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Office of Campus Safety
Ratcliffe Community Center
100 Campus Circle
Owings Mills, MD 21117

STEVENSON UNIVERSITY

Annual Security and Fire Safety Report Greenspring and Owings Mills Campuses

September 23, 2025

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INTRODUCTION

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

This report is prepared by Stevenson University's Campus Safety Office in partnership with the University's Office of Student Affairs, Facilities Department, Human Resources Office, and the Office of Marketing and Digital Communications.

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

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

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

SAFETY ON CAMPUS

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

In Emergency Situations

For crimes or accidents:

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

For fires:

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

Suspicious Persons:

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

Campus Safety Department

Campus Safety Personnel

Whenever the Greenspring campus is open, members of Campus Safety will be on campus and in radio communication with the administration, University receptionist, and Owings Mills Campus Safety staff. The Owings Mills campus is staffed with Campus Safety officers 24 hours a day, 7 days a week. Most Campus Safety personnel at the University are either active, off-duty or retired Police Officers, Firefighters, Correctional Officers or security personnel trained by the Maryland Police Training Commission, Baltimore County Police and Fire Departments. The Campus Safety department has a close cooperative relationship with the Baltimore County Police Department, where it refers to all law enforcement functions and crimes for appropriate action.

Stevenson University has a Memorandum of Understanding (MOU) with the Baltimore County Police Department designed to coordinate efforts and foster a cooperative working relationship.

Stevenson University Campus Safety Officers have no enforcement/arrest authority, and its members are not required to carry firearms. Stevenson University Campus Safety Department's jurisdiction is limited to the Greenspring and Owings Mills Campuses of the University and certain non- campus property as appropriate.

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

Campus Safety Services

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

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

On the Greenspring campus, Stevenson University's Campus Safety Officers monitor the facilities by regularly patrolling the campus on foot. Stevenson Campus Safety is always present on campus when the Greenspring campus is open.

The exterior doors to all the residence halls are locked with access only granted through the use of proxy cards 24 hours a day, 7 days a week. Residents of the building gain access to their specific building with their Stevenson University student ID proxy Card, known on campus as the SUOne card. In addition, Stevenson University employs contract Security Officers from 10:00 p.m. – 6:00 a.m. for additional security in the suite-style residence halls that house the first-year residents and many of the sophomore residents. These contract Security Officers are utilized seven days a week during the fall and spring semesters. At present, Stevenson University does not utilize contract Security Officers in the apartment-style residence halls. Finally, the use of closed-circuit televisions is widely used on the Owings Mills campus. Campus Safety can be contacted at 443-352-4500 or ext. 4500 to facilitate authorized after-hours access when notified in advance.

Campus Facilities Inspection and Maintenance

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

Security and Crime Awareness Programs

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

1. Timely alert warnings on campus crimes and incidents using:
 - a. Campus wide e-mail
 - b. SUAlert system - Stevenson University students, faculty, and staff are encouraged to sign up for SUAlert in order to receive emergency text alerts. This service is available at no cost. More information about SUAlert, including how to register, is available at:
<http://www.stevenson.edu/about/campus-services/alert/>.
 - c. Alertus Desktop – Alertus is a desktop notification system that is installed on all University owned networked computers.
2. A public daily crime log is kept in compliance with the *Student Right to Know Act*: The daily crime log is maintained in the Campus Safety Office in the Ratcliffe Community Center on the Owings Mills campus. The daily crime log shall be available to the public for inspection during regular University business hours. The log contains statistics related to all reported crimes at Stevenson University's Campus Safety Office and includes the following information: the nature of the crime, the date and time the crime occurred, the general location of the crime, and the disposition of the complaint (if known).
3. Making presentations at orientation.
4. Special presentations on topics of interest in cooperation with the Dean of Students and the Student Government Association.
5. One-on-one discussion sessions with a member of the Campus Safety staff or the University's counselor at the request of any student.
6. Distribution by both electronic and print media of literature on contemporary issues affecting the campus community.
7. Periodic lectures, presentations, and workshops by qualified professionals.
8. Facilities / Campus Safety will conduct unannounced fire/emergency evacuation drills once each semester.

REPORTING CRIMES

Campus Crime

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

Crime in the Area Surrounding the Campus

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

Reporting Emergency or Life-Threatening Situations

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

Reporting a Crime in a Non-Emergency Situation

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

Reporting Crimes on a Voluntary, Confidential Basis

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

Professional and Pastoral Counselors

Stevenson University has no policy or procedures that encourage or require professional and pastoral counselors to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Pastoral and professional counselors who receive confidential reports of crime are not required to report these crimes to the Stevenson University Campus Safety Office for inclusion into the annual disclosure of crime statistics or for the purpose of a timely warning. In certain circumstances pastoral and professional counselors may be required to disclose confidential reports of crime or other behavior in order to meet requirements of Maryland law and/or professional licensure.

These positions are defined as follows:

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

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

Campus Security Authorities

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

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

- 1) A campus police department or a campus security department of an institution.
The CSAs at Stevenson University within this category are:
 - a. All members of the Stevenson University Campus Safety Department
- 2) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g. an individual who is responsible for monitoring the entrance into institutional property).
The CSAs at Stevenson University within this category are:
 - a. All members of the Stevenson University Transportation Department
 - b. All private contract security officers who work in the residence halls and at the gatehouse on the Owings Mills campus
 - c. All off-duty law enforcement officers hired to perform security services for the University
- 3) Any individual or organization specified in an institution’s statement of campus safety policy as an individual or organization to which students and employees should report criminal offenses. The CSAs at Stevenson University within this category are:
 - a. Vice President, Student Affairs
 - b. Dean of Students
 - c. Title IX Coordinator
 - d. Vice President, Human Resources
 - e. All members of the President’s Cabinet
- 4) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. The CSAs at Stevenson University within this category are:
 - a. All professional members of the Office of Student Affairs (except for the University’s professional counselors and health providers in the Wellness Center who are exempt from this reporting requirement)
 - b. Athletic Director
 - c. All athletic coaches
 - d. All advisors to a Stevenson University club or organization

e. All Resident Assistants

As noted earlier, Campus Safety Authorities are responsible for reporting allegations of *Clery Act* crimes that are reported to them in their capacity as a CSA to the Stevenson University Campus Safety Office. CSAs are not responsible for determining authoritatively whether a crime took place nor should they try to apprehend the alleged perpetrator of a crime. These are the responsibilities of the Stevenson University Campus Safety Office and the Baltimore County Police Department.

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

Crimes Involving Student Organizations at Off-Campus Locations

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

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

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

UNIVERSITY 'S GENERAL POLICY FOR CRIME PREVENTION

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

Some crime prevention tips:

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

In the Residence Halls:

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

DRUG AND ALCOHOL POLICY

Standards of Conduct Regarding Unauthorized Drugs

The Stevenson University community affirms unauthorized drug use to be contrary to the goals of the University. The use, possession (including constructive possession), manufacture, distribution, dispensing, and solicitation of controlled substances, drug paraphernalia, look-alike drugs, unauthorized legal drugs, and over-the-counter drugs/medications or prescription drugs in excess of the recommended or prescribed dosage(s) is strictly prohibited on Stevenson University property, Stevenson sponsored travel, or in connection with any program or activity sponsored or endorsed by Stevenson University.

A list of controlled substances can be found on the website of the United States Drug Enforcement Administration (www.dea.gov). Regardless of whether a controlled substance has been legally approved by a state or locality, drugs that are federally controlled (including marijuana) are prohibited under this University policy.

Under no circumstances may an employee, including a student employee, report to work or perform work on behalf of the University while impaired by legal or illegal drugs. Suspicion of impairment while on duty may result in an immediate referral for drug testing.

Standard Sanctions for Unauthorized Drugs

Students found in violation of this policy may be subject to disciplinary action, including but not limited to fine, alcohol/drug education, suspension, removal from residence, or expulsion from the University.

Employees found in violation of this policy may be subject to disciplinary action up to and including termination from employment.

