



Stevenson University

## **Policy Manual**

Volume V

# **STUDENT POLICIES**

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The University reserves the right to make changes to the policies and appendices found in this policy manual and/or to rescind them at any time. All policies are updated on the University website as deemed necessary by the University. The master version of the policy manual is located in the Office of Human Resources and supersedes any previous versions. Nothing in this Student Policy Manual constitutes or is intended to constitute an agreement or contract.

Welcome to Stevenson University,

Please take the time to carefully review the policies and procedures that appear in the Student Policy Manual. This document contains both Academic and Student Conduct Policies. It is the responsibility of the student to review, understand and comply with all University policies and procedures.

The University has the sole discretion to determine whether a violation of University policy or procedure is handled under the Academic Integrity Policy, the Conduct Policies, or other policies or procedures.

Best wishes for a successful academic year.

Sincerely,

Dean of Students

**TABLE OF CONTENTS**  
**Volume V**  
**STUDENT POLICIES**

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5.1	Academic Integrity (Approved 3/2017)	<b>4</b>
5.2	Academic Misconduct (Approved 3/2017)	<b>5</b>
5.3	Grade Appeals	<b>14</b>
5.4	Religious Accommodations	<b>16</b>
5.5	Students with Disabilities	<b>18</b>
5.6	Conduct Policies	<b>21</b>
5.7	Sexual Misconduct, Relationship Violence, and Stalking (Approved 11/2016)	<b>35</b>
5.8	Policies Related to Discrimination and Harassment (Approved 6/2016)	<b>52</b>
5.9	Other University Policies	<b>59</b>
5.10	Student Grievance Policy	<b>65</b>

## 5.1 ACADEMIC INTEGRITY

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Stevenson University expects all members of its community to behave with integrity. Honesty and integrity provide the clearest path to knowledge, understanding, and truth – the highest goals of an academic institution. For students, integrity is fundamental to the development of intellect, character, and the personal and professional ethics that will govern their lives and shape their careers. Stevenson University embraces and operates in a manner consistent with the definitions and principles of Academic Integrity as set forth by the International Center for Academic Integrity:

*Academic integrity is a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behavior that enable academic communities to translate ideals into action.<sup>1</sup>*

- **Honesty.** *Academic communities of integrity advance the quest for truth and knowledge through intellectual and personal honesty in learning, teaching, research, and service.*
- **Trust.** *Academic communities of integrity both foster and rely upon climates of mutual trust. Climates of trust encourage and support the free exchange of ideas which in turn allows scholarly inquiry to reach its fullest potential.*
- **Fairness.** *Academic communities of integrity establish clear and transparent expectations, standards, and practices to support fairness in the interactions of students, faculty, and administrators.*
- **Respect.** *Academic communities of integrity value the interactive, cooperative, participatory nature of learning. They honor, value, and consider diverse opinions and ideas.*
- **Responsibility.** *Academic communities of integrity rest upon foundations of personal accountability coupled with the willingness of individuals and groups to lead by example, uphold mutually agreed-upon standards, and take action when they encounter wrongdoing.*
- **Courage.** *To develop and sustain communities of integrity, it takes more than simply believing in the fundamental values. Translating the values from talking points into action – standing up for them in the face of pressure and adversity – requires determination, commitment, and courage.<sup>2</sup>*

Stevenson University expects academic integrity from all members of its community. Behaviors that violate the principles and expectations of academic integrity are considered to be forms of academic misconduct and are addressed under the University's Academic Misconduct Policy.

<sup>1</sup> International Center for Academic Integrity. (2014). *The Fundamental Values Project*. Retrieved from <http://www.academicintegrity.org/icai/resources-2.php>

<sup>2</sup> *The Fundamental Values of Academic Integrity*. (2013). Retrieved from [http://www.academicintegrity.org/icai/assets/Revised\\_FV\\_2014.pdf](http://www.academicintegrity.org/icai/assets/Revised_FV_2014.pdf)

## 5.2 ACADEMIC MISCONDUCT

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### ACADEMIC MISCONDUCT

Stevenson University defines academic misconduct as behavior that violates the principles and expectations of academic integrity. Such misconduct betrays the bonds of trust, disrespects honest endeavors, and undermines the teaching and learning process for every member of the academic community.

#### **Examples of Academic Misconduct**

Academic misconduct includes, but is not limited to, the following behaviors that violate academic integrity. This list of examples and definitions is representative but not all-inclusive.

- **Cheating.** Cheating means any behavior that attempts to undermine an instructor's efforts to assess learning. Using or creating unauthorized materials or methods to complete a test, quiz, examination, assignment, or other assessment is cheating. Giving unauthorized assistance to other students also constitutes cheating.
- **Collusion.** Collusion occurs when two or more students conspire to subvert the learning process, particularly with regard to the instructor's efforts to assess learning outcomes. Collusion, as opposed to authorized collaboration, creates unfair advantage for those engaged in the behavior.
- **Fabrication.** Fabrication is understood to mean the presentation of false data, sources, or research for academic credit.
- **Multiple Submissions.** The presentation of the same work, in whole or in part, for credit in more than one course without the explicit permission of all interested instructors represents a violation of academic integrity.
- **Plagiarism.** Plagiarism is the act of representing the words, ideas, research, or works of another as one's own. Plagiarism can involve submitting work prepared entirely or in part by another person or commercial service or borrowing material as direct quotation, partial quotation, or paraphrase from published or unpublished sources without proper acknowledgement. Students must appropriately document all print, online, and oral sources they use to complete assignments.
- **Unauthorized Assistance.** Unauthorized assistance is understood to mean accepting the help of another person in completing an assignment for assessment without the instructor's express permission. Allowing another person, such as a tutor, to alter or revise an assignment beyond the scope of collaboration defined by the instructor also constitutes misconduct.
- **Other Violations.** There are many other examples of behaviors that constitute academic misconduct or violations of academic integrity. They include, but are not limited to, lying, forgery, bribery, damaging or stealing another's academic property, and violation of professional standards.

A student who is not certain about whether or not a behavior violates the Academic Integrity Policy (i.e., constitutes academic misconduct) has the personal responsibility to check with the faculty member in advance. The University shall have the sole discretion to determine whether an alleged violation of University policy or procedure is to be handled under the Academic Misconduct Policy or under other policies of the University.

### **Procedures for Handling Academic Misconduct**

Stevenson University expects members of the community to report observances of possible academic misconduct. Faculty should use the online reporting tool in WebXpress to report possible instances. Staff should report to the Academic Integrity Officer (AIO) who will submit a report on his/her behalf. Students who observe possible academic misconduct should contact a faculty member, a staff member, or the Academic Integrity Officer.

The following formal procedures apply to cases of reported academic misconduct and are intended to provide fairness to all parties.

#### Step 1: Report of Academic Misconduct

Upon discovery of academic misconduct, the faculty member or other agent of the University will complete an Academic Misconduct Report form, generally within 2 business days of the discovery. The faculty member or other agent will submit the Academic Misconduct Report form via WebXpress. A copy of the Academic Misconduct Report will be sent to the student with a copy to the faculty member's immediate supervisor and the Academic Integrity Officer (. At the faculty member's discretion, an informal meeting between the faculty member and the student may be held prior to submitting the Academic Misconduct Report form. The faculty member's immediate supervisor is understood to be the Program Coordinator (PC), Department Chair (DC), Associate Dean (AD), or School Dean (SD) (referred to as "Supervisor") to whom the faculty member reports and who oversees the course in which the misconduct was reported.

At the time of the report filing, a hold will be placed on the reported student's account, preventing the student from withdrawing from the course affected by the reported violation. In the event that this hold overlaps with registration for the upcoming semester/term the student should contact the Registrar's office for help, as his/her WebXpress registration access will be denied. If the student is found Responsible the account hold will be removed after the student's appeal time frame has expired which is the sixth business day after the Investigation Summary Report is issued. If the student pursues an appeal, the hold will remain in place until the appeal process is complete, and all appeal time frames have expired. If the student is found Not Responsible the hold will be removed immediately.

#### Step 2: Investigation and Summary

- A. Within five (5) business days of receiving the report, the Supervisor will begin an investigation of the reported misconduct. The investigation shall include meeting with the student, meeting with the faculty member, and obtaining any other information the Supervisor believes is necessary.
- B. During Step 2, the Supervisor ascertains whether or not misconduct occurred, and, if so, determines the nature of the misconduct and the sanction to be imposed. The Supervisor's findings shall be communicated to all parties in writing. The Supervisor will describe the charges against the student, the conclusions of the Supervisor, and the sanction to be imposed upon the student using the Colleague XAMI form. The AIO will generate an Academic Misconduct Investigation Summary and forward it to all parties.

- C. If the student does not respond to the Supervisor's request to meet with the Supervisor or does not keep the appointment to meet with the Supervisor, then the student forfeits any and all rights to appeal the Supervisor's decision to the Academic Integrity Board or elsewhere.
- D. In this Step 2, the School Dean may designate an individual to act in place of or in the absence of a Supervisor.

#### Step 3: Appeal Level I - Appeal to the School Dean

- A. If the student wishes to appeal the Supervisor's decision as set forth in the Academic Misconduct Investigation Summary form, then within five (5) business days of the student receiving the Academic Misconduct Investigation Summary form from the Supervisor, the student shall give prompt written notification to the Academic Integrity Officer (AIO). The appeal is considered by the Dean of the School in which the course is offered. The appeal shall be filed by the student by submitting to the AIO the completed Appeal Level I – Appeal to the School Dean form (“Appeal Level I form”). In situations where there is no School Dean or where the School Dean is unavailable, the Appeal will be to the person designated by the Executive Vice President for Academic Affairs to handle such appeals on behalf of the School Dean.
- B. The AIO shall provide the School Dean with copies of the Appeal Level I form, the Academic Misconduct Report form, and the Academic Misconduct Investigation Summary form. In considering the appeal, the School Dean has the discretion to meet with some, all, or none of the parties involved and review any information that the School Dean believes is pertinent.
- C. The School Dean shall render and communicate a decision to uphold, modify, or dismiss the charges and/or the sanction within fifteen (15) days of receiving the Appeal Level I form. The School Dean shall complete the Decision of School Dean - Appeal Level I form, which shall be sent to the student, faculty member, Supervisor, and AIO.

#### Step 4: Appeal Level II - Hearing before a Panel of the Academic Integrity Board

- A. If the student wishes to appeal the School Dean's decision, then the appeal shall be filed by the student submitting to the AIO the completed Appeal Level II – Hearing Panel of Academic Integrity Board form (“Appeal Level II form”). This Appeal Level II form shall be delivered to the AIO within five (5) business days of the student receiving the Decision of School Dean - Appeal Level I form.
- B. After receipt of the Appeal Level II form, the AIO will select a panel of the University's Academic Integrity Board (AIB) within five (5) business days to serve as the Hearing Panel. The hearing of the Hearing Panel shall ordinarily be scheduled to commence within ten (10) business days after the panel is selected. The jurisdiction, composition, and procedures for the Academic Integrity Board are outlined under separate heading.
- C. The AIB Hearing Panel will hear the case and determine whether the student committed a violation of the Academic Integrity Policy. If the AIB Hearing Panel determines that a violation occurred, it shall determine what sanctions, if any, are recommended to the Executive Vice President for Academic Affairs based upon the range of sanctions set forth in the academic misconduct policies of the University.
- D. The decision and recommendation of the AIB Hearing Panel shall be communicated in writing to the student, faculty member, the AIO, the Executive Vice President for Academic Affairs, and all other relevant administrators within five (5) business days of the Hearing Panel's determination

of the sanctions to be recommended. The decision and recommendation will be set forth in the AIB Hearing Panel Decision and Recommendation form. The relevant administrators include those in the student's major, and those in the school in which the misconduct occurred. The AIB Hearing Panel shall make its own findings and may recommend discipline that is different from or more or less severe than that set forth in the Academic Misconduct Investigation Summary or the Decision of School Dean - Appeal Level I.

- E. The decision of the Hearing Panel of the AIB on whether or not the student violated the Academic Integrity Policy is the final decision of the University on the subject, and there shall be no further appeals.
- F. The University's file for the student shall include a statement that the student was found by a Hearing Panel of the AIB to have violated the Academic Integrity Policy of the University and specifying the nature of the violation.

#### Step 5: Decision Regarding Discipline by Executive Vice President for Academic Affairs

- A. After the Executive Vice President for Academic Affairs has received the AIB Hearing Panel Decision and Recommendation, the Executive Vice President for Academic Affairs shall make a decision regarding whether to accept, modify, or reject the discipline recommended by the Hearing Panel of the AIB.
- B. The decision of the Executive Vice President for Academic Affairs on the discipline to be imposed shall be set forth in the Decision Regarding Discipline for Academic Misconduct form which shall be sent to the student, faculty member, the AIO, and all relevant administrators within fifteen (15) business days of receipt of the AIB Hearing Panel Decision and Recommendation. The relevant administrators include those in the student's major and those in the school in which the misconduct occurred.
- C. Where no request for reconsideration is made as provided in Step 6 below, the decision of the Executive Vice President for Academic Affairs as set forth in the Decision Regarding Discipline for Academic Misconduct is the final decision of the University on the subject.

#### Step 6: Request for Reconsideration Regarding Discipline

- A. A student who wishes to request that the Executive Vice President for Academic Affairs reconsider the decision regarding the discipline shall submit a written request for reconsideration to the Executive Vice President for Academic Affairs and the AIO within five (5) business days of receiving the Decision Regarding Discipline for Academic Misconduct. The only basis for a request for reconsideration is that the discipline is outside the scope of the discipline permitted by the University for the Academic Misconduct at issue, or is manifestly unjust.
- B. The Executive Vice President for Academic Affairs will consider the request and issue a written decision on the request within ten (10) business days, which shall be sent to the student, faculty member, the AIO, and all relevant administrators. The relevant administrators include those in the student's major and those in the school in which the misconduct occurred.
- C. The decision of the Executive Vice President for Academic Affairs on the request for reconsideration of the discipline is the final decision of the University on the subject and there shall be no further appeals or reconsideration regarding discipline.



