

Stevenson University

STUDENT HANDBOOK AND PLANNER

2009 - 2010

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper





GENERAL INFORMATION

AND

REGULATIONS

Stevenson University does not tolerate academic dishonesty, lying, stealing, cheating, or substance abuse.

The University reserves the right to change, at any time and without prior announcement, any matter set forth in this publication.

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Notice of Nondiscriminatory Policy

Stevenson University admits students of any race, color, sex, religion, national or ethnic origin to all of the rights, privileges, programs, benefits, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, sex, gender identity or expression, religion, disability, and national or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and other University-administered programs. The University is committed to providing all students with an educational environment free of bias, discrimination, intimidation or harassment. In this regard, Stevenson University complies with all relevant federal, state, and local laws. The University also complies with all applicable laws and federal regulations regarding prohibition of discrimination and accessibility on the basis of age, disability, veteran status, or otherwise. Students needing special accommodation to ensure barrier-free access should contact the Associate Dean for Academic Support Services.

This planner has been provided to give general information about the University. This does not contain an exhaustive list of Stevenson University policies. It is the responsibility of the student to review, understand, and comply with all University policies and procedures, which can be found on the web at <www.Stevenson.edu>

FOR READY REFERENCE

To call the University

The telephone number is 410-486-7000. The switchboard is open Monday through Thursday from 7:30 a.m. – 10:00 p.m., Friday from 7:30 a.m. – 4:30 p.m., and Saturday from 8:00 a.m. – 4:00 p.m. On Sunday or after hours call 443-352-4500. Hours vary during summer months and in December and January. Faculty and students will be called from classes for *emergency reasons only*.

What to do in case of snow or other inclement weather

The University's general policy is:

- Two inches or more of snow on campus, with more on the way and freezing temperatures: University closed.
- When in doubt regarding the seriousness of conditions: delayed opening.
- Unexpected hazardous conditions: close as early as possible.

Faculty, Staff and Students

- Call SU's Information Line at 410-486-SNOW (7669) or check the main SUAlert page for closing/delayed opening information. *This will be the most up-to-date information available and the only official source for the University. Any closing or delay will affect both the Greenspring and Owings Mills campuses.*
- Listen for radio/television announcements of closings or delayed openings (WBAL 1090 AM radio and WMAR-TV Channel 2 are the FIRST stations notified). Early morning announcements are made between 5 and 6 a.m., if possible, and no later than 6:30 a.m. *The University cannot guarantee the accuracy of the information announced on radio or television.*
- Classes utilizing *distance learning* will be cancelled when any of the locations for the class are closed. Students should check with their instructor about makeup plans for these classes.
- Residents should follow instructions from Residence Life concerning snow removal at the Owings Mills campus. *The Rockland Center will still serve food for residents under the Emergency Food Service Plan.*
- In the event of a delayed opening, please continue checking the Information Line and listening to announcements in case conditions do not improve and the University closes. *Please do not come to the campus prior to the delayed opening time to allow for the safe removal of snow.*

- *Unless you hear an announcement on the Information Line, the University will be open and classes will be held.* Faculty should not cancel classes on their own and should contact their direct supervisor and the main reception office if weather prevents them from holding class. If there is serious doubt about road conditions, use your own best judgment.
- In delayed opening situations, when the University opens, regularly scheduled classes begin at that time. For example, if the University opens at 10 a.m. and class is regularly scheduled from 9 to 11 a.m., students and faculty should report to class at 10 a.m. The same policy applies to labs.
- When weather turns bad during the day, the administration will make all possible efforts to make a decision as early as possible about closing early. With the unpredictable nature of sudden weather changes, we cannot guarantee making a decision about evening classes by a certain time. When a decision is made, information will be announced on the Information Line, via all campus emails and the plasma screens and through direct notification of people on campus. We will also notify television and radio stations, but cannot guarantee these announcements by external media.

Stevenson University's Emergency Text Messaging Service for Students, Faculty and Staff (SUAAlert)

Sign up to receive alerts from Stevenson University about potential, developing, or existing emergencies:

<http://www.stevenson.edu/services/sualert/signup.asp>

Prerequisites

Your mobile phone/device must be able to receive text messages and your service plan must support receiving them. If you are unsure, please check with your service provider.

You must have your mobile phone/device present during signup. The registration process will require you to enter a 4-digit verification code that is sent to your phone. If you don't own a cell phone you can register using your email address.

After you have enrolled in SU's emergency alert system, you may log into your account to add an additional cell phone number or an email address to receive text messages.

Note: Faculty and staff should use a graduation date of December, 2011 when creating an account. Alerts from the campus will be 'From: SUAAlerts.'

For questions regarding the SUAAlert System, please contact Campus Security at 443-352-4500 or email security@stevenson.edu.

Dear Fellow Stevenson University Students,

We all came to Stevenson University from different paths in our life. Maybe you came right from high school like I did; maybe you transferred after a few years at another school; or maybe you are returning to school to further your education after years in the workplace. No matter how you came to be here, we all have one thing in common: we are all here together!

The path we choose once we are here is also one that varies. Some will jump right into University life, and others will adjust at their own pace. I was one who jumped right into involvement my first year and have loved every minute of it; from giving tours to planning May Day, VillaFest Weekend Activities, and tons of other activities around campus, I feel right at home here at Stevenson. Stevenson University is not merely a part of my life, it IS my life.

As our University continues to grow, so too have the interests and needs of the students here. As these interests and needs grow, we continue to do everything we can to provide for them. We have weekly movies, free give-a-ways, comedians, musicians, an assortment of service projects, and more educational events than you could think possible. From Campus Crusades to Ultimate Frisbee Club, to the Student Government Association (SGA), and much more, there is something here for everyone.

Stevenson University's small size also allows for a sense of community on a small and a large scale. The clubs and organizations work together as a team in which everyone can feel a part. There is a place for everyone and you aren't forced to mold into the group that your major would dictate. There are Math majors in the Justice Society; English majors in the Psychology Club; and Film, Video & Theatre majors on the Programming Board, just to name a few. You will be welcomed to join any and all clubs and organizations; and even if you aren't a member, you can still attend their events.

If you are having a problem and aren't sure what to do or if you want to start a club, feel free to get in touch with the SGA. You can stop by one the offices, call us at (443)-352-4309, e-mail us (SGA@stevenson.edu), or IM us (AIM SN: VJCSGA or SUSGA). We also have monthly Townhall meetings during the school year where we discuss hot topics and offer information about campus events.

On behalf of the SGA, we would like to say that whether you get involved or not, whether you live in housing or commute, whatever you decide to study... have fun and take advantage of the wonderful opportunities here at Stevenson University. These will be some of the best years of your life so enjoy Them!

Good Luck!!

Veronica J. Meusel, SGA President

THE STEVENSON UNIVERSITY SEAL



The history of our founding College inspired the Stevenson University seal. The majestic oak tree in the center links symbolically to the University's first structure, the "Seven Oaks" mansion. The graceful touch of a laurel wreath signifies excellence and achievement.

In ancient times, the person who received the laurel wreath was recognized for honor, justice, and truth. The words, "For Learning, For Living," are an English interpretation of the University's earlier Latin motto. The year, 1947, demonstrates the University's founding date, exemplifying the start of the treasured educational mission of the institution.

STEVENSON UNIVERSITY TRADITIONS

Colors

Green and white.

Mascot

The Mustang, symbolic of the beautiful horse country where Stevenson University is located.



STEVENSON UNIVERSITY ALMA MATER

Join together,
Sing the praise for spirit that endures,
Pledge our honor, faithfully serving – Stevenson, we are yours.

From a vision, strong and steadfast,
Glory and pride we bring,
Grateful for the light that guides us,
Stevenson's name we sing.

-Music by Dr. Robert Suggs, *Professor of Music*
-Lyrics by Chip Rouse, *Associate Professor of English and Program Coordinator, Business Communications*

ADMINISTRATIVE STAFF

Stevenson University Staff maintains an open-door policy for student inquiries throughout the year.

President's Office (410-486-7000)

Located in the Administrative Building, Greenspring

Kevin Manning.....President
Sue KenneyChief of Staff

Exec. Vice President & Dean (443-334-2205)

Located in the Administrative Building, Greenspring

Paul Lack.....Executive Vice President for
Academic Affairs and Dean

The Academic Link Tutoring Center (443-334-2285)

Located in Knott Hall 201, Greenspring

Christine Flax Director

Academic Support Services (443-334-2332)

Located in the Academic Center, Greenspring

Jeff KellyAssociate Dean,
Academic Support Services
Tom Hopkins..... Director of Academic Advising
Heather BrayDirector of First-Year Experience

Admissions (410-486-7001)

Located in Garrison Hall, Second Floor, Owings Mills

Mark HerganVice President for
Enrollment Management
Robert F. HerrAssistant Vice President for
Enrollment Management
Jessica KozeraDirector of Transfer Admissions

Athletics (443-352-4251)

Located in the Caves Sports & Wellness, Owings Mills

Brett Adams..... Director
Kathy Railey.....Associate Director
Chris Ramer..... Intramurals

Auxiliary Services (443-334-2252)

Rob Reed Director
Danna Thomas..... Conference Services Manager

Business Office (410-486-7000)

Located in the Administrative Building, Greenspring

Tim Campbell..... Executive Vice President
of Financial Affairs & Chief Financial Officer
To be announcedAssistant Vice President
of Facilities and Campus Services

Career Services (410-486-7003)

Located in Wooded Way Hall, Owings Mills

Christine Noya.....Assistant Vice President
for Experiential Learning and Career Services
Art Taguding ... Executive Director, Career Headquarters

Financial Aid (443-334-3500)

Located in Knott Hall, Greenspring

Chris HanlonAssistant Vice President
for Enrollment Management and Director of Financial Aid

Human Resources (443-334-2108)

Located in Knott Hall, Greenspring

Brenda Balzer Vice President for Human Resources

Library (443-334-2233)

Located in the Administrative Building, Greenspring

Maureen Beck Director

Office of Information Technology (410-486-7000)

Located in the Academic Center, Greenspring

Thomas Allen ... Assistant Vice President for Technology

Public Relations (443-352-4482)

*Located in Garrison Hall, Second Floor,
Owings Mills*

Glenda LeGendre Vice President for Marketing
and Public Relations

Registrar (443-334-2206)

Located in the Academic Center 212, Greenspring

Tracy Bolt.....Registrar

Residence Life (443-334-2588)

Located in the Avalon Community Center, Owings Mills

To be announced Associate Dean and
Director of Residence Life

Safety and Security (443-352-4500)

*Located in Security Cottage, Greenspring and
Avalon Community Center and Rockland Center, Owings Mills*

Joseph Zerhusen Director

School of Business (443-352-4219)

*Located in the Brown School of Business & Leadership,
Owings Mills*

Shelton Rhodes..... Dean of the School of Business
and Leadership

School of Graduate and Professional Studies

(443-352-4030)

Located in Garrison Hall, Owings Mills

Joyce Becker ...Dean of Graduate & Professional Studies

Student Activities (443-352-4300)

Located in the Rockland Center, Second Floor, Owings Mills

Daniel Barnhart Associate Dean and
Director of Student Activities

Teri Atkinson.....Assistant Director
of Student Activities

Student Affairs (443-352-4306)

Located in the Rockland Center, Second Floor, Owings Mills

Claire Moore Vice President for Student Affairs

Robert Mikus..... Dean of Students

Solution Center / Student Financial Services (443-334-3500)

Fees, Charges, Tuition, SUOne Card

Located in Knott Hall, Greenspring – future location: Garrison Hall, Owings Mills

Susan Ferrer..... Director

Tech Connection (443-334-3000)

Located in the Academic Center, Greenspring

Raymond Cardillo Director

University Advancement (443-334-2229)

Located in the Mueller House, Greenspring

Steve Close..... Vice President for
University Advancement

Frances Flannery Gunshol..Director of Alumni Relations

Wellness Center (443-352-4200)

*Located in the Caves Sports and Wellness Center,
Owings Mills*

Lindy Reymann..... Associate Dean and
Director of Wellness Center

ACADEMIC CALENDAR 2009-2010

FALL SEMESTER 2009

August 20	Convocation
August 24	First day of classes
August 29	Last day to add / drop a class
September 7	Labor Day holiday- <i>University closed</i>
September 28	Yom Kippur- <i>University closed</i>
October 26	Spring term Pre-Registration Begins
October 30	Last day to drop a class with a “W”
November 25-29	Thanksgiving Holiday- <i>University closed</i>
December 7-13	Final examinations
December 14	Winter Commencement
December 16	Commencement (Inclement Weather Date)
December 24-25	<i>University closed</i>
December 31 – January 1	<i>University closed</i>

SPRING SEMESTER 2010

January 18	Martin Luther King Holiday- <i>University closed</i>
January 19	First day of classes
January 23	Last day to add / drop a class
March 15-21	Spring Break
March 31	Last day to drop a class with a “W”
April 1-4	Easter Holiday- <i>University closed</i>
April 5	Fall term Pre-Registration Begins
May 10-16	Final examinations
May 18	Baccalaureate
May 19	Nurses Pinning
May 21	Commencement
May 31	Memorial Day- <i>University closed</i>

SUMMER SESSION 2010

A variety of summer sessions will be available. Please consult the Summer Schedule for specific information. Summer Schedules are available in the Registrar’s Office.

WHERE TO GO FOR ANSWERS
TO SPECIFIC QUESTIONS

FOR	WHO
Academic	
Academic Matters	Academic Support Services
Academic Program	Division Chairmen
Absence of Instructors	Registrar's Office
Accreditation of University	Executive Vice President for Academic Affairs and Dean
Faculty Office Hours	Posted on their doors
Developmental Studies	Dir. of Developmental Studies
Learning Disabilities	Academic Support Services
Physically Handicapped Services	Academic Support Services
Transfer Information	Dir. of Transfer Students
Tutoring	Dir. of Academic Link
Withdrawal from University	Dir. of Academic Advising
Incomplete for a class	Academic Support Services
Permission to take a summer school class at another school	Dir. of Academic Advising
Baltimore Student Exchange Program	Registrar's Office
Academic Support Services	
Academic Advising	Advisor
Admissions	
Admissions	Admissions Receptionist
Financial Aid	Dir. of Financial Aid
Alumni	
Activities/Reunions	Dir. of Alumni Relations
Athletics	
Intercollegiate Athletics	Dir. of Athletics
Intramurals	Intramural Director
Physical Education	Coordinator of Physical Education

Business

Fees, Charges, Tuition

Solution Center / Student
Financial Services**Career Services**

Full- & Part-time Jobs

Career Development Specialist

Career Planning

Dir. of Career Services

Sigi Plus

Career Development Specialist

Seminar/Resume

Dir. of Career Services

Critiques/Counseling

Office of Information Technology

Dial-in Access

Tech Connection

Internet Access

Tech Connection

Login/ Password

Tech Connection

Web Advisor

Tech Connection

Phones

Tech Connection

Computer Repair

Tech Connection

E-mail

Tech Connection

Internships

Internship Program

Dir. of Internships

Library

Library

Librarians

Reference

Librarians

News - Public Relations

News & Story Tips

Vice President of Public
Relations and Marketing**Personal Needs**

Books and Supplies

University Store

Counseling Services

Wellness Center

Health Services

Wellness Center

ID Cards

Stevenson: Solution Center

Owings Mills: Security

Illness or Injury

Security / Wellness Center

Lockers

Assoc. Dir. of Athletics

Lost and Found

Greenspring: Student Activities

Owings Mills: Security

Policy Questions

University Policy	President
Grievances	President / V.P. for Student Affairs
Student Rights and Responsibilities	Dean of Students

Records

Address Changes	Registrar
Course Changes	Registrar
Registration Information	Registrar
Transcripts	Registrar
Verifications	Registrar

R.O.T.C.

R.O.T.C.	Registrar
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Security/Parking

Escorts	Security
Parking	Security

Student Activities/Sports

Athletic Equipment	Assistant Athletic Director
Clubs and Activities	Asst. Dir. of Student Activities
Chorus and Music Groups	Dir. of Music
University Store	Manager of University Store
Off-Campus Housing	Dir. of Residence Life
Service Learning	Learning Beyond Center
Social Activities	Dir. of Student Activities
Sports Activities	Dir. of Athletics
Student Government	Dir. of Student Activities

REGISTRATION INFORMATION

How do I register for my courses?