Standards of Conduct Regarding Alcohol

The health and safety of members of the Stevenson University community are the primary concerns of the University. It is the University's policy to uphold the alcohol laws of the State of Maryland. Possession and consumption of alcoholic beverages is permitted only by those who are at least 21 years of age. Alcoholic beverages are not to be furnished to or consumed by minors.

Members of the Stevenson community and guests are expected to accept responsibility for their actions, to obey the law, and to police their own behavior. Individuals who violate the law, in addition to being subject to criminal penalties, will be subject to university disciplinary measures. These specific policies that follow apply to Stevenson University events both on and off campus.

- 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.
- All University-sponsored events where alcohol is served, either on or off campus, must be approved by the Vice President, Student Affairs; Vice President, Human Resources; or Chief of Staff in the President's office 30 days prior to the event. The Event Application Request for Service of Alcoholic Beverages will serve as a formal application for approval.
- 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.

- The organization's adviser or an alternative faculty/staff member must be present for the duration of the event.
- Campus Safety must be present for the duration of the event.

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.

Proper proof of age must be provided to the server.

Kegs, multi-liter containers, and pitchers used for the serving of alcohol are not allowed at student-sponsored events.

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.

Under no circumstances may an employee, including a student employee, report to work or perform work on behalf of the University while impaired by alcohol. Suspicion of impairment while on duty may result in an immediate referral for blood-alcohol testing.

It is recognized that this document cannot address, in specific fashion, all possible social situations that may occur. Where these procedures are not specific on a particular point, individual and organizational hosts are expected to conduct their social events and themselves in the spirit of social responsibility consistent with these procedures

Rules Specifically Applicable to University Housing

Residents of legal drinking age may drink alcohol in their residence hall apartment or suite only if they are not in the presence of residents or guests who are under 21 years of age. Absolutely no alcohol is permitted in any shared space in a residence hall room/suite/apartment where underage students reside. Alcohol may not be served or consumed in any common areas of the University's residential facilities including, but not limited to, hallways, lounges, quad areas, and parking lots. Guests are expected to abide by the University's rules while visiting Stevenson housing.

Students will 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 into the residences and to stop consumption of alcoholic beverages in all common areas. Kegs, beer balls, and other multi-liter containers are not permitted in Stevenson residence halls. The Residence Life staff will inform students of university policy, clarify if they are violating the University's policy, and counsel them regarding the consequences of their behavior, both in terms of health and safety risks and legal consequences. Students in violation of the Residence License Agreement or University policy will be held accountable. The Residence Life staff is to report offenders to the Office of Student Conduct. The students involved will meet with a Student Conduct representative to determine appropriate sanctions if warranted. Any student failing to meet with a Student Conduct representative upon request may be subject to termination of the Residence License Agreement for failure to comply with directions of a University official

Standard Sanctions for Alcohol Violations

Students found in violation of this policy may be subject to disciplinary action, including but not limited to fine, alcohol/drug education, suspension, removal from residence, or expulsion from the University.

Employees found in violation of this policy may be subject to disciplinary action up to and including termination from employment

Reporting Use and Misuse

Each member of the Stevenson community is encouraged to report all suspicions of unlawful possession, use or distribution of illicit drugs or alcohol, or of alcohol abuse, to the appropriate University authorities.

Alcohol and Drug Education

Stevenson provides alcohol and drug education to all new students through new student orientation and through the students' required completion of the online educational program *Vector Solutions: Smart Choices*. *Vector Solutions*, which is a required component of the Stevenson University health profile, is developed for students of the University and provides honest and candid knowledge in an engaging, personalized format about health choices and risk education on the topics of alcohol and other drugs as well as sexual violence. (*Note: Stevenson began utilizing Vector Solutions in Spring 2023. Prior to Spring 2023 the University utilized My Student Body for our required online educational program. Stevenson will no longer be using Vector Solutions as of November 1, 2025, and will instead begin utilizing PreventZone for our online educational training(s)*).

Throughout the academic year, Stevenson strives to supplement the programs delivered during new student orientation by offering programming and awareness campaigns on the topics of substance abuse. For example, alcohol awareness is a mandatory component of the programs that students joining a fraternity or sorority must complete. In addition, Resident Assistants often create bulletin boards on their floors to share pertinent educational information related to alcohol and other drugs.

Stevenson University's Student Conduct Office, in collaboration with the Wellness Center, requires alcohol education to students who are found responsible for violating the University's Alcohol Policy. Similarly, students who violate Stevenson University's Drug Policy, and who are permitted to remain enrolled at the University, are also required to participate in a university approved drug education class.

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

Employees may access alcohol and drug resources through Stevenson's Employee Assistance Program which provides Stevenson employees free, confidential 24/7 support to help manage life's challenges. Employees may access the EAP by visiting BHSonline.com and enter the username STEVENSON to begin or calling 1-800-327-2251. Employees seeking additional information on this confidential service are encouraged to contact the Office of Human Resources.

For more complete information related to alcohol and drug education, please refer to Stevenson University's comprehensive drug and alcohol abuse prevention program. This program contains, among other things, additional information related to alcohol and drug education, including alcohol and other drug programs available to students and employees. Stevenson University's

drug and alcohol abuse prevention program is available at www.stevenson.edu/alcohol-drugs as well as in Appendix A of this document.

Legal Sanctions Under State and Federal Law

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

Sanctioning guidelines for the state of Maryland, which were updated in July of 2025 may be found by accessing the following link provided by the Maryland State Commission on Criminal Sentencing Policy (MSCCSP): <http://msccsp.org/Files/Guidelines/offenseable.pdf>. Specific information related to alcoholic beverages may be found beginning on page 3 of the MSCCSP document. Information related to CDS & paraphernalia may be found beginning on page 9. Finally, information related to Prescription Drugs and Other Substances may be found on page 49.

Federal penalties and sanctions for illegal trafficking and possession of a controlled substance may be found by accessing the following link and reviewing pages 38-39 [Drugs of Abuse: A DEA Resource Guide 2024 Edition](http://www.dea.gov/drugs-abuse).

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

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

Stevenson University's Sexual Harassment/Title IX Policy can be found online at
<https://www.stevenson.edu/human-resources/policies-forms/policy-manual/sexual-misconduct-policy/>

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

This policy prohibits sexual harassment which is defined as: conduct on the basis of sex that satisfies one or more of the following:

- an employee of Stevenson University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;
- this is commonly referred to as *quid pro quo* sexual harassment
- unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- sexual assault, dating violence, domestic violence, or stalking on the basis of sex as defined in the Clery Act and the Violence Against Women's Act (VAWA)

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

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

EDUCATIONAL PROGRAMS AND CAMPAIGNS

Stevenson University is committed to educating the campus community on the topics addressed in the Sexual Misconduct/Title IX policy. The goal of Stevenson's educational programs is to promote awareness and to educate students and employees about preventing dating violence,

domestic violence, sexual assault and stalking. Stevenson offers primary prevention and awareness programs for all incoming students and new employees as well as ongoing prevention and awareness programs for students and employees. A description of these programs at Stevenson University is provided below.

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

Dating Violence: *violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:*

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

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

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

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

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

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

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

- 1) **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- 2) **Incest**—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- 3) **Statutory Rape**—Sexual intercourse with a person who is under the statutory age of consent.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

Stevenson provides sexual violence education to all new students through new student orientation and through the students' required completion of the online educational program *Vector Solutions: Smart Choices*. *Vector Solutions*, which is a required component of the Stevenson University health profile, is developed for students of the University and provides honest and candid knowledge in an engaging, personalized format about health choices and risk education on sexual violence as well as on the topics of alcohol and other drugs. (*Note: Stevenson began utilizing Vector Solutions in Spring 2023. Prior to Spring 2023 the University utilized My Student Body for our required online educational program. Stevenson will no longer be using Vector Solutions as of November 1, 2025 and will instead begin utilizing PreventZone for our online educational training(s).*)

In addition, Stevenson routinely offers several programs during New Student Orientation in August. During New Student Orientation in August 2024 and again in August 2025, Stevenson University's Title IX Coordinator delivered a presentation that covered topics ranging from consent to procedures to follow in cases of alleged sexual violence. Bystander intervention was addressed during New Student Orientation in August 2024 through a presentation led by TurnAround and again in August 2025 through a presentation led by Stevenson students after being trained by TurnAround. In addition, during this same timeframe, all orientation leaders were specifically trained in bystander intervention by TurnAround.