## **Record Keeping**

The Academic Integrity Officer will keep and manage all reports and records related to Academic Misconduct. As part of the academic misconduct process for each student, the AIO is responsible for providing information to the faculty Supervisor, and the AIB Hearing Panel regarding incidents of prior academic misconduct by that student. Further, the AIO will review the names of all students receiving merit-based scholarships, as well as students nominated for awards and recognitions at the University to determine whether they have been found to have violated the Academic Integrity Policy.

## **Time Periods**

The Academic Integrity Officer (or the person serving in that role during a vacancy or absence) shall have the authority to extend the time periods in Step 1 through Step 4 in his/her discretion when he/she believes it is reasonable to do so due to unforeseen circumstances or due to events such as inclement weather, serious illness, or vacancy in position. Any extensions in Steps 5 and 6 shall be at the discretion of the Executive Vice President for Academic Affairs when he/she believes it is reasonable to do so due to unforeseen circumstances or due to events such as inclement weather, University schedule issues, serious illness, or vacancy in position. When used in this policy, a “business day” is a day that the University is open for business, whether or not class is in session.

## **Academic Integrity Board**

### **Jurisdiction**

The Academic Integrity Board (AIB) is a university-level body that serves to consider charges that a student has violated the University’s Academic Integrity Policy.

### **Composition**

The total membership of the AIB includes:

- Academic Integrity Officer (AIO) or designee;
- Librarians with faculty status;
- Seven full-time, voting faculty members (one from each School);
- Seven full-time students (one from each School)

The AIO serves to convene and preside over all meetings of the AIB as a non-voting member. When convening an AIB hearing, the AIO will invite the librarian, three faculty members, and one student from the membership to serve on the Hearing Panel.

Faculty and staff members of the AIB are appointed to serve in staggered 2-year terms. Student members of the AIB are appointed to serve in 1-year terms. Faculty members and students are appointed to serve by their School Dean. The librarian is appointed to serve by the Executive Vice President for Academic Affairs (EVPAA).

### **Procedures**

The Academic Integrity Board will operate according to the following procedures in its hearings relating to charges that a student has violated the University’s Academic Integrity Policy:

1. Within five (5) business days of receiving the Academic Misconduct Appeal Level II form from the student, the AIO will select a Hearing Panel of the AIB, establish a date, time, and location for the hearing, and notify all parties. The AIO will collect pertinent evidence.
2. The AIB Hearing Panel shall consist of five members selected by the AIO from the Board's total membership. The AIO chairs the AIB Hearing Panel but is a non-voting member. The voting members shall normally include three faculty members, one student, and the librarian, except in circumstances where adherence to this distribution would prevent timely process. The University shall not inform the Hearing Panel about the details of the charges against the student prior to the hearing.
3. The Hearing Panel shall decide whether a violation of the Academic Integrity Policy has occurred, and if it concludes that a violation has occurred, the Hearing Panel will make a recommendation to the EVPAA regarding the discipline to be imposed.
4. The burden of proof shall be upon the University to establish that a violation of the Academic Integrity Policy has occurred. The student is presumed to have not violated the Academic Integrity Policy until there is a finding to the contrary.
5. A student accused of a violation of the Academic Integrity Policy who does not attend the hearing after being notified of it or who stops attending the hearing prior to the time that the Hearing Panel has ended the hearing shall be deemed to have withdrawn the appeal. In that situation, the discipline imposed at the last Step of the Academic Misconduct Policy shall be final and the student shall forfeit all further rights of appeal or request for reconsideration.
6. The hearing is confidential and is not open to the public. The persons who may be present include the Hearing Panel, the AIO, the University Advocate making the accusation, the accused student(s) and the student(s)' advisor noted in #9 below. One other University administrator, who may not be involved in the decision or any discipline in the case, may be present. Witnesses other than the persons described in the preceding two sentences may remain in the hearing room only when testifying.
  - A. The University Advocate is the party presenting the University's accusation before the Hearing Panel. This individual is generally noted to be one of the following: the faculty member who submitted the Academic Misconduct Report form, the Supervisor who completed the Academic Misconduct Investigation Summary form, or the School Dean who issued the decision in the Appeal Level I.
7. The AIO shall conduct the hearing, decide any issues relating to procedures to be followed, and make determinations regarding whether information or evidence submitted by a party is inadmissible because it: is not relevant; is cumulative, confusing or misleading; causes unfair prejudice, delay or waste of time; confuses the issues; constitutes hearsay, or presents unnecessary evidence. At any time during the hearing, members of the Hearing Panel may ask questions of the parties and the witnesses who testify, subject to the discretion of the AIO.
8. Upon commencing the hearing, the AIO will present the charges to the accused student and request that the student state whether he/she did or did not violate the Academic Integrity Policy.
  - A. If the student admits to violating the Academic Integrity Policy, the hearing normally will continue with testimony relating to the nature and extent of the student's violation of the Academic Integrity Policy. The Hearing Panel may also allow information to be presented by the student and University Advocate relating to what penalty might be imposed.

- B. If the student denies violating the Academic Integrity Policy, the Hearing Panel will hear evidence from the University Advocate and evidence submitted in support of the allegations that the panel believes is reasonably necessary to make a fair decision. Thereafter, the Hearing Panel will hear evidence from the student and evidence submitted in support of the student's position that the panel believes is reasonably necessary to make a fair decision. Additional witnesses and evidence may be presented by the student and the University Advocate if the AIO believes that it is warranted.
  - C. At the close of the hearing, before deliberations by the Hearing Panel begin, both the student and the University Advocate may present closing statements or summaries to be considered by the Hearing Panel.
  - D. Thereafter, the Hearing Panel and the AIO will meet alone and arrange for the Hearing Panel to consider the evidence and make its decision on whether the student committed one or more violations of the Academic Integrity Policy. The decision on whether a violation of the Academic Integrity Policy occurred requires a majority vote of the Hearing Panel members who decide to cast votes on each charge.
  - E. If the Hearing Panel determines that a violation has occurred, it shall then decide upon a recommendation to the Executive Vice President for Academic Affairs regarding the discipline that should be imposed upon the student; the recommendation will be decided by majority vote of the Hearing Panel members who decide to cast votes based upon the range of sanctions set forth in the academic misconduct policies of the University. The Hearing Panel may recommend discipline that is different from or more or less severe than that set forth in the Academic Misconduct Investigation Summary or the Decision of School Dean - Appeal Level I.
  - F. The decision and recommendation will be set forth in the AIB Hearing Panel Decision and Recommendation form, and will include a short statement of the reasons for its finding and for the recommended discipline, if any.
9. The student has the right to be assisted by an advisor from the University community whose role is to meet and discuss the case prior to the hearing. The advisor may provide advice to the student in a quiet manner that is not disruptive to the proceedings. Advisors cannot be lawyers and are not permitted to speak or participate directly in the hearing.
10. Each of the parties may bring witnesses to testify at the hearing, and the names of any witnesses must be submitted to the AIO in writing at least 48 hours before the scheduled hearing.
- A. Students may ask any member of the University community to serve as a witness to testify; however, the member of the University community cannot be compelled or otherwise required to serve in this capacity.
  - B. Witnesses who are invited to attend the hearing are expected to have information regarding the facts. "Character" witnesses are not permitted at the hearing; however, students may choose to submit up to two written "character references" that will be shared with the AIB Hearing Panel. The Hearing Panel shall have the authority to determine whether witnesses may testify.

- C. The names of any witnesses and any materials that the student and the University each wishes to submit must normally be received by the AIO at least 48 hours before the scheduled hearing. The advisor provided for in #9 above cannot also serve as a witness, but may write a character reference letter.
- D. The accused student and the University Advocate may be asked questions only by members of the Hearing Panel.
11. Each of the parties may submit records, exhibits, written statements, and other pertinent materials to the AIO at least 48 hours before the scheduled hearing. The AIO shall distribute each party's materials to the members of the Board and to the other party. If any evidence is submitted thereafter, whether that evidence will be permitted is within the discretion of the AIO, and if such evidence is permitted, all parties will be notified and copies will be provided.
12. The hearing will not be recorded by Stevenson, and no one will be permitted to make a recording. The taking of hand-written notes is permitted.
13. All participants are expected to maintain confidentiality regarding the proceedings and will be asked to sign an agreement to that effect.
14. The AIB Hearing Panel Decision and Recommendation form shall be provided to the student, faculty member, Supervisor, School Dean, AIO, Executive Vice President for Academic Affairs, and all other relevant administrators within five (5) business days of the Hearing Panel's determination of the sanctions to be recommended. The relevant administrators include those in the student's major, and those in the school in which the misconduct occurred.
15. The Academic Integrity Officer (or the person serving in that role during a vacancy or absence) shall have the authority to extend the time periods set forth in this document in his/her discretion when he/she believes it is reasonable to do so due to unforeseen circumstances or due to events such as inclement weather, University schedule issues, serious illness, or vacancy in position. When used in these Procedures, a "business day" is a day that the University is open for business, whether or not class is in session.

### **Sanctions for Academic Misconduct**

The sanction(s) for academic misconduct will be guided by the following three primary factors:

- **Student's year of study and degree sought** (e.g. 1<sup>st</sup> year, 4<sup>th</sup> year, undergraduate, graduate). A student's year and degree program of study are relevant to the imposition of sanction(s) in that they should reflect the student's knowledge of academic integrity as well as the consequences for engaging in academic misconduct.
- **Record of previous allegations or sanctions.** Any record of previous allegations or sanctions will be taken into account when determining a sanction for additional misconduct. While the University believes that progressive discipline may be appropriate in most circumstances on certain sets of facts, the University reserves the right in its judgment to deem the most severe sanctions to be appropriate even without prior violations and to impose those sanctions. Determination of a third violation will normally result in expulsion from the University.
- **The nature and degree of the misconduct.** The sanction(s) imposed will take into account the severity of the misconduct.

A student is not permitted to pursue a grade appeal for a final course grade that reflects a sanction for academic misconduct. In cases where the student does not comply with a required sanction, a violation for Non-Compliance will be added to the student's record of violations.

### **Range of Sanctions**

In considering the consequences for a student found responsible for academic misconduct, the University may choose to impose a sanction from a wide range of options, including those listed below:

1. Require student to complete training on academic integrity (e.g. CITI, and/or Academic Integrity Seminar programs). Students should be aware they may incur a financial charge for enrollment in this type of training.
2. Require student to resubmit an assignment, assessment/quiz, or project. (Specify whether the student is eligible to earn the same number of points or fewer for the resubmitted assignment.)
3. Require student to submit an alternative assignment, assessment/quiz, or project. (Specify whether the student is eligible to earn the same number of points or fewer for the alternative assignment.) Assign a grade deduction for the assignment, assessment/quiz, or project.
4. Assign a zero mark for the assessment/quiz, assignment, or project.
5. Reduce the final course grade. (The amount of reduction, whether percentage points, or a letter grade will be specified.)
6. Award a failing grade ("F") in the course.
7. Dismiss the student from the major with no opportunity to reapply. The student's major is changed to "Deciding" and it is the student's responsibility to select an alternative outside of the dismissed major.
8. Dismiss the student from the School of the major with no opportunity to reapply. The student's major is changed to "Deciding" and it is the student's responsibility to select an alternative outside of the School.
9. Suspend the student from the University. (The length of Suspension will be specified as one semester, or one academic year. Suspension commences the semester immediately following the semester in which the violation occurs. At the conclusion of the suspension, students must apply for reinstatement and appear before the Academic Review Board. Procedures for this process can be found in the Catalog under "Academic Suspension.")
10. Expel the student from the University.

The record of academic misconduct will not be erased by requests to drop the course or to withdraw from the University.

## 5.3 GRADE APPEALS

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### **GRADE APPEALS**

Fair assessment of student learning is the responsibility of every faculty member at Stevenson University. The final assessment of each student's learning is reported as a course grade to the Office of the Registrar. Every faculty member seeks to assign grades that reflect each student's overall performance in the course. However, a student may appeal a grade in accordance with this Policy.

#### **Grounds for Appeal**

Grade appeals are not permitted when the student simply disagrees with the considered academic judgment of the faculty member about the grade that should be issued. The student must establish that the grade should be changed because the grade:

1. is not consistent with specific procedures or standards established for the course;
2. is a result of a calculation error;
3. was assigned for inappropriate reasons; or
4. was assigned in an arbitrary and capricious manner.

When a student appeals a final grade, the student has the burden to establish that the grade should be changed, and this burden applies to each of the steps set forth below. A student is not permitted to pursue a grade appeal for a final course grade that reflects a sanction for academic misconduct.

#### **Procedures for Appealing a Course Grade**

These formal procedures apply to situations in which a student wishes to challenge the final grade assigned for a course, and they are intended to provide fairness to all parties. Only final course grades may be appealed. The forms referred to in this procedure are available on the Academic Affairs portal site.

##### **Step 1: Grade Appeal to the Instructor**

- A. Within fifteen (15) business days following the posting of final course grades by the Registrar's Office, the student must complete the Grade Appeal 1 – STUDENT form and submit it to the faculty member for the course for which grade the appeal is being made, with a copy to the Registrar and the appropriate academic administrator. The appropriate academic administrator is understood to be the Program Coordinator (PC), Department Chair (DC), Associate Dean (AD), or School Dean (SD) (referred to as "Supervisor") who oversees the course in which the grade is being challenged. The student shall state the grounds for the appeal, and shall provide any documents or other information in support of the appeal.
- B. Within fifteen (15) business days of receiving the Grade Appeal 1 – STUDENT form, the faculty member must communicate with the student, consider the merits of the appeal, and render a decision to uphold or modify the final grade. The faculty member must communicate his or her decision to the student, the Registrar's Office, and the Supervisor using the Grade Appeal 1 – FACULTY form, and include the materials provided by the student in Grade Appeal 1.

### Step 2: Appeal to the Supervisor

- A. If the Grade Appeal 1 results in a faculty member's decision to uphold the grade, the student may submit a Grade Appeal 2 – STUDENT form to the faculty member's Supervisor within six (6) business days of the student's receipt of the faculty member's written decision.
- B. In situations where the immediate supervisor is a Program Coordinator who reports to an Associate Dean, the Program Coordinator shall forward the appeal to the Associate Dean within two (2) business days of receiving the form from the student. Where a supervisor is unavailable or absent, the School Dean may designate an individual to act in place of the Supervisor.
- C. Within fifteen (15) business days of receiving the Grade Appeal 2 – STUDENT form, the Supervisor (or other individual under section B above) must communicate with the student, consider the merits of the appeal, and render a decision to uphold or modify the final grade. The Supervisor (or other individual under section B above) must communicate his or her decision to the student, the faculty member, and the Registrar's Office using the Grade Appeal 2 – ACADEMIC ADMINISTRATOR form.

