrenia* – a severe mental disorder with symptoms such as hallucinations, paranoia, and disorganized thinking

Reference:

National Institute on Drug Abuse (2019, December). Marijuana. Retrieved from <https://www.drugabuse.gov/publications/drugfacts/marijuana> on 2020, August 13.

XII. Health Risks Associated with Prescription Drug Misuse & Abuse

The [National Institute on Drug Abuse](#) (NIDA) provides helpful and relevant information regarding prescription drug misuse and abuse. The information provided below was taken directly from the NIDA website and was retrieved on August 13, 2020.

According to the NIDA, the misuse of prescription drugs means taking a medication in a manner or dose other than prescribed; taking someone else's prescription, even if for a legitimate medical complaint such as pain; or taking a medication to feel euphoria (i.e., to get high). The term *nonmedical use* of prescription drugs also refers to these categories of misuse. The three classes of medication most commonly misused are:

- opioids—usually prescribed to treat pain
- central nervous system [CNS] depressants (this category includes tranquilizers, sedatives, and hypnotics)—used to treat anxiety and sleep disorders
- stimulants—most often prescribed to treat attention-deficit hyperactivity disorder (ADHD)

Prescription drug misuse can have serious medical consequences. Increases in prescription drug misuse over the last 15 years are reflected in increased emergency room visits, overdose deaths associated with prescription drugs, and treatment admissions for prescription drug use disorders, the most severe form of which is an addiction. Overdose deaths involving prescription opioids were five times higher in 2016 than in 1999.

Reference:

National Institute on Drug Abuse. (2020, June). Misuse of Prescription Drugs Research Report Overview. Retrieved from <https://www.drugabuse.gov/publications/misuse-prescription-drugs/overview> on 2020, August 13.

XIII. Health Risks Associated with the use of Tobacco Products

The [Center for Disease Control](#) provides substantial information regarding smoking and tobacco use. The information provided below was taken directly from their website and was retrieved on August 30, 2019.

According to the Center for Disease Control and Prevention (CDC)

- Smoking leads to disease and disability and harms nearly every organ of the body
- More than 16 million Americans are living with a disease caused by smoking.
- Smoking is the leading cause of preventable death
- Smoking causes cancer, heart disease, stroke, lung diseases, diabetes, and chronic obstructive pulmonary disease (COPD), which includes emphysema and chronic bronchitis.
- Many adult cigarette smokers want to quit smoking. Helpful information for those who wish to quit smoking may be found [here](#).

Reference:

Center for Disease Control and Prevention (2020, May 21). Smoking and Tobacco Use: Fast Facts. Retrieved from https://www.cdc.gov/tobacco/data_statistics/fact_sheets/fast_facts/index.htm on 2020, August 13.

XIV. Health Risks Associated with the use of Synthetic Cannabinoids

The [National Institute on Drug Abuse](#) (NIDA) provides helpful information regarding the adverse health risks associated with the use of synthetic cannabinoids. The information provided below was taken directly from the NIDA website and was retrieved on August 13, 2020.

Synthetic cannabinoids are human-made mind-altering chemicals that are either sprayed on dried, shredded plant material so they can be smoked or sold as liquids to be vaporized and inhaled in e-cigarettes and other devices. These products are also known as herbal or liquid incense.

These chemicals are called *cannabinoids* because they are similar to chemicals found in the marijuana plant. Because of this similarity, synthetic cannabinoids are sometimes misleadingly called "synthetic marijuana" (or "fake weed"), and they are often marketed as safe, legal alternatives to that drug. In fact, they are not safe and may affect the brain much more powerfully than marijuana; their actual effects can be unpredictable and, in some cases, more dangerous or even life-threatening.

People who have used synthetic cannabinoids and have been taken to emergency rooms have shown severe effects including: rapid heart rate; vomiting; violent behavior; and suicidal thoughts. Synthetic cannabinoids can also raise blood pressure and cause reduced blood supply to the heart, as well as kidney damage and seizures.

Reference:

National Institute on Drug Abuse (2020, June). Synthetic Cannabinoids (K2/Spice) Drug Facts. Retrieved from <https://www.drugabuse.gov/publications/drugfacts/synthetic-cannabinoids-k2spice> on 2020, August 13.

XV. Alcohol, Tobacco, and Other Drug Programs Available to Students & Employees

Students

Stevenson provides alcohol and drug education to all new students through new student orientation and through the students' required completion of the online educational program [MyStudentBody.com](#). MyStudentBody, which is a required component of the Stevenson University health profile, focuses on three areas: alcohol, drugs and sexual violence.