Students must register by appointment through WebXpress on the days scheduled in the academic calendar. A seventy-five dollar fee is charged for late payment of full-time students and a twenty-five dollar fee for part-time students. Students should regularly check their e-mail for updates on registration information.

Students complete registration when all financial obligations have been met.

Any traditional student who is carrying twelve or more semester hours is classified as a full-time student.

Note that courses may be cancelled for insufficient enrollment.

How many credits can I take a semester?

The normal student load for undergraduate full-time students is from 12 to 18 semester hours of credit depending upon the curriculum in which a student is registered. A student may not register for more than 18 hours in any one semester without the permission of the Associate Dean for Academic Support Services. There is an additional tuition charge for credits over 18 hours.

Part-time students may carry up to eleven credit hours.

A semester hour represents credit earned for one hour of class or two hours of laboratory work during each week of one semester of fifteen weeks. Thus, a student who does satisfactory work in a class that meets three lecture hours a week for one semester receives three credits for that class. Courses that carry no credit are counted in the total semester hours.

How do I make a schedule change?

A student's program of studies is made out in consultation with a faculty advisor; *however, it is the responsibility of the student to fulfill all requirements for graduation as stated in the catalog and in Degree Audit.* Changes may be made through WebXpress or in the Registrar's Office. If the student makes a schedule change, the student is responsible for determining the impact on his progress toward graduation.

How do I add a course?

Students attending fall or spring sessions who wish to add a course may do so only during the first week of classes each semester. Students attending summer sessions may add a course only before the second class meeting.

How do I withdraw from a course?

Students who find it necessary to withdraw from a course are required to complete a "Withdrawal from Class Form" available in the Registrar's Office. Notice to the instructor of intention to withdraw is not sufficient. A completed form must be filed in the Registrar's Office. Withdrawal from classes is not permitted through WebXpress. Students who withdraw from a course during the first week of class will not have this course recorded on their transcript.

Students attending Fall or Spring semester who have not dropped a course during the first week of class may withdraw from a course during the next nine weeks of the semester. Students withdrawing from class during this period will have the grade of "W" recorded for the course. After the tenth week of classes, any student who withdraws from a course receives a grade of "WF," which is calculated as an "F."

Students attending the Summer session are permitted to withdraw from a course during the published drop period and receive a grade of "W." After that time, a student who withdraws from a course receives a grade of "WF."

The last date for withdrawal from a course without penalty is listed in the Academic Calendar.

How do I transfer a course to or from another college?

Students must provide transcripts from all colleges or universities previously attended at the time of admission to Stevenson University. These courses will be reviewed for transferability based on stated University catalog policies.

Grades and grade point averages earned at another institution are not transferable. The credits will apply toward graduation but the grade points are not used in calculating the academic average required for graduation. A student who retakes a class at another institution that he/she failed at Stevenson University should know that the new course

will transfer in, and the impact of the “F” on the GPA will be removed; however the new grade will not be calculated in the GPA.

Students enrolled at Stevenson U. should request authorization from the Director of Academic Advising to take courses elsewhere if these courses are to be applied to the degree. Students may not take courses at other institutions if they are within the last 30 credits required for a bachelor's degree, the course is in the student's major requirements, or the course is currently being offered at Stevenson University.

Do I need WebXpress?

WebXpress is the computer system that students use to register for classes, receive grades, view Degree Audit, and many other important tasks. At the beginning of the semester, students can obtain instructions in the Tech Connection (AC 302) on how to obtain a login and password to this system. It is absolutely essential that all students know how to use WebXpress.

STUDENT SERVICES

The purpose of Student Services is to enhance the student's life at Stevenson University through a variety of services geared to personal, social, and academic needs. Student Services are available to full and part-time students at Stevenson University.

Academic Advising Services

Academic advising allows students to plan university experiences and coursework to achieve personal and career goals. Each student is assigned an academic advisor who specializes in the selected major program. Advisors assist in course scheduling and are a source of information about their respective disciplines and areas of interest or experience. Although it is the responsibility of the student to fulfill all requirements for graduation, the advisor is an assisting expert who can provide background knowledge and information to assist the student's own decision-making. Advisors can also discuss options for students wishing to continue their education after earning an undergraduate degree. Academic advising from the Office of Academic Support Services is also available to all students by appointment or on a walk-in basis. Students who are considering transferring, changing majors, or who need specialized assistance should contact an academic advisor in the Office of Academic Support Services.

The Academic Link (Tutoring Center)

KH 201, 443-334-2285

The Academic Link, nationally certified by the College Reading and Learning Association, serves as Stevenson University's tutoring and academic assistance center, offering free tutoring in most courses to all enrolled students. This student-oriented center, located in Knott Hall 201, "links" students to a wide array of support services and innovative programs to help students achieve academic success and attain their goals. *The Link's* mission is to provide services and resources to students and faculty which will enhance student satisfaction, strengthen academic performance, and improve retention.

Students work with dedicated peer and faculty tutors as a team to learn effective study strategies, increase understanding of course content, and become independent learners. Students needing help in a class or interested in raising their grade from a "B" to an "A" are encouraged to stop by to learn about the services, to use the computers, or to study in the learning environment of *The Link*. Test-proctoring services, for which the faculty member and student must make arrangements with *The Link* in advance, are available for students with documented reasons and are offered by appointment only.

KNOTT HALL 201 (Greenspring campus) Hours:

Mon-Thurs: 9:00 a.m. - 7:00 p.m.

Fri: 9:00 a.m. - 3:00 p.m.

OWINGS MILLS campus Hours:

Sun: 6:00 p.m. - 10:00 p.m.

Mon-Thurs: 7:00 p.m. - 11:00 p.m.

The Academic Link staff can be reached at 443-334-2285. Visit *The Link's* website at <<http://academiclink.stevensonuniversity.org/>>

Supplemental Instruction (SI) is also available in select courses, offering two *free* coach sessions per week. Be sure to check the Schedule of Classes for courses with SI when registering for classes each semester.

Computers and a printer are provided in The Link for student use.

Athletics

Intercollegiate Athletics

Stevenson University is a member of the NCAA Division III and offers a wide variety of sports for both men and women. Known as the "Mustangs," the university fields the following teams for men and women: basketball, soccer, cross country, dance, lacrosse, golf, cheerleading, volleyball, and tennis; for men only, baseball; and for women only, field hockey and softball. Most of the University's sports compete in the Capital Athletic Conference (CAC). Formed in 1989, the CAC is a nine-member coalition of four-year, co-educational institutions. All the institutions are located in close geographic proximity and have similar educational and athletic philosophies. The men's volleyball team competes in the North East Collegiate Volleyball Association, while Stevenson's men's and women's golf teams will compete as independents.

All student athletes are encouraged to compete for the varsity athletic teams. Student athletes are encouraged to be multi-sport athletes. A mid-summer call for tryouts will be advertised on www.gomustangsports.com with instructions on how to comply with both NCAA Compliance and the Athletic Training Guidelines. Students are eligible to earn a physical education credit by participating on a team or serving as a manager of a team.

Eligibility

In keeping with the policies of the National Collegiate Athletic Association, students involved in Intercollegiate Athletics must meet the following eligibility requirements:

1. All current athletes must be enrolled full-time in the University and in good academic standing.
2. All student-athletes
 - a. Must have passed 24 credit hours prior to participating in their second year of competition.
 - b. Must have passed 48 credit hours prior to participating in their third year of competition.
 - c. Must have passed 72 credit hours prior to participation in their fourth year of competition.
3. Transfer students must have been declared academically and athletically eligible at their previous institution before participating in Stevenson University Athletics. If the student-

athlete does not meet these two requirements then he /she must spend one full-time “year in residence” at the University and meet the credit requirement limits before participating in athletics at the University.

4. Exceptions
 - a. Students who have not participated in collegiate athletics at their previous institutions.
 - b. A release signed by the Athletic Director from the previous institution.
 - c. If the student has not attended an institution at full-time status for one year.

This is an eligibility overview only. Student must be eligible according to all NCAA guidelines before participation. Eligibility is determined by the Associate Athletic Director – Compliance Officer.

Intramural Sports

For students who enjoy athletic competition in a more unstructured, social atmosphere, our intramural program has just the right mix. Students can participate in sports, like 3 on 3 basketball, sand volleyball, indoor hockey, ping pong and dodge ball, to name only a few. Stevenson University’s locations provide beautiful settings for any athletic event. Students, faculty and staff have privileges on our tennis, basketball and volleyball courts, and fitness center and practice fields.

Career Services

Stevenson University has a unique approach in supporting and guiding the career development of its students through a nationally recognized model, *Career Architecture* SM. This process begins in the freshman year with each student developing a sense of self by affirming interests, values, skills, uniqueness and identity. Throughout their SU collegiate career, students will progress in their own individual career development towards graduation through the development of school, work and life-long skills for success, exploration of career opportunities, and preparation as an emerging new professional for the world of work. The Office of Career Services and Experiential Learning staff works in strong collaboration with faculty, staff and administrators to provide the career development and experiential learning, within and beyond the classroom, for each student. This distinctive philosophical and practical approach is seamlessly

incorporated into the experiences of the Stevenson University community.

There are many services provided for the students to support their career development. They include individual personal sessions with staff members on deciding on a major, career counseling, resume development and reviews, job search assistance, interview skills and guidance with graduate or professional schools. Assessment tools and resources and self-assessment testing are available to assist students who are affirming their career path. Students can participate in numerous workshops, seminars and campus-wide programs and special events throughout the year. Past career development campus programs have included a professional business etiquette dinner, “dress for success” fashion tips, panel of business recruiters providing valuable advice for students preparing for their job search, transitioning from university to industry life, resume workshop and an entertaining “interviews gone wild” theatrical presentation. Career Fairs exhibiting the region’s top employers from business, non-profit and government organizations as well as graduate and professional schools are presented.

Mustang Central is a 24/7 online career center that offers information on jobs and internships, numerous resources on resume development and job search and *The Perfect Interview* online tool that allows students to practice interviewing. The On Campus Recruitment program provides students with opportunities to interview with a range of employers for full time jobs and internships conducted conveniently on the Stevenson University campus.

The Career Services Office offers year round programs, activities, and resources to support the career development of Stevenson University students as they progressively prepare for their career upon graduation.

Dining Services – Greenspring Campus

SubConnection

SubConnection offers enticing meats, cheeses and produce on freshly baked breads – all made to order right in front of you! This fantastic retail venue is located next to the University Store in the Student Union, right across from the Gym.

Current hours of operation are Monday through Friday from 11 a.m. – 8 p.m. (Hours are subject to change.)

Mustang Corral

On-campus dining needs can also be fulfilled at the Mustang Corral on the second level of the Student Union. This retail food service has continuous dining Monday through Thursday from 7:30 a.m. - 7:30 p.m., and Friday from 7:30 a.m. – 2 p.m. (Hours are subject to change.) Meal plans are available to students, faculty and staff. Contact the manager of Dining Services for more information.

Dining Services – Owings Mills Campus

Jazzman's Café and The Zone

Jazzman's Café is a retail coffee shop plus a whole lot more! Choose from a large selection of fresh baked goods, salads, sandwiches and desserts. Featuring freshly brewed coffee and espresso drinks, Republic of Tea, and Island of Oasis Smoothies, Jazzman's is located in the Avalon Community Center and is open Monday through Thursday from 7:30 a.m. – 2:30 p.m. and 6:00 p.m. – 12:00 a.m., Friday from 7:30 a.m. – 2:00 p.m., and Sunday from 6:00 p.m. – 12:00 a.m. (Hours are subject to change.) Operating in the same location as Jazzman's is The Zone, a convenience store designed to provide basic food necessities to all resident students.

Pandini's

Pandini's is an exciting food venue that will entice all members of the community to visit its location in Rockland Center. It offers a wonderful selection of Italian foods from hand-stretched gourmet personal pizzas to signature Labretti sandwiches. Fresh salads, strombolis and calzones round out the extensive menu.

Hours of operation are Monday through Friday from 11:00 a.m. – 11 p.m., Saturday from 1:30 p.m. – 9 p.m. and Sunday from 1:30 p.m. – 11 p.m. (Hours are subject to change.)

Marketplace

The Marketplace is an all-you-can-eat dining facility located on the first floor of Rockland Center. Breakfast, lunch and dinner are available. Menu selections often include rotisserie chicken, mashed potatoes, pasta primavera, stir-fried veggies, waffles with blueberry topping and omelets made to order. Hours for the venue are as follows:

Monday – Friday

Breakfast	7:00 a.m. – 9:30 a.m.
Continental Breakfast	9:30 a.m. – 11:00 a.m.
Lunch	11:00 a.m. – 2:00 p.m.
Dinner	5:00 p.m. – 7:30 p.m.

Saturday – Sunday

Brunch	10:30 a.m. – 1:30 p.m.
Dinner	5:00 p.m. – 7:00 p.m.

***** NEW FOR FALL 2009 *****

In response to student requests, Sodexo and Stevenson University have collaborated to add a new feature to our Dining Services...off campus use of meal plan flex dollars. This new concept is rolling out for the Fall 2009 semester and will allow flex dollars to be used at participating businesses in the Owings Mills and Stevenson locales. All members will be advertised as they commit to this exciting new program. If you have any questions about this or anything related to Dining Services, please contact the Auxiliary Services Office at 443-334-2240.

Financial Aid

Stevenson University is committed to making a quality private education affordable for students. With this mission in mind, the University developed an extensive program of need- and merit-based awards for both full and part-time students. In addition, Stevenson University participates in all state and federal aid programs.

Awards may take the form of grants and scholarships, part-time employment on campus, or student loans to be repaid after graduation. Often, students receive an award letter containing each of these types of assistance.

Many aid programs are based on financial need. “Need” is defined as the difference between the cost of attendance (tuition, fees, books, and living expenses) and a family's contribution as determined by the Free Application for Federal Student Aid (FAFSA). Families complete the FAFSA each year. The Stevenson U. priority deadline for FAFSA is February 15.

For all programs (federal, state and institutional), financial aid awards are applied to the student's account only after enrollment is verified. This verification is done upon completion of the University's published refund period, which ends on the 28th calendar day of each semester. Awards will be revised, if necessary, based upon enrollment status at that time. Refund checks are issued to students approximately 10 days after enrollment verification is complete.

Please consult the University catalog for more detailed information about programs, policies, and procedures.

First-Year Experience

The First-Year Experience program at Stevenson University is designed to help incoming students achieve academic, personal, and social success during their first year on campus. At Stevenson, you get the personalized attention you deserve and the goal of this office is to provide that one on one connection. The Director of First-Year Experience is readily available to assist students who may be struggling to fit in with their new surroundings, having trouble with classes, or who need extra guidance down their chosen academic path.

An important component of the First-Year Experience is the First-Year Seminar, a course that continues the orientation process in the form of a one hour a week class during the fall semester. The course provides you with the information essential for success at Stevenson and is a requirement for graduation. For more information, please contact The Director of First -Year Experience at 443-334-2208 or <hbray@stevenson.edu>.

Library

The libraries at Stevenson University are great places for students to study, work on papers, hang out, meet friends, read, and borrow videos. There are two locations: the main circulating collection is located at the Greenspring Campus near the Art Wing, and there is a satellite library at Owings Mills in the Brown School of Business building on the parking lot level.

Open in the evenings and on weekends during the regular semester, the Greenspring Campus library offers a variety of study environments including wireless network access, individual study carrels, listening/viewing rooms for multimedia, group study areas, a computer laboratory/ library instruction classroom, a Manga collection, and quiet

study areas. Students need only a current Stevenson ID card to borrow circulating material from the library. Library hours at the Greenspring Campus during the semester are Monday through Thursday, 8:00 a.m. to 10:00 p.m.; Friday, 8:00 a.m. to 7:00 p.m.; Saturday, 9:00 a.m. to 5:00 p.m.; and Sunday, 12:00 p.m. to 6:00 p.m.