### Step 3: Appeal to the School Dean

- A. If the appeal is not resolved at Step 2, then the student may submit a Grade Appeal 3 – STUDENT form to the appropriate School Dean within six (6) business days of receiving the Supervisor's decision. The appropriate School Dean is understood to be the Dean who oversees the department of the course in which the grade is being challenged. In situations where there is no School Dean or where the School Dean is unavailable, the Appeal will be to the person designated by the Executive Vice President for Academic Affairs to handle such appeals on behalf of the School Dean (that designee is referred to herein as the School Dean).
- B. Within fifteen (15) business days of receiving the Grade Appeal 3 – STUDENT form, the School Dean may communicate with the student and/or the faculty member and/or the Supervisor, consider the merits of the appeal, and render a decision to uphold or modify the final grade. The School Dean shall communicate his or her decision to the student, the faculty member, the Supervisor, and the Registrar's Office using the Grade Appeal 3 – DEAN form.
- C. The decision of the School Dean on a grade appeal is the final decision of the University on the matter.

### **Time Periods**

The School Dean (or the person serving in that role during a vacancy or absence) shall have the authority to extend the time periods in this policy in his/her discretion when he/she believes it is reasonable to do so due to unforeseen circumstances or due to events such as inclement weather, University schedule issues, serious illness, or vacancy in position. When used in this policy, a "business day" is a day that the University is open for business, whether or not class is in session.

## 5.4 RELIGIOUS ACCOMMODATIONS

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### Policy Overview

Stevenson University is committed to creating an inclusive campus community that values and respects all of its members. Reflecting this commitment, the University will make good faith efforts to accommodate a student's sincerely held religious practices or beliefs, unless such accommodation would create an undue hardship for the University or interfere with the student's ability to achieve relevant learning outcomes.

It is the responsibility of students seeking religious accommodation to identify themselves (self-identify) to the Dean in the Office of Student Success (OSS), and to submit the relevant documentation. Given the complexities of religious beliefs and practices, "reasonable accommodation" is determined on an individual basis, and no accommodation will be made that fundamentally alter the content, nature, or requirements of a course.

### Definitions

1. A "reasonable accommodation" is any change in an academic course or program of study with respect to the way tasks or responsibilities are customarily done that enables a student to observe his/her religious practices or beliefs without creating undue hardship.
2. "Undue hardship" occurs when granting a requested accommodation would require significant expense or difficulty for the University, or would result in the inability of the student to achieve relevant learning outcomes. The determination of undue hardship is dependent on the facts of each individual situation.

### Policy and Procedures

Stevenson University will attempt to provide a reasonable accommodation of a student's sincerely held religious practices or beliefs, unless the University believes such an accommodation would create an undue hardship for the University or interfere with the student's ability to achieve relevant learning outcomes. Reasonable accommodation must be requested by the student in accordance with the procedures outlined in this policy. Regardless of any accommodation that may be granted, Stevenson University students are responsible for satisfying all academic objectives, learning outcomes, and program requirements.

Many programs of study require internships, clinicals, capstones, or other types of practical experiences, which often take place at external partner institutions such as schools, hospitals, laboratories, or businesses. Students should be aware that these partner institutions may offer a limited range of scheduling options; therefore, students should inquire about these limitations before declaring a major that requires off-site work or study.

The forms referred to in this procedure are available on the University's Academic Affairs portal site.

1. It is the responsibility of the student to complete and submit a Request for Religious Academic Accommodation form, along with all required and requested verifying documentation, to the Dean, Student Success prior to the Add/Drop deadline each semester or term in which accommodation is sought.



2. The Dean, Student Success (or the person serving in that role during a vacancy or absence) will discuss the request with the student and review the Request for Religious Academic Accommodation form and supporting documentation. The Associate Dean may discuss the basis of the request with others if necessary to assist with verifying and/or accommodating the request, and may require the student to provide additional supporting documentation.
3. The Dean, Student Success (or the person serving in that role during a vacancy or absence) will determine whether or not reasonable accommodation should be granted, and will generate an Authorization of Religious Academic Accommodation memorandum for the student to use in making requests of faculty members for reasonable accommodation.
4. It is the responsibility of the student to review the Authorization of Religious Academic Accommodation memorandum with his/her faculty members within one week of receipt or prior to the date of the first accommodation, whichever date comes first. The faculty member and the student should discuss what a reasonable accommodation should include in a given case.
5. If the instructor and student agree upon a reasonable accommodation, then the accommodation is documented using the Religious Academic Accommodation form and implemented.
6. If there is no consensus on a reasonable accommodation, then the student, the faculty member, or both should seek the advice of the faculty member's immediate supervisor (Program Coordinator, Department Chair, or Associate Dean). If there is no resolution through discussion with the Program Coordinator, Department Chair, or Associate Dean, then the student, the faculty member, or both should seek the advice of the School Dean.
7. If there is no consensus on a reasonable accommodation following discussion with the School Dean, then the student may file an appeal through the Student Grievance Policy contained in the Student Policy Manual.
8. It is the responsibility of the student to renew religious accommodations each semester according to the procedures and deadlines described in this policy. Accommodations do not carry over from semester to semester.

Authorized and reasonable accommodations for religious observances do not relieve the student from responsibility for any part of the course work required during the period of absence.

## 5.5 STUDENTS WITH DISABILITIES

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### Policy Overview

Stevenson University is committed to providing reasonable accommodations for qualified students with documented disabilities to ensure that its programs, activities, and services are accessible in compliance with the Americans with Disabilities Act of 1992 (the ADA) and Section 504 of the Rehabilitation Act of 1973. Accordingly, Stevenson offers services to students with documented physical, cognitive, learning, or psychiatric disabilities to the extent that it is reasonably able to do so without enduring an undue hardship on the operation of the University's programs. This policy applies to every aspect of the University's operations, including but not limited to admissions, academic requirements, financial aid, housing, or any other University-administered program or service.

It is the responsibility of students with disabilities to identify themselves (self-identify) to the Director, Disability Services in the Office of Academic Support (OAS), and to submit the relevant documentation including assessment of their needs. Students who are granted accommodations are still expected to attend and participate in class and to complete course assignments, and no accommodations will be made that fundamentally alter the content, nature, or requirements of a course. Given the complexities of disabilities, "reasonable accommodations" are determined on an individual basis.

### Definitions

- A. For purposes of this policy, a qualified student with a disability is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities; has a record of such impairment; or is regarded by a licensed professional as having such impairment as defined by law.
- B. For purposes of this policy, an otherwise qualified student with a disability is defined as any person with a disability who meets the academic and technical standards requisite to admission and participation in the University's educational programs and activities.

### Policies and Procedures

- A. **Verification of Disability.** The student has an obligation to self-identify and to provide appropriate, relevant, and verifiable documentation in a timely fashion to the Director, Disability Services. The documentation required by the University will vary according to the type of disability but will generally follow the Guidelines for Documentation of a Learning Disability in Adolescents and Adults as published by the Association on Higher Education and Disability (AHEAD; 2010). A copy of these Guidelines, which cover the seven points below, is available from the Director, Disability Services. Documentation guidelines and requirements for specific diagnoses are also available from the Director, Disability Services. The Director, Disability Services reserves the right to determine eligibility for services based on the quality of the submitted documentation. Further, the University reserves the right to review the diagnosis provided and to suggest that a new or updated diagnosis may be necessary. All documentation is kept strictly confidential, as required by law, and must include the following:
  - 1. The credentials of the evaluator(s).
  - 2. A diagnostic statement identifying the disability.
  - 3. A description of the diagnostic methodology used.
  - 4. A description of the current functional limitations.
  - 5. A description of the expected progression or stability of the disability.
  - 6. A description of current and past accommodations, services, and/or medications.

7. Recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services.
- B. Exclusions.** Under Section 504, personal attendants, individually prescribed devices such as wheelchairs, readers for personal use or study, or other devices or services of a personal nature are excluded as mandated academic adjustments. Personal needs that necessitate an attendant are the responsibility of the student. Requesting such services from untrained individuals can pose a safety threat to both the student with a disability and the individual providing the assistance. The student is wholly responsible for the person(s) the student retains to provide such services. The University shall not participate in the selection or retention of such individual or assume the liability of any risk involved.
- C. Assessment Procedure.** In order to receive accommodations in the classroom, in campus-leased housing, or elsewhere on campus, students must follow the procedures outlined below.
1. The student must self-identify to the Director, Disability Services.
  2. The student must submit the required Verification of Disability (see above) and complete an intake assessment with the Director, Disability Services.
  3. The Director, Disability Services will normally conduct an initial review of the documentation within two (2) weeks. If after this initial review it is necessary for the University to confer with the relevant health care provider(s) or other professional(s) to determine the appropriate accommodation, the Director, Disability Services will request a signed release from the student. Please note that it is possible that requests for some accommodations may take as long as six (6) to eight (8) weeks to process, particularly if the student is eligible for resources from the State of Maryland or if additional documentation is required.
  4. Upon completion of the review of the student's submitted documentation, the Director, Disability Services will contact the student to let the student know which, if any, accommodations have been approved. Approval of accommodations is based on the documentation provided and is individualized to meet the needs of the specific student.
  5. The Director, Disability Services will generate a confidential Notification of Accommodations memorandum. The student will be asked to review the Notification of Accommodations memorandum for accuracy and appropriateness and to sign to acknowledge the student's agreement with the accommodations identified therein.
  6. The student is responsible for picking up the Notification of Accommodations memorandum from the Director, Disability Services, and for distributing it to any University staff responsible for providing accommodations, such as faculty members, academic advisors, or other necessary parties.
- D. Student Responsibilities.** It is the responsibility of the student to:
1. Notify the Director, Disability Services of the student's intent to renew accommodations each semester. Accommodations do not carry over from semester to semester. Requests for renewal will be evaluated at the beginning of the semester in which such requests are made.
  2. Review the Notification of Accommodations memorandum for accuracy and bring any inconsistencies to the attention of the Director, Disability Services.
  3. Distribute the Notification of Accommodations memorandum to any University staff providing accommodations for the student.
  4. Self-advocate and hold conversations with those providing accommodations to ensure that there is a clear understanding of what is needed to help the student succeed.

5. Communicate with the student's instructors to request specific accommodations for each assignment, quiz, or examination.
  6. Contact the Director, Disability Services in writing regarding any updated diagnostic information that will require a change in the provision of accommodations.
  7. Notify the Director, Disability Services immediately if the student believes the approved accommodations are not being properly implemented.
- E. **Appeals Procedure.** Stevenson is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination due to his or her disability. Any Stevenson student who believes that he or she has been discriminated against on the basis of disability or who has been denied access or accommodations required by law, or who is dissatisfied with the outcome of an evaluation or accommodation provided may file an appeal through the Student Grievance Policy contained in the Student Policy Manual.

Although students are encouraged to attempt to resolve grievances using the University process, students have the right to file a complaint directly with the United States Department of Education, Office for Civil Rights (the "OCR") and the Maryland Commission on Civil Rights (the "MCCR"). The statute of limitations for filing complaints with the OCR is 180 days from the date the incident occurred. The statute of limitations for filing complaints with the MCCR is six months from the date the incident occurred. Retaliation against any person who files a complaint is prohibited by Stevenson policy and state and federal law.

## 5.6 CONDUCT POLICIES

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Violations which could subject a student to disciplinary sanctions include, but are not limited to, the below list. Alleged violations of the Sexual Misconduct, Relationship Violence, and Stalking Policy as well as the Discrimination and Harassment Policy are addressed in formats that are different from what is described in this section. Please refer to the specific section of the Student Policy Manual for a detailed description of these policies and procedures.

The University has the sole discretion to determine whether a violation of University policy or procedure is handled under the Academic Integrity Policy, the Conduct Policies, or other policies or procedures.

- Disruptive Student
- Drug and Alcohol
- Ethical Violations (including lying, physical abuse, stealing, etc.)
- Firearms and Weapons
- Good Samaritan
- Guests and Visitors on Campus
- Hazing
- Information Technology Acceptable Use
- Pets on Campus
- Smoking
- Social Media
- Tailgating

## **DISRUPTIVE STUDENT**

Stevenson University is committed to the well-being and safety of its community members and the integrity of its learning environment. All members of the Stevenson community have the right to be free from actions or behavior that is disruptive, threatening or violent. Students who engage in behavior that significantly disrupts the learning environment or the residence facilities, or who engage in disruptive behavior on any property of Stevenson University or in any activity sponsored by Stevenson University, or who behave in a manner that is threatening to others or to Stevenson University property, or who engage in acts of violence, are subject to discipline, up to and including involuntary withdrawal from Stevenson University.

Each situation will be reviewed on a case-by-case basis. The facts of some behavior or events may result in a withdrawal that will be either indefinite in time or for a specified period of time, and the facts of other behavior or events may result in expulsion, which is a permanent removal from Stevenson University. A student who withdraws voluntarily or is dismissed or suspended may be eligible to apply for readmission to the University and/or to return to campus housing, if applicable. In such case, the student must show to the satisfaction of the Dean of Students (or designee) that he or she is qualified to return to Stevenson University and ready to resume academic work, athletics, residence life and/or campus employment.

The Dean of Students (or designee) has the discretion to determine in his/her academic and professional judgment what behavior is sufficiently disruptive, threatening, and/or violent to warrant the discipline or other action taken under this Policy. The Dean of Students (or designee) is empowered by Stevenson University with the discretion to make the decision regarding discipline and other action, as well as any other decisions reasonably related. The decision of the Dean of Students (or his/her designee) shall be the final decision on the discipline and other action under this Policy, subject only to an appeal to the University Hearing Board under the Stevenson University Disciplinary Procedures and Sanctions for Student Conduct Violations.

Any student being considered for return to Stevenson University following behaviors that are deemed to have been a direct threat to the health or safety of others will be based an individualized assessment based on reasonable judgment regarding the risk. The student must provide documentation acceptable to the University that the student is not a direct threat to the health or safety of others, along with written consent that the University may communicate with the provider of the documentation. Such communication may include, but is not limited to, current medical or psychological treatment and follow-up needs of the student. The documentation must confirm that the student is qualified and ready to resume academic work, residence life and campus life. An on-campus interview with the Dean of Students and the Assistant Vice President of the Wellness Center or other designated officials will be required.