All new employees are required to successfully complete an online educational program covering sexual misconduct and related topics. This training is required as part of Stevenson University's commitment to promoting a safe learning and working environment and one that is free from discrimination on the basis of gender.

Ongoing Prevention and Awareness Programs for Students and Employees

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

Stevenson University's Title IX Coordinator routinely delivers presentations related to the University's Sexual Harassment/Title IX Policy to various student groups on campus. In addition, the Title IX Coordinator also occasionally updates the entire campus community via email on Title IX related matters.

In April 2024, during Sexual Assault Awareness month, a variety of events occurred during a *Denim Day Fair* sponsored by Stevenson's Wellness Center. Topics that were included during this fair included date rape prevention, a presentation on consent and healthy relationships, and an opportunity to learn about GBMC's S.A.F.E. Program and other local resources. Examples of other events that occurred in 2024 include a "Pink Out" for cancer and domestic violence awareness sponsored by Fraternity and Sorority Life and "Healthy Relationships: College is Hard, Relationships Don't Have to Be" co-sponsored by Stevenson's Clinical Psychology Program and Wellness Center. Lastly, student athletes are also directed to complete additional training in sexual violence prevention by the University's Athletic Department.

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

Bystander Intervention Programs

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

Stevenson University provides bystander intervention as part of the primary prevention and awareness campaigns noted above. Specifically, with regards to new students, this topic is addressed in the Vector Solutions course that is described above in the section on primary prevention programs. Bystander intervention is then reinforced in the other educational programs and training(s) conducted by Stevenson University, including the University's New Student Orientation program.

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

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

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

Vector Solutions offers several strategies surrounding bystander intervention in their training program. The Rape, Abuse & Incest National Network (RAINN) also offers strategies, some of which are provided below. More detailed information may be found <https://www.rainn.org/articles/your-role-preventing-sexual-assault>

- **Create a Distraction:** Distracting is a subtle and innovative way of intervening. The purpose of distraction is to interrupt the incident safely, by communicating with the individual at risk and giving them an opportunity to safely exit the potentially dangerous situation. Try creating a distraction as early as possible.
- **Ask Directly:** Asking directly to the individual at risk can help you determine if any action needs to be taken immediately to ensure a safe environment. You can address the individual at risk directly. You can ask the following, “Do you need help?” or “Would you like me to stay with you?” or “Would you like to get out of here and go somewhere safe?”
- **Rally Others:** Sometimes the safest way to intervene is to enlist an authority figure like a resident assistant, bartender, bouncer, or security guard. This option will allow you to have others on your side and can offer additional safety from the perpetrator. If the situation has escalated and involves imminent danger and actual harm, the best intervention technique that can be used is to call 9-1-1 (and/or Campus Safety at 443-352-4500). When calling, be prepared to identify yourself, your location, and the nature of the situation. Be sure to stay present when help arrives and near the individual that was harmed. Remain calm, friendly, and supportive.

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

Information on Risk Reductions

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

The Rape, Abuse & Incest National Network (RAINN) also offers several strategies that may reduce your risk for many types of crimes, including sexual violence. Some of these strategies are provided below. Stevenson University wishes to emphasize that these strategies are in no way meant to blame the victim. It is not the victim’s fault if someone commits an act of violence against them. The sole responsibility is with the person who chooses to rape, abuse, assault, or otherwise harm another person. For more detailed information, please visit <https://www.rainn.org/articles/staying-safe-campus>.

- **Know your resources.**
Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the Wellness Center and a local sexual assault service provider. Notice where emergency phones are located on campus, and program the campus safety number (443-352-4500) into your cell phone for easy access.
- **Trust your intuition.**
If something doesn’t feel right, trust your instincts and leave. Your safety is more important than anyone’s opinion.
- **Take control of your online presence.**

Limit personal details on social media. Predators often use online information to track where you live, work or hang out.

- **Use campus safety tools.**

Know where emergency blue light phones are located; use campus safety escorts after dark; and lock doors and windows in dorms and apartments.

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

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

Sexual Assault Definition in the State of Maryland

There is no definition of the term “Sexual Assault” in the local jurisdiction. Maryland does, however, have laws pertaining to rape in the first and second degree as well as different classifications of sexual offenses. Rape is defined in the state of Maryland as vaginal intercourse with another involving force or the threat of force without the consent of the other. On October 1, 2017, [SB 271](#) became law. SB271 established that evidence of physical resistance by a victim is not required to prove that a sexual crime was committed. Changes to Maryland’s sexual offenses laws also took effect on October 1, 2017. [HB 647](#) reclassified criminal conduct previously classified as sexual offense in the first degree and sexual offense in the second degree as rape in the first degree and rape in the second degree. For complete information on these laws, please refer to the links provided above as well as the following link provided by the Maryland Coalition Against Sexual Assault (MCASA): <https://www.mcasa.org/law-public-policy/maryland-law-regulations/>. This website describes in detail Maryland’s laws and regulations involving sexual crimes.

Domestic Violence Definition in the State of Maryland

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

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

- Assault
- An act that places a person in fear of imminent serious bodily harm
- An act that causes serious bodily harm
- Rape or sexual offense
- Attempt rape or sexual offense
- Stalking
- False imprisonment, such as interference with freedom, physically keeping you from leaving your home or kidnapping you.

Dating Violence Definition in the State of Maryland

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

Stalking Definition in the State of Maryland

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

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

- 1) the person intends to place, knows, or reasonably should have known the conduct would

place another in reasonable fear:

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

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

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

Consent Definition in the State of Maryland

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

Stevenson University Definitions

The following definitions are from Stevenson University’s Sexual Misconduct/Title IX Policy:

Consent

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

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

Someone is not giving consent if they are: saying “no” or “stop”, crying, moving away, pushing the other(s) away, unengaged, intoxicated, drugged/high, asleep, unconscious, physically or psychologically pressured or forced, intimidated, coerced, manipulated, has a mental or physical impairment that would raise doubt about the capacity to give consent, beaten, threatened, or confined.

Furthermore, a current or previous dating or sexual relationship is not sufficient to constitute consent. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated or drugged/high does not diminish one’s responsibility to obtain consent. Silence, previous sexual relationships, and/or a current relationship with the initiator (or anyone else) may not be taken to imply consent.

In the State of Maryland, an individual cannot legally give consent if the person is incapacitated due to alcohol or drugs, or under the age of 16.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the people involved in the relationship. For the purposes of this definition:

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

Domestic Violence

A felony or misdemeanor crime of violence committed –

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

Rape

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sexual Harassment

Conduct on the basis of sex that satisfies one or more of the following:

- an employee of Stevenson University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct; this is commonly referred to as *quid pro quo* sexual harassment
- unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or;
- Sexual assault, dating violence, domestic violence, or stalking on the basis of sex as defined in the Clery Act and the Violence Against Women's Act (VAWA).

Sexual Assault

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

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

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

For the purposes of this definition:

- *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

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

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

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

A. Get out of physical danger.

The victim should go to a safe place, call a friend, family member, the room of the Resident Assistant, or the Wellness Center (if during weekday business hours). The victim also may choose to call 911 or refer to other sources of support described in the University's Sexual Harassment/Title IX Policy.

B. Report the assault to Stevenson University Campus Safety.

Campus Safety contact information is as follows:

1. *Owings Mills Campus:*

Ratcliffe Community Center, Front Entrance, (100 Campus Circle, Owings Mills, MD 21117); phone number: 443-352-4500.

2. *Greenspring Campus:*

Phone numbers: 410-486-7000 (during standard business hours; ask for Campus Safety); 443-352-4500 (available 24 hours).