The Brown School of Business Library features extended 24- hour service during the regular semester, group study rooms, and a computer lab. Visit the Stevenson University Library website for details and hours of operation. Now the SU Library is on Facebook! Just search for the library using the search terms *Stevenson University Library* and become a fan! It's a great way to keep up with what is going on and hours changes. For instance, last year students were treated to free hot chocolate and snacks in the library during mid-terms and finals weeks.

Because the SU libraries belong to the Maryland Interlibrary Consortium (MIC), comprised of 5 area colleges, students are able to borrow books from the shared collections, totaling 800,000 volumes. Students can request materials from partner libraries for delivery to the Greenspring and Owings Mills campuses within 24- 48 hours of the request. The online SHARC catalog allows easy access to traditional print and media collections. The libraries utilize Library of Congress call numbers, used to organize material by subject so that browsing is possible. Check the library web page for user-friendly tutorials and links to SHARC and other helpful guides to library resources, including leisure reading recommendations.

Knowledgeable and friendly staff members are also available to instruct students in the use of the collections. Among the full text electronic resources are *Lexis-Nexis Academic*, *Business Source Premiere*, *The Baltimore Sun*, *Westlaw Campus*, *AP Images* and *Science Direct*. A complete listing of subscription databases is found at <http://library.stevensonuniversity.org/> (click on the databases link). Most of these electronic resources are searchable from home or office.

The library also offers reference service in person and electronically. The *Maryland AskUsNow* virtual reference service, which provides all Maryland residents access to a librarian via live chat is available 24 hours a day, seven days a week. A robust information literacy program is also supported.

The library wants to hear ideas from students about how it can improve service and make both library locations comfortable and inviting for you. Send an email (see the Library web page for a link) or talk to a library staff member at either location if you have a suggestion. The library staff wish you success in this coming academic year!

Office of Information Technology

Stevenson University is committed to providing its students, faculty and staff with secure and reliable computer technology and network infrastructure.

The Office of Information Technology (OIT) is responsible for much of the technology used throughout both campuses. This includes the computer labs, classrooms, residence halls, faculty and staff offices, administrative processes and network operations.

OIT operates two data centers, one on each campus, to achieve a high level of availability and performance. Both campuses have both hard wire and wireless networks, with many classrooms & residence halls connected at gigabit speeds. Each Campus has a dedicated digital high speed connection to the Internet rated at 100 Mbps to allow students to web surf and download at ultra-high transfer rates.

Among the twelve dedicated computer labs on campus are several labs that are open for general student use at almost any time. These labs provide Mac and PC platforms with the latest software needed for academic work.

Usage Policy

Stevenson University's computer labs are for the use of currently enrolled students, faculty, staff and administrators only. These labs are for class-related and University assignments and are not for personal use. All computer users are expected to observe and comply with The University Policy on the Use of Computers or face access or disciplinary sanctions. Food and drink is prohibited in labs. Furthermore, because these facilities are specifically for academic purposes, no computer gaming is allowed. Students not actively working on class assignments when the lab is full (e.g. browsing the Web or instant messaging) will be asked to leave to make space for others who need to complete class assignments. Please use headphones while listening to computer audio in the lab environment and set cell

phones on vibrate and take calls outside of the classroom/lab environment.

In addition to the computer labs, students are permitted to connect their personally owned computer to the campus network for the purpose of conducting classroom assignments or school related business. Students are limited to two personal devices which will be authorized for connection to the Stevenson network, typically a PC, laptop or a gaming system in a residence hall. Students are not allowed to connect wireless access points, network switches, gateways or any other devices to the network. Unauthorized devices detected on the network will be black-listed and denied access. Students are prohibited from hacking/cracking, sniffing and other improper network activities, all of which are defined in the computer usage policy. Violations of this policy may result in access restrictions and/or severe disciplinary actions. All users are strongly encouraged to read the full policy found at <<http://oit.stevensonuniversity.org>>.

Technology Help Desk

Tech Connection is located both on the Greenspring Campus, on the third floor of the Academic Center (AC302), and on the Owings Mills Campus in the Brown School of Business and Leadership Library. Any technology-related assistance can be acquired at these facilities by students, faculty, staff and administrators or by calling 443-334-3000 or x3000 from on campus. You may also contact Tech Connection by sending an e-mail to <TechConnection@stevenson.edu> or by visiting the Stevenson University homepage and following the Quick Link to our Tech Connection web site.

Technology assistance is available by phone during the days, evenings and weekends when the University is open (check our web site for up to date hours). Support is available to all students, faculty and staff needing help with any University-owned technology concerning proper use as well as troubleshooting hardware or software as needed. For troubleshooting or repairs to PC's not owned by Stevenson University, it is highly recommended that all students and faculty maintain service plans through the manufacturer. The Tech Connection staff cannot provide support for these types of issues.

Additional guidance information is available at the OIT website, <<http://oit.stevensonuniversity.org>> and at the Tech Connection offices

located in AC 302 on the Stevenson Campus or at the Brown School of Business and Leadership Library on the Owings Mills Campus.

Computer Logins

Each student, faculty, and staff member must have an individual computer login ID to use the computer equipment and network resources. Computer logins are issued at no charge by OIT as long as you present your validated SUOne Card. Students must have read and signed the University Policy on the Use of Computers before receiving their login ID. You should never share your id or password with anyone on campus, not even the members of Tech Connection or OIT. You will be held responsible for all activity conducted under your login.

Remote Connectivity

Stevenson University offers the capability for students, faculty and staff to connect to various services on the University's network from off-campus via the Web. We currently support remote connectivity for Windows XP, Windows Vista, Mac OS 9 and OS X. Please contact Tech Connection at x3000 or 443-334-3000 for details.

Student Resident Technology Support

Technology problems for student residents can be submitted to Tech Connection via the phone, 443-334-3000 or x3000, through our ticketing system at <<https://helpdesk.stevenson.edu>>, by e-mail to <helpdesk@stevenson.edu>, or via the "Tech Connection" link found under the "Quick Links" section of the Stevenson University main web page. If, after evaluation of the issue, the problem is hardware related, the University will make suggestions on what the student's next step might be, but University staff will not repair student-owned equipment. The OIT staff will help resolve any software problems if possible; however, the University will not install any software on student-owned equipment. More IT related information is available on the Office of Information Technology's web site.

Residential Living

In an effort to provide additional learning opportunities for student growth and development, the University offers campus housing at the Owings Mills campus, located just six miles from the Stevenson campus. The residential complex is located within walking distance of retail shops and services. A free shuttle service is provided between campuses for weekday classes and events.

Students who wish to apply for housing must have and maintain a 2.0 grade point average, must be enrolled as a full-time Stevenson University student and must adhere to any and all policies and procedures regarding campus living and student behavioral expectations. Housing is not guaranteed, but is offered based on availability. Expressed student interests, campus residency history and student behavioral history are some criteria considered for campus residency eligibility. The University reserves the right to determine the final residence assignment.

Full-time Resident Directors and student Resident Assistants live and work in the residential complex. They foster a community atmosphere, promote positive student behavior, provide educational opportunities and assist students with daily living issues and concerns. Residence Life staff members work with Stevenson University Campus Security and Wellness Center staff members to assist students in emergency situations. All residential students and their guests are expected to be familiar with any and all Residence Life policies and procedures. Additional information regarding campus residential living is available through the Residence Life website or by contacting the Office of Residence Life in the Avalon Community Center.

School of Graduate & Professional Studies

The School of Graduate and Professional Studies Office (443-352-4030), located on the Owings Mills Campus in Garrison Hall, 1st Floor, supports students enrolled in Accelerated and Graduate programs. Advisors help with academic advisement, program scheduling and registration. Consistent with the mission of Stevenson University, these programs are designed to provide a dynamic liberal arts education while promoting achievement of career goals and lifelong learning. These programs offer greater scheduling convenience and a solid academic curriculum recognized by the business community as one of the best in the area, where students develop the effective communication and critical thinking skills so prized in today's business market. Through small interactive classes, offered in a safe and supportive environment, students may earn their undergraduate or graduate degrees.

Office Hours:

Monday- Thursday	7:30 a.m.- 10:00 p.m.
Friday	7:30 a.m.- 4:30 p.m.
Saturday	8:00 a.m.- 4:30 p.m.

**Check schedule for Off-semester and Summer hours

Student Activities

The Student Activities Office offers intentional co-curricular programming that fosters the exploration and development of social skills, leadership skills, and civic engagement in a global society.

Involvement in Student Activities is an important part of the college experience. Activities help a student to grow socially, to foster friendships, to appreciate diversity, to develop management skills and to benefit from leadership roles. Special events, social and club activities, meetings and other events are scheduled for afternoons, evenings, and weekends. All students, full-time and part-time, are encouraged to participate in extracurricular activities and college events.

Come and be a part of Student Activities and acquire skills, characteristics and experiences that will assist in your personal and professional goals and will help to create an enthusiastic spirit for Stevenson University.

Transcript Requests

Transcripts are sent at the written or online request of the student. Transcript Request Forms are available in the Registrar's Office or on the Registrar's Office website. Transcripts can also be ordered online through WebXpress. The cost for a transcript is \$3.00. Same-day service is available for a charge of \$10. (Same-day service is not available during pre-registration or online.) Faxed requests are not accepted, and the University does not fax transcripts. All financial obligations to the University (parking violations, library fines, and invoices for lost items) must be met prior to graduation or diplomas and transcripts will be withheld. Students receiving financial aid must complete the online financial aid exit interview before leaving the University. Only after the interview will transcripts be issued.

University Store

Located in the Student Union across from the Gym on the Greenspring campus, the Stevenson University Store has available required and recommended books and supplies for classroom use. A wide variety of other goods and services are for sale, including computer software, accessories, a large selection of Stevenson imprinted clothing, gift items, greeting cards, magazines, and newspapers.

During the semester, the University Store's hours of operation are Monday through Thursday from 8:30 a.m.–7:30 p.m., Friday from 8:30 a.m.–4:30 p.m., and Saturday from 8:30 a.m.–1:30 p.m. Additional hours are scheduled before the beginning of each semester.

Students may also purchase merchandise and textbooks from the University Store online at <<http://store.stevenson.edu/>>

The Wellness Center

The Wellness Center includes both Student Health Services and Counseling Services. These services are located at the Owings Mills campus on the top level of the Caves Sports and Wellness Center. The Wellness Center staff can be reached at 443-352-4200 or fax 443-352-4201.

Student Health Services

The Wellness Center offers various health-related services which include limited primary care, first aid, comfort, advice, health information, and assistance with community referrals. Health Services has numerous informational brochures and videos concerning health issues. Health awareness events, "Wellness Wednesdays," are held frequently throughout the semester and include health education, screenings, and guest speakers.

All full-time students are required to have the Stevenson University Student Health Form completed and on file in the Wellness Center by August 1st for fall entrance and January 2nd for spring entrance.

Housing students **will not be permitted to move in** unless the Student Health Form is complete and on file with the Wellness Center by the above deadlines.

In addition, **all students residing in the Stevenson student housing are required to be immunized against meningococcal disease** with the vaccine Menactra (MCV4) or Menomune (MPSV4).

For those *students interested in participating in varsity athletics*, additional **physical paperwork forms** are required by the Athletic Department. Please contact the head coach associated with the sport about completing this requirement. The **Student Health Form and the Athletic Physical paperwork forms must be completed before any**

try-outs or practices. Failure to complete these forms by the deadline may result in delaying your start of classes.

Counseling Services

From time to time, most people go through stages of growth that present unique and challenging decisions. University students have an added burden because they are learning to independently juggle school, work and family responsibilities. At times, these demands can be overwhelming. Counseling Services provides a confidential setting for students to talk with an objective professional about these personal concerns. Subjects that may arise include adjustment to college, anxiety, eating disorders, interpersonal relationships, depression, self-esteem and identity issues, sexual assault, substance abuse, suicide, stress management, and test anxiety. Counseling is provided free to all Stevenson University students.

STUDENT LIFE

Lockers

The locker rooms are located on the lower level of the Student Union. A locker may be procured through the Associate Athletics Director. Locks are supplied by the University and should be returned to the Athletic Office after students have completed their physical education class or team participation each semester. Lockers need to be cleaned out at the end of each school year. Any items left in the lockers will be disposed of.

Any current Stevenson University student, faculty or staff member who is using the fitness center may also obtain a locker from the Associate Athletics Director.

Lost and Found

Lost and found items from the Greenspring campus are turned in and securely housed at the Student Activities Desk in the Student Union. If you have lost something on the Greenspring campus see a staff member at the Student Activities Desk between the hours of 8:30 a.m. and 4:30 p.m. or call 443-334-2121 or email <hope@stevenson.edu>.

Lost and found items from the Owings Mills Campus, or campus shuttles, are turned in to the Security office in the Avalon Community Center. The Avalon Security office on the Owings Mills Campus can be reached 24 hours a day at 443-352-4500.

Mailboxes

Resident mailboxes are primarily located in the Avalon Community Center on the Owings Mills Campus. The University is beginning a plan to move mailboxes into each Resident Hall. Currently, individual mailboxes have been installed in Wooded Way Hall for assigned residents.

Students will be notified of incoming packages by email. Please contact the Mailroom with any questions at 443-352-4351.

Showers

Showers for men and women are located in the men's and women's locker rooms on the lower level of the Student Union and the Caves Sports & Wellness Center.

Sport and Fitness Facilities

The Stevenson University Gymnasium is located in the Student Union on the Greenspring Campus. Designed to host NCAA Division III regional playoffs, the Gymnasium is 14,400 square feet, has a hardwood floor, and seats 1,300 spectators. The Student Union is home to a 3,500 square foot Athletic Training Center certified by the National Athletic Trainers Association (NATA) and equipped with an examining room, whirlpools, and rehabilitation machines.

The University has two fitness centers; one on each campus and both of which are open to all students free of charge. The Fitness Centers feature free weights, cardio-vascular training machines, and state-of-the-art Cybex strength training equipment. The University employs a limited number of personal trainers to assist with planning workouts in the Fitness Centers. The Fitness Centers are open 9:00 a.m. to midnight on weekdays and 9:00 a.m. to 10:00 p.m. on weekends during the fall and spring semesters.

The University also has several Bermuda grass athletic fields, an Astro-Turf field, a bubble for indoor practices and intramurals, and tennis courts. In the fall of 2008, Stevenson added an outdoor sand volleyball court and an outdoor basketball court. Located on the Owings Mills Campus, the Caves Sports and Wellness Center houses several locker rooms, offices for athletic staff, lounges for students, and a Wellness Center for health and counseling services open to all students.

SUOne Cards (Identification Cards)

All students, faculty, and staff are required to have a Stevenson University “SUOne Card”. SUOne cards are needed for your safety; your card identifies you as a member of our campus. Your SUOne Card is used to purchase meals in the University dining rooms and in some off campus locations to check out materials or equipment from the library, to purchase software from the University Store, and for access to University buildings. Everyone receives the first SUOne Card free of charge. *There is a \$20 fee for each replacement card.*

Cards are issued:

Greenspring campus

Student Solution Center in Knott Hall from 8:30 a.m. – 4:30 p.m.
Or call 443-334-3500 to make an appointment.

Owings Mills campus

Avalon Community Center from 8:30 a.m. – 4:30 p.m.
Or call 443-352-4500 to make an appointment.

Lost or Stolen Card

Immediately report your card lost or stolen to one of the following options:

BlackBoard – log into BlackBoard, navigate to the “SUOne Card” tab and report your card as missing.

Greenspring Campus – in person, visit the Student Solution Center in Knott Hall or call 443-334-3500.

Owings Mills Campus – in person, visit the Security Office in the Avalon Community Center or call x4500 or 443-352-4500.

Evenings and Weekends – call Security at x4500 or 443-352-4500 to make an appointment for a new card.

Student Clubs and Organizations

Clubs are established in response to student interests and requests. The clubs are not agents of the University nor are they subject to the day-to-day direction of the administration. The following organizations are recognized by the SGA. If a club goes inactive, students can meet with the Student Activities Office and go through the process of reactivating the organization.