## **DRUG AND ALCOHOL**

### **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 beer or wine in their residence hall 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 the residence hall where underage students reside. Beer and wine may not be served or consumed in any common areas. No drinking is permitted in the common areas of the University residence facility (i.e., hallway, parking lot, etc.). 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 Director of Student Conduct. The students involved will meet with the Director of Student 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 resident 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 the appropriate University authorities.

### **Additional Information**

For additional information related to Stevenson University's Drug and Alcohol Policy please see Volume II – Campus Community Policy Manual.

### **ETHICAL VIOLATIONS**

Ethical violations by a student which could subject the student to disciplinary sanctions include, but are not limited to, the following:

1. Lying or knowingly furnishing false information, documents or instruments of identification with the intent to defraud the University;
2. Forging, altering, or misusing any University document, record, or instrument of identification;



3. Physically abusing or verbally abusing any person on University premises or at University sponsored or supervised functions or threats or intimidation of such harm or endangering the health and safety of others. Harassment, including abusive or threatening language either verbal, in person or through the telephone, or written through the use of the computer, or any other written form;
4. Damaging, abusing, stealing, or misappropriating property, physical or electronic, or attempting to do so;
5. Failing to obey the directives of the Hearing Board or its sanctions or instituting a grievance hearing knowingly, without cause.

### **FIREARMS AND WEAPONS** (Source: Volume II – Campus Community Policy Manual)

The possession of, distribution of, or the use of any firearm, weapon, deadly weapon, or other dangerous or flammable material (e.g. fireworks), including BB guns, any item that shoots projectiles and look-alikes (causing a perceived threat), is strictly forbidden on the property owned or operated by the University. Security Officers, who are licensed to carry a firearm, are exempt from this policy. “Deadly Weapon” is defined to be any firearm, knife or substance or thing that, in the manner it is used, is intended to be used, or threatened to be used, is known to be capable of producing death or serious bodily injury.

#### **Standard Sanction**

May result in housing suspension and/or suspension/expulsion from the University.

### **GOOD SAMARITAN**

Stevenson University is committed to the health and safety of its students and strives to maintain policies that support this commitment, including its prohibition against the use of alcohol on campus for those under the legal drinking age of 21. 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 beer or wine 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 this prohibition, students may unwisely choose not to call for medical assistance when another student is intoxicated due to the sanctions that the University might impose upon them. Should a student become intoxicated, Stevenson University implores individuals to seek medical assistance for themselves or others in an attempt to keep the campus community safe. This Good Samaritan Policy pertains only to use/abuse of alcohol and does not pertain to incidents involving drugs. Drug incidents will be handled on a case-by-case basis.

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 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 and/or his/her designee to complete an alcohol assessment/alcohol education program depending on the severity of the student’s situation.

This Good Samaritan Policy applies only to those students who seek emergency medical assistance in connection with an alcohol related emergency and does not apply to individuals experiencing an alcohol emergency who are found by University personnel (e.g., Campus Security, Residence Life, and University administrators). Similarly the Good Samaritan Policy only applies to alcohol related emergencies and does not apply to other unacceptable forms of behavior such as assault, property

damage, or distribution and/or possession 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. Lastly, the Good Samaritan Policy does not excuse or protect students who repeatedly violate Stevenson University's policies and/or the Guidelines for Student Housing. In cases where repetitive violations of Stevenson University's policies and/or Guidelines for Student Housing occur, the Dean of Students reserves the right to take judicial action on a case-by-case basis regardless of the manner in which the incident was reported.

## **GUESTS AND VISITORS ON CAMPUS**

Guests of students may be entertained in the Manuszak Center on the Greenspring Campus and in Rockland Center and Ratcliffe Community Center on the Owings Mills Campus. They may also attend classes with the permission of the instructor. The University campuses are private property and visitors may be asked to leave at the discretion of the University. Residential students are required to follow the guest policy detailed in the Residence Life Procedures and Guidelines.

## **HAZING** (Source: Volume II – Campus Community Policy Manual)

Hazing by any group or organization is not allowed at Stevenson University. Hazing is defined as any action or activity taken or situation intentionally created, whether on or off campus, that produces mental or physical discomfort, embarrassment, harassment or ridicule, or any form of violence, abuse, or failure to accord to any student the dignity due the student. Consent of a pledge does not exempt any organization from this regulation.

## **INFORMATION TECHNOLOGY ACCEPTABLE USE**

Stevenson University's policies and guidelines regarding information technology may be accessed at <http://oit.stevensonuniversity.org/policies/itpolicy/>

## **PETS ON CAMPUS** (Source: Volume II – Campus Community Policy Manual)

The University prohibits bringing animals onto University owned or leased property. Exceptions include animals that provide ADA accommodations and those used in theatrical productions. If an individual would like to use an animal for educational purposes, a request must be made to and approved by his/her supervisor and the appropriate Vice President.

## **SMOKING POLICY**

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.

Smoke reduction and cessation education will be offered during the academic year by The Wellness Center.

## **SOCIAL MEDIA**

(Source: Volume II – Campus Community Policy Manual, Approved August 2016)

Social media are media used through web-and mobile-based technologies to turn communication into interactive dialogue and engagement, and they have become a staple of social dialogue and action in the new millennium. Websites and user-generated content include, but are not limited to, Facebook, Twitter, LinkedIn, YouTube, Flickr, Instagram and blogs. Knowing the etiquette and scale of social media can be the key to understanding how to operate in the twenty-first century.

Students and employees at Stevenson University are expected to follow institution-wide social media uses, limitations, and practices. Social media communication is public and visible, and posting inappropriate texts, pictures, videos, or images could provoke institutional or legal ramifications for the individual or group. The University and its representatives may monitor and follow non-protected or public social media communications to help create a balanced and positive environment, and when the University is acting in compliance with certain other requirements under federal and Maryland law. This policy should not be interpreted to violate the National Labor Relations Act to the extent employees' posts or comments on social media are made in an attempt to engage in protected concerted activity related to their employment at the University.

A current list of official University user-generated and social media websites can be found on the online Student Life page at <http://www.stevenson.edu/student-life/online-student-life>.

Examples of items that would be deemed inappropriate for Stevenson's official pages and websites include:

- Personally identifiable material including, but not limited to, full names, government identifiers, e-mail addresses, physical addresses, or health information of individuals following FERPA guidelines.
- Threatening, harassing, or discriminatory posts.
- Posts that incite or encourage violence or illegal activities.
- Material that could be reasonably interpreted as containing obscene, offensive, or sexual themes.
- Information that could compromise public safety.
- Comments that are off-subject or out of context from the original post made by or to the University (i.e., trolling).

Stevenson University students and employees are considered representatives of the institution and are expected to set a favorable example to others outside of the University community. This principle can carry over to posts made on non-SU websites or web pages, where students and employees may still be held responsible for the subject matter and actions that they post publicly. References to individuals, groups, or any other entity, whether in jest or not, reflect upon the University. Accountability and responsibility come with any social media activities. Good judgment and character are values expected of the University and its community members, whether in-person or online via social media outlets. Violation of this policy by an employee will be referred to Stevenson University's Vice President for Human Resources/Title IX Coordinator or designee. Violation of this policy by a student will be referred to the Office of Student Conduct. Violations may result in sanctions being issued.

In accordance with Maryland law, however, the University will not engage in any prohibited conduct related to seeking access to a personal electronic non-Stevenson University account belonging to a student, an applicant, prospective student, or an applicant for employment. The University, however,

reserves all rights to monitor and follow social media communications in compliance with certain other requirements under federal and Maryland law, including the University's investigatory obligations under Title IX. The University and its representatives may also monitor and follow such communications owned or provided by the University, or related information available on the University's property, which includes information that is contained or stored on University systems because students or employees have placed them there by using the University's servers, electronic equipment, wi-fi networks, printers, or other hardware, software, or electronic devices to access, create or transmit them. Students and employees should not expect that information coming through or contained on these systems is private. Personal accounts which do not utilize University systems identified above are another matter and are protected under Maryland law.

If an individual believes that he/she has been asked to grant access to a personal account improperly or have concerns or questions about this policy, he/she should contact the Vice President for Human Resources /Title IX Coordinator or designee. The University will not retaliate against any person for reporting violations of this Policy or for refusing to provide protected information or access related to a nonpublic personal electronic account. Further information about the use of University systems is available in the University's Email Usage and Acceptable Use Policies contained on the Portal.

### **Definitions**

*Engagement* refers to the activity of any party on the social media website. Engagement includes the posting of updates, articles, pictures, videos, comments, or any other action that can be performed on social media websites.

*Official Pages* are pages that the University maintains and manages for the benefit of the user who has liked, subscribed, or joined the social media page.

*Official Representatives* are defined as users with permission and the ability to modify Official Pages of the institution. These individuals could be staff, faculty, or students.

*Unofficial Users* are defined as those individuals who post using their personal social media accounts who are not Official Representatives and do not have permission to post on the University's behalf.

Stevenson University's Official Pages will be monitored and managed by Official Representatives of the University. Official Pages will be updated and used as resources and connections to the SU community, both internally and externally to campus life. By posting pictures, videos, links, or any other items submitted on Official Pages, individuals consent to allowing SU to use that engagement in the future. Any engagement posted to the Official Page by Official Representatives can be considered legitimate information. Any engagement posted by Unofficial Users does not constitute a representation of the University. Engagement posted by Unofficial Users on the Official Pages does not represent the ideas, opinions, views, or beliefs of the University. Such content, however, is still subject to the University's policies and procedures. The University and its representatives are not responsible for any information that could be perceived as inappropriate, wrongful, false, hurtful, or illegitimate. However, the University and its Official Representatives may remove engagements of that nature as they are discovered.

Students or employees who post information on public sites using the University's system or servers should be aware that the University's systems retain information and are subject to University access. Users have no expectation of privacy in those materials, and they are subject to monitoring and search by the University or by those who obtain access to these systems through lawful means.

## **TAILGATING** (Approved September 2016)

Whether you are a part of the Stevenson University community or a fan of the opposition, we intend to provide you with an enjoyable experience during your visit. The University encourages tailgating in a fun and family-friendly environment. This tailgating policy is designed to ensure your safety and comfort. We ask you to join us in practicing good sportsmanship in supporting your teams and in your conduct towards players, coaches, officials and other spectators.

Unless otherwise directed by Administration,:

- Tailgating is prohibited Monday-Friday except when classes are not in session or during exam periods.
- Tailgating is prohibited on weekends when the University is holding special events (e.g., Open House)
- Tailgating is permitted in designated locations only.
- Leaving the athletic competition venue may result in no re-admittance.
- Tailgating may begin no earlier than three (3) hours prior to the start of competition for all fans. All tailgating must cease once competition begins. Families of student athletes may tailgate for up to one (1) hour after conclusion of competition, but consumption of alcoholic beverages is prohibited during post-competition tailgating.
- Alcohol may be consumed by those of legal drinking age. Only beer and wine may be consumed. Large quantities of alcoholic beverages (kegs, beer balls, multi-liter containers, etc.) are prohibited. Alcoholic beverages may be possessed and consumed in cans or cups only. Glass containers are prohibited. Paraphernalia typically associated with excessive consumption (funnels, beer bongs, etc) and drinking games are prohibited.
- Alcohol is prohibited during tailgating in all University buildings.
- Table-top gas grills are permitted in designated locations only. Charcoal grills are prohibited.
- Family pets are prohibited on the Stevenson University property.
- All tailgating fans are expected to place all trash and recycling in the appropriate locations in the tailgating lots.
- Failure to comply with this tailgating policy will result in revocation of the tailgating privilege and removal from University property.

## **DISCIPLINARY PROCEDURES AND SANCTIONS FOR CONDUCT VIOLATIONS**

Students accused of conduct violations of University policy are normally required to attend and participate in a Disciplinary Conference with a hearing officer. Students have the right to appeal the outcome of that Disciplinary Conference as provided in this policy.

These procedures do not apply to a student whose conduct or presence on campus is determined, in the discretion of the Dean of Students, the Director, Security, or another official of Stevenson, to be dangerous to other persons or the University or its property, or who has repeatedly disrupted or threatened to disrupt the educational process or University operation. In such cases, Stevenson reserves the right to resolve a case and sanction the student, including but not limited to suspension or expulsion from the University, without a hearing; such decisions will be made by the Dean of Students (or designee).

### **Notice of the Charges**

The student accused of violating University policy (sometimes referred to herein as “respondent”) shall be notified of the charges by the person or University entity instituting the charges.

## Interim Suspension

In certain circumstances, the Dean of Students (or designee) may impose a University or residence hall suspension prior to the student's Disciplinary Conference. Interim suspension may be imposed:

- A. to ensure the safety and well-being of members of the University community or preservation of University property; or
- B. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Students (or designee) may determine to be appropriate.

Whenever an interim suspension is imposed, a Disciplinary Conference will be scheduled at the earliest time reasonably possible. The interim suspension may remain in effect until a final decision has been reached, including any appropriate appeals process.

## Disciplinary Conferences

- A. **Hearing.** The Dean of Students determines who will hear a case for the alleged violation. Cases are typically heard by the Dean of Students, the Director, Student Conduct, or a Residence Life staff member, or their designee. The Dean of Students has the discretion to appoint a different hearing officer and/or a second hearing officer in cases for which in his or her judgment that is warranted, including but not limited to in cases that are complicated or otherwise unusual.
- B. **Notice.** Respondents are contacted, normally by email or in person, by the Dean of Students, the Director, Student Conduct, or a Residence Life staff member, or their designee in order to schedule a Disciplinary Conference, which normally will be held at Ratcliffe Community Center.
- C. **Failure to Appear.** A respondent's failure to appear for the conference after receiving notice normally will be deemed to be an election by the student to not challenge the charges, and the charges will be sustained. However, a respondent may appear but choose to not make any statement or otherwise provide information in response to the charges; in that instance, the conference will proceed and a determination on the charges in the Notice will be made by the hearing officer without the input of the respondent.
- D. **Format of Disciplinary Conference.** Conferences will be directed by the hearing officer who will preside throughout the conference. All decisions regarding the nature of the conference, including the number of witnesses, the order in which witnesses will be heard, the length of the interviews, any procedural and logistical matters, and what information is reasonably necessary in reaching a fair decision, are within the discretion of the hearing officer. There are no formal rules of evidence. The conferences will not be recorded by Stevenson, and no one will be permitted to make a recording. Any participant may take notes when permitted to be present. No party or other witness will be present during the interview of any other party or witness. The conference is closed to the public.
- E. **Information Provided.** Respondents and witnesses are required to provide truthful information, and any violation will be governed by and disciplined under Stevenson's policies.
- F. **Determination.** After the conference, the hearing officer will determine whether or not to find the respondent responsible and then will issue sanctions that in his or her judgment are appropriate. The respondent is then notified in writing of the decision and the sanction(s)

imposed, if any. That decision will normally be provided to the respondent within five (5) business days after the conference is completed.