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

C. Preserve physical evidence.

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

D. Preserve important information.

Write down as much as can be remembered about the circumstances of the assault, including a physical description of the assailant. If the alleged perpetrator was unknown to the victim, try to remember any helpful details that may lead to their identification, such as scars or other marks, jewelry, dress, language, approximate height and weight in comparison to that of the victim, vehicle description, and tag number. Write these down as soon as possible and include the date and time of writing.

E. Obtain medical attention and forensic examinations.

Victims may receive care at a local hospital, urgent care facility, or through their personal physician, and can obtain a free exam to preserve forensic evidence.

1. Medical Care.

Students may also seek medical care and make confidential reports at the Stevenson University Wellness Center (443-352-4200) during open business hours. A nurse practitioner or physician will conduct an examination for physical injuries, discuss emergency contraception, and test for STIs. No fees will be charged by the Wellness Center. The Wellness Center will not perform a forensic examination or evidence collection. When a complainant makes a report of sexual misconduct to a doctor, nurse or counselor in the Wellness Center, the report is kept confidential and will not be disclosed unless directed otherwise.

2. Sexual Assault Forensic Exam.

If there has been a sexual assault, the victim is strongly encouraged to immediately get a free [Sexual Assault Forensic Exam](#) (S.A.F.E.) at the Greater Baltimore Medical Center in Towson (6701 North Charles Street, Towson, Maryland 21204, 443-849-3323 or after business hours 443-849-2226) or another similar facility such as Mercy Hospital in Baltimore, no later than five (5) days after the assault. Campus Safety will coordinate transportation to the hospital for the S.A.F.E. examination, if requested. For more information about the S.A.F.E. examination, contact a Residence Life Staff Member or call Turnaround's 24-hour hotline at 443-279-0379. Even if the victim is undecided whether to make a police report, evidence may still be collected in a S.A.F.E. examination, and it will be held under an anonymous name for at least 20 years, giving the victim an opportunity to decide.

F. Obtain Counseling and/or Other Advocacy Services.

Mental Health Counselors and Health Care Professionals located in the Stevenson University Wellness Center (443-352-4200) are available to provide confidential counseling and support to student victims and can assist them in evaluating the options available. After normal business hours, students wishing to speak to a professional in the Wellness Center may do so by simply contacting Campus Safety and requesting that a counselor from the Wellness Center contact them. Employees may contact BHS, the University's Employee Assistance Program, by calling 800-327-2251. Students may contact Fonemed for 24/7 assistance at 800-245-4691.

Crisis counseling is also available from TurnAround, Inc., which provides counseling and support services to victims of domestic violence and sexual assault. Legal assistance and victim advocacy services may also be accessed by contacting the Sexual Assault Legal Institute (SALI), which is a program of the Maryland Coalition Against Sexual Assault (MCASA). Contact information for each organization is provided below:

Wellness Center Stevenson University Caves Building 443-352-4200	Fonemed Nurse on-call 800-245-4691	TurnAround 24-hour Crisis Hotline 443-279-0379 www.turnaroundinc.org	MCASA Sexual Assault Legal Institute 24-hour Crisis Hotline 877-496-7254 or 301-565- 2277 www.mcasa.org
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G. Criminal complaint.

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

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

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

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

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

Protective Orders

Protective Orders are civil orders issued by a judge that orders one person to refrain from committing certain acts against others. Maryland law defines domestic violence "abuse" as the occurrence of one or more of the following acts between "family or household members": assault; an act that places a person in fear of imminent serious bodily harm; an act that causes serious bodily harm; rape or sexual offense; attempt rape or sexual offense; stalking; false imprisonment, such as interference with freedom, physically keeping you from leaving your home or kidnapping you.

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

- Are current or former spouses
- Have lived together in an intimate relationship for at least 90 days during the past year
- Are related by blood, marriage, or adoption
- Are in a parent-child, or stepparent-stepchild relationship and have resided together for at

least 90 days during the past year

- Are in a caretaker-vulnerable adult relationship
- Are the parents of a child together
- Have had a sexual relationship within 1 year before the filing of the petition

Peace Orders

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

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

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

[https://www.courts.state.md.us/sites/default/files/court-](https://www.courts.state.md.us/sites/default/files/court-forms/courtforms/joint/cccdcdvpo001br.pdf)

[forms/courtforms/joint/cccdcdvpo001br.pdf](https://www.courts.state.md.us/sites/default/files/court-forms/joint/cccdcdvpo001br.pdf). This link will take you to a brochure prepared by the Maryland Courts titled *How to File for a Peace or Protective Order*.

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

Requesting a No-Contact Order from Stevenson University

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

Legal Assistance

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

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

MHEC has developed a list of attorneys and legal services programs willing to represent students on a pro bono basis or at fees equivalent to those paid to attorneys under civil legal services programs administered by the Maryland Legal Services Corporation (MLSC). A student may select an

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

Reporting Violations under Stevenson University's Sexual Misconduct/Title IX Policy

Report of Sexual Misconduct:

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

David C. Jordan
Vice President of Human Resources
Title IX Coordinator
Manuszak Center, SU 130 Greenspring Campus
443-334-2176
titleix@stevenson.edu

It is the policy of Stevenson University that all employees (e.g. faculty, staff, and resident assistants) who learn of instances of sexual harassment are expected to report the incident to the Title IX Coordinator, including identifying information, other than designated confidential reporting staff in the Wellness Center described below.

Notice:

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

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

Supportive Measures:

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

request for a residential and/or academic situation change following an alleged sex offense. Stevenson will maintain as confidential any accommodations or supportive measures provided to the complainant to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or supportive measures.

Student Amnesty Policy and Bystander Intervention:

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

Emergency Removals:

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

Criminal complaint:

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

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

Stevenson is committed to providing a prompt, fair, equitable, and impartial investigation and resolution to all formal complaints of sexual harassment that fall under this policy. Stevenson will ensure that the Title IX Coordinator, investigators, decision-makers and any person facilitating an informal resolution do not have a conflict of interest or bias for or against complaints or respondents generally or an individual complainant or respondent. Those wishing to initiate a formal complaint under this policy must submit a document to the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the University investigate the allegation of sexual harassment. This document must contain the complainant's physical or digital signature or otherwise indicate that the complainant is the person filing the formal complaint. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of Stevenson University.

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

Initial Review of Formal Complaint

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

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

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

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

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

Investigation of Complaint

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

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

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

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

Presumption of Not Responsible

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

Advisors/Legal Counsel

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

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

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

Preservation of Evidence

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

Assertions and Evidence

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

At the conclusion of the investigation, the University will send to both parties, and their advisors, a preliminary investigative report that fairly summarizes relevant evidence. This report will be sent either in electronic format or hard copy. Each party will be given access to any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. (The personal notes of investigators are not evidence and will not be released). Such evidence will be sent either in electronic format or hard copy to the parties and their advisors.

Each party will be provided with at least 10 days to respond to this preliminary report after which the University will prepare a final investigative report. This final investigative report will be sent to both parties, and their advisors, and will fairly summarize relevant evidence. The final investigative report will be provided at least 10 days prior to a hearing. The Complainant and Respondent (and their advisors) may only share the investigative report for the purpose of receiving counsel or advice related to the Title IX process.

Prior or Current Sexual Conduct

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

Live Hearings

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

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

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

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

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

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

Lastly, hearsay evidence that is not subjected to cross examination will also not be considered relevant.

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

Resolution and Discipline

Standard of Evidence

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

Written Decision

Upon completion of the hearing, the decision-maker(s) will issue a written determination regarding responsibility. The written decision will include the following:

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

The written determination will be sent simultaneously to the parties.

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

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

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

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

Appeals

Written Appeal

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

shall be the date of the letter of notification.

Grounds for Appeal

The complainant and the respondent have equal appeal rights. Either party may appeal to the University's determination regarding responsibility or the University's dismissal of a formal complaint or any allegations contained in a formal complaint. There is a presumption that the decision and any sanctions were properly made, and the only grounds for appeal that will be considered are: (1) A procedural irregularity that affected the outcome; (2) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; (3) The Title IX Coordinator, investigators, or decision-maker(s) had a conflict of interest or bias that affected the outcome of the matter; or (4) The sanction or discipline imposed is substantially disproportionate for the facts of the case or the violation that was found to have occurred. The burden of proof during the appeal is on the party appealing.