Accounting Association: The Accounting Association provides accounting students with the opportunity to interact with fellow accounting students and with professional accountants. It provides advice to students seeking employment and helps integrate university coursework and on-the job experience. Each semester, members are encouraged to participate in professional, community service, fund raising, and recreational activities.

Active Minds: Active Minds is an organization that utilizes peer outreach to increase awareness of mental illnesses to all members of the Stevenson community. The organization sponsors educational and service events that provide a helping hand and a safe environment and are open to all participants. The organization also encourages students to seek help as soon as it is needed and to meet with counselors in the Wellness Center at Stevenson University.

Agnus Dei: *Agnus Dei* is an organization that promotes fellowship through the Catholic faith. The organization participates in and organizes many outreach and service programs.

Anime Club: The Anime Club exists to provide a place for members of the University community to explore the Japanese culture through its customs and various forms of media in an objective environment. The organization also exists to instill an appreciation for the Japanese art and communication known as anime. Through meetings, movies, and other social gatherings, the club looks at the influence Japanese culture has had on its own art as well as the influence on American art. All interested students are welcome to join.

Association for Childhood Education International (ACEI): The purpose of this international professional organization is to promote the inherent rights, education, and well-being of all children, in home, school, and community; to work for desirable conditions, programs, and practices for children from infancy through early adolescence; to raise the standard of preparation for all those actively involved with the care and development of children; and to encourage continuous professional growth of educators. Membership in the Stevenson branch is open to any person affiliated with Stevenson University whose interests are in harmony with the purposes of ACEI.

Association of Information Technology Professionals (AITP):

The Association of Information Technology Professionals is an international association providing superior leadership and education in information technology. AITP is dedicated to using the synergy of information technology partnerships to provide education and benefits to its members and to working with the information industry to assist in the overall promotion and direction of information technology. Members in the association are in colleges, universities, banking, industry, retail, the armed forces, local and state governments, etc. Students interested in information technology are welcome to participate.

Best Buddies: Best Buddies strives to enhance the lives of people with intellectual disabilities by providing opportunities for one-to-one friendships and integrated employment. Membership is open to all students.

Black Student Union (BSU): The Black Student Union promotes racial and ethnic understanding on campus and fosters cultural awareness among the university community through informal discussions, panel presentations, guest speakers, and community service projects. The club is open to all students.

Campus Crusade for Christ: Campus Crusade for Christ is a non-denominational Christian Fellowship group. The ministries in which students participate in include weekly meetings with music, Bible study and discussion as well as outreach and service projects.

College Republicans: College Republicans seeks to promote political awareness and involvement across campus. The group works with the Maryland Federation of College Republicans in advancing the Republican youth effort and participates in nonpartisan acts of community service to better our nation. Meetings provide a forum for students with conservative political viewpoints to learn about our government and the Republican Party, and engage in debate over current events issues. All students are encouraged to join.

College Students Against Poverty: College Students Against Poverty is an organization dedicated to helping people struck by poverty in local and national communities as well as supporting awareness of this increasingly important topic. Club members focus on aiding homeless residents in Baltimore City by not only providing food

and shelter, but also life lessons such as interview skills that will lead them to a better life.

Delta Sigma Theta Citywide Sorority: The Mu Mu Citywide Chapter of Delta Sigma Theta encompasses predominantly African American college women from Towson University, UMBC, University of Baltimore, and Stevenson University. The sorority is a nonprofit organization based on five basic thrusts, which are economic development, educational development, international awareness and involvement, physical and mental health, and political awareness and involvement.

Environmental Club: The Environmental Club promotes waste reduction and awareness of environmental issues at Stevenson and beyond. All students are invited to become members. Students in science-related programs are especially encouraged to participate.

Film and Video Club: The Film and Video Club exists to give students and faculty members information about events on campus. The club allows students with an interest in film and video to learn more about videography and to contribute to the college community by providing visual aid.

Forensic Science Club: The Forensic Science Club strives to provide unity within the Forensic Science program at Stevenson by giving both graduate and undergraduate students in the program, as well as the faculty members, a chance to interact and participate in various campus events as a group. The club also fundraises to host networking sessions with various external forensic science organizations.

Game Club: The Game Club exists to provide a fun, interactive environment where students can learn strategic thinking, teamwork, and communication skills through various types of games, including board games, card games, video games, and role-playing games.

Green Shirts: Green Shirts play an integral role in our orientation programs and assist with Baccalaureate and Commencement activities. They are nominated by faculty and staff for their leadership potential and selected for their dedication to Stevenson University and teamwork skills.

Human Services Club: The Human Services Club parallels strongly with the major. It sponsors charitable, educational, and social activities. Students conduct service projects that benefit needy families, such as the Giving Tree Project, and supply needy children with Christmas gifts. The club also invites speakers, such as admissions officers from graduate programs in counseling and social work, and representatives from nonprofit organizations like Catholic Charities. Social gatherings have included parties as well as recreational field trips.

International Club: The International Club promotes awareness, embraces and supports diverse cultures and religions through a variety of educational and social programs including, but not limited to, speakers, films, cultural fairs, and dinners. The club is open to all students, faculty and staff.

Justice Society: The Justice Society meets periodically to plan activities that enhance interest in, and knowledge of, the paralegal profession. The club schedules speakers who are experts in various fields of law and also plans educational field trips.

Mustang Activities and Programming Board (MAP): MAP is a programming board that is responsible for bringing free entertainment to campus, including musicians, comedians, speakers and novelties. This group works with outside entertainment agents to book touring acts for Stevenson's campuses, including a monthly movie series. All students are welcome to join MAP.

Mustang Crew: Mustang Crew is the University's volunteer student ambassador organization. Mustang Crew members (MCs) help prospective students and their families to get to know Stevenson by giving campus tours, assisting at Open House programs and information sessions, and offering support at various other Admissions events. Applications for Mustang Crew are available from Admissions at the beginning of each semester.

National Student Nurses Association (NSNA): The Stevenson University Chapter of the NSNA is a professional club that focuses on issues of interest to students preparing to join the nursing profession. As members of this national organization, students have the opportunity to network with nursing professionals, to meet and plan activities with students from area chapters in Maryland and to enjoy the support and camaraderie of other students in the nursing field. NSNA

members are involved in education and service activities locally. Activities include co-sponsorship of a day long professional conference, social events and a blood drive. The NSNA is also involved in a variety of fundraising projects to support the many activities they participate in during the year.

People for Animal Wellness Society (PAWS): The mission of the Animal Awareness Club is to educate Stevenson University students, faculty, and staff about the ethical treatment of animals and responsible pet ownership through various educational workshops, community service, and social events. The club works closely with the Maryland SPCA, as well as many other organizations.

Phi Beta Lambda (PBL): A national business society that serves as the collegiate level of Future Business Leaders of America, *Phi Beta Lambda* strives to instill the values and ethics required for responsible business practice.

Phi Sigma Sigma Sorority: Stevenson's chapter of this national and international sorority endeavors to promote friendships and cooperation among college women of all races and creeds, to provide service, to raise the standard of university ideals, and to promote philanthropic efforts. Members sponsor social events and fundraisers and participate in activities with other area chapters.

Philosophy Club: The Philosophy Club, which is open to all students, provides an outlet for discussions based on contemporary and classical ethical and philosophical issues.

Progressive Club: The Progressive Club exists to create a campus dialogue about political and social issues through progressive and liberal thinking. The organization will promote open dialogue to work towards solving social problems on a local and global level.

Psychology Club: The Psychology Club gathers to discuss issues related to the field of Psychology, such as applying to graduate school, research possibilities, and careers in Psychology. The club co-sponsors health awareness events (e.g. depression), coordinates volunteer activities in the community, and hosts social activities to increase camaraderie.

The Q Group: The Q Group promotes acceptance and support of the gay, lesbian, bisexual, transgender, queer, ally, etc. students on campus. The group strives to educate the students at Stevenson University about the GLBTQA community and to encourage a sex-positive environment on the SU campus. The group offers fun events/activities embracing the GLBTQA students on campus.

Reformed University Fellowship (RUF): RUF is an evangelical and reformed Christian fellowship that is sponsored by the Presbyterian Church of America. The goal of the group is to challenge today's university students to think seriously about the world around them from a distinctly biblical and historically Christian perspective.

Residence Hall Association (RHA): RHA focuses on the interests of resident students by providing opportunities for residents to gather and meet new people across a residential campus. They are also the source for residents to express their concerns about their residence life experience in addition to planning monthly events.

RN to BS Nursing Club: The RN to BS Nursing Student Club provides an environment of support for registered nurses (RNs) returning for their Bachelor of Science (BS) degree. The group provides a forum to discuss current issues and concerns in an informal setting. This group endeavors to create opportunities for RNs to become involved in university activities, to develop mentor relationships, and to encourage and support RNs in their academic and professional efforts.

Service Corps: The Stevenson Service Corps is a team of dedicated students committed to serving the community while exploring issues related to society and self. The Service Corps has three goals: to have fun and build a solid team experience for all corps members; to create a dynamic atmosphere for learning in which critical thinking and leadership skills are enhanced; and to meet community needs while learning about self, other corps members, and social issues. Corps members meet on four Saturdays during the semester, completing 20 hours of community service.

Society of Math and Science: As the premier science and math club at Stevenson, their goal is to develop leaders for the 21st century by promoting research, education, and the practices required for success in the fields of science and math. The club provides members the most

comprehensive resources available to prepare themselves for a lifetime of learning and for successful careers in their chosen fields. The club also provides invaluable resources for those members seeking entrance to institutions of higher learning. Through active community involvement, this group intends to instill in its members qualities of leadership and dedication. At the same time, it shall serve as an important source of information for the university community in the areas of math, science, health and technology. Although this club is geared toward science and math majors, all interested students are welcome.

Speed Illusionz Car Club: This group brings students, faculty, staff, and others together to express and share their love for the automotive industry with car shows, rallies, auto crossing (racing through a coned course in a parking lot), meet and drives, and nights at the drag strip. The only qualification is to like cars, trucks, or bikes to become a member.

Student Government Association (SGA): All students are members of the Student Government Association. The governing body of the SGA includes an Executive Board, officers from the Senior, Junior, and Sophomore classes and the Freshman Council. Elections for the SGA Executive Board and for the Sophomore, Junior, and Senior Class offices take place in the spring. The SGA believes that student participation in the conception and implementation of campus activities and policies promotes not only the intellectual development and maturation of the individual student, but also cohesiveness within the campus community. Student government offers students opportunities for the practical application of professional and interpersonal skills and for the development of administrative abilities. In addition, the SGA, by supporting college traditions and serving as the voice of the student body, helps to enrich campus life, thus broadening the college experience of every student.

Ultimate Frisbee Organization: The Ultimate Frisbee Organization provides a non-competitive athletic outlet for people interested in frisbee. The organization promotes community on campus by providing a friendly recreational activity open to all students, faculty, and staff. Anyone interested in learning and playing Ultimate Frisbee is welcome to join.

Wilderness and Ecology Club: The Wilderness and Ecology Club provides students with opportunities to participate in outdoor activities such as camping, hiking, and the like. In addition, students will also help preserve and restore both the local and global environments.

Women Against Exploitation and Inequality (WAEI): Women Against Exploitation and Inequality promotes awareness of the inequality and exploitation of women in society in order to influence change both individually and socially. This organization focuses on women's issues in order to promote social change for both men and women. WAEI is open to anyone who would like to see a change in the social structure of society.

Other clubs may be organized at the request of the students.

UNIVERSITY SPONSORED EVENTS

Baccalaureate Service

This is the final gathering of the graduating class before graduation. The service solemnly commemorates the completion of one phase of the student's life and celebrates the opening of another. It is a service of prayer, thanksgiving and blessing suitable for all religions. All graduates, along with their guests, are encouraged to attend. University awards are presented at this service.

Brooke Peirce Visiting Scholar Series

The Brooke Peirce Visiting Scholar Series is an annual fall presentation made possible by a bequest from Brooke Peirce, who taught for ten years at Stevenson University. This series enables the Stevenson University's English Department to honor the memory of Brooke and Carol Peirce and to entertain scholars, writers, and poets who are of special interest to students of language and literature.

Commencement

The culmination of each academic year is Commencement at which graduates, parents, family and friends attend the presentation of degrees. University awards are announced.

Convocation

The academic year formally begins with a Convocation ceremony when new students are presented to the University President and welcomed to the learning community. Parents are invited to attend. Faculty participates and process in full colorful, academic garb. A guest speaker and/or student speaker give words of advice to the students. Stevenson University class and club representatives and athletic team representatives also take part in the service.

Cultural Programs

Lectures, gallery talks, receptions, and music engage new and returning audiences. The Cultural Program is an ever-evolving presence at Stevenson University. There are monthly shows in the Art Gallery, Theatre Lobby, Art Wing, St. Paul Companies Pavilion, and Cuvilly Student & Faculty Exchange. Exhibitions of well-known artists, faculty and students are scheduled in these locations. Receptions, musical performances, lectures and films accompany shows.

Nurses Pinning Ceremony

A ceremony is held in December and May to present the nursing graduates with their Stevenson University nursing pins. All nursing graduates, their families and friends are invited to attend.

New Student Orientation

Orientation facilitates a student's transition to University life and the activities aim to provide information about the academic, social, extracurricular, and personal services available at the University.

Mustang Days

Mustang Days, Stevenson University's summer program, begins in June when incoming first year students and their families visit the campus for a full day of activities, including meetings with division directors and faculty advisors during which students prepare for their class registration. This day provides the opportunity to discuss program requirements and course selections as well as to explore the campus and its services and resources. Members of the faculty, administration and current students are present to welcome new students, to introduce them to all aspects of campus life and to review academic regulations and general policies.

New Student Days

New Student Days is held the week before classes for new students. This three day event consists of workshops and social activities presented by faculty, staff, and upper-class students to help new students make the most of University life at Stevenson. New Student Days begins on the Thursday before the first day of classes with Convocation, an academic event that marks the arrival of the new academic year and formally welcomes the new students into the Stevenson University community.

Orientation Adventures

Several day trips, known as Orientation Adventures, are sponsored at various times throughout the months of July and August. These optional day trips are designed to help new students connect with other new and returning students. Trips that have been organized in the past have included canoeing, hiking, tours of Baltimore, and volunteer service.

Transfer Days

Incoming transfer students entering during the fall semester will participate in Transfer Orientation, which is where students will register for classes, take their ID picture, meet with the department chair or faculty representative, and obtain important information regarding their transition to the University. These students also attend New Student Days in August, which includes various sessions addressing their needs.

Students entering during the spring semester will attend orientation during December and January and attend the New Student Transition Program, an orientation program held the week before classes begin, that addresses their particular needs and provides students with the information and materials needed to start the semester well prepared.

SU VillaFest

SU VillaFest is Stevenson University's annual Homecoming and Family weekend. The fall event is packed with events and activities for students, families, alumni, faculty, and staff of the University. Traditional events planned include the SGA Haunted Trail and

Bonfire, Midnight Madness, family-friendly activities and reunion events for alumni of the University. SU VillaFest features a national headliner act who will perform on stage at Stevenson U. during the weekend festivities.

Television and Film Productions and Theatre Productions

The Department of Film, Video and Theatre produces three theatrical productions each year, two are main stage productions and one is a studio production. The Studio Theatre is also the space reserved for seniors who choose to study directing and do a theatrical production as their senior project. Along with theatrical productions, students have the opportunity to work on either a film or video production, some of which have been aired. The sponsored video class produces a tape each year for an outside client which has brought the department numerous local awards and one national award. With the growth of the film focus, students are beginning to get their films in various festivals. They also get to show their work at the Fito Film Festival in honor of Rodolpho "Fito" Vidal, a beloved faculty who died suddenly in an automobile accident.

PUBLICATIONS

ProseWorks <www3.vjc.edu/academics/proseworks/> is an on-line journal, featuring work in prose, with a special interest in the artful, the provocative and the inspiring. ProseWorks embraces the realm of creative nonfiction including memoir, biography, nature and science writing, travel writing, and the many hybrid forms of literary nonfiction thriving in contemporary literature.