- G. **Preponderance of Evidence.** The hearing officer makes the decision using the preponderance of evidence standard.
- H. **Final Decision.** The decisions made by the hearing officer are final, pending the normal appeal process (see Appeal Process below for more information).

## Sanctions

Stevenson recognizes that the goals of discipline are education and deterrence. In this spirit, the following sanctions, although not inclusive, may be recommended or imposed as appropriate by either the Dean of Students or the Director, Student Conduct (or their designee), or a Residence Life staff member. More than one of the sanctions may be imposed for any single violation.

- A. **Verbal Warning.** The respondent will receive verbal notice that he/she has violated University regulations and/or policies and continuation or repetition of the violation may lead to more severe disciplinary action.
- B. **Written Warning.** The respondent will receive written notice that he/she has violated University regulations and/or policies and continuation or repetition of the violation may lead to more severe disciplinary action.
- C. **Restitution.** The respondent shall be liable for reimbursement for any damage of or misappropriation of either individual and/or community property. Forms for reimbursement may include appropriate service to repair or monetary compensation. Failure to make restitution within a reasonable time period can lead to further disciplinary action by Stevenson.
- D. **Disciplinary Probation.** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the respondent is found to violate any institutional regulation(s) or the Student Policy Manual during the probationary period.
- E. **Parental Notification.** Notification may be made to the parents/legal guardians of the respondent regarding the incident and the sanctions being imposed.
- F. **Residence Hall Suspension.** The respondent may be separated from the residence halls for a finite period of time, after which the respondent is eligible to return. Conditions for readmission may be specified in writing to the respondent.
- G. **Suspension.** The respondent shall be excluded from classes and/or extracurricular activities and shall lose all rights and privileges of a student in good standing, and denied access to residence halls and/or the campus and/or all other University activities or privileges for which the student might otherwise be eligible. The term of suspension and the conditions for readmission shall be stated in the notice of suspension. As noted above, immediate Interim Suspension may be imposed during the course of an investigation at the discretion of the Dean of Students (or designee).
- H. **Dismissal.** The respondent shall be terminated from the University for an indefinite or specified period of time and may be readmitted to the University only with the specific approval of the Executive Vice President for Academic Affairs and Dean, and Vice President, Student Affairs.

- I. **Expulsion.** The respondent shall be terminated from the University permanently without the possibility of readmission to the University.

**Appeal Process**

- A. **Right to Appeal.** A decision reached by a hearing officer may be appealed. A request for an appeal must be submitted in writing to the Dean of Students or, in cases where the decision of the Dean of Students is being appealed, to the Vice President, Student Affairs within five (5) business days of the decision.
- B. **Grounds for Appeal.** The written request for an appeal must be based upon one or more of the following grounds, and there are no other grounds for appeal:
  - 1. A procedural error that significantly impacted the final decision;
  - 2. Previously unavailable, substantive and relevant information that could materially impact the final decision; and
  - 3. The sanctions or discipline imposed is substantially disproportionate for the facts of the case for the violation that was found to have occurred.
- C. **Procedure for Hearing.** When an appeal is permitted, the normal procedure for determining who hears the appeal is as set forth in the chart below:

Original Hearing Officer	Appeal hearing will generally be heard by:
Residence Life Staff Member	Director, Student Conduct <i>Decision at this point is final</i>
Director, Student Conduct	Dean of Students <i>Decision at this point is final</i>
Dean of Students	University Hearing Board <i>Decision at this point is final</i>

The case will be considered closed when (1) a person or entity designated in the chart above concludes that no appeal is permitted or hears the appeal and rules for or against the respondent, or (2) when the case reaches a stage in the chart above which states that the “decision at this point is final.”

When the appeal is from a decision by the Director, Student Conduct to suspend or dismiss a student from the University or to remove a student from University residence halls, the Dean of Students will determine whether the appeal will be heard by the Dean of Students or by the University Hearing Board.

- D. **Appeals Other than to the University Hearing Board.** When an appeal as provided in the “Appeal Process” section is to be heard by the Director, Student Conduct or the Dean of Students, the procedures for the hearing are the same as those set forth in the “Disciplinary Conference” section, items B through F. In addition, the person filing the appeal and any student accused by the appellant shall have the right to an advisor as set forth in the “University Hearing Board” section, item B3, noted below.



## **UNIVERSITY HEARING BOARD**

The University Hearing Board receives its authority from the President of the University. It shall consist of at least twelve members (students, faculty, administration, staff). At least five of these members shall be designated by the President to sit on the Board at any one time. The members, representing administration, faculty, staff, and students shall be nominated through the Student Services Board of the Faculty Council and shall be appointed by the President of the University. A Chairperson shall be selected by the President. The members shall serve for a one-year term.

- A. **Jurisdiction.** The jurisdiction of the University Hearing Board is to hear appeals of charges of student conduct violations of established policies and regulations in accordance with the appeals process described above.
- B. **Procedures.** The University Hearing Board shall adhere to the following procedures in hearing appeals of charges of student conduct violations of established policies and procedures:
  1. **Notice.** Promptly upon receipt by the Board Chairperson of a written request for a hearing, written notice shall be given to the person filing the appeal (the “appellant”) and any student who is accused, of the date and time of the hearing and the allegations on which the matter is based or the specifics of what action is requested.
  2. **Burden of Proof.** The burden of proof shall rest upon the appellant.
  3. **Advisor.** The appellant and any other student who is a party to the proceedings such as an accused (but not people who are only witnesses), has the right to be assisted by an advisor from the University community whose role is to meet and discuss the case with the student he/she is advising prior to the hearing. The advisor has no standing in the proceedings, however, and may provide advice to respective student in a quiet manner that is not disruptive to the proceedings. Advisors cannot be lawyers and are not permitted to speak or participate directly in the hearing.
  4. **Format of Hearing.** Hearings will be directed by the hearing officer who will preside throughout the hearing. All decisions regarding the nature of the hearing, including the number of witnesses, the order in which witnesses will be heard, the length of the interviews, any procedural and logistical matters, and what information is reasonably necessary in reaching a fair decision, are within the discretion of the hearing officer. There are no formal rules of evidence. Any participant may take notes when permitted to be present. The hearing is closed to the public.
  5. **Witnesses and Evidence.** The appellant and the University shall have the privilege of presenting witnesses, who may be asked questions by the Board. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Board at the discretion of the Chairperson. Written statements of others may be admitted into evidence only if signed by the person submitting the statement and witnessed by the Director, Student Conduct or another person acceptable to the Board.
  6. **Record of the Hearing.** The hearing will not be recorded by Stevenson, and no one will be permitted to make a recording.
  7. **Confidentiality.** The information presented at the hearing will be regarded as confidential.

8. **Decision of the Board.** The Board will make its decision by a majority vote of the Board members who vote. The Board will issue a written finding regarding the appeal. The Board shall issue sanctions, if any, that it deems to be appropriate in the event that the Board finds that the appellant has violated a University policy.
9. **Final Decision.** The decision of the University Hearing Board shall be final.
10. **Failure to Appear.** An appellant or an accused student who is a subject of the appeal who fails to appear for the hearing after receiving notice normally forfeits his/her own right to a hearing or appeal. However, an appellant or accused student may appear but choose to not make any statement or otherwise provide information on his or her own behalf; in that instance, the hearing will proceed and a determination on the appeal will be made by the Board without input from the appellant or the student who is a subject of the appeal.
11. **Information Provided.** Appellants, accused students and witnesses are required to provide truthful information, and any violation will be governed by and disciplined under Stevenson's policies.

## **5.7 SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE, AND STALKING POLICY** (Approved November 2016)

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### **Prohibition of Sexual Misconduct**

Stevenson University believes that members of the Stevenson University community have the right to be free from acts of sexual misconduct, relationship violence, and stalking. The University is committed to providing a safe and non-discriminatory learning and working environment. Accordingly, by this 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 misconduct by any student, employee, or third party is prohibited. Any attempt to commit sexual misconduct, or to assist or willfully encourage any such act, is a violation of this Policy. Sexual misconduct 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 for the prompt and equitable resolution of all complaints of sexual misconduct.

This Policy applies to all complaints of sexual misconduct in Stevenson's education programs and activities. Stevenson also prohibits sexual misconduct by all third parties on Stevenson's campuses and during Stevenson activities. Third parties include but are not limited to visitors, guests, volunteers, vendors and contractors while on University property, participating in a University event, or providing services to the University, applicants for admission to or employment with the University, and former employees and students of the University. The Policy and Procedures also applies to sexual misconduct that occurs off campus among members of our community and will be addressed in the same manner as if the incident occurred on campus.

Violations of this policy may result in disciplinary action up to and including removal from the University for students and termination of employment for faculty and staff. When used in this policy the term "complainant" refers to a person claiming that a violation of this Policy occurred, and the term "respondent" refers to a person accused of violating this Policy.

To implement this Policy, Stevenson has identified a Title IX Coordinator, whose duties include oversight of Stevenson's compliance on campus with Title IX of the Education Amendments of 1972 and the response to Title IX reports and complaints, carrying out Stevenson's Title IX responsibilities, addressing patterns or systemic problems revealed by complaints, and ensuring the following: the Policy and its Procedures are well publicized; employees are trained on the Policy and Procedures; students are notified of the Policy and Procedures; allegations of violations of the Policy and Procedures are investigated; and any appeals of the Policy and Procedures violations are handled in a fair, equitable and appropriate manner.

## Definitions and Consensual Relations

- A. **Sexual Misconduct:** Sexual misconduct means any unwelcome conduct of a sexual nature, including any conduct or act of a sexual nature perpetrated against an individual without Consent. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same sex or different sex. The University encourages reporting of all Sexual Misconduct. Sexual Misconduct includes, but is not limited to, sexual harassment, sexual assault, sexual exploitation, sexual intimidation, non-forcible sex acts, dating violence, domestic violence, and stalking.
- B. **Consent:** Consent is defined at Stevenson as: clear and unambiguous agreement expressed in mutually understandable words or actions to knowingly and voluntarily engage in specific sexual or intimate activity or conduct. Consent is not present (1) if obtained through the use of force, threat, coercion, or intimidation; or (2) when an individual is incapacitated; or (3) if given by someone who is not able to effectively communicate or to understand the nature of the conduct being engaged in. Silence or an absence of resistance on the part of the individual does not imply or constitute consent. Past consent does not imply future consent. Consent to one act does not constitute consent to another act. Consent can be withdrawn at any time including during a sexual act. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- C. **Incapacitated:** Incapacitated means that a person lacks the capacity to give consent to sexual activity due to: physical condition, including but not limited to sleep, lack of consciousness, alcohol, or drugs; or mental or physical disability that impairs the individual's ability to provide consent; or age. Incapacitation due to physical condition includes the inability, temporarily or permanently, to give consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. Other signs of incapacitation include when an individual demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Stevenson considers sexual contact while under the influence of alcohol to be risky behavior. Alcohol impairs a person's decision-making capacity, awareness of the consequences, and ability to make informed judgments. Being intoxicated or impaired by alcohol or drugs is never an excuse for sexual misconduct and does not excuse one from the obligation to obtain consent.
- D. **Dating Violence:** Dating violence means a violent act committed by a person who is or has been in a social relationship of a romantic nature or intimate nature with the complainant, as determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating

violence includes, but is not limited to, sexual or physical abuse and the threat of such abuse, but excludes acts covered under domestic violence.

- E. Domestic Violence:** Domestic violence includes asserted violent misdemeanor and felony crimes of violence committed by the complainant's current or former spouse, cohabitant or intimate partner or domestic partner, person similarly situated under domestic or family violence law, or anyone else (adult or child) protected under domestic or family violence law. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound.
- F. Sexual Assault:** Sexual assault means any actual, attempted, or threatened sexual act or sexual contact with another person without that person's consent. Sexual Assault includes but is not limited to rape and attempted rape and any other acts using force, violence, threat, intimidation, or coercion, or use of duress or deception upon the victim, or taking advantage of a victim's inability to make reasoned decisions about sexual activity. This includes:
- a. *Non-Consensual Sexual Intercourse or Rape:* Non-consensual sexual intercourse or rape is any sexual intercourse, however slight, with any object, by one person upon another, which is without consent and/or by force, or attempts to commit same. It includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
  - b. *Non-Consensual Sexual Contact:* Non-consensual sexual contact is any intentional and unwelcome sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force, threat or intimidation, or attempts to commit same. It includes intentional and unwelcome contact with the genitals, breasts, thighs, buttocks, anus, or groin, touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts, any intentional bodily contact in a sexual manner, though not involving contact with/of/by genitals, breasts, thighs, buttock, anus, groin, mouth or other orifice.
- G. Sexual Exploitation:** Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples include but are not limited to: invasion of sexual privacy; prostituting another person (i.e., personally gaining money, privilege, power or other benefit from the sexual activities of another); non-consensual video or audio-taping or photography of intimate or sexual activity; distributing sexual or intimate information via media including, but not limited to, the Internet; images or recordings of another without that individual's full consent;

going beyond the boundaries of consent (such as allowing friends to hide in the closet watching consensual sex); causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such person; voyeurism; knowingly transmitting an STI or HIV to another student; exposing one's genitals in non-consensual circumstances or inducing another to expose his/her genitals in non-consensual circumstances; and sexually-based stalking or bullying, including, but not limited to, through social media.