Throughout the academic year, Stevenson strives to supplement the programs delivered during new student orientation by offering programming and awareness campaigns on the topics of substance abuse. While several of the events that were scheduled in spring 2020 had to be canceled due to the COVID-19 pandemic, Stevenson's Wellness Center did provide alcohol education in both the fall 2019 and spring 2020 semesters for students participating in fraternity and sorority life. One event that was canceled in spring 2020 due to the pandemic was Stevenson's annual participation in National Alcohol Screening Day held in April. At this event, Wellness Center health professionals are available to students who participate to provide confidential counseling and health services and to offer referrals to off-campus providers as needed. In recent years, this event has been a collaboration between the Wellness Center and the Student Government Association.

Events held in spring 2019 included [a representative from MADD along with a representative from the Baltimore County DUI Task Force delivering a presentation on campus regarding the lasting and long-term effects of substance impaired driving.](#) Also in spring 2019, [representatives from the Baltimore County Health Department delivered a presentation on heroin and opioid abuse.](#)

Stevenson University's Office of Residence Life, in collaboration with the Wellness Center, provides alcohol education to students who are found responsible for violating the University's Alcohol Policy. Stevenson University utilizes the *Informed Choices Alcohol Education Workshop* for students found responsible for a first-time alcohol violation. *Informed Choices* is an interactive, discussion-based workshop designed to empower students to make the best-informed decisions about alcohol consumption. The goal of the program is to further educate students on the impact alcohol has on their own bodies and in their communities, both on and off-campus. In addition, one-on-one education is provided when students violate the University's alcohol policy a second time as well as in cases of significant first-time alcohol violations.

Students who violate Stevenson University's drug policy, and who are permitted to remain enrolled at the University, are typically required to participate in a University sponsored drug education class facilitated by the Office of Residence Life. This class is an interactive workshop designed to help students understand the risks associated with illegal drugs and empower them to make the best-informed decisions they can make surrounding the use or abuse of illegal drugs. The goal of the program is to educate students on how drugs impact their mind, body and community as well as the impact it can have on their potential career prospects. If students continue to violate Stevenson University's drug policy, they may be referred for education and treatment from a University approved off-campus provider or be removed from housing or suspended/expelled from the University.

Stevenson has a Substance Awareness Task Force (SATF) that meets on a monthly basis. The task force includes representatives from the faculty, staff, and student body. The mission of the task force is to support and promote healthy & safe life choices for all faculty, staff & students of the Stevenson community through educational resources, alternative programming and positive

reinforcement.

Finally, there are numerous off-campus resources that students may wish to explore, including those noted below. Students may contact Stevenson University's Wellness Center for assistance in evaluating these options.

1. SAMHSA, the [Substance Abuse and Mental Health Services Administration](#), provides a [Behavioral Health Treatment Services Locator](#), which is a confidential and anonymous source of information for persons seeking treatment facilities in the United States or U.S. Territories for substance abuse/addiction and/or mental health problems.
2. SAMHSA also offers free and confidential information in English and Spanish for individuals and family members facing substance abuse and mental health issues, 24 hours a day, 7 days a week. To access SAMHSA's National Helpline, call 1-800-662-HELP (4357).
3. [Maryland's Crisis Hotline](#) is available 24 hours/7 days a week to provide support, guidance and assistance on how to access Substance Use Disorder services, in addition to the current mental health crisis services provided by this hotline. Callers will also be given information about naloxone, recovery support and family services as available/appropriate in the individual's local area. Call 211 and press 1 to access this crisis hotline.
4. Maryland's [Behavioral Health Administration](#) offers valuable resources related to drug treatment and drug prevention.
5. For a free support and resource to stop smoking call 1-800-QUIT-NOW (1-800-784-8669) or visit smokefree.gov/.

Employees

Employees may access alcohol and drug education through GuidanceResources, Stevenson University's Employee Assistance Program, by calling (800) 327-1850. For additional information, employees may contact the Office of Human Resources.

There are also numerous off-campus resources that employees may choose to explore, including those noted below:

1. SAMHSA, the [Substance Abuse and Mental Health Services Administration](#), provides a [Behavioral Health Treatment Services Locator](#), which is a confidential and anonymous source of information for persons seeking treatment facilities in the United States or U.S. Territories for substance abuse/addiction and/or mental health problems.

2. SAMHSA also offers free and confidential information in English and Spanish for individuals and family members facing substance abuse and mental health issues, 24 hours a day, 7 days a week. To access SAMHSA's National Helpline, call 1-800-662-HELP (4357).
3. [Maryland's Crisis Hotline](#) is available 24 hours/7 days a week to provide support, guidance and assistance on how to access Substance Use Disorder services, in addition to the current mental health crisis services provided by this hotline. Callers will also be given information about naloxone, recovery support and family services as available/appropriate in the individual's local area. Call 211 and press 1 to access this crisis hotline.
4. Maryland's [Behavioral Health Administration](#) offers valuable resources related to drug treatment and drug prevention.
5. For a free support and resource to stop smoking call 1-800-QUIT-NOW (1-800-784-8669) or visit smokefree.gov/.