Spectrum

An annual literary and fine arts magazine, includes poems, short stories, essays, black and white photography, and artwork submitted by students, faculty, and staff. Submissions are judged and edited by *Spectrum* staff. Prizes are awarded to top student entries. Submission guidelines: <spectrum.vjc.edu>

The Villager

The Villager, the student newspaper, is issued bi-weekly during the school year. Its staff consists of journalism students and other contributors from the university community. Its purpose is to report

college news, to represent as many diverse views as possible, and, generally, to act as a channel of information. *The Villager* provides a laboratory environment in which those interested in journalism can gain skills in writing, editing, design, and layout.

SPECIAL PROGRAMS

While at the University, students have the option of selecting off-campus learning experiences in addition to the courses listed in the catalog.

Internships

At Stevenson University career exploration and preparation are keys to a student's success. Internships allow students to explore and test their career choices while attending college. Internships can be paid or unpaid, for credit or non-credit.

Students may receive credit and a pass/fail or a letter grade for their internship experience, which is typically 120 hours during a semester for three academic credits. Because of the strong value in experiential learning, some majors require students to participate in an internship; for other majors it is strongly recommended. In conjunction with the work experience, students will be required to fulfill academic internship course requirements. Those interested in learning more about credit internships should meet with their academic advisor.

Non-credit internships are also available through the Career Services office. These career focused positions are always paid. Students typically work between 12 and 20 hours per week during the fall/spring semesters and up to 40 hours per week during the summer break. Positions are available on or off campus. Interested students should contact the Office of Internship Programs.

During their college careers, many students participate in both credit and non-credit internships. The Office of Internship Programs is available to assist students with their resumes, cover letters, job search strategies and interview preparation. In addition, the Office of Internship Programs maintains and updates many internship opportunities on MustangCentral, the on-line database of jobs. For more information about internships or to create an account in

MustangCentral, visit the Stevenson University website or contact the Career HQ: Internship office.

Learning Beyond

At Stevenson University, we believe that an education is not just about a career. Education is about living and learning in a world that is constantly growing and changing. It requires that a student is open to change, accepting of differences, cognizant and willing to explore, adapt and take risks. The University has a commitment to educating and graduating a student who has excellent job skills as well as the social, cultural, and value laden background that will prepare him/her to contribute to and succeed in the world today and tomorrow.

Stevenson University's Learning Beyond initiative encompasses Experiential Learning which includes internships, externships, service learning, on-campus research, one credit options, faculty led trips, and study abroad.

Learning Beyond opportunities enable students to learn beyond the classroom and provide them with the insight and vision that will give them a view of what is happening beyond their classroom walls.

By understanding others' cultures, values, and people, students are provided with the knowledge and competitive edge that will make them productive and competent citizens of the world.

Study Abroad

Stevenson University offers over 150 exciting study abroad opportunities. Designed so that every major can study off-campus, programs are available for fall, spring, and summer terms. Students may study in countries throughout Europe, Asia, Africa, and South America. Students may emphasize major, language, or general education courses. Acceptance into the program is not automatic, and students need to be aware of the application process and selection criteria. Further information regarding study abroad programs and processes is available through our website at <http://www.stevenson.edu/academics/learningbeyond/studyabroad/index.asp>.

Jo-Ellen Turner Endowed Scholarship in English

This scholarship, endowed in honor of Dr. Jo-Ellen Turner, is a two-year award made annually to a Junior English major who has demonstrated “interest in literature and writing through achievement in course work and participation in extra curricular activities.” Sophomore English majors are nominated by a committee of English faculty and chosen by the full-time faculty member.

The Washington Center

The Washington Center for Internships is an organization serving hundreds of colleges and universities in the U.S. and other countries by providing selected students challenging opportunities to work and learn in Washington, D.C. for academic credit. The Washington Center has over 35,000 alumni, many of whom are leaders in numerous professions and nations around the world.

The Washington Center offers the following:

- Programs during the fall, spring and summer terms.
- Programs where most costs are covered by a student’s tuition, and financial assistance is available.
- A structured, well-supported program for which interns receive academic credit from their home institution.
- An extensive internship tailored to the interests of the intern, whatever his or her major.
- A wide selection of academic courses, lectures by national and international leaders, small group meetings with members of Congress, site visits, embassy visits, workshops and other activities.
- Conveniently-located housing in high-rise apartments.

HONOR SOCIETIES

For descriptions please refer to the University catalog.

Alpha Psi Omega – National Honorary Theatre Society

Beta Beta Beta – National Biological Honor Society

Kappa Delta Pi – International Education Honor Society

Kappa Mu Epsilon – National Mathematics Honor Society

Kappa Theta Epsilon – Internship Honor Society

Lambda Epsilon Chi – National Honor Society for

Paralegal Studies Program

Lambda Pi Eta – Communication Studies Honor Society
N.R.H.H. – National Residence Hall Honorary
Phi Alpha Theta – National History Honor Society
Psi Chi – National Honor Society in Psychology
Sigma Alpha Pi – National Leadership Honor Society
Sigma Tau Delta – International English Honor Society
Sigma Theta Tau – International Honor Society of Nursing
Tau Upsilon Alpha – National Honor Society for Human Services

UNIVERSITY-WIDE AWARDS

University-wide Awards may be presented each semester. In the winter, the awards will be presented at Commencement. In the spring, the awards will be presented at Baccalaureate and also announced at Commencement.

Dean’s Award for Exceptional Scholarship

This award is conferred from time to time on one graduating student who has performed academically in a particularly exceptional way, has demonstrated unique intellectual ability and initiative, and has contributed to the academic pursuits of his or her peers.

Marion and Henry J. Knott Achievement Award

The Marion and Henry J. Knott Achievement Award is presented to one graduating student who has demonstrated the ability to achieve academically, to reach out to the needs of others at the University, and to persevere toward a goal while also managing major primary responsibilities outside University life.

Elizabeth McWethy Award

The Elizabeth McWethy Award is bestowed from time to time upon one student who has demonstrated exceptional creativity, manifested genuine concern for society, and has actively influenced the lives of others.

John Mitchell Award

The John Mitchell Award is presented to one student who has demonstrated outstanding service to his or her community in a way that exemplifies the values of Stevenson University’s mission.

Outstanding Part-Time Student Award

The University's award for Outstanding Part-time student is conferred on a graduating part-time student who has demonstrated commitment to higher education, the determination to succeed, a high standard of academic achievement, and has contributed in a tangible manner to the University while balancing many other personal and professional obligations.

President's Award for Scholarly and Creative Achievement

This award is conferred from time to time on a graduating student whose total performance has been marked in a striking fashion by singular creativity and by the depth of his or her intellectual interest and performance in all subject areas.

SU Pin

The SU Pin is the most comprehensive honor the University confers on one graduating student whose total personal performance is meritorious, including academic achievement, independence and integrity of thought and action, reliability, respect for others, and involvement in University or community affairs.

Who's Who Among Students in American Colleges & Universities

Each year graduating students are selected by the University for listing in Who's Who Among Students in American Colleges & Universities. Students are selected on the basis of scholarship, participation and leadership in academic and extracurricular activities, citizenship and service. A reception is held in the spring to honor student recipients and certificates are given.

Orsia F. Young Leadership Award

The Orsia F. Young Leadership Award is conferred on one graduating student from each academic division who has performed in an outstanding manner as a leader in the University community, initiated action, motivated others to do so, and has been an agent for positive change in the University.

GENERAL REGULATIONS

Care and Use of Buildings

For exact information call the University at 410-486-7000 or consult <www.stevenson.edu>.

Greenspring Campus Hours of Operation

During regular sessions:

Monday – Thursday: 7:00 a.m. – 10:30 p.m.

Friday: 7:00 a.m. – 7:00 p.m.

Saturday: 8:30 a.m. – 5 p.m.

Sunday: 12: 00 p.m. to 6:00 p.m.

**Summer and intersession scheduling may vary.

Owings Mills Campus Hours of Operation

During regular sessions:

Avalon Community Center

Open 24 hours / 7 days a week

Caves Athletics & Wellness Center

Monday – Thursday: 7:00 a.m. – 7:30 p.m.

Friday: 7:00 a.m. – 4:00 p.m.

Card Access:

Monday – Friday until 11:00 p.m.

Saturday: 8:00 a.m. – 6:00 p.m.

Sunday: 10:00 a.m. – 10:00 p.m.

Garrison Hall

Monday – Thursday: 7:00 a.m. – 7:30 p.m.

Friday: 7:00 a.m. – 4:00 p.m.

Card Access:

Monday – Friday until 11:00 p.m.

Saturday: 8:00 a.m. – 6:00 p.m.

Sunday: 10:00 a.m. – 10:00 p.m.

Rockland Center

Monday – Sunday: 7:00 a.m. – 11:00 p.m.

Brown School of Business & Leadership

Monday – Thursday: 7:00 a.m. – 10:00 p.m.

Friday: 7:00 a.m. – 4:00 p.m.

Card Access all other times

Library: Sunday: 10:00 p.m. – Friday 5:00 p.m.

Saturday: 9:00 a.m. – 5:00 p.m.

Students and their guests are expected to show care in their treatment of Stevenson University buildings and grounds. Any need for repairs should be reported immediately to the Business Office.

Posters, etc. may be placed on bulletin boards only, not on walls or doors - Any item hung on walls will subject the responsible person or organization (including Faculty and Staff) to a \$50.00 fine. For more information, please see “Bulletin Boards” in the policy section of this Handbook.

Instructional and other physical facilities at the University are accessible to handicapped students by ramps and/or elevators. In addition, special lavatory facilities are located throughout the campus. Further information concerning the University's facilities as they relate to handicapped students may be obtained by contacting the Associate Dean of Academic Support Services.

Emergency Reporting Procedures

Medical Emergencies

Immediately call University Security at x4500 or 443-352-4500 or by using the emergency phones. Report that this is a medical emergency. Do not move the individual unless his/her location is potentially dangerous. Security will report to the scene and will determine if 911 should be called.

Non-Medical Emergencies

Report thefts or any unusual, disturbing incidents to Security at x4500 or 443-352-4500 or by using the emergency phones.

Illness or Minor Injury

Contact the University Wellness Center at 443-352-4200 or Security at x4500 or 443-352-4500. Procedures to follow will be determined according to the assistance needed.

First Aid Kits: First aid kits are located in the following areas:

Greenspring Campus

- Main Lobby Receptionist, across from Business Office
- Physical Education, Student Union
- Art Wing
- Science Lab, lower level, Knott Hall
- Trainer Office, Student Union
- Chemistry Labs- KH 103 & 22
- Theatre

- Faculty House 1 & 2
- Shop Shed
- Cafeteria, Student Union
- Library Workroom
- Mueller House Kitchen
- Security Office
- Stevenson University Vans
- Academic Support Services, Academic Center
- Ratcliffe Board Room Kitchen, Knott Hall

Owings Mills Campus

- Office of Student Activities, Rockland Center
- Admissions Secretary, Garrison Hall
- Security Office, Avalon Community Center
- Stevenson University Vans
- Athletics, Caves Sports and Wellness Center
- Wellness Center, Caves Sports and Wellness Center

Please see a staff member in those areas for assistance with first aid kits.

Guests and Visitors on Campus

Guests of students may be entertained in the Student Union on the Greenspring Campus and in Rockland Center and Avalon 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.

Pets on Campus

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.

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 both campuses is 15 miles per hour. Traffic signs have been installed for your protection and safety. Please drive with extreme caution for your safety and the safety of others.

Registration of Personal Vehicles

All personal vehicles that will be parked regularly on the Stevenson University property must be registered within 15 days of your arrival at the University.

Registration of the vehicle and parking hang tags may be obtained at the following locations:

Students - The Solution Center in Knott Hall on the Greenspring campus and at the Residence Life reception desk in Avalon Center on the Owings Mills campus.

Faculty and Staff - The Human Resources Office in Knott Hall on the Greenspring campus and at the Campus Security Office in the Avalon Center on the Owings Mills campus.

You will need your SU identification card and the state vehicle registration card to register your vehicle.

Parking Regulations

Resident students may park in the areas that are adjacent to the apartments and suite buildings on the Owings Mills campus. Resident students may not park in the following parking lots:

- Caves Building
- Garrison Hall
- Rockland Center
- Brown School of Business & Leadership

Resident students are permitted to park in any unrestricted general parking area on the Greenspring campus. Restricted areas for all students 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

Faculty and Staff are permitted to park in any unrestricted general parking area on both campuses.

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.

Visitor Parking

On the Greenspring campus, visitor parking 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.

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 Avalon Center and park in the areas adjacent to the apartments and suite buildings.

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.

Fines

Fee Schedule for Parking Violations:

- General parking violations: \$50.00 for each offense
- Parking in handicapped spaces: \$98.00 for each offense
- Moving violations including speed, failure to stop at stop signs, etc.: \$75.00 for each offense
- Failure to register a vehicle: \$50.00

Fines must be paid in the Business Office within 30 days from the date the ticket was issued.

If the fine is not paid within 30 days, it will be doubled and 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 parking violation notice.

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.

UNIVERSITY POLICIES

Academic Integrity Policy

To promote the free exchange of ideas, the Stevenson University community depends upon the academic integrity of all of its members. While acknowledging that the vast majority of students conduct themselves with fundamental honesty and integrity, the University seeks to set the highest ethical standards. For students, academic integrity is merely a prelude to the personal integrity and professional ethics that will govern their careers. In all cases, intellectual honesty and integrity provides the clearest path to knowledge, understanding, and truth - - the highest goals of an academic institution. Therefore, the University expects honesty and integrity from all of its members in every academic setting. Academic integrity applies to all situations, including but not limited to documenting all sources used in assignments, completing all tests without unauthorized assistance, and providing accurate information on University documents.

Violations of academic integrity include cheating, plagiarism, obtaining unauthorized assistance in the preparation of assignments, fabricating

data or sources, presenting the same work for credit in more than one course without explicit permission of all interested instructors, or other unethical acts.

Violations of Academic Integrity

Members of the campus community should scrupulously recognize all intellectual debts owed, be they in the form of ideas, methods or expressions. This recognition should be made through an appropriate and commonly accepted form of communication and acknowledgment.

An attempt to commit any of the following offenses constitutes a violation of academic integrity:

Cheating: Using unauthorized material to complete a test, quiz, examination, or assignment. Cheating includes, but is not limited to, copying from other students, relying upon aids or notes during a test, or consulting outside sources without the instructor's permission. Giving unauthorized assistance to other students also constitutes cheating.

Plagiarism: 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 document all print, online, and oral sources they use to complete assignments.

Unauthorized Assistance: Preparing an assignment with the unauthorized help of another student or allowing another person, such as a tutor, to alter or revise an assignment beyond the scope of collaboration the instructor has defined.

Fabrication: Presenting false data, sources, or research for academic credit.

Multiple Submissions: Presenting the same work, in whole or in part, for credit in more than one course without the explicit permission of all interested instructors.

Other Violations: Including but not limited to, lying, forgery, bribery, damaging or stealing another's academic property.

Sanctions for Violating Standards of Academic Integrity:

Section 1: It is at the discretion of the faculty member to address the violation by either

- (1) attempting to resolve the issue **personally** with the student, or
- (2) following the formal procedures stated below.

Attempting to hold a meeting with the student to discuss the violation, to counsel the student on the importance of academic integrity, and to communicate the planned course of action.

Informing his or her Division Director or designee (Department Chair or Program Director) of the infraction and the course of action the faculty member has determined. The penalty may include loss of credit for the assignment or failure of the course.

Submitting an Academic Integrity Violation Report or a similar document to the Division Director and to the Assistant Vice President for Academic Affairs, and seeking to have the student read and sign the report. The student's signature will indicate only that the student has read the report and discussed it with the faculty member. The student may also write comments in the space provided on the form, and he or she will receive a copy of the report.

Section 2: If a student wishes to contest the Academic Integrity Violation Report, he or she must meet with the faculty member and the Division Director/ Department Chair/Program Chair to discuss the validity of the report. The Division Director/Department Chair/Program Chair will write a report of this meeting, which will then be given to the student and the Assistant Vice President for Academic Affairs.