- H. **Sexual Harassment:** Sexual harassment, includes unwelcome sexual advances, requests for sexual favors, and other verbal, written, visual, physical or other unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in an educational program; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment. Quid pro quo sexual harassment may exist when anyone with power or authority over another uses any academic or supervisory benefit or opportunity (such as grades, access, promotion, or evaluation) to subject such other person to unwanted sexual activity or attention or verbal or physical conduct of a sexual nature. Hostile Environment Harassment may exist when unwelcome sexual advances, requests for sexual favors, inappropriate displays of sexually suggestive material, and other verbal, written, visual, physical or other conduct of a sexual nature unreasonably interfere with an individual's work or academic performance or create an intimidating, hostile, or offensive campus environment. This harassment must be sufficiently severe, pervasive, persistent or patently offensive to affect the complainant's ability to participate in or benefit from an employment or educational program or activity, and must create an offensive or abusive environment. Sexual harassment, like all forms of unlawful harassment, may occur between peers, or between individuals in a hierarchical relationship or otherwise in positions of unequal power. It may involve elements of coercion. Sexual harassment may be unwelcome gender-based verbal, written, visual, physical or other conduct directed toward an individual of the same or of another gender. It may consist of repeated actions or may arise from a single action if sufficiently egregious. All forms of sexual misconduct set forth in this policy are prohibited forms of sexual harassment.
- I. **Stalking:** Stalking is any knowing or intentional course of conduct directed at a specific person involving following, monitoring, observing, surveilling, communicating to or about, threatening or intimidating another by telephone, mail, electronic communication, social media, in person or any other action, device or method that would cause a reasonable person to suffer substantial emotional distress or to fear for his or her safety or the safety of others. For this definition, a course of conduct means two or more acts undertaken or caused directly or indirectly by the perpetrator.

- J. **Title IX:** Title IX refers to Title IX of the Education Amendments of 1972, which is a federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX and other laws.
- K. **Title IX Coordinator:** The Vice President Human Resources (or their successor) is Stevenson's Title IX Coordinator for students, faculty, staff, and administration. The role of the Coordinator is described in the section called "Prohibition of Sexual Misconduct". The contact information for the Title IX Coordinator is as follows:

Pamela L.A. Barkett  
Stevenson University  
1525 Greenspring Valley Road  
Stevenson, MD 21153  
443-334-2176  
pbarkett@stevenson.edu

### **Consensual Relationships Involving Employees**

The educational mission of the University is promoted by professionalism in employee-student and employee-employee relationships. Professionalism is fostered by an atmosphere of mutual trust and respect.

When two parties have consented at the outset to a romantic or sexual involvement, such consent does not preclude a charge of sexual harassment for subsequent unwelcome conduct of a sexual nature. Moreover, especially when the relationship is between persons in unequal positions, the relationship may be perceived in different ways by each of the parties to it, as well as coworkers and fellow students, especially in retrospect.

Romantic or sexual relationships between University employees are often inappropriate and such relationship between employees and students are always inappropriate. University employees exercise power over students in many ways, whether in giving them praise or criticism, evaluating them, making recommendation for their further studies or their future employment, or conferring other benefits on them. Similarly, University employees may exercise power or other influence over fellow employees.

- a. *Students.* Given the fundamentally asymmetrical nature of an employee-student relationship, voluntary consent by the student in an amorous relationship is suspect. In addition to the possible sexual exploitation of the student involved, other students and employees may be affected by the relationship. Therefore, the University prohibits romantic and sexual relationships between University employees and any student enrolled at the University (except enrolled spouses /domestic partners who are exempted from this policy).
- b. *Employees.* Romantic or sexual relationships between employees that might be appropriate in other contexts may, within the University community, create the

appearance or fact of an abuse of power or of undue advantage. Where such a relationship exists, the person in the position of greater authority or power will bear the primary burden of accountability, and must ensure supervisory or evaluative function over the other person in the relationship is not exercised. Where such recusal is required, the recusing party must also notify his or her supervisor, department chair or dean, so that such chair, dean or supervisor can exercise his or her responsibility to evaluate the adequacy of the alternative supervisory or evaluative arrangements to be put in place. The responsibility for recusal and notification rests with the person in the position of greater authority or power. Failure to comply with these recusal and notification requirements is a violation of this policy and therefore grounds for discipline.

In addition, the University expects that, even in the absence of an amorous relationship, all members of the campus community recognize the existence of professional boundaries beyond which relationships become unprofessional and inappropriate.

### **What To Do After A Sexual Assault**

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 this policy.
- B. **Report the assault to Campus 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: 443-352-4500; 410-486-7000 (this number is for the University receptionist; simply ask for Security when you call).

The victim also will be advised of her/his right to file a complaint with the police and to seek a 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 preclude 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 you make a report to the Wellness Center of a sexual assault, your report is kept confidential and will not be disclosed unless you direct 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 after business hours 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. 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 60 days, 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 Business Health Services, the University’s

Employee Assistance Program, 1-800-327-2251.

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	TurnAround	MCASA
Stevenson University	24-hour Crisis Hotline	Sexual Assault Legal Institute
Caves Building	443-279-0379	24-hour Crisis Hotline
443-352-4200	<a href="http://www.turnaroundinc.org">www.turnaroundinc.org</a>	877-496-7254 or
		301-565-2277
		<a href="http://www.mcasa.org">www.mcasa.org</a>

- G. **Criminal complaint:** A person who believes they are 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 the 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.

### **Confidentiality**

Stevenson believes that confidentiality is an important element in its Policy and that all parties should understand the different stages at which confidentiality issues arise and what are the rights and expectations.

- A. **Confidential Report of Sexual Misconduct.** As noted above, if a sexual assault or other form of sexual misconduct occurs, the student victim has the important option to make a confidential report to Stevenson’s Mental Health Counselors and Health Care Professionals located in the Wellness Center and the contact hours and information are described above. These reports will not be disclosed without the victim’s permission.

Employees wishing to make a confidential report may contact Business Health Services (6225 Smith Avenue, Baltimore, MD 21209 1-800-327-2251).

- B. Confidentiality in Connection with the Report to the Vice President, Human Resources/Title IX Coordinator and Others.** If a victim decides to pursue an informal or formal report to Stevenson other than to the Wellness Center as described above, it is his or her right to determine how to proceed, which may include asking for confidentiality or asking that the complaint not be pursued. Stevenson University will strive to maintain confidentiality.

While Stevenson will make good faith efforts to provide confidentiality to the parties in sexual misconduct matters, the University is not able to ensure total confidentiality. Stevenson will be as discreet as reasonably possible in conducting the investigation, limiting the disclosure of confidential information to individuals who are believed to have a legitimate basis for needing to have that information for that part of the investigation, or when Stevenson is required to respond to legal process, or when the University's need to protect the safety of others outweighs confidentiality concerns. Any decision regarding the release of confidential information, and to whom, will be made by Stevenson University's Title IX Coordinator (or designee) in consultation with the Director of Security (or designee).

Notification by a complainant that he or she is seeking anonymity or confidentiality or does not want Stevenson to conduct an investigation greatly restricts the University in addressing the matters alleged, and Stevenson's response will depend on the facts of the matter. In considering whether to honor a request for anonymity or confidentiality, Stevenson will weigh the request against Stevenson's obligation to provide a safe, non-discriminatory environment for all students and employees, including the complainant. Stevenson may determine that it will undertake an investigation when, in Stevenson's judgment, that is necessary to protect the welfare of the University community.

Stevenson will inform complainant prior to starting any investigation. Stevenson is committed to taking ongoing steps to protect the complainant from retaliation or harm and to work with the complainant to make reasonable efforts to ensure their safety. 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. Parties are not restricted from discussing and sharing information related to the complaint with advisors that may support or assist them in presenting their case.

- C. Confidentiality in Connection with the Investigation and Resolution.** Stevenson recognizes that confidentiality is important in matters of alleged sexual misconduct. All individuals involved in an investigation conducted under this policy, including the complainant, the respondent, advisors, and witnesses, are required to keep confidential

any information learned in preparation for and during the investigation and appeal process.

## Reporting Violations of this Policy

### A. Informal Resolution

1. In many instances, counseling, advice, or informal discussion 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 Vice President, Human Resources/Title IX Coordinator.
2. In working to resolve the matter, the Vice President, Human Resources/Title IX Coordinator (or designee) or the Director, Student Conduct (or designee) will interview the complainant and, as appropriate, others who may have knowledge of the facts underlying the complaint. At any point, including while the informal process is ongoing or afterward, the complainant may elect to end the informal process in favor of filing a formal complaint.

Although Stevenson encourages informal resolution of complaints when appropriate, it will not use mediation between a complainant and respondent or any other informal resolution mechanism to resolve complaints pertaining to sexual assault.

- B. Formal Report of Sexual Misconduct.** Reports of sexual misconduct should be made to the Vice President of Human Resources/Title IX Coordinator, Stevenson's Security Office, or the Vice President, Student Affairs. While there is no time deadline 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 each of the above is as follows:

Pamela L.A. Barkett	Security Office	Claire Moore
VP Human Resources/ Title IX Coordinator	Ratcliffe Community Center Owings Mills Campus	VP Student Affairs Rockland Center 214 Owings Mills Campus
Knott Hall A108 Greenspring Campus 443-334-2176 pbarkett@stevenson.edu	443-352-4500	443-352-4307 cmoore@stevenson.edu

All employees (e.g. faculty, staff, and resident assistants) to whom a report is made must then report the incident to Campus Security (443-352-4500, Ratcliffe Community Center, Owings Mills Campus), including identifying information about the parties involved.

- C. Notice.** Once a report of alleged sexual misconduct is made, the Vice President, Human Resources/Title IX Coordinator (or designee) will contact the complainant to confirm that

the report has been received, provide support, and ensure the complainant is made aware of various resources. Promptly after the University has determined that an investigation is to be undertaken, the complainant and respondent will be notified in writing that a complaint has been received by the University and will be investigated under this Policy.

- D. **Interim Measures.** Stevenson will take measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' and employees' rights and personal safety following receipt of the complaint, both during the investigatory period and following the investigation. For students, such measures include, but are not limited to, restrictions on contact between the parties, restrictions from being present on certain areas of the campus, removal or relocation from residence halls and residential areas of the campus, 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, interim suspension from campus pending the outcome of the investigation, and reporting the matter to the local police. For employees, some of these measures may also be appropriate. Requests for interim measures may be made to the Vice President, Human Resources/Title IX Coordinator or designee. Good faith efforts will be made to grant such requests if interim measures are reasonably available and appropriate and to limit any negative impact of such measures. 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 University will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.*
- E. **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.
- F. **Criminal complaint.** As described in more detail in the above section titled "What to Do After a Sexual Assault", a person who believes they are a victim of sexual misconduct

may also contact law enforcement authorities and decide whether to file a criminal complaint. A person has the right not to report the incident to criminal authorities.

### **Investigations of Complaints of Sexual Misconduct**

Stevenson University is committed to providing a prompt, fair, equitable and impartial investigation and resolution to all reports of sexual misconduct. Regardless of how or when a report of sexual misconduct is made, except for confidential, privileged communications between the health practitioner and the complainant, and except when specific circumstances preclude an investigation, Stevenson will investigate to determine whether a violation of this policy occurred.

- A. **Investigation.** The investigation of a report of sexual misconduct will begin promptly after the Vice President, Human Resources/Title IX Coordinator (or designee) has received the complaint, and normally within five (5) business days after the Notice has been issued to the complainant and the respondent. The complainant and respondent will be promptly informed regarding who will be investigating the complaint and what to expect during the investigation process. Investigations involving students will be led by the Director, Student Conduct (or designee) and investigations involving faculty or staff will be led by a member of the office of the Vice President, Human Resources/Title IX Coordinator (or designee); in both cases a second investigator normally will be appointed who will be a Stevenson administrator who has received annual training on issues related to sexual misconduct as defined above. The investigation will normally include interviewing the complainant(s), respondent(s), witnesses, and other relevant individuals. Both the complainant and the respondent may provide the investigator(s) with the names of witnesses, documents, and other information. Relevant information and documentation, if any, will be obtained by the investigator(s). The interviews, meetings, and other proceedings are not electronically recorded by Stevenson and may not be recorded by others.
- B. **Assertions and Evidence.** The investigator(s) will request that the complainant describe in detail his or her assertions and provide pertinent witnesses, records, exhibits, and witness statements as evidence for consideration at the discretion of the investigator(s). The respondent will have the allegations described to him or her and the investigator(s) 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 investigator(s). The complainant and the respondent are afforded equal procedural rights during the investigation. The investigator(s) will exercise their discretion in deciding which other individuals identified as witnesses during the investigation should be interviewed. No expert witnesses shall be permitted. All investigatory interviews with the complainant, respondent, and witnesses shall be conducted in private with the pertinent investigator(s) and/or other Stevenson administrators, if any, as determined by the investigator(s). The respondent will not be

present for the complainant's interviews; the complainant will not be present for the respondent's interviews.

- C. **Prior or Current Sexual Conduct.** The complainant's prior sexual relationships or conduct are neither relevant nor admissible during the investigation and will not be considered, other than the prior sexual relationship or conduct with the respondent if the respondent alleges consent during the investigation. 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.
- D. **Timeframes.** Stevenson strives to complete its investigations and resolve cases in a timely manner and will make reasonable efforts to complete its investigation and decision within sixty (60) days of the report. 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 than sixty (60) days. If the Title IX Coordinator determines that good cause exists for an extension of time, Stevenson will issue a limited extension and will provide notice of any extension in writing to the complainant and the respondent.
- E. **Advisors.** Complainants and respondents may be accompanied throughout the investigation and appeal process by an advisor of their choice who agrees to keep the matter confidential. 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. An advisor cannot serve as a witness on the same complaint.
- F. **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.