Notice

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

Decision

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

Final Determination

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

Records

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

Timeframes

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

Informal Resolution

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

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

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

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

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

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

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

Once both parties agree to a voluntary resolution, the matter will be deemed settled and no further appeals will be permitted.

Training Received By University Officials Who Conduct Sexual Misconduct Disciplinary Proceedings

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

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

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

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

Victims may also access Stevenson University's Sexual Misconduct/Title IX Policy as well as related resources at <https://www.stevenson.edu/human-resources/sexual-misconduct/>.

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

- options for filing a complaint with the police and/or seeking a peace or protective order.
- availability of medical services, both on and off-campus.
- availability of counseling and advocacy services, both on and off-campus.
- the right to request accommodation from Stevenson University, such as modifications to housing arrangements and adjustments to class assignments.
- information related to Stevenson University's disciplinary process.
- information regarding confidentiality.

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

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

Stevenson University Resources	
VP, Title IX Coordinator David C. Jordan	443-334-2176 titleix@stevenson.edu Greenspring Campus, Manuszak Center 130
Campus Safety Office	443-352-4500 SECURITY@stevenson.edu Ratcliffe Community Center
Wellness Center (Confidential Resource) Stephanie Carpenter	443-352-4200 Caves Building, Owings Mills Campus scarpenter4@stevenson.edu
Vice President Student Affairs Andre Williams	443-352-4306 awilliams53@stevenson.edu Owings Mills Campus, Rockland 214
Dean of Students Jeff Kelly	443-352-4012 jkelly@stevenson.edu Ratcliffe Community Center

Director, Campus Safety Rufus Dawson	443-352-4500 Ratcliffe Community Center rdawson2@stevenson.edu
Fonemed (after hours nurse on-call)	800-245-4691
Business Health Services (BHS)	800-327-2251

Off-Campus Resources

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

Protection Against Retaliation

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

MISSING STUDENT NOTIFICATION POLICY

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

Registering a Missing Student Emergency Contact

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

How to Report a Missing Residential Student

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

Procedures Stevenson University Will Follow if a Residential Student is Determined

Missing for 24 Hours

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

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

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

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

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

POLICY REGARDING EMERGENCY RESPONSE, TIMELY WARNING, AND EVACUATION PROCEDURES

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

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

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

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

Stevenson University's Emergency Procedures are accessible at:
<http://www.stevenson.edu/about/campus-services/campus-security/emergency/>

CAMPUS CRIME STATISTICS

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

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

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

Campus Crime Statistics: Owings Mills Campus

Offense	Year	On-Campus: Includes Residence Halls	On-Campus: Residence Halls Only	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Manslaughter by Negligence	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Rape	2024	2	2	0	0
	2023	1	1	0	0
	2022	0	0	0	0
Fondling	2024	2	2	0	0
	2023	1	1	0	0
	2022	1	1	0	0
Statutory Rape	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Incest	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Robbery	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Aggravated Assault	2024	1	1	0	0
	2023	5	4	0	0
	2022	4	3	0	0
Burglary	2024	1	1	0	0
	2023	3	3	0	0
	2022	2	1	0	0
Motor Vehicle Theft	2024	0	0	0	0
	2023	0	0	0	0
	2022	1	0	0	0
Arson*	2024	1	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0

Domestic Violence	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Dating Violence	2024	4	3	0	0
	2023	1	1	0	0
	2022	3	3	0	0
Stalking	2024	3	0	0	0
	2023	1	1	0	0
	2022	1	0	0	0
Arrests: Weapons: Carrying, Possessing, Etc.	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2024	0	0	0	0
	2023	1	1	0	0
	2022	0	0	0	0
Arrests: Drug Abuse Violations	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2024	0	0	0	0
	2023	1	1	0	0
	2022	4	2	0	0
Arrests: Liquor Law Violations	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2024	76	76	0	0
	2023	80	79	0	0
	2022	118	118	0	0

HATE OFFENSES: No other reported hate offenses on either the Owings Mills or the Greenspring campuses of Stevenson University between 2022-2024.

Notes:

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

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

Drug Abuse Violations – As of October 1, 2014, possession of marijuana of less than 10 grams was decriminalized to a civil violation and is no longer reportable under the *Clery Act*. Effective July 1, 2023, the use of marijuana was legalized in the State of Maryland.

*In 2024, a threat of arson was made however no actual arson occurred.

Campus Crime Statistics: Greenspring Campus

Offense	Year	On-Campus: Includes Residence Halls	On-Campus: Residence Halls Only	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Manslaughter by Negligence	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Rape	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Fondling	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Statutory Rape	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Incest	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Robbery	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Aggravated Assault	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Burglary	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Motor Vehicle Theft	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0

Arson	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Domestic Violence	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Dating Violence	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Stalking	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Arrests: Weapons: Carrying, Possessing, Etc.	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Arrests: Drug Abuse Violations	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Arrests: Liquor Law Violations	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0

HATE OFFENSES: No other reported hate offenses on either the Owings Mills or the Greenspring campuses of Stevenson University between 2022-2024.

Notes:

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

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

Drug Abuse Violations – As of October 1, 2014, possession of marijuana of less than 10 grams was decriminalized to a civil violation and is no longer reportable under the *Clery Act*. Effective July 1, 2023, the use of marijuana was legalized in the State of Maryland.

STEVENSON UNIVERSITY ANNUAL FIRE SAFETY REPORT

Introduction

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

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

All fire systems in the residence halls are inspected and tested quarterly to insure safety and compliance with the Baltimore County fire code. In addition, the sprinkler systems within the residence halls are tested on a quarterly basis. The University maintains, repairs, upgrades, and installs equipment to provide optimum fire code standards as required by the Baltimore County Fire code. The systems are inspected by licensed sprinkler inspection companies in accordance with NFPA standards. The current vendors are Fireline Corporation (Catonsville, MD) and ARK Fire Protection Systems (Columbia, Maryland)

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

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

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

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

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

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

- All electrical appliances must carry the approval label of the Underwriters Laboratory.
- Use of multi-plug extension cords is limited to surge protector type devices only.
- Halogen lamps or light bulbs are not permitted in housing.
- Disconnection of smoke detectors or misuse of fire extinguishers is subject to disciplinary action, including termination of housing without refund.

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

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

Procedures for Residence Hall Evacuation in the Case of Fire

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

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

Violations of fire evacuation procedures by individual students are referred to by either the Director of Residence Life (or designee) or the Assistant Director, Student Conduct. Failure to evacuate at the sound of the alarm or at the direction of University/Campus Safety/Emergency personnel may result in termination of the Residence License Agreement.

Fire Safety Education and Training Programs

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

All residents receive information on the fire evacuation plan and fire safety program as part of their initial residence hall meetings. All student residents are required to adhere to the provisions of the housing license agreement. In 2015, the Campus Safety Office created a training video on fire safety directed towards students living in Stevenson University’s residence halls. The video is accessible by clicking on the following link:

<https://www.youtube.com/watch?v=EHuCDPbhbW0>

Reporting of Fires

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

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

Plans for Future Improvements in Fire Safety

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

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

Residence Hall	Address	Fires 2024	Fires 2023	Fires 2022
Belfast Hall	114 Campus Circle	0	0	0
Cromwell Hall*	120 Campus Circle	0	0	1
Dulaney Hall	112 Campus Circle	0	0	0
Greenspring Hall	110 Campus Circle	0	0	0
Herring Run Hall	105 Campus Circle	0	0	0
Long Green Hall	108 Campus Circle	0	0	0
Patapsco Hall	104 Campus Circle	0	0	0
Shawan Hall	116 Campus Circle	0	0	0
Susquehanna Hall	106 Campus Circle	0	0	0
Wakefield Hall	107 Campus Circle	0	0	0
Western Run Hall	102 Campus Circle	0	0	0
Wooded Way Hall	101 Campus Circle	0	0	0
Worthington Hall	118 Campus Circle	0	0	0

* The 2022 fire in Cromwell Hall occurred in an individual apartment and was caused by excessive oil used in cooking. The fire was isolated to the stove/oven and resulted in a replacement of the existing stove/oven. No injuries were sustained.