Section 3: Based on the submitted report, the Assistant Vice President for Academic Affairs may choose to convene a meeting of all involved parties. At this meeting, there will be a discussion of the Academic Integrity Policy, the specific situation, and the sanctions that may be incurred.

Section 4: If the student is dissatisfied after meeting with the Division/Program Chair and the Assistant Vice President for Academic Affairs, he or she may request an Academic Appeals Board hearing.

This request must be made within 15 days of this meeting. The request must be made through the Assistant Vice President for Academic Affairs. As a result of the Appeals Board hearing process, additional sanctions may be imposed. These sanctions may include placing the student on academic probation; revoking the student's right to participate in extra-curricular activities, including athletics; dismissing the student from the major; or suspending the student from the University.

Responsibilities to Maintain Academic Integrity:

All members of the Stevenson U. community have a responsibility to maintain academic integrity. Below are some of those responsibilities as they pertain to specific groups.

Students must conduct themselves in an honest and ethical manner at all times. To do so requires more than simply avoiding any of the infractions listed above. Students must consider the significance of academic integrity and commit themselves to intellectual honesty in University and beyond in order to facilitate the free exchange of ideas. Students must also be sure they understand the significance of academic integrity and must consult with instructors to clarify any questions or problems that may arise.

Academic Administration will maintain a system for tracking reports of student academic ethics violations and will promote the University's standards of academic ethics by counseling students and by imposing sanctions on students who commit multiple infractions. The administration will also implement a system for confronting and penalizing repeat offenders. In appropriate cases of academic dishonesty, the administration should be ready to intervene positively where possible.

Anti-Hate

Stevenson University's core values affirm a genuine respect for all persons, regardless of background. Hate and disrespect will not be tolerated at the University. Anyone who threatens another with harm will be subject to immediate expulsion or termination.

Bulletin Boards Policy

Official Bulletin Boards

There are "Official Bulletin Boards" located in each classroom building. Only "Official Notices," approved by the Office of Student

Affairs, 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 Affairs. 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.

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 rest rooms, 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 campus *Style Guide*. The Departments are responsible for removing the signage in a timely manner. The Marketing/ Public Relations Office 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 Marketing Office 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 VillaFest).

NO signs or notices may be posted on any 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 surface or floor.

Owings Mills Residence Halls Posting Policy

Bulletin Boards are installed in the central area of each floor. 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 flyer(s) to the Office of Residence Life in the Avalon Community Center for approval and posting by RAs. RAs will remove outdated flyers. Flyers will only be posted on bulletin boards. Use of hallway walls, windows, glass doors, elevators, and rest room areas are prohibited for posting of flyers. Glass doors at the building entrances and elevator doors will only be used 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 Associate Dean and Director of

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 on the Greenspring and Owings Mills campuses with the purpose of coordinating accurate and time-sensitive information on student-related activities and news. Promotion of club activities is encouraged. For details regarding the process for submitting information for the plasma screens see:
<<http://www.stevenson.edu/studentlife/activities/plasmaprogram.asp>>

Delay of Instructors

If an instructor is late for class, students should wait in the classroom at least ten minutes. Prior to leaving the class, a designated student should contact the Registrar's Office to see if the instructor is expected or has left a message. Students should also sign a roster that will indicate to the instructor who was present in the class. This roster should be left in the instructor's mailbox.

Discrimination and Harassment Policy

Discrimination and Harassment are Prohibited

The University is committed to upholding standards that promote respect 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 which 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 race, color, gender, age, marital status, sexual orientation, religion, national origin, political affiliation, disability, Vietnam or disabled veteran status or such other characteristics recognized by law are prohibited.

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 if the University is 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 compromise the integrity of the University and its standards of academic freedom and mutual trust, and will not be tolerated.

Harassment Policy

Harassment is strictly prohibited by this policy and by federal, state and local law: Harassment is verbal, physical or other conduct that demeans, humiliates, embarrasses, abuses, or denigrates a person based on race, color, gender, age, marital status, sexual orientation, religion, national origin, political affiliation, disability, Vietnam or disabled veteran status or such other characteristics recognized by law when:

1. Submission to or rejection of such conduct is made implicitly or explicitly a term or condition of: (a) employment; or (b) participation in an academic or other University program, activity or facility; or (c) the academic, study or learning experience;
2. Submission to or rejection of such conduct is used as a basis for decisions affecting the individual relating to employment, academics, or any other University program, activity or facility; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or study or learning experience. Such conduct that is severe and persuasive creates a work, study, or learning environment which can be intimidating, hostile or offensive.

Sexual Harassment Policy

Sexual harassment is strictly prohibited by this policy and by federal, state, and local law. Sexual harassment, whether between people of different genders or the same gender, includes sexual advances, requests for sexual favors, and verbal, physical, and other conduct of a sexual nature when:

1. Submission to such conduct is made implicitly or explicitly a term or condition of: (a) employment; or (b) participation in an academic or other University program, activity or facility; or (c) the academic, study or learning experience;

2. Submission to or rejection of such conduct is used as a basis for decisions affecting the individual relating to employment, academics, or any other University program, activity or facility; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or study or learning experience. Such conduct that is severe and persuasive creates a work, study, or learning environment which can be intimidating, hostile or offensive.

Sexual harassment may occur between peers, or between individuals in a hierarchal relationship or otherwise in positions of unequal power. It may involve elements of coercion. Sexual harassment may be conduct directed toward an individual of the opposite gender or the same gender. It may consist of repeated actions or may arise from a single action if sufficiently egregious. Examples of sexual harassment include, but are not limited to, the following:

1. Physical assault, indecent exposure, physical contact of a sexual nature, or unwanted sexual encounters;
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, letters of recommendation, or participation in a University program, activity, or facility;
3. Direct propositions of a sexual nature;
4. A subtle pressure for sexual activity or a pattern of conduct intended to disconcert, distress, or humiliate through sexual comments or sexually explicit statements, questions, jokes, anecdotes, or sexually explicit visual/auditory material;
5. A pattern of conduct that would disconcert, distress, or humiliate a reasonable person of the same gender as the person to whom the conduct was directed. The pattern of conduct could include one or more of the following actions: unnecessary touching, unwanted staring, patting, hugging, or brushing against a person's body; display of sexually suggestive objects, pictures, or e-mails; remarks of a sexual nature about a person's clothing or body; remarks about sexual activity, or speculations about sexual experience.

Redress of Complaints

Complaints that may be addressed under this policy include complaints based on the conduct of University students, faculty, administrative staff members, volunteers and other persons acting in official

University capacities. Any individual who believes he/she has been harassed or discriminated against should address those concerns to the Director of Human Resources who is the University's Fair Practice Officer. If the individual feels that reporting to the University's Fair Practice Officer is not appropriate or does not feel comfortable doing so, concerns should be addressed to the appropriate Vice President or supervisor.

Official allegations of harassment or discrimination are to be made to the Fair Practices Officer in writing. Complaints should be submitted promptly after an allegedly harassing or discriminatory event. The complaint must include the following information: name, address, and telephone number of the complainant; the nature of the complaint; date(s) and location(s) of the alleged occurrence(s); evidence on which the complaint is based; and the redress sought by the complainant.

The Fair Practices Officer ordinarily will conduct an investigation of the complaint within thirty (30) calendar days. However, there may be occasions in which the investigation is not completed within thirty (30) days due to scheduling, availability of witnesses, or other factors. The Fair Practices Officer should act as investigator or may arrange for another individual to act as investigator in the matter. The investigator shall be familiar with the appropriate sanctions that might be imposed against the individual against whom the complaint is made in the event that harassment or discrimination is found to have occurred.

The purpose of the investigation is to establish:

1. The factual circumstances relating to: (a) the complaint, (b) any defenses asserted by the person against whom the complaint is made, and (c) information obtained from other individuals, entities, or records;
2. Whether or not there is a reasonable basis for believing that a violation of the policy prohibiting discrimination and harassment has occurred;
3. The recommended sanction to be imposed if an individual is found to have engaged in prohibited conduct.

The Fair Practices Officer shall promptly provide a copy of the formal complaint to the person against whom the complaint is made and shall notify the individual in writing of the right to present the information.

In conducting the investigation, the investigator may interview the complainant, the person against whom the complaint is made, and any other persons believed to have pertinent factual knowledge. At all times, the investigator shall take steps to maintain confidentiality to the extent reasonably possible under the circumstances. The parties and any notified University officer or supervisor shall also maintain confidentiality to the extent reasonably possible. The investigation shall afford the person against whom the complaint is made an opportunity to respond to the allegations of the complaint. The investigator shall be in communication with the complainant and the person against whom the complaint is made until the complaint is resolved.

Upon completion of the investigation, the investigator shall prepare a written Report and Recommendations summarizing the findings of fact and providing recommendations as to the appropriate administrative action, if any, to be taken. Recommended sanctions may include, but are not limited to, written reprimand of the person against whom the complaint is made, suspension or dismissal of the person against whom the complaint is made, a change of grade or other academic record, a change of course section, a change of reporting line for an employee, or any other appropriate sanction(s) under the circumstances. Sanctions will be imposed in accordance with the provisions set forth in the Policy Manual Volume III, section 3.13. If the Fair Practices Officer arranged for another individual to act as the investigator, the Fair Practices Officer will review the Report and Recommendations and, if the Fair Practices Officer elects, other pertinent information. The Fair Practices Officer may direct that further investigation be undertaken.

Once the investigation is complete, the Fair Practices Officer will determine whether or not there is a reasonable basis for believing that a violation of the policy prohibiting discrimination and harassment has occurred and what, if any, sanctions or other actions will be taken.

If the Fair Practices Officer determines that a violation of the policy has occurred, the Fair Practices Officer will provide written notification to the person against whom the complaint is made stating (1) that the University's investigation is complete, (2) that the University has determined that a reasonable basis exists for believing that one or more violations of the policy has occurred and (3) the sanction to be imposed. The Fair Practices Officer will provide written notification to the complainant that (1) the investigation is complete, (2) a reasonable

basis exists for believing that one or more violations of policy has occurred, and (3) appropriate action will be taken.

If the Fair Practices Officer determines that no reasonable basis exists for believing that a violation of the policy has occurred, the Fair Practices Officer will provide written notification to the complainant and the person against whom the complaint is made stating that (1) the investigation is complete, and (2) no reasonable basis exists for believing that a violation of the policy has occurred.

A complaint may also be brought under this policy by a person outside the University community if the alleged offense occurred with regard to: (1) application for admission as a student, (2) application for employment, (3) contracts or other business dealings between the University and individuals or entities outside the University; or (4) any other official action by a member of the University community. The complaint should be directed to the Vice President of Human Resources.

Appeals

If the complainant or a person against whom the complaint is made disputes the findings or is dissatisfied with the procedures utilized in the investigation, the party may file a written appeal with the President of the University within fifteen (15) calendar days of receipt of the written notification of the Fair Practices Officer. The President of the University will review the record of the matter and other information in the President's discretion and will reach a final determination as to any action to be taken.

The determination of the President of the University is final.

Anti-Retaliation Statement

Retaliation of any kind against anyone who in good faith reports discrimination or harassment or provides information in connection with such conduct is prohibited. Initiating a complaint of harassment or discrimination will not affect a complainant's employment, compensation or work assignments or, in the case of students, grades, class selection, or any other matter pertaining to student status.

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.

Consensual Relations

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, especially in retrospect.

Romantic or sexual relationships between University employees and between employees and students are 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.

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 who are exempted from this policy).

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 has the expectation 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.

Disruptive Student Policy

Stevenson University is committed to the well-being and safety of its community members and the integrity of its learning environment. Students who engage in illegal or threatening behavior that 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 are subject to discipline, up to and including involuntary withdrawal from Stevenson University.

Each situation will be reviewed on a case-by-case basis. Certain facts will require that a withdrawal be temporary, and other facts will 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 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 Vice President for Student Affairs and Dean of Students shall make the final decision on the discipline of students. Any student being considered for return to Stevenson University following behaviors that are deemed to have been a threat to self or others must provide documentation acceptable to the University that the student is not a threat to self or to 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 Vice President for Student Affairs and Dean of Students and Associate Dean and Director of the Wellness Center or other designated officials will be required.

Stevenson University is an educational institution, not a medical facility, and does not offer a therapeutic milieu for its students. Students who require medical or psychological treatment need to make appropriate arrangements with private providers. Stevenson University is committed to the integrity of its academic programs and while it is committed to equality of opportunity, it will not engage in any fundamental alteration of its programs or the lowering of its academic standards.

Drug and Alcohol Policy

Drug Free Workplace

Stevenson University recognizes the health, social and emotional problems caused by the use of illicit drugs and the abuse of alcohol. This program is the University's response to these problems. It applies to students, faculty, staff, and where relevant, guests on University property or at University-sanctioned events off campus.

Standards of Conduct Regarding Unauthorized Drugs

The Stevenson University community affirms unauthorized drug use to be contrary to the goals of the University. Therefore, possession, use or distribution of unauthorized drugs by students, faculty, staff or University activity is strictly prohibited and **may result in dismissal or expulsion from the University.**

Standards of Conduct Regarding Alcohol

General Policy

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 U. 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. The 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 of Student Affairs and Dean of Students or Vice President for External Affairs thirty days prior to the event. The Event Application Request for Service of Alcoholic Beverages will serve as a formal application for approval. Please see Event Application Request for Service of Alcoholic Beverages in the University's Policy Manual II, appendix 2.6.3.1.2.1.1. on the intranet.
 - 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.

Reporting Use and Misuse

Each member of the Stevenson U. 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.

Sanctions

1. Stevenson University will impose sanctions on students, faculty and staff who violate the standards of conduct set forth in the paragraphs above.
2. Stevenson U. students are governed by the policies, rules, and regulations set forth in Stevenson University Policy Manual. Within these guidelines, students are subject to institutional discipline for violations of such standards of conduct will be referred to the Vice President of Student Affairs and Dean of Students. The student will then be subject to sanctions in accordance with the Student Grievance Procedures in this Student Handbook and in Volume II of the Stevenson U. Policy Manual. The specific penalty imposed will depend upon the nature of the violation. Students have the right to appeal any sanctions imposed by the Vice President of Student Affairs and Dean of Students to the University Hearing Board.
3. The following sources of drug or alcohol counseling, treatment, or rehabilitation or re-entry programs are available to students, faculty and staff:

Baltimore County Substance Abuse	410-887-3828
The Resource Group	410-337-7772
Epoch Counseling Center	410-744-5937
St. Joseph Hospital	410-337-1000

Annual Notice Regarding Drug Free Workplace Policy

In order to ensure that members of the Stevenson University community continue to be aware of this policy, a notice of this program will be distributed each year to ***all faculty, staff and students advising them to review the policy on the University's intranet.***

Biennial Review

At least every other year, Stevenson U. will review *its drug free workplace policy* to:

1. Determine its effectiveness and implement any needed changes; and
2. Ensure that the disciplinary sanctions described above are consistently enforced.

Federal Trafficking Penalties

Please see Federal Trafficking Penalties chart in the Stevenson U. Policy Manual, Appendix 2.6.3.1.7.1. on the intranet.

State of Maryland Sanctions for Drug and Alcohol Use Violations

Please see Maryland Sanctions for Drug and Alcohol Use Violations chart in the Policy Manual, Appendix 2.6.3.1.8.1. on the intranet.

Health Risks Associated with Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of the alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumptions of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Controlled Substances-Uses and Effects

Please see Controlled Substances – Uses and Effects chart in the Stevenson U. Policy Manual, Appendix 2.6.3.1.10.1. on the intranet.

Alcohol Policy Rules Specifically Applicable to University Housing

Residents of legal drinking age may drink beer or wine in their apartments 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 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 Stevenson U. 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 bongs, and other multi-liter containers are not permitted in Stevenson U. residences.

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 are to report offenders to the Office of Residence Life.

The students involved will meet with 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.

Education and Enforcement

The University recognizes that its primary response to alcohol violations must be through educational programs, as well as through intervention. The University will include programs as part of its Orientation for new students. In addition, the Vice President of Student

Affairs and Dean of Students will focus on education with regard to health and safety risks and legal jeopardy associated with alcohol consumption.