## **Resolution and Discipline**

- A. **Written Decision.** Upon completion of the investigation, and after consultation with the Title IX Coordinator, the investigator(s) will prepare a document containing the investigative findings and the rationale for the findings. The investigation may result in one of two outcomes set forth in a written decision: (1) a decision that the respondent did not violate this policy or (2) a decision that the respondent violated this policy. The investigator(s) will base the decision on the evidence presented and use **the preponderance of the evidence standard** in reaching the decision.
- B. **When a Student is the Respondent.** When the respondent is a student and the decision of the investigator(s) is that the respondent violated this policy, the investigator(s) will provide the written decision and recommended sanctions to the Dean of Students (or

designee). The Dean of Students (or designee) will make a decision regarding the discipline or remedial action to be imposed in consultation with the Title IX Coordinator. The discipline or remedial action will be based upon the nature and severity of the offense, prior violations by and 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. The Dean of Students (or designee) will provide the complainant and the respondent with written notification of the outcome of the University's investigation which will be given at the same time and shall be delivered in the same manner. The notification will include (1) whether or not the respondent violated this policy, and (2) if the finding is that the respondent violated this policy, a summary of the manner in which it was violated, and a description of the sanctions or discipline that the respondent has received or will receive to the extent that they pertain to the complainant.

**When a Faculty or Staff Member is a Respondent.** When the respondent is a faculty or staff member of Stevenson and the decision of the investigator(s) is that the respondent violated this policy, the written decision will be sent by the investigator(s) to the appropriate administrator (the "Administrator") as determined by the Vice President, Human Resources/Title IX Coordinator for a decision regarding the discipline or remedial action to be imposed. In consultation with the Title IX Coordinator, the Administrator will make a decision regarding the discipline, sanctions and/ remedial actions to be imposed, based on applicable University policy. Discipline for faculty and staff may include but is not limited to: written warnings, probation, demotion, suspension, or termination of employment. The Administrator will provide the complainant and the respondent with written notification of the outcome of the University's investigation, if any discipline will be imposed, which will be given at the same time and shall be delivered in the same manner. The notification will include (1) whether or not the respondent violated this policy, and (2) if the finding is that the respondent violated this policy, a summary of the manner in which it was violated, and a description of the sanctions or discipline that the respondent has received or will receive to the extent that they pertain to the complainant.

- C. **Mediation.** Mediation of the complaint will not be allowed in cases alleging sexual assault.



## Appeals

- A. **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 and/or sanction to the Vice President, Student Affairs. Faculty members may appeal the decision and/or sanction to the Executive Vice President, Academic Affairs. Staff members may appeal the decision and/or sanction 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 seven calendar (7) 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.
- B. **Grounds for Appeal.** There is a presumption that the decision and any sanction or discipline were made properly, and the sole grounds for appeal that will be considered are: (1) A procedural error that significantly impacted the final decision; (2) Previously unavailable, substantive and relevant information that could materially impact the final decision; and (3) 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.
- C. **Notice.** When a party requests an appeal, the appeals official shall notify all other parties involved of the appeal. All other parties shall be provided with a written summary of the appeal and notified of their right to respond in writing within a timeframe set by the appeals official, normally 10 calendar days.
- D. **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 person 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.
- E. **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.

## **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. Someone who believes that they are 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: Vice President, Human Resources/Title IX Coordinator (443-334-2176), Stevenson's Security Office (443-352-4500), or the Vice President, Student Affairs (443-352-4307).

## **Publication of Policy and Procedures**

The Vice President, Human Resources/Title IX Coordinator will be responsible for the publication of the Policy and Procedures to all students, faculty, staff, and administration and its review by all employees and students. The Policy and Procedures will be maintained on Stevenson's external web site, Stevenson's SUNow Portal, distributed via campus email, and included in the Student Policy Manual. It is the responsibility of all students and employees to review, understand, and comply with all Policy and Procedures.

## **Education**

Stevenson University is committed to educating the campus community on the topics addressed in this policy. All new students (residential and commuter) are required to successfully complete an online educational program through MyStudentBody.com. The program, which is a required component of the Stevenson University health form, focuses on three areas: alcohol, drugs and sexual violence.

In addition to requiring the [MyStudentBody.com](http://MyStudentBody.com) program for all new students, Stevenson University also offers educational programs throughout the academic year for students, faculty and staff. Recent examples of programs include, but are not limited to, the following: introduction to Stevenson's Sexual Misconduct Policy during new student orientation; Sex Education and Healthy Relationships during new student orientation; sexual misconduct presentation offered to all students, faculty and staff by a national expert; Title IX training for senior leaders on campus; resident assistant training; and training for conduct officers and administrators involved in the investigation process.

Finally, resources pertaining to sexual assault prevention, sexual assault response, and other related topics may be found on the SUNow portal by going to the "Resources" page and clicking on "Wellness" as well as on MyStudentBody.com.

## **Amendments to Policy and Procedures**

The Sexual Misconduct Policy and Procedures are subject to change at any time. Such amendments shall be placed on Stevenson's website, SUNow Portal, and will be inserted in the Student Policy Manual.

## **Title IX Statement**

It is the policy of Stevenson University to comply with Title IX of the Education Amendments of 1972, which prohibit discrimination (including sexual harassment and sexual violence) based on sex in the University's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination.

## **Questions Pertaining to Title IX**

The designated official at Stevenson University to ensure compliance with Title IX is Pamela L.A. Barkett, Vice President, Human Resources, who serves as the University's Title IX Coordinator (1525 Greenspring Valley Road, Stevenson, MD 21153, Phone: 443-334-2176, [pbarkett@stevenson.edu](mailto:pbarkett@stevenson.edu)). Questions concerning Title IX or the application of Title IX to Stevenson University may also be referred to the Office for Civil Rights (OCR) of the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

## **5.8 POLICIES RELATED TO DISCRIMINATION AND HARASSMENT** (Approved June 2016)

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Stevenson University is committed to equal opportunity for its faculty, staff, and students. In order to provide equal employment and advancement opportunities to all individuals, employment, and admission decisions at the University will be based on merit, qualifications, and abilities. The University does not engage in discrimination or harassment in employment, admissions, or academic opportunities or practices on the basis of race, color, gender, sex (including pregnancy), disability, national origin, ethnicity, age, sexual orientation, gender identity or expression, religion, marital status, veteran, or Vietnam era veteran status, genetic information, or any other characteristic or status protected by federal, state, or local law in admission, treatment or access to, or employment in, its programs or activities.

Stevenson is subject to the provisions of "Title IX" and related regulations (45 C.F.R., Subtitle A, Part 86), which prohibit discrimination on the basis of sex in educational programs receiving federal financial assistance. The prohibition extends to employment practices. Inquiries concerning the application of "Title IX" should be addressed to the office of the Vice President, Human Resources/Title IX Coordinator.

The procedures set forth in this policy are not applicable to complaints of sexual misconduct, relationship violence, or stalking, which are processed under the Sexual Misconduct, Relationship Violence, and Stalking Policy of the University.

Individuals with questions or concerns about any type of discrimination in the campus community are encouraged to bring these issues to the attention of their immediate supervisor, Department of Human Resources, the Vice President, Human Resources/Title IX Coordinator or the Dean of Students as appropriate. Any member of the campus community can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination may be subject to disciplinary action up to and including expulsion from the University or termination of employment.

### **Discrimination and Harassment Are Prohibited**

The University is committed to maintaining and strengthening an environment that upholds standards of respect, civility and human dignity in an environment fostering learning and professionalism. It is the policy of the University to maintain an educational and work environment free from all types of discrimination and harassment, an open environment that values and protects individual dignity and the integrity of human relationships. Accordingly, all forms of discrimination against or harassment of any member of the University community, whether based on actual or perceived race, color, gender, sex (including pregnancy), age (except when age or sex is a bona fide qualification), disability, national origin, sexual orientation, gender identity or expression, religion, marital status, political affiliation, veteran, Vietnam era

veteran status, genetic information, or any other status protected by law, are prohibited. The above includes discrimination or harassment that is based upon the legally protected status of an individual with whom an employee, applicant or student associates.

**A. Relationship to Freedom of Expression.** The educational process at the University is based on mutual trust, freedom of inquiry, freedom of expression, and the absence of intimidation and exploitation. Such an atmosphere of respect and regard for individual dignity among members of the academic community is essential for the University to function as a center of academic freedom and intellectual advancement. In addition, the University has a compelling interest in assuring the provision of an environment in which learning and work may thrive. Such an environment requires free and unfettered discussion of the widest possible nature, one that encourages expression of all points of view. Discrimination and harassment, however, are not legally protected expression and are not an appropriate exercise of free inquiry or free expression. Discrimination and harassment compromises the integrity of the University and its standards of academic freedom and mutual trust, and will not be tolerated.

**B. Discriminatory Harassment.** Discriminatory harassment is strictly prohibited by this policy and by federal, state and local law. It is verbal, written, visual, physical or other conduct that demeans, humiliates, embarrasses, abuses, denigrates or shows or creates hostility towards a person based on actual or perceived race, color, gender, sex (including pregnancy), age (except when age or sex is a bona fide qualification), disability, national origin, sexual orientation, gender identity or expression, religion, marital status, political affiliation, veteran, Vietnam era veteran status, genetic information, or any other status protected by law when:

1. Submission to such conduct is made implicitly or explicitly a term or condition of an individual's employment or participation in an educational program;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or learning environment.

To constitute a hostile environment under this Policy, the harassment must be sufficiently severe, pervasive, persistent, or patently offensive that it creates an employment, admissions or educational environment would be considered intimidating, hostile or abusive by a reasonable person. In some instances, a single incident or isolated incidents may be sufficient to create a hostile environment.

**C. Sexual Harassment.** Sexual harassment is strictly prohibited by this policy and by federal, state and local law. The University's Sexual Misconduct, Relationship Violence, and Stalking Policy addresses sexual harassment and applies to sexual harassment reports, investigations, and resolution. All forms of sexual violence are prohibited forms of sexual harassment.

### **Reporting, Investigating, and Resolving Complaints of Discrimination and Harassment**

The University must be made aware of discrimination and harassment in order to prevent or stop it. Complaints that may be addressed under this policy include complaints based on the conduct of University students, faculty, staff, volunteers, visitors and other persons acting in official University capacities.

Any manager or supervisor who knows or has reason to know about discrimination or harassment and takes no action to stop it or report it may be subject to discipline.

- A. Informal Resolution.** In many instances, counseling, advice, or informal discussion may be useful in resolving concerns about allegations of discrimination or harassment. Individuals who wish to resolve their concerns informally should bring them to the attention of the Vice President Human Resources/Title IX Coordinator (or designee). Students who wish to resolve their concerns about discrimination and harassment informally should bring them to the attention of the Vice President Student Affairs (or designee).

In working to resolve the matter, the appropriate University representative will interview the reporting individual and, as appropriate, others who may have knowledge of the facts underlying the complaint. At any point, including while the informal process is ongoing or afterward, the reporting individual may elect to end the informal process in favor of filing a formal report.

If the individual feels that reporting to the individual identified above is not appropriate or does not feel comfortable doing so, concerns should be addressed to the appropriate Vice President or supervisor. If the Vice President, Human Resources/Title IX Coordinator is the subject of the complaint, the complaint should be reported to the President of the University.

- B. Formal Reports of Discrimination and Harassment.** Reports of discrimination and harassment should be made to the Vice President, Human Resources/Title IX Coordinator or the Vice President, Student Affairs. While there is no time deadline 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 person reporting in writing. However, reports may also be made orally.

### **Investigating and Resolving Complaints of Discrimination and Harassment**

Investigation and resolution of all discrimination and harassment complaints will be pursuant to the procedures set forth below.

- A. Investigation.** After the Vice President Human Resources/Title IX Coordinator or Vice President, Student Affairs has received a complaint, the investigation of the complaint will normally begin within five (5) business days after a notice has been issued to the complainant and the respondent that a complaint has been received. The complainant and respondent will be informed regarding who will be investigating the complaint and what to expect during the investigation process. Investigations will be handled as follows:

- If the complaint is against a faculty, staff or third party the Vice President Human Resources/Title IX Coordinator (or designee) will appoint the investigator(s)
- If the complaint is against a student: the Vice President Student Affairs (or designee) will appoint the investigators(s).

Depending on the circumstances, a second investigator may be appointed. The investigation will normally include interviewing the complainant(s), respondent(s), witnesses, and other relevant individuals. Both the complainant and the respondent may provide the investigator(s) with the names of witnesses, documents, and other information. Relevant information and documentation, if any, will be obtained by the investigator(s). The interviews, meetings, and other proceedings are not recorded by Stevenson and may not be recorded by others. Stevenson will make reasonable efforts to complete the investigation promptly.

- B. Assertions and Evidence.** The complainant will describe his or her allegations and provide pertinent witnesses, records, exhibits, and witness statements as evidence for consideration at the discretion of the investigator(s). The respondent will have the allegations described to him or her and the investigators 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 investigator(s). The complainant and the respondent are afforded equal procedural rights during the investigation. The investigator(s) will exercise their discretion in deciding which other individuals identified as witnesses during the investigation should be interviewed. No expert witnesses shall be permitted. All investigatory interviews with the complainant, respondent and witnesses shall be conducted in private with the pertinent investigator(s) and/or other Stevenson administrators, if any, as determined by the investigator(s). The respondent will not be present for the complainant's interviews. The complainant will not be present for the respondent's interviews.
- C. Advisors.** Complainants and respondents may be accompanied throughout the investigation and appeal process by an advisor of their choice from the University community who agrees to keep the matter confidential. However, the advisor may not be a practicing attorney, parent, guardian, family member, a witness or a possible witness in the case, a person involved in the University's disciplinary process, or a complainant or respondent in the case. 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 the investigation or appeal process other than to the student or employee being advised.
- D. Written Decision.** Upon completion of the investigation, and after consultation with the appropriate Vice President, Human Resources/Title IX Coordinator (or designee), the investigator(s) will prepare a document containing the investigative findings and the rationale for the findings. The investigation may result in one of two outcomes set forth in a written decision: (1) a decision that the respondent did not violate this policy or (2) a decision that the respondent violated this policy. The investigator(s) (or designee) will

base the decision on the evidence presented and use the preponderance of the evidence standard in reaching the decision.