FIRE SAFETY SYSTEMS IN STEVENSON UNIVERSITY RESIDENCE HALLS
Owings Mills Campus, Owings
Mills, Maryland, 21117

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

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

Appendix A

Stevenson University

Drug and Alcohol Abuse Prevention Program

Last Updated:
July 2025

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I. Introduction

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

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

In December 2023, the Governor of Maryland issued an Executive Order regarding the substance-related overdose crisis that exists in Maryland. Maryland's Office of Overdose Response promotes collaboration across all state and local agencies working to address substance use and overdose in the state. Comprehensive resources, and data, may be found on [Maryland's Office of Overdose Response website](#).

Stevenson continues to devote a specific section of this document to heroin and opioid education. Stevenson requires new full-time students to participate in heroin and opioid addiction and prevention awareness training during their first year at Stevenson. At our August 2024 new student orientation program, Mr. Tim Weber, Community Education Liaison in the Carroll County State's Attorney's Office, delivered a presentation to new students. Mr. Weber has delivered a similar presentation in previous years, and he is scheduled to do so again at our August 2025 new student orientation. For those who do not attend an in-person training program, Stevenson utilizes an online program that these students must complete. Further, medical professionals in the Wellness Center, members of the University's Incident Response Team, and all full-time Campus Safety Officers at Stevenson University have been trained on symptom recognition and medication administration procedures. In addition, many of the part-time Campus Safety Officers have been trained as well and, in several cases, they received this training as part of their full-time work as firefighters and EMTs.

Finally, as part of our prevention efforts, we wish to highlight the institution's Good Samaritan Policy as well as the State of Maryland's Good Samaritan Law. Under Stevenson University's policy, students

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

II. **Standards of Conduct Regarding Alcohol**

The health and safety of members of the Stevenson University community are the primary concerns of the University. It is the University's policy to uphold the alcohol laws of the State of Maryland. Possession and consumption of alcoholic beverages is permitted only by those who are at least 21 years of age. Alcoholic beverages are not to be furnished to or consumed by minors.

Members of the Stevenson community and guests are expected to accept responsibility for their actions, to obey the law, and to police their own behavior. Individuals who violate the law, in addition to being subject to criminal penalties, will be subject to university disciplinary measures. These specific policies that follow apply to Stevenson University events both on and off campus.

- 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.
- All University-sponsored events where alcohol is served, either on or off campus, must be approved by the Vice President, Student Affairs; Vice President, Human Resources; or Chief of Staff in the President's office 30 days prior to the event. The Event Application Request for Service of Alcoholic Beverages will serve as a formal application for approval.
- 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.
- The organization's adviser or an alternative faculty/staff member must be present for the duration of the event.
- Campus Safety must be present for the duration of the event.

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.

Proper proof of age must be provided to the server.

Kegs, multi-liter containers, and pitchers used for the serving of alcohol are not allowed at student-sponsored events.

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.

Under no circumstances may an employee, including a student employee, report to work or perform work on behalf of the University while impaired by alcohol. Suspicion of impairment while on duty may result in an immediate referral for blood-alcohol testing.

It is recognized that this document cannot address, in specific fashion, all possible social situations that may occur. Where these procedures are not specific on a particular point, individual and organizational hosts are expected to conduct their social events and themselves in the spirit of social responsibility consistent with these procedures.

Rules Specifically Applicable to University Housing

Residents of legal drinking age may drink alcohol in their residence hall apartment or suite only if they are not in the presence of residents or guests who are under 21 years of age. Absolutely no alcohol is permitted in any shared space in a residence hall room/suite/apartment where underage students reside. Alcohol may not be served or consumed in any common areas of the University's residential facilities including, but not limited to, hallways, lounges, quad areas, and parking lots. Guests are expected to abide by the University's rules while visiting Stevenson housing.

Students will 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 into the residences and to stop consumption of alcoholic beverages in all common areas. Kegs, beer balls, and other multi-liter containers are not permitted in Stevenson residence halls. The Residence Life staff will inform students of university policy, clarify if they are violating the University's policy, and counsel them regarding the consequences of their behavior, both in terms of health and safety risks and legal consequences. Students in violation of the Residence License Agreement or University policy will be held accountable. The Residence Life staff is to report offenders to the Office of Student Conduct. The students involved will meet with a Student Conduct representative to determine appropriate sanctions if warranted. Any student failing to meet with a Student Conduct representative upon request may be subject to termination of the Residence License Agreement for failure to comply with directions of a University official.

Standard Sanctions for Alcohol Violations

Students

Students found in violation of this policy may be subject to disciplinary action, including but not limited to fine, alcohol/drug education, suspension, removal from residence, or expulsion from the University.

Employees

Employees found in violation of this policy may be subject to disciplinary action up to and including termination from employment

Reporting Use and Misuse

Each member of the Stevenson community is encouraged to report all suspicions of unlawful possession, use or distribution of illicit drugs or alcohol, or of alcohol abuse, to the appropriate University authorities.

III. Standards of Conduct Regarding Unauthorized Drugs

The Stevenson University community affirms unauthorized drug use to be contrary to the goals of the University. The use, possession (including constructive possession), manufacture, distribution,

dispensing, and solicitation of controlled substances, drug paraphernalia, look-alike drugs, unauthorized legal drugs, and over-the-counter drugs/medications or prescription drugs in excess of the recommended or prescribed dosage(s) is strictly prohibited on Stevenson University property, Stevenson sponsored travel, or in connection with any program or activity sponsored or endorsed by Stevenson University.

A list of controlled substances can be found on the website of the United States Drug Enforcement Administration (www.dea.gov). Regardless of whether a controlled substance has been legally approved by a state or locality, drugs that are federally controlled (including marijuana) are prohibited under this University policy.

Under no circumstances may an employee, including a student employee, report to work or perform work on behalf of the University while impaired by legal or illegal drugs. Suspicion of impairment while on duty may result in an immediate referral for drug testing.

Standard Sanctions for Unauthorized Drugs

Students

Students found in violation of this policy may be subject to disciplinary action, including but not limited to fine, alcohol/drug education, suspension, removal from residence, or expulsion from the University.

Employees

Employees found in violation of this policy may be subject to disciplinary action up to and including termination from employment.

Reporting Use and Misuse

Each member of the Stevenson community is encouraged to report all suspicions of unlawful possession, use or distribution of illicit drugs or alcohol, or of alcohol abuse, to the appropriate University authorities.

IV. Good Samaritan Policy

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

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

intoxicated or involved in a potential overdose situation, Stevenson University implores individuals, regardless of age, to seek medical assistance for themselves or others in an attempt to keep the campus community safe.

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

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

V. **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 or vaping of any substance in any way is not permitted in any building on campus. In order to create a healthier environment:

- All areas within 15 feet of building entrances are designated smoke-free zones.
- The space between the Dawson Academic Center and the Manuszak Center buildings on the Greenspring Campus will be designated smoke-free due to the 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.

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

VI. **Legal Sanctions Under Federal, State and Local Laws**

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

Federal Trafficking Penalties

The below tables contain a description of federal penalties and sanctions for illegal trafficking and possession of a controlled substance. These charts were downloaded from [Drugs of Abuse: A DEA Resource Guide 2024 Edition](https://www.dea.gov/resource-guide-2024-edition), pages 38-39, on July 16, 2025.

FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture	Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	50 grams or more pure or 500 grams or more mixture	Not less than 15 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount 1 gram	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.		2 or More Prior Offenses: Not less than 25 years. Fine of not more than \$20 million if an individual, \$75 million if not an individual.

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

FEDERAL TRAFFICKING PENALTIES – MARIJUANA

DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE*
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 15 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture;	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury,	Not less than 10 yrs. or more than

	or 100 to 999 marijuana plants	not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not less than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kg marijuana (except 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants;	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish (Schedule I)	10 kg or less	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish Oil (Schedule I)	1 kg or less	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.