The University will not excuse acts of misconduct committed by students whose judgment is impaired due to alcohol or drug abuse. Abusive, boisterous, destructive, or disruptive conduct will not be tolerated. Students must at all times respect the rights of others and may not infringe upon those rights. Conduct in violation of this principle may result in expulsion from a function and/or disciplinary action by the University.

Violations of the University's alcohol policy are considered serious.

First time violators will be subject to:

- \$50 fine (payable within 30 days)
- Formal warning
- Community service hours (not to be confused with scholarship hours)
- Participation in an alcohol education program designated by the University

Second time violators will be subject to:

- \$100 fine (payable within 30 days)
- Housing probation
- Parental notification (official warning letter sent to the resident with a copy mailed to the resident's parents/guardians)
- Participation in an alcohol education program or referral for treatment designated by the University

Residents will be billed by the Business Office and must make payment within 30 days of receiving the fine. A \$10 late charge will be assessed if the fine is not paid on time. Subsequent alcohol violations may result in an increased fine, referral for treatment, removal from residence, and termination of the student's housing contract and/or suspension and/or expulsion from the University.

Family Educational Rights And Privacy Act (FERPA)

An applicant is deemed a student for FERPA purposes once the applicant is enrolled and the deadline for adding a course in the applicant's first semester or session has passed.

External Lawful Access to Student Records

Student educational records are not released to anyone without the written consent of the student except as otherwise permitted by the statute. Exceptions include:

1. Release of information to officials of other institutions in which students seek to enroll;
2. Persons or organizations providing student financial aid; accrediting agencies carrying out their accrediting function; persons in compliance with a judicial order;
3. Authorized officials who audit, evaluate or enforce Federal and state supported programs; and
4. Persons in an emergency in order to protect the health or safety of students or that of other persons; parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1954, Section 152.

Internal Lawful Access to Student Records

Students' Rights under FERPA

1. Students have the right to inspect and review their own education records within 45 days after the University receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained in the Registrar's Office, *the Registrar* shall contact the appropriate office and arrange for inspection. Students should be aware that all student records housed in the Registrar's Office are maintained electronically through a scanning process.
2. Students have the right to request the amendment of their education records that the student believes are inaccurate or misleading. Students may ask the Registrar to amend a record that they believe is inaccurate or misleading. *Students must* write to the Registrar clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the Registrar determines the student is correct, the records shall be amended accordingly.
3. If the Registrar determines the student is incorrect, in consultation with the Academic Dean or his designee, the student shall be notified within a reasonable period of time (e.g., three weeks) that the record will not be amended and that the student has the right to request a hearing to appeal the

Registrar's decision. The request for hearing must be made in writing. The hearing will be scheduled by the Registrar within 30 days of the day the request was received. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of the student's choice, including an attorney, at the student's expense. The hearing panel shall be composed of the Executive Vice President for Academic Affairs, the Vice President of Student Affairs, Dean of Students and the Dean of the School or designee (e.g. Department Chair or Program Coordinator) of the student's program.

The decision of the hearing panel will be final. The decision will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reason for the decision, and will be delivered to all parties concerned. If, as a result of the hearing, the University decides the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the University will amend the education records of the student accordingly and so inform the student in writing. If, as a result of the hearing, the University decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the University will inform the student of the right to place in the student's education record a statement commenting upon the information in the education record and/or setting forth any reasons for disagreeing with the decision of the University. This statement will be placed in the education records and released whenever the records in question are disclosed.

4. Students have the right to consent to disclosure of personally identifiable information contained in the student's education records by completing the authorization contained in the Policy Manual Appendix 2.12.2.1. on the intranet. The authorization is effective for the entire time the student is at Stevenson University or until it is revoked by the student. FERPA authorizes disclosure without the student's authorization and consent under the following circumstances:
 - a. Disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted (such as an

attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, is assisting another school official in performing the official's task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill the official's professional responsibility.

- b. Release of "Directory Information"; viz., the student's name, birth date, address (including e-mail address), telephone number (if listed), photograph, dates of attendance, class schedule, program pursued, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students may withhold "Directory Information" by notifying the Registrar in writing, on the form provided for this purpose located in the Registrar's Office, also available on-line. Requests for non-disclosure must be received prior to September 15 and will remain in effect for the remainder of the academic year.
5. Students have the right to file a complaint with the U.S. Department of Education if they believe that the University has violated their FERPA rights. Complaints may be filed with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, 330 Independence Avenue, S.W., Washington, D.C. 20201.

Student Records Maintained at Stevenson University

Access

Admissions Office

- Admissions Staff
- Admissions Committee Staff
- Athletic Staff

Person in Charge

Vice President for Enrollment Management

Material on File

All materials are maintained in an electronic format in the university's imaging system.

Applications for admission to the University and high school or previous college transcripts (later sent to Registrar's Office)

Applications and transcripts of non-registrants (destroyed after 2 years)

SAT test result (later sent to Registrar's Office)

Athletic Office

- Athletic Staff
- University Nurse
- University Trainer

Medical Records for Athletes

Person in Charge

Director of Athletics

Business Office

- Administration
- Student Financial Services

All materials are maintained in an electronic format in the university's imaging system.

Private scholarship records

Person in Charge

Executive VP of Financial Affairs and CFO

Housing & Tuition billing and payment records

Student payroll

Career Services

- Career Services Staff
- Faculty

Student's employment records

Faculty evaluations of students

Student/alumni employment registrations, resumes and job referral records.

Person in Charge

Executive Director of Career Services

Alumni follow-up employment records

Office of Student Affairs

- VP for Student Affairs
- Dean of Students
- Assoc. Dean & Director of Student Activities
- Associate Dean & Director of Residence Life
- Associate Dean & Director of the Wellness Center

Student files regarding disciplinary violations and sanctions.

Person in Charge
VP of Student Affairs

Financial Aid Office

- Financial Aid Staff

All materials are maintained in an electronic format in the university's imaging system.

Person in Charge
Assistant Vice President
for Enrollment
Management and Director
of Financial Aid

Perkins Loan records
National Direct/Defense Student Loan records
Pell Grant student aid reports
Statement of Educational Purpose/Selective Service Registration Compliance/Default-Refund Compliance
Promissory notes for Perkins Loan, National Direct/Defense Student Loans
Statement of Rights and Responsibilities for Perkins Loans
Repayment Schedule for Perkins Loans
Exit interview forms for Perkins, Stafford and SLS Loans
Stafford/SLS/Parent Loan Applications
Award Letters
Verification Materials
Federal Income Tax Returns
Financial Aid Forms

Wellness Center

- Associate Dean & Director of Wellness Center
- University Physician
- University Nurse
- Wellness Center Staff

Medical Records

Person in Charge
Associate Dean &
Director of Wellness
Center

Registrar's Office

- Administration
- Registrar's Office Staff
- Registrar
- Faculty

All materials are maintained in an electronic format in the university's imaging system.
Materials submitted when applying for admission: applications, previous transcripts, SAT scores

Person in Charge
Registrar

Academic data: Stevenson University transcripts, class schedules, grades, probation lists

Final Examinations

All students are required to take final examinations. If a student misses an examination because of an emergency or illness, the student must contact the faculty members as soon as possible. The faculty member will provide an opportunity for the student to take the examination at a rescheduled time. At that point, the student should contact *The Academic Link* to reschedule the examination. Students will not be permitted to reschedule for reasons other than documented emergencies or illness.

Firearms and Weapons

The possession of or the use of any firearm, weapon, deadly weapon, or other dangerous or flammable material is strictly forbidden on the property owned or operated by the University and will be cause for immediate termination of employment or expulsion. 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.

Grade Appeal Policy

The Grade Appeal Policy applies to questions of an instructor's evaluation of student performance. The expectation is that the majority of appeals can be resolved through a flexible process of direct communication between student and instructor. A formal series of procedures has been established to ensure fairness to all parties in cases that cannot be resolved informally.

The grade appeal process for undergraduate students is provided below. (NOTE: BS/MS students will be considered undergraduate students

under this policy until they receive their bachelor's degree and are admitted to the graduate program. This means that prior to receipt of their bachelor's degree, BS/MS students should follow the steps noted here, even if their instructor is a graduate instructor.)

Step 1: Initiating Discussion with the Instructor - (within 5 business days after filing the “Intent to Contest a Grade”)

Within thirty (30) days of the end of the semester, the student must contact the Registrar’s Office and complete an “Intent to Contest a Grade” form. The student must then contact the instructor to discuss the reasons for questioning the grade. The student is responsible for notifying the Registrar’s Office and initiating the discussion with the instructor. If the appeal is not resolved at Step 1, or if the instructor cannot be reached and/or has not responded, the student may then pursue the appeal using the process set forth in Step 2.

Step 2: Bringing the Complaint to the Next Level Supervisor - (within 5 business days of receiving the instructor’s response)

The student must appeal *in writing* to the next level supervisor. The next level supervisor is the department chair or program coordinator who has oversight over the specific course in which the grade is being appealed. (If there is no department chair or program coordinator, the next level supervisor will be the dean of the school in which the course resides.)

- A copy of this appeal must be forwarded to the Associate Dean for Academic Support Services and, if the department chair is not the next level supervisor, to the dean of the school in which the course resides.
- The letter must contain that the student has attempted to discuss the grade concerns with the instructor.
- Upon receipt of the written appeal, the department chair (or other next level supervisor) shall contact the instructor.
 - The instructor has two weeks to submit a written explanation back to the department chair (or other next level supervisor).
 - Upon receipt of the instructor’s response, the next level supervisor can convene a meeting with instructor, student and the Associate Dean.
- Final decision by department chair must be made in writing to the student, dean of the school in which the course resides, and the Associate Dean of Academic Support Services.

Step 3: Appealing to the dean of the school in which the course resides – (within 5 business days of receiving the response in Step 2.)

(NOTE: If the Dean of the School was the next level supervisor contacted in Step 2, the student proceeds directly to Step 4 to continue the appeal.)

- Resubmit the written appeal to the dean of the school.
- The dean of the school will meet with the student, review the complaint, and solicit input as necessary from all involved.
- Final decision by the dean of the school must be made in writing to the student, department chair or program coordinator, and the Associate Dean.

Step 4: Requesting the Convening of the Academic Appeal Board – (within 5 business days of receiving the reply from the dean of the school in which the course resides)

If the matter is not resolved at the Step 3 level, the student may submit his/her written appeal to the Associate Dean for Academic Support Services, who shall convene the Academic Appeal Board.

The members of the Academic Appeal Board shall consist of five members designated by the Associate Dean for Academic Support Services. These members consist of faculty, staff, administration and students. The Academic Appeal Board shall be chaired by the Associate Dean for Academic Affairs, who will be a non-voting member.

The Academic Appeal Board shall design its own rules of operation and will consider all aspects of the case before making its recommendation. The student and instructor shall represent themselves. The Academic Appeal Board may, but is not required to:

- Meet separately with the student and instructor,
- Meet with the student and instructor together,
- Request each party to submit a brief written summary statement of the issues and/or interview other persons who have relevant information.

A report is submitted to the Vice President for Academic Affairs and Dean within 48 hours of formal meeting. Copies of the report should be provided to the student, the instructor, the department chair or program coordinator, and the dean of the school in which the course presides.

Step 5: Obtaining Final Decision from the Dean

The Executive Vice President for Academic Affairs and Dean shall make a final decision after full consideration of the Academic Appeal Board's recommendation and within four weeks of receiving the student's appeal (Step 4). The Executive Vice President for Academic Affairs and Dean has the authority to change the grade and the Registrar shall accept the Dean's decision. The student, instructor, the department chair or program coordinator, and division director shall be notified in writing of the Executive Vice President for Academic Affairs and Dean's decision.

Non-Academic Violations Policy

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. Violating the computer policy - <http://www.vjc.edu/administration/oit/index.aspx?id=3291>;
6. Using, possessing, and/or distributing firearms, weapons, or fireworks on campus or at a University sponsored or supervised activity;
7. Failing to obey the directives of the Hearing Board or its sanctions or instituting a grievance hearing knowingly, without cause.

See University Handbook pages 52-54 for information on Academic Integrity Policy.

Procedures and Sanctions – Non-Academic Violations

1. Any member of the University community who has reason to believe that a student has violated any of the principles or intent

of the code, shall, as soon as possible after the event takes place, make an oral report to the Dean of Students. The Dean of Students shall take such action as appropriate, including, but not limited to, informally resolving the problem with the student or imposing appropriate sanctions. These sanctions may include (but are not all inclusive) restitution, warning, censure, suspension, dismissal, or expulsion from the University. The Dean of Students will keep a record of this notification, which will not become a permanent part of the student's academic file. After the student leaves the University, any report or material required by this section shall be destroyed, except that any notification that the student is *ineligible for readmission to the University* shall be maintained in the student's academic file.

2. If the incident is not resolved to the satisfaction of both the student and the Dean of Students, either party shall make a request for a hearing by the University Hearing Board by following the procedures listed under "Redress of Student Grievances and Disciplinary Procedures".

Note: These procedures do not apply to a student whose conduct or presence on campus is dangerous to self or other persons or who continually threatens to disrupt the educational process or University operation. The University reserves the right and duty to impose sanctions against a student for **on- and off-campus activities which pose a threat to the University community**. In such event, the President or Dean of the University may impose such sanctions as are necessary for the protection of the University community including immediate suspension or dismissal of the student.

Nondiscriminatory Policy

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 discriminate in employment opportunities or practices on the basis of race, creed, color, gender, disability, national origin, age, sexual orientation, marital status, veteran, or Vietnam era veteran status, or any other status protected by federal, state, or local law.

Stevenson University 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 Human Resource Department.

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, the Office of Human Resources, The Vice President and Dean of Students, or Dean of Graduate and Professional Studies 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 will be subject to disciplinary action, up to and including expulsion or termination of employment. The Director of Human Resources is the University’s Fair Practices Officer.

Safety and Security

Office of Safety and Security

The Security Office is staffed 24-hours per day / 7 days per week on the Owings Mills Campus and whenever the Greenspring Campus is open. The Security staff works closely with the Baltimore County Police.

Stevenson University submits an annual report of campus crime to the U.S. Department of Education. In accord with the Student Right to Know and Campus Security Act of 1990, Stevenson University shall submit, upon request, a copy of this report to the Secretary of U.S. Department of Education. A copy of the University’s Campus Security Report, updated every October, may be found on the University’s website at http://www.stevenson.edu/services/campus_security.asp or click on Administration then Security for the Campus Security Report. This report also includes a statement advising the community where law enforcement agency information provided by the state of Maryland concerning registered sex offenders may be obtained. Copies of the report are available from the Security Office located in the Rockland Center on the Owings Mills Campus.

Reporting Crimes on Campus

In accordance with the Student Right to Know and Campus Security Act of 1990, and the Higher Education Amendments of 1992, University officials who have significant responsibility for student and campus activities, but do not have significant counseling responsibilities, must report their knowledge of a major crime to the Security Office. Stevenson University interprets this to mean all employees of the University who do not have counseling roles. Major crimes include, but are not necessarily limited to, the following:

murder; forcible and non-forcible sex offences; robbery; aggravated assault; manslaughter; arson; motor vehicle theft; hate crimes; and burglary.

Safety on Campus

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

For crimes or accidents

To report an emergency situation, go to the nearest University telephone and dial x4500, or if off campus 443-352-4500, which will connect you to Security. University telephones are located throughout the University campus and in staff and faculty offices. Emergency phones, which are connected to the company that monitors the University alarm system, are found in the Academic Center, Science Center, Knott Hall, Student Union, Exchange, Faculty House 1, Faculty House 2 and the University parking lots on both campuses. Dial "0". Describe to the operator your emergency situation. The operator will then contact campus Security. Students may also report emergencies by using the University elevators' emergency telephone to contact the company that monitors the University's alarm system. That company will immediately contact campus Security or 911 depending on the nature of the emergency.

For fires

In case of fire, pull the nearest fire alarm and exit the building. Fire alarms are located throughout campus. Once outside of the building, immediately contact Security by dialing x4500 on a University telephone or 443-352-4500 or by using one of the Emergency telephones located throughout the campus.