XVI. Distribution of the Annual Notification

Stevenson University's Drug and Alcohol Prevention program will be distributed to the entire Stevenson University community (all students, faculty and staff) in accordance with the below procedures. Stevenson University's Vice President for Student Affairs will be responsible for ensuring the timely distribution of the Drug and Alcohol Prevention program.

Students

1. At the beginning of the fall and spring semesters, the entire Drug and Alcohol Abuse Prevention program will be emailed to all students (undergraduate and graduate/accelerated) enrolled in the institution. This email will be sent on the first day of the third week of the fall and spring semesters in order to allow for the completion of the add/drop period and thus ensuring all enrolled students receive this notification.
2. At the beginning of each non-traditional academic term, a separate email will be sent to new students enrolled in each of these terms in order to ensure they receive the Drug and Alcohol Abuse Prevention program. Examples of non-traditional terms at Stevenson University currently consist of "8-week 1", "8-week 2", "5-week 2", "Winterim" and the various summer terms. Students who are enrolled in "8-week 1" will be included in the email that will be sent the first day of the third week of the fall and spring semesters as described in number 1 above. Students enrolled in the other non-traditional terms, and who were not enrolled when the email was sent during the third week of the fall/spring semester, will receive an email that includes the entire Drug and Alcohol Abuse Prevention program. These emails will be sent two-days after the conclusion of the add-drop period for each of these terms. The Dean of Students will collaborate with the Registrar's Office in order to

produce an accurate list of students who should be included on these additional distributions.

3. A webpage has been created on Stevenson University's external webpage at www.stevenson.edu and the internal portal page (SUNow Portal) detailing Stevenson University's Drug and Alcohol Abuse Prevention program. The direct link to the page on the external website is: www.stevenson.edu/alcohol-drugs. These webpages have been created to facilitate ease of access. All e-mail notifications will provide a direct link to the external webpage: www.stevenson.edu/alcohol-drugs.

Employees

1. At the beginning of the fall and spring semesters, the entire Drug and Alcohol Abuse Prevention program will be emailed to all employees employed at the institution. This email will be sent on the first day of the third week of the fall and spring semesters.

2. Employees will also receive information on where to access the Drug and Alcohol Abuse Prevention program and an overview of the program at their new employee orientation. By including this information in new employee orientation, Stevenson will ensure that employees who are hired at times following the distribution of the emails are informed of the Drug and Alcohol Abuse Prevention program.

3 A webpage has been created on Stevenson University's external webpage at www.stevenson.edu and the internal portal page (SUNow Portal) detailing Stevenson University's Drug and Alcohol Abuse Prevention program. The direct link to the page on the external website is: www.stevenson.edu/alcohol-drugs. These webpages have been created to facilitate ease of access. All e-mail notifications will provide a direct link to the external webpage: www.stevenson.edu/alcohol-drugs.

XVII. Biennial Review

Stevenson University is an innovative, coeducational, independent institution offering undergraduate and graduate students a career-focused education marked by individualized attention, civility, and respect for difference. In order to achieve our mission, the health and safety of members of the Stevenson University community are of primary concern to the institution. The primary goal of Stevenson's drug and alcohol program is to help all members of the community understand the health risks associated with the abuse of alcohol and illicit drugs and to provide appropriate support and resources for those members who may be struggling with their own usage. In order to fulfill this primary goal, Stevenson strives to develop, articulate and enforce clear policies for students and employees. Further, the institution seeks to provide relevant and effective educational programs for members of the university community, particularly students, surrounding the impact of abusing

alcohol and illicit drugs.

In accordance with the U.S. Department of Education's *Drug-Free School and Communities Act*, combined with Stevenson's primary interest in the safety of the members of the campus community, Stevenson University will complete a biennial review of its drug and alcohol abuse prevention program. The biennial review is conducted in order to: (a) Determine the DAAPP's effectiveness and implement changes to the program if the changes are needed; (b) Determine the number of drug and alcohol-related violations and fatalities that occur on the institution's campus (as defined in 20 U.S.C. § 1029(f)(6)), or as part of any of the institution's activities and are reported to campus officials; (c) Determine the number and type of sanctions described above that are imposed by the institution as a result of drug and alcohol-related violations and fatalities on the institution's campus or as part of any of the institution's activities; and (d) Ensure that the sanctions required are consistently enforced.

The biennial review is conducted by the Office of Student Affairs in collaboration with Stevenson University's Substance Awareness Task Force. The Substance Awareness Task Force has most recently been chaired by the Assistant Director of the Wellness Center. The selection of the Assistant Director of the Wellness Center to chair this task force is purposeful, as she is also a nurse practitioner. The membership of the Substance Awareness Task Force includes the following: Vice President, Student Affairs; Associate Vice President, Student Affairs & Dean of Students; Assistant Vice President, Wellness Center; Director of Security; Assistant Vice President for Student Affairs & Conduct; and at least one representative from each of the following campus constituencies: Faculty, Athletics, Human Resources; Residence Life, and Student Government.