* The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is not less than 25 years imprisonment and a fine up to \$20 million if an individual and \$75 million if other than an individual.

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

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

1) **Underage Drinking**

If you are under the age of 21 and found to have purchased, possessed or consumed alcohol, you face a fine of \$500 for your first offense and \$1,000 for your second or subsequent offense. If you are over 21 and knowingly furnish alcohol to a minor, you face a fine of up to \$2,500 for the first violation and a fine of up to \$5,000 for a second or subsequent violation.

2) **Fake ID Laws**

If you are under 21 and in possession of a fake ID, you face a fine of up to \$500 and up to 2 months in prison. Twelve (12) points will be assessed on your driving record, and your driver's license may be suspended or revoked. If you are caught selling fake IDs, you face fines of up to \$2000 and up to two years in prison *for each fake ID sold*. You are also subject to prosecution for violating federal and homeland security laws.

3) **Impaired Driving**

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

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

4) **Marijuana**

All members of the Stevenson University community should be aware that while the state of Maryland has legalized recreational marijuana for adults age 21 and above in certain circumstances, the use and possession of marijuana continues to be prohibited at Stevenson University and would constitute violation of [Stevenson's Drug Policy](#).

Sanctioning guidelines for the state of Maryland, which were updated in July of 2025 may be found by accessing the following link provided by the Maryland State Commission on Criminal Sentencing Policy (MSCCSP): <http://msccsp.org/Files/Guidelines/offensetable.pdf>. Specific information related to alcoholic beverages may be found beginning on page 3 of the MSCCSP document. Information related to CDS & paraphernalia may be found beginning on page 9. Finally,

information related to Prescription Drugs and Other Substances may be found on page 49. For convenience, the chart below provides a summary of sanctioning guidelines for selected offenses. However, students and employees are encouraged to review all the relevant sanctioning guidelines in the MSCCSP document.

Offense	Source	Felony or Misd.	Max Term	Fine
Alcoholic Beverages Intoxicated and endanger safety of person or property; or intoxicated or drink alcoholic beverage in public place and cause public disturbance		Misd.	90 Days	\$100
CDS and Paraphernalia Manufacture, distribute, or dispense controlled dangerous substances near schools or on school vehicles, 1 st offense	CR, §5-627	Felony	20 Years	\$20,000
CDS and Paraphernalia Manufacture, distribute, or dispense controlled dangerous substances near schools or on school vehicles, subsequent	CR, §5-627	Felony	40Y Mandatory Minimum = 5Y	\$40,000
CDS and Paraphernalia Using minors for manufacture, delivery, or distribution of controlled dangerous substances.	CR, §5-628(a)(1)	Felony	20Y	\$20,000
Prescription Drugs and Other Substances Harmful substances – distribution; possession with intent to distribute; instruction in the unlawful inhaling; or distribution of butane can to minor	CR, §5-709	Misd	18M	\$1,000
Weapons Crimes – In General Possess, use, wear, carry, or transport a firearm in a drug offense, 1 st offense	CR, §5-621(c)	Felony	20Y MM = 5Y	
Weapons Crimes – In General Possess, use, wear, carry, or transport a firearm in a drug offense, subsequent	CR, §5-621(c)	Felony	20Y MM = 10Y	

Pertinent Baltimore County Maryland Code Provisions*

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

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

Synthetic Cannabinoid -§ 17-1-118

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

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

A person may not purchase, use or possess a synthetic cannabinoid. A person may not distribute a substance:

- (i) That the person represents is any form of synthetic cannabinoid;
- (ii) That the person intends for use or distribution as a synthetic cannabinoid; or
- (iii) Under circumstances that one reasonably should know that the substance will be used or distributed for use as a synthetic cannabinoid.

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

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

VII. Drug Conviction and Financial Aid Eligibility

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

Penalties for Drug Convictions

Possession of Illegal Drugs

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

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

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

Sale of Illegal Drugs

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

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

How to Regain Eligibility

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

Free Application for Federal Student Aid (FAFSA)

Question 23 on the FAFSA form asks if the student has ever been convicted of a drug-related offense. Failure to answer this question will automatically disqualify the student from receiving Federal aid. Falsely answering this question, if discovered, could result in fines up to \$20,000, imprisonment, or both.

Convictions During Enrollment

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

VIII. Health Risks Associated with the Abuse of Alcohol

The [Centers for Disease Control and Prevention](#) (CDC) provides detailed information regarding the health risks associated with the excessive use of alcohol. The information provided below was taken directly from their website and was retrieved on July 21, 2025.

Excessive alcohol use is a term used to describe four ways that people drink alcohol that can negatively impact health. Excessive drinking can also be deadly. Excessive alcohol use includes:

- Binge drinking—Four or more drinks for women, or five or more drinks for men during an occasion.
- Heavy drinking—Eight or more drinks for women, or 15 or more drinks for men during a week.
- [Underage drinking](#)—any alcohol use by people younger than 21.
- Drinking while pregnant—any alcohol use during [pregnancy](#).

Drinking excessively on an occasion can lead to these harmful health effects:

- Injuries—[motor vehicle crashes](#), falls, drownings, and burns.
- Violence—homicide, suicide, sexual violence, and intimate partner violence.
- Alcohol poisoning—high blood alcohol levels that affect body functions like breathing and heart rate.
- Overdose—from alcohol use with [other drugs](#), like opioids.
- [Sexually transmitted infections](#) or unplanned pregnancy—alcohol use can lead to sex without protection, which can cause these conditions.
- Miscarriage, stillbirth, or [fetal alcohol spectrum disorder \(FASD\)](#)—from alcohol use during pregnancy.

Over time, drinking alcohol can have these effects:

- Drinking any alcoholic beverages, including red and white wine, beer, and liquor, is linked with [cancer](#).
 - The risk of some cancers increases with **any** amount of alcohol use. This includes breast cancer (in women).
- More than 20,000 people die from alcohol-related cancers each year in the United States.

Other chronic diseases excessive alcohol use can lead to:

- High blood pressure.
- Heart disease.
- Liver disease.
- Stroke.
- Alcohol use disorders affect both physical and mental health.
- Digestive problems.
- Weaker immune system - increasing your chances of getting sick.

Reference:

U.S. Centers for Disease Control and Prevention (January 14, 2025). Alcohol Use and Your Health. Retrieved from <https://www.cdc.gov/alcohol/about-alcohol-use/index.html> on 2025, July 21.

IX. Health Risks Associated with Opioids: Heroin, Fentanyl, and Prescription Opioids

In December 2023, the Governor of Maryland issued an Executive Order regarding the substance-related overdose crisis that exists in Maryland. While detailed information is provided below, interested readers can learn more about how the state of Maryland is combatting the heroin and opioid crisis by visiting <https://stopoverdose.maryland.gov>.

[988 Suicide & Crisis Lifeline](#) is Maryland's new number for substance use, mental health, and suicide prevention. The 988 Suicide & Crisis Lifeline is a support helpline for people experiencing mental health or substance use emergencies. People can call (or text or chat) 9-8-8 to talk and to connect with services.

[Naloxone](#) is a life-saving medication that can quickly restore the breathing of a person experiencing an opioid overdose. Opioids are a group of drugs that include heroin and prescription medications like oxycodone, hydrocodone, morphine, fentanyl and methadone.

HEROIN

The [Centers for Disease Control and Prevention \(CDC\)](#) provides substantial information regarding heroin and the health risks associated with its use. The information provided below was taken directly from their website and was retrieved on August 19, 2024.

According to the CDC, heroin is a highly addictive, dangerous opioid. Using heroin with other drugs or alcohol increases the risk of an overdose, which can lead to coma or death. While the number of heroin overdose deaths has increased since 2010, the rate is now decreasing.

Heroin is typically injected but is also smoked and snorted. [Persons who inject drugs](#) are also at risk of getting a serious, long-term viral infections such as HIV, Hepatitis C, and Hepatitis B, as well as bacterial infections of the skin, bloodstream, and heart (endocarditis). Repeated use of heroin can lead to [tolerance](#). **Opioid tolerance** occurs when a person using opioids begins to experience a reduced response to medication or drug, requiring more opioids to experience the same effect. At higher doses over time, the body can experience [opioid dependence](#). If someone who is dependent on heroin stops using it, they can have withdrawal symptoms.