Suspicious persons

Any suspicious person observed on campus should be reported to Security immediately.

University's General Policy for Crime Prevention

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

1. Lock your car doors when you are in your car and when you leave it.
2. Do not walk alone on campus at night.
3. In the evenings, park in a well-lighted area, in a lot close to your destination.
4. Do not leave valuables unattended.
5. Report suspicious behavior or illegal activity immediately to a member of the Security Staff.

Campus Safety

The Facility

Security lighting is provided throughout the University campus. Members of the University's Security staff patrol the University grounds. During the hours when the University is closed to the general public, on weekends and evenings, many campus buildings are locked and security is maintained. Maintenance workers regularly inspect the buildings to remove any hazards and to promote safety.

Security and Crime Awareness Programs

The University is involved with a variety of education awareness and prevention programs to educate members of the University campus regarding security and crime prevention, which may include:

- Presentations at Orientation
- Brochures in the Student Union
- Articles in the library
- Special presentations on topics of interest in cooperation with the VP of Student Affairs
- One-on-one discussion sessions with a member of the Security staff or the University's counselor, at the request of any student
- Mailings of literature on contemporary issues
- Periodic lectures, presentations, and workshops by qualified professionals
- Regular and unannounced fire drills/emergency evacuation or shelter-in drills

Security Services

In addition to patrolling the University campus and responding to emergencies, the security staff offers the following services:

- Jump start dead batteries
- Open locked cars
- Administer emergency First Aid

- Deliver emergency messages to students
- Assist in out-of-gas situations
- Assist with flat tires
- Issue all University door keys and open doors in emergency situations
- Escort students/staff to their cars upon request

Sexual Assault Policy

Stevenson University is committed to providing all employees with a work environment and all students with an educational environment that promotes personal security. Consistent with the University's commitment, the University has adopted the following policy addressing incidents of sexual assault and the procedures to follow if a sex offense does occur, applicable to all members of the University community. University policy prohibits sexual exploitation of any kind, including all forms of assault. Further, the University provides students, faculty and staff with programs and additional information designed to educate members about and promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses, and to prevent sex offenses.

If a member of the University community is the victim of a sexual assault while on campus and wants to pursue a criminal prosecution, the victim should immediately report the crime to: Campus Security by dialing x4500 or 443-352-4500. Campus Security will contact the Baltimore County Police Department and provide transportation to a medical facility, should the victim request. Evidence of a sexual offense must be preserved to aid in possible identification of and prosecution of the assailant. The following procedures should be followed to preserve evidence:

1. Do not clean up the location where the crime was committed, e.g. car, room.
2. Do not bathe, shower, or douche prior to the medical examination. The doctor will give instruction on appropriate hygiene and medications to protect your health.
3. Do not discard any clothing worn during the assault; put them in a paper bag.
4. As soon as possible, write down everything you can remember about your attacker, e.g. height, weight, scars, marks, tattoos, age, clothing, jewelry, language, accent, vehicle description, and tag numbers.

The Greater Baltimore Medical Center (GBMC) is the closest facility equipped with a Maryland State Police Sexual Assault Evidence Collection Kit and is located at 6701 N. Charles Street, Baltimore, (410) 828-2000.

The victim decides whether to pursue a criminal prosecution. Pursuant to the Higher Education Reauthorization Act, Stevenson University administrators who have significant responsibility for student and campus activities are required to report all allegations of sexual assault to Campus Security. The University Personal Counselor is exempt from this requirement. However, the University encourages members of the University community who are the victims of, or who have knowledge of, a sexual assault occurring on campus, or occurring in the course of a University-sponsored activity, or perpetrated by a member of the University community to promptly report the incident to Campus Security. The criminal law of the State of Maryland and the University's procedures are independent processes that are not substituted for each other. The University may pursue disciplinary action regardless of the state criminal justice process.

The University reserves the right to independently discipline any member of the student body, staff or faculty who has committed a sexual or other assault whether or not the victim is a member of the University community and whether or not criminal charges are pending. The University has a formal disciplinary procedure for sexual assault allegations, including rape, acquaintance rape, or other forcible or non-forcible sex offenses.

The first step under the University's formal procedure is to file a complaint with the Vice President for Student Affairs (if the accused is a student) or the Director of Human Resources (if the accused is an employee) and detail in writing the offense.

Second, the accused is advised, in person and in writing, but in confidence, of the accusation against him/her, including the name of the complainant. Concurrently, the University's President will be informed of the complaint and the situation.

Third, the President will direct certain University staff to investigate the matter. After investigating the allegations, the staff will prepare a report of its findings with recommendations to the President of the appropriate University action.

Fourth, the President reviews the report with all supporting information and implements the appropriate disciplinary measures.

The University's decision from an investigation will constitute its final determination regarding the alleged sex offense and will include the details of the University's sanction, if any, against the accused. Sanctions may include: warning; censure; suspension; dismissal; expulsion; or termination. A finding of sexual assault against a University employee may be grounds for termination from employment. Both the accuser and the accused shall be informed of the outcome of any University disciplinary proceeding involving allegations of sexual assault. Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, but may not be represented by legal counsel.

The University counselor is available to provide confidential counseling and support to victims of sexual assault and can assist victims in evaluating the options available. Counseling is also available from the Baltimore County Sexual Assault and Domestic Violence Center's hotline, 24 hours a day, at (410) 828-6390. The University will accommodate, to the extent possible, sexual assault victims' reasonable requests for changes in academic or living situations.

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, effective July 1, 2005:

- All areas within 15 feet of building entrances are designated smoke-free zones.
- The space between the Academic Center and the Student Union 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 campus Health Services.

Student Grievance Policy

Any member of the University community who feels that his or her rights (academic or non-academic) have been violated by another student, faculty member, administrator, or other member of the University should first attempt to resolve the issue informally.

In the event that a resolution cannot be reached informally, an investigation will be conducted to determine whether the allegation has merit and/or whether it can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Executive Vice President for Academic Affairs and Dean or the Vice President for Student Affairs. If so, such disposition shall be final, and there shall be no subsequent proceedings.

A University Hearing Board has been established to consider grievances that could not be resolved in either of the ways described above.

Redress of Student Grievances

The following procedures have been established to assure the resolution of student grievances in a reasoned and democratic fashion. (Note: Grade appeals are handled separately in accordance with the University's Grade Appeal Policy.)

A. Informal Resolution

1. Academic Rights Violations

A student who feels that his/her academic rights have been violated by another student, faculty member, administrator, or other member of the University community, should first attempt to resolve informally the alleged violation with the following persons:

- Person(s) directly involved;
- Instructor or staff member of his/her choice;
- Department chair; or
- Executive Vice President for Academic Affairs

2. Non-Academic Rights Violations

A person in the University community who believes that his/her non-academic rights have been violated by another student, faculty member, administrator, or other member of the University community, should first attempt to informally resolve the alleged violation with the following persons:

- Person(s) directly involved;

- University Counselor;
- Dean of Students; or
- If a faculty member or administrative member is involved, their immediate supervisor.

In the event that a resolution has not been reached, an investigation will be conducted to determine if the allegation has merit and/or if it can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Executive Vice President for Academic Affairs and Dean or the Dean of Students. If so, such disposition shall be final and there shall be no subsequent proceedings.

B. Formal Resolution

In the event that informal efforts to resolve the matter fail, the grievance must be presented in writing to the University Hearing Board no sooner than five (5) days and no later than thirty (30) days after an informal resolution has been attempted. The procedure to be followed by the student is:

1. Initiate a hearing by requesting it in writing.
2. Select an advisor, if desired. The advisor must be a member of the University community.
3. Present the necessary evidence and/or witnesses in support of grievance to Hearing Board.
4. Be present to hear and question adverse witnesses during the hearing.

Disciplinary Proceedings

In accordance with the AAUP "Joint Statement on Rights and Freedoms of Students," 1967, Stevenson University affirms that "in developing a responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance and admonition." In the event, however, of a violation of established policies and regulations by a student member, charges may be brought against the student violator by any member of the University community. Charges of academic violations are to be filed with the Executive Vice President for Academic Affairs and Dean. Charges of non-academic violations are to be filed with the Dean of Students. The student shall be informed of the charge filed against him/her. The student may elect to meet informally with the Executive Vice President for Academic Affairs and Dean or the Dean of Students for resolution of the charges or within thirty (30) days after an informal resolution has been attempted may request that the charges be considered by the University Hearing Board.

The University Hearing Board

The University Hearing Board receives its authority from the President of the University. It shall consist of twelve members (four students, four faculty, four administration / staff). 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

1. To hear academic and non-academic grievance appeals, but NOT grade appeals.
(Grade appeals are handled under the Grade Appeal Policy.)
2. To hear appeals of charges of student violations of established policies and regulations.
3. To impose sanctions as the situation demands, e.g. warning, censure, or restitution.
4. To recommend to the President that suspension, dismissal, or expulsion be imposed.

B. Procedures

The University Hearing Board shall adhere to the following procedures in hearing appeals of student grievances or appeals of charges of student violations of established policies and procedures:

1. Promptly upon receipt by the Board Chairperson of a written request for a hearing, notice shall be given the appellant 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. The burden of proof shall rest upon the individual(s) requesting the hearing;
3. The accused 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 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 are not permitted to speak or participate directly in the hearing;
4. The complainant and the accused and the Board shall have the privilege of presenting witnesses, subject to the right of questioning 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;
5. A complete record of the hearing shall be kept. Tape recordings shall be considered adequate;
 6. The information presented at the hearing will be regarded as confidential;
 7. The decision of the Hearing Board shall be final, subject only to the student's right of appeal to the President within seven (7) days of the formal decision by the Hearing Board;
 8. If the accused student or student requesting the appeal does not attend the hearing, he forfeits his right to a hearing or appeal;
 9. Grievance/disciplinary proceedings can be dropped at any time by mutual agreement, but cannot be requested again for the same grievance within thirty (30) days and without significantly new evidence.

Sanctions

Stevenson U. recognizes that the goals of discipline are rehabilitation and deterrence. In this spirit, the following sanctions, although not inclusive, may be recommended or imposed as appropriate, by either the President, Executive Vice President for Academic Affairs and Dean, the Vice President for Student Affairs, and the Dean of Students, or the University Hearing Board.

1. *Restitution*: The student 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;
2. *Warning*: The student offender 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;
3. *Censure*: Including written notice of violation of University policies. This notice will be kept in the student's file for a limited duration as deemed appropriate by the President;
4. *Suspension*: The student shall be excluded from classes and/or extracurricular activities and shall lose all rights and privileges of a student in good standing. The term of suspension and the conditions for readmission shall be stated in the notice of suspension. A record of this action may be kept in the student's file for a limited duration as deemed appropriate by the President;

5. *Dismissal*: The student shall be terminated for an indefinite period of time and may be readmitted to the University only with the specific approval of the President, Executive Vice President for Academic Affairs and Dean, and Vice President for Student Affairs. A record of this action may be kept in the student's file for a limited duration as deemed appropriate by the President;
6. *Expulsion*: The student shall be terminated permanently without the possibility of readmission to the University. A record of this action may be kept in the student's file for a limited duration as deemed appropriate by the President.

Students with Disabilities

Access to Higher Education for the Disabled

The following information addresses the need for the inclusion of all students into the academic life of the University. It is the intent of the University to offer services to students with documented physical, visual, hearing, learning or psychiatric disabilities, to the extent that it is able without suffering an undue hardship on the operation of the institution's programs.

Who Is a Qualified Student with a Disability?

A "qualified person with a disability" is one who meets the requisite academic and technical standards required for admission or participation in the post secondary institution's programs and activities. Section 504 of the Rehabilitation Act of 1990 (see Section 2.5) protects the civil rights of individuals who are qualified to participate and who have disabilities such as, but not limited to, the following:

1. Blindness or visual impairments
2. Cerebral palsy
3. Chronic illnesses, such as:
 - a. AIDS
 - b. Arthritis
 - c. Cancer
 - d. Cardiac diseases
 - e. Diabetes
 - f. Multiple sclerosis
 - g. Muscular dystrophy, or
 - h. Psychiatric disabilities
4. Deafness or hearing impairments
5. Drug or alcohol addiction (Section 504 covers former users and those who are in recovery programs and not currently using drugs or alcohol)
6. Epilepsy or seizure disorders
7. Mental retardation

8. Orthopedic impairment
 9. Specific learning disability
 10. Speech disorder
 11. Spinal cord or traumatic brain injury
- (List from Association on Higher Education and Disability)

Who is Eligible for Services?

Any University student is eligible for services under the following conditions:

1. The student has an obligation to self-identify that the student has a disability, and needs accommodations. This is a significant change for many students who are used to having a secondary school automatically provide services. This is also a significant change for parents who are used to asking for services for their children and being a partner in the educational process.
2. A student can self-identify by contacting the Associate Dean of Academic Support Services. Any student needing special accommodation in campus-leased housing will be referred to the Associate Dean and Director of Residence Life. Requests for accommodation are valid for one semester, and one semester only. It serves as a release and specifies specific instructor names; the names change each semester and the student must sign a new release each semester.
3. The student has an obligation to provide appropriate and verifiable documentation in a timely fashion. The documentation required by the University will vary according to the type of disability. For instance, documentation of a learning disability requires, at minimum, intelligence and achievement test results from a qualified psychological examiner. The University follows the Guidelines for Documentation of a Learning Disability in Adolescents and Adults as published by the Association on Higher Education and Disability (1997, July). The Guidelines are available from the Academic Support Services Office.
4. An attending physician usually documents health impairments. Hearing impairments should be documented by an audiogram administered by a licensed and certified audiologist. If it is necessary for the University to confer with the health care provider(s) or other professional(s) to determine the appropriate accommodation, a release will be requested from the student.
5. The student has an obligation to provide notification in a timely fashion. A request for service must be submitted at least two weeks prior to the time the service is needed. It is possible that requests for some accommodations may take as long as 6 to 8

weeks to process, particularly if the student is eligible for resources from the state of Maryland [as applicable] or if additional documentation is required.

*After a Student Has Provided Documentation of a Disability,
What Happens Next?*

1. After the documentation has been received and reviewed (please allow two weeks for this process), a student may make an appointment with the Associate Dean for Academic Support Services.
2. The Associate Dean for Academic Support Services may need to secure additional information or speak with the referring party. The Associate Dean will ask for a signed release before anyone is contacted.
3. The student requesting accommodations is responsible for contacting the Office of Academic Support Services if there are any changes in their condition (s) or need for special accommodations.
4. Accommodations for disabilities at the University are individualized to meet the needs of the specific student. After a determination has been reached, instructors or faculty who are specified by name by the student are notified on a form signed by the Associate Dean. Faculty members are notified only about the accommodations; the nature of the disability is not specified. All documentation is secured in a locked file in the Office of the Associate Dean for Academic Services. The Associate Dean is the only person who reviews documentation or has access to it.
5. When the student wants a test accommodation, it is the student's responsibility to contact the Academic Link.
6. Tests should be delivered to the Administrator of the Academic Link by the faculty member in a sealed envelope that gives specific directions for administration of the test.
7. University students are regarded as adults by colleges and universities. Because of the regulations specified in the Family Education Rights and Privacy Act of 1974 (FERPA), no information about accommodations may be shared with parents of students with disabilities. This is different from elementary and secondary educational settings where parents are regarded as partners in the accommodation process.
8. No accommodations will be made that fundamentally alter the content, nature, or requirements of a course.

Exclusions

Under Section 504, 104.44 of the Americans with Disabilities Act of 1990 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 non-trained, random individuals can be a safety threat to both the student with a disability and the individual who is providing the assistance. The University cannot assume the liability of the risk involved.

All rules and regulations set forth in this handbook have been designed to provide for the fullest intellectual and personal development of the student and to make for a pleasant and orderly way of life on the Stevenson University campus, with full protection for the rights of all.

An earnest attempt has been made to answer here the principal questions which the student may have and to supply information needed to understand the services and functions of the University.

If any questions remain unanswered, however, the student should feel free to contact any member of the University staff or faculty, all of whom will be glad to convey the information or to direct the student to the proper source.

Have a happy year!

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