- 1. When a Student is the Respondent.** When the respondent is a student and the decision of the investigator(s) is that the respondent violated this policy, the investigator(s) will provide the written decision to the Dean of Students. The Dean of Students (or designee) will make a decision regarding the discipline or remedial action to be imposed in consultation with the Vice President Human Resources/Title IX Coordinator as appropriate. The discipline or remedial action will be based upon the nature and severity of the offense, prior violations by and 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 the 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; academic, social or other probation; and suspension or expulsion from activities, residence halls, academic classes, programs, schools, or the University. The Dean of Students will provide the complainant and respondent with appropriate written notification of the outcome of the University's investigation which will be given at the same time and shall be delivered in the same manner. The notification will include (1) whether or not the respondent violated this policy, and (2) if the finding is that the respondent violated this policy, a summary of the manner in which it was violated, and a description of the sanctions or discipline that the respondent has or will receive to the extent that they pertain to the complainant.
- 2. When a Faculty or Staff Member is a Respondent.** When the respondent is a faculty or staff member of Stevenson University or third party and the decision of the investigator(s) is that the respondent violated this policy, the written decision will be sent by the investigator(s) to the appropriate administrator (the "Administrator") as determined by the Vice President, Human Resources/Title IX Coordinator for a decision regarding the discipline or remedial action to be imposed. In consultation with the Vice President, Human Resources/Title IX Coordinator, the Administrator will make a decision regarding the discipline, sanctions and/or remedial action to be imposed, based on applicable University policy. Discipline for faculty and staff may include but is not limited to: written warnings, probation, demotion, suspension or termination of employment. The Administrator will provide the employee with appropriate written notification of the outcome of the University's investigation, and discipline, if any, that will be imposed. However, when a student is the complainant, the Administrator will also provide the complainant and the respondent with written notification of the outcome of the University's investigation, which will be given at the same time



and shall be delivered in the same manner. The notification will include (1) whether or not the respondent violated this policy, and (2) if the finding is that the respondent violated this policy, a summary of the manner in which it was violated, and a description of the sanctions or discipline that the respondent has or will receive to the extent that they pertain to the complainant.

- E. **Written Appeal.** Written appeals are permitted only as set forth in this section. In cases in which a student is the respondent, an appeal of the decision and/or the sanction may be made to the Vice President, Student Affairs. In cases in which a faculty member is the respondent, an appeal of the decision and/or the sanction may be made to the Executive Vice President, Academic Affairs. In cases in which a staff member is the respondent, an appeal of the decision and/or the sanction may be made to the Vice President to whom the staff member ultimately reports. The appeal of a staff member who is a respondent and who ultimately reports to the Vice President Human Resources/Title IX Coordinator, 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 seven calendar (7) 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. An appeal may be submitted by the complainant or the respondent or both.
- F. **Grounds for Appeal.** There is a presumption that the decision and any sanction or discipline were made properly. The sole grounds for appeal that will be considered are: (1) A procedural error that significantly impacted the final decision; (2) Previously unavailable, substantive and relevant information that could materially impact the final decision; and (3) 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.
- G. **Notice.** When a party requests an appeal, the appeals official shall notify all other parties involved of the appeal. All other parties shall be provided with a written summary of the appeal and notified of their right to respond in writing within a timeframe set by the appeals official, normally 10 calendar days.
- H. **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 person 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.
- I. **Final Determination.** The decision of the appeals official shall be Stevenson’s final determination regarding the decision and the sanction. There are no further appeals.

## **False Reports**

Intentionally making a false report or complaint or initiating a discrimination or harassment complaint in bad faith may result in disciplinary action. A finding that there was no reasonable basis to believe that a violation of the policy occurred does not constitute a finding that the complaint or report was intentionally false or in bad faith.

### **Protection Against Retaliation**

Stevenson considers retaliation against the complainant or others involved in the process to be as serious as an act of discrimination or harassment. Retaliation of any kind against any person, who in good faith reports discrimination or harassment, 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 discrimination or harassment 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. Someone who believes that they are 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: Vice President of Human Resources/Title IX Coordinator (443-334-2176), or the Vice President, Student Affairs (443-352-4307).

## 5.9 OTHER UNIVERSITY POLICIES

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The policies listed below are not intended to be an exhaustive list of all other University policies. However, it has been designed to call students' attention to specific policies that students frequently ask about. It is the responsibility of the student to review, understand and comply with all University policies and procedures.

- Bulletin Boards
- Children on Campus
- Family Educational Rights and Privacy Act (FERPA)
- Residence Life Guidelines and Procedures
- Vehicle Registration and Parking Regulations

**BULLETIN BOARDS** (Source: Volume II – Campus Community Policy Manual)

### **Official Bulletin Boards**

There are “Official Bulletin Boards” located in each classroom building. Only “Official Notices,” approved by the Office of Student Activities, should be placed on these bulletin boards. There are additional “Official Bulletin Boards” placed in hallway areas and marked as such. The same regulations apply. The criteria used in determining official notices are: the information issues from an official of the University; it is of University-wide importance; its effect is long-range (one year, or permanent); non-knowledge of the information carries a sanction or long-range effect.

### **Department Bulletin Boards**

Bulletin Boards relevant to academic/staff department\* activities are assigned by the Office of Student Activities to a designated individual who is responsible for the design, periodic review and maintenance of the Bulletin Board. These academic-oriented displays should be neat, current, and attractive throughout the year, including summer. No commercial items (for-profit), other than opportunities such as graduate school admissions testing support, should be placed. Such items are subject to removal. Materials may not be placed on hallway walls, windows or doors. Faculty may post items on their own doors.

### **Student Bulletin Boards**

Clubs/Student Organizations\* The Office of Student Activities will assign Bulletin Boards to specific organizations. The designs and lettering should be neat, with correct spelling/grammar and maintained as current and attractive throughout the calendar year. No commercial items are to be placed on these assigned sites without the approval of Student Activities. Failure to maintain the site appropriately will result in the loss of the organization's use of the Bulletin Board.

Specific Student Display Bulletin Boards\* The Office of Student Activities designates specific sites for placement of student-oriented classified ads (roommates/jobs/classified etc.) Students may post items appropriately. The items should be dated at time of placement. The Office will monitor these Bulletin Boards and reserves the right to remove any item it deems inappropriate to the University.

\*Standards for all Bulletin Board Displays include use of a header and printed (not hand) lettering, contact information for responsible person(s); use of a background material and border suggested but not required. Boards may not be used for the purpose of any form of solicitation.

### **Temporary Signage Policy**

#### Student-prepared flyers/banners/posters.

Items advertising events, directions or accomplishments should be reviewed prior to posting and initialed by the Office of Student Activities. NO signs or notices may be posted on entrance doors, with the exception of an official notice posted by a University official regarding a University emergency. No flyers are to be placed on any window, door, in restrooms, painted surfaces or floors. Approved posters and notices must be removed within one week after the event. Non-approved posters and notices will be removed.

#### Staff/Academic Department flyers/banners/posters.

Flyers and posters for athletic events, alumni activities, admissions and career services events, cultural affairs, etc. must be reviewed by each department head for correct spelling and compliance with the Guide to Publication Style & Graphic Standards. The departments are responsible for removing the signage in a timely manner. The Office of Marketing and Digital Communications will assist with external professional signage as requested by individual departments if there is an approved budget. Banners to be placed across the central quadrangle area on the Greenspring campus will be scheduled through the Office of Marketing and Digital Communications before ordering and will be placed by the Facilities Department. These will be limited to special University events of a general nature (e.g., SU Homecoming and Family Weekend).

#### Owings Mills Residence Hall Posting Policy

Bulletin Boards are installed in the central area of each floor in the residence halls and suites. Boards are to be used for posting of information for residents as well as passive educational programs each month (i.e., AIDS, STDs, diversity, etc.). Residence Life staff will post all flyers. Offices or individuals should bring the flyers(s) to the Office of Residence Life in the Ratcliffe Community Center for approval and posting by RAs. RAs will remove outdated flyers. Flyers will be posted only on bulletin boards. Use of hallway walls, windows, glass doors, elevators, laundry rooms, and rest room areas are prohibited for posting of flyers. Glass doors at the building entrances and elevator doors will be used only in emergency situations by Residence Life staff to announce notices affecting residential living (temporary power outages, water issues, etc.). Display of commercial materials is subject to approval by the Assistant Vice

President for Residence Life. Parking lots are private property. Solicitation and placement of flyers on cars is strictly prohibited.

### Plasma Screens Policy

The University has installed several plasma screens in the student unions and other locations for the purpose of coordinating accurate and time-sensitive information on student-related activities and news. Promotion of club activities is encouraged, with the policy of club event details to be provided via Club Event and Proposal forms coordinated by the Student Activities Office and online using the website address. Events will be developed into PowerPoint format by the Office and posted by 9 a.m. on a current day. The order of sequence is events for current day preceding events for current week and future weeks. Corrections will be made by contacting the Student Activities office. A copy of the PowerPoint presentation will be transferred to the Owings Mills Center. Saturday presentations will be coordinated by the Residence Life Office.

### **CHILDREN ON CAMPUS** (Source: Volume II – Campus Community Policy Manual)

Stevenson University values family and work/life balance. The University encourages families to participate in university-sponsored family activities and to attend community events such as plays, sports competitions, art openings, etc. However, the presence of children in the workplace with the employee or in the classroom with the faculty or student parent/caregiver is discouraged and should be avoided except in emergency situations. Moreover, under no circumstances may a child be left unsupervised by a caregiver, and the caregiver of a disruptive child will be asked to remove the child from the campus.

The University is an environment that is conducive to work and learning; therefore, this policy is established to avoid disruptions in learning and in job duties of employees and co-workers, to reduce property liability, and to help maintain the University's professional work and learning environment.

If bringing a child to work or class seems unavoidable, the employee or student parent/caregiver must contact his/her supervisor or professor as soon as possible to discuss the situation. Factors the supervisor or professor will consider are the age of the child, how long the child needs to be present, the work or classroom environment in the parent's/caregiver's area, and any possible disruption to the employee's and co-workers' work and to other students. Consideration will not be given to allowing a child with an illness to come to work or school with the employee or student parent/caregiver.

Eligible faculty and employees are encouraged, when necessary, to use their Family Medical Leave Act (FMLA) benefits for qualifying circumstances as outlined at <http://www.dol.gov/whd/fmla/employeeguide.htm>. The employee should refer to the University's FMLA policy and contact his/her supervisor for additional information when scheduling FMLA leave.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Stevenson University's FERPA Policy is available in on the Registrar's Office portal page <http://ssc.stevensonuniversity.org/registrar/ferpa>

## **RESIDENCE LIFE GUIDELINES AND PROCEDURES**

In addition to the above policies, students living in on-campus residence halls are expected to comply with all Residence Life Guidelines and Procedures.

## **VEHICLE REGISTRATION AND PARKING REGULATIONS**

The following regulations have been designed for the general safety of the campus community. These regulations apply to all students, faculty, and staff members of Stevenson University. All rules and regulations will be enforced.

### General Information

Pedestrians at intersections and designated crosswalks have the right-of-way at all times. The maximum speed limit on roadways and in all parking areas on all campuses is 15 miles per hour. Traffic signs have been installed for protection and safety. Please drive with extreme caution for your safety and the safety of others. Security will issue citations for any violations.

### Registration of Personal Vehicles

All personal vehicles that will be parked regularly on the Stevenson University property must be registered within five (5) days of arrival at the University.

Students may register their personal vehicle and obtain a parking hangtag at the Security Desk in the Ratcliffe Community Center on the Owings Mills campus.

Everyone is required to show an SU identification card and the state vehicle registration card to register a vehicle.

### Parking Regulations – Owings Mills Campus

*Resident students* may park in the areas that are adjacent to the apartments and suite buildings as well as the Mustang Stadium parking lot on the Owings Mills campus. Resident students may **NOT** park in the following parking lots:

- Caves Wellness & Sports Center, Garrison Hall, Brown School of Business & Leadership

*Commuter students* are permitted to park anywhere on the Owings Mills campus with the exception of areas that are adjacent to the residential apartments and suite buildings.

*General visitors* to the Owings Mills campus can park in any unrestricted parking area. Guests of resident students should register their vehicle with Campus Security in the Gate House after 8:00 p.m. and park in the Rockland Center parking lot.

#### Parking Regulations – Greenspring Campus

Resident and Commuter students are permitted to park in any unrestricted general parking area on the Greenspring campus. Restricted areas include but are not limited to:

- Cottage Lane, Administration area, Faculty areas, Visitor areas on the front circle, Visitor areas in front of Knott Hall

Parking or driving is prohibited on grass plots, tree plots, construction areas, or where it will physically mar the landscaping of the campus, create a safety hazard, interfere with the use of University facilities or hinder the free movement of traffic.

General visitor parking on the Greenspring campus is located on the front circle of the University with a 2-hour time limit. These reserved spaces are not to be used by students or employees of the University.

#### Handicapped Parking

Maryland Law and Stevenson University policy restricts the use of handicapped spaces to individuals with special needs.

Persons with special needs are requested to register their vehicles with Campus Security so that arrangements can be made to assure that an appropriate parking space is available for them while attending classes at Stevenson University.

Temporary handicapped permits are available to members of the community for short and long term convalescence. Permits are issued by a Security Supervisor.

#### Fines

Fee Schedule for Parking Violations:

- General parking violations: \$50.00 for each offense.
- Parking in handicapped spaces: Fine as posted on signage.
- Moving violations including speed, failure to stop at stop signs, etc.: \$75.00 for each offense.
- Failure to register a vehicle: \$100.00
- Fines must be paid to Student Accounts within 30 days from the date the ticket was issued. If the fine is not paid within 30 days, transcripts will be withheld until payment is received. After the initial 30 days, a notice will be sent to the violator's home.
- Any violation that requires a Maryland State Motor Vehicle record check will have a surcharge of \$35.00 added to the fine.
- Citations may be appealed.

## Appeals

Members of the University wishing to appeal a citation should submit a copy of the citation and three (3) copies of a typewritten appeal to the Security Director describing in detail why the fine is being appealed. The appeal must be filed within 30 days from the date of the violation notice. Appeals should be addressed to: Security Director, Stevenson University, 1525 Greenspring Valley Road, Stevenson, Maryland 21153.

The Citation Appeals Board will convene about once a month to consider written appeals. Decisions will be by majority vote of the Board. A written memo will be sent to the appellant stating the decision of the Board. All decisions are final.



## **5.10 STUDENT GRIEVANCE POLICY**

Any Stevenson student who feels that his or her rights have been violated by another student, faculty member, administrator, or other member of the University community should first attempt to resolve the issue informally. Good faith communication between members of the Stevenson community is often the best way to address concerns and resolve issues.

In the event that a resolution cannot be reached informally, please contact the Dean of Students office. The Dean of Students (or designee) will meet with you to address your concern and make an effort to find a solution.