Reversing an Opioid Overdose: [Naloxone](#) is a safe medication that can quickly reverse an overdose from opioids like heroin if it is given in time. It works by blocking the effects of the opioid on the body. Sometimes more than one dose of the medicine is needed. It can restore normal breathing within 2 to 3 minutes in a person whose breath has slowed, or even stopped, as a result of opioid overdose. Naloxone won't harm someone if they're overdosing on drugs other than opioids, so it's always best to use it if you think someone is overdosing.

FENTANYL

The [National Institute on Drug Abuse](#) (NIDA) provides substantial information regarding Fentanyl and the health risks associated with its use. The information provided below was taken directly from their website and was retrieved on July 21, 2025.

According to NIDA, Fentanyl is an opioid drug. Opioids are a class of drugs that include both prescription medicines such as morphine and illegal drugs like heroin.

Fentanyl is synthetic, which means it is made entirely in laboratories and has no natural ingredients. It was developed as a prescription medicine for treating severe pain, such as pain after surgery. When used as prescribed, it is also very effective in treating cancer pain or other types of severe chronic pain that don't respond to other pain medicines.

Fentanyl is also made and used illegally, because it is very powerful and relatively easy to produce. Illegally made fentanyl is now a main driver of the overdose and addiction crisis in the United States.

Fentanyl can have negative health effects, even when taken as prescribed. These effects may include confusion, drowsiness, nausea, visual disturbances, constipation, muscle stiffness, and many others.

Fentanyl can also cause serious health problems and even death from overdose. Like other opioids, fentanyl affects the parts of the brain that control breathing. When a person takes a higher fentanyl dose than their body can handle (an overdose), their breathing can slow to a life-threatening level.

Even a small dose of fentanyl can cause a fatal overdose. Fentanyl is much more potent than other opioids like morphine or heroin. As little as 2 mg of fentanyl—the amount of a few grains of salt—can be fatal.

Some counterfeit pills contain fentanyl. Pills made to look like prescription pain medicines or medicines to treat anxiety or attention deficit/hyperactivity disorder (ADHD) are often sold through social media or internet sites. These fake pills may look exactly like the real thing but can also contain fentanyl, often in deadly doses. People taking these pills often do not know they are taking fentanyl.

PRESCRIPTION OPIOIDS

The [Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov/overdose-prevention/about/prescription-opioids.html) provides information regarding the misuse of prescription opioids. The information provided below was taken directly from their website and was retrieved on August 8, 2024.

Prescription opioids (opioid therapy) can be used to treat acute-to-chronic pain and are often prescribed following surgery or injury, or for health conditions such as cancer.

- **Acute pain** is pain that has lasted for less than a month and has a known cause, like an injury, trauma, surgery, or infection.
- **Subacute pain** is pain that lasts longer than 1 month but not more than 3 months.
- **Chronic pain** is pain lasting three months or more. It can be caused by a disease or condition, injury, medical treatment, inflammation, or even an unknown reason.

It is important to note that continuing opioid therapy during the subacute time frame might represent the start of long-term opioid therapy. The goal of any pain management strategy is to safely reduce pain and increase your ability to do everyday activities. Develop a pain management plan and follow up regularly with your doctor about your pain, and whether your plan is working or not. Understand that it can take time to reduce your pain.

Side effects and risks of opioids cannot be avoided. In addition to the serious risks of addiction, misuse, and overdose, the use of prescription opioids can have several side effects, even when taken as directed.

Remember, your doctor is a partner in your pain treatment plan. It's important to talk about any and all side effects and concerns to make sure you're getting the safest and most effective care.

References:

Centers for Disease Control and Prevention. (2024, May 8). About Prescription Opioids. Retrieved from https://www.cdc.gov/overdose-prevention/about/prescription-opioids.html?CDC_AAref_Val=https://www.cdc.gov/opioids/basics/prescribed.html on 2024, August 8.

Centers for Disease Control and Prevention. (2024, May 7). Heroin. Retrieved from <https://www.cdc.gov/overdose-prevention/about/heroin.html> 2024, August 19.

National Institute on Drug Abuse. (2025, June). Fentanyl. Retrieved from <https://nida.nih.gov/publications/drugfacts/fentanyl> on 2025, July 21.

X. Health Risks Associated with Cannabis

The [Centers for Disease Control and Prevention \(CDC\)](#) provides substantial information regarding cannabis. The information provided below was taken directly from their website and was retrieved on August 19, 2024.

There are several risk factors and negative health outcomes associated with cannabis use including the following:

Brain Health: Cannabis use directly affects brain function—specifically the parts of the brain responsible for memory, learning, attention, decision making, coordination, emotions, and reaction time.

Heart Health: Cannabis can make the heart beat faster and raise blood pressure immediately after use. It could also lead to increased risk of stroke, heart disease, and other vascular diseases.

Driving: Cannabis, like alcohol, negatively affects several skills required for safe driving.

Lung Health: Smoked cannabis, regardless of how it is smoked, can harm lung tissues and cause scarring and damage to small blood vessels.

Mental Health: Cannabis use has been linked to social anxiety, depression, and schizophrenia (a type of mental illness where people might see or hear things that aren't really there), but scientists don't yet fully understand the relationships between these mental health disorders and cannabis use.

Unintentional Poisoning: Edibles, or food and drink products infused with cannabis, have some different risks than smoked cannabis, including a greater risk of poisoning. Some cannabis edibles have packaging designed to mimic the appearance of well-known branded snacks and candy that appeal to children, which increases the risk for unintentional ingestion. Children who consume THC-containing products can become very sick.

Reference:

The Centers for Disease Control and Prevention (2024, February 16). Cannabis Health Effects. Retrieved from <https://www.cdc.gov/cannabis/health-effects/index.html> on 2024, August 19.

XI. Health Risks Associated with Prescription Drug Misuse

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

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

- opioids—usually prescribed to treat pain

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

Prescription drug misuse can have serious medical consequences.

Reference:

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

XII. Health Risks Associated with Smoking and Tobacco Use

The [Centers for Disease Control and Prevention \(CDC\)](#) provides substantial information regarding smoking and tobacco use. The following information was taken directly from their website and was retrieved on July 21, 2025. According to the Centers for Disease Control and Prevention (CDC):

- Cigarette smoking is the leading preventable cause of disease, death, and disability in the United States
- Cigarette smoking and secondhand smoke exposure cause more than 480,000 deaths each year in the United States. This is nearly one in five deaths
- Cigarette smoking harms nearly every organ of the body. It causes many diseases and reduces the health of people who smoke
- Quitting smoking is one of the most important actions people can take to improve their health. It improves health and reduces the risk of premature death. Quitting also reduces the risk for smoking-related diseases, including heart disease, cancer, and COPD. [Free resources](#) are available to help people quit.

Reference:

Centers for Disease Control and Prevention (2024, September 17). Cigarette Smoking. <https://www.cdc.gov/tobacco/about/index.html> on 2025, July 21.

XIII. Health Risks Associated with the use of Synthetic Cannabinoids

The [National Institute on Drug Abuse](#) (NIDA) provides helpful information regarding the adverse health risks associated with the use of synthetic cannabinoids. The information provided below was taken directly from the NIDA website and was retrieved on August 8, 2024.

Research shows use of illicit synthetic cannabinoids is associated with severe health problems and can be life-threatening. Illicitly manufactured synthetic cannabinoids are typically added to liquid cartridges used in vaping devices or added to dried, shredded plant material so they can be smoked. These products are sometimes known as “K2” and “Spice.” People have reported using these products because they were sometimes cheaper and more accessible alternatives to cannabis and are mostly undetected by routine urine drug screens.

Reference:

National Institute on Drug Abuse (2023, October). Synthetic Cannabinoids. Retrieved from <https://nida.nih.gov/research-topics/synthetic-cannabinoids> 2024, August 8.

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

Students

Stevenson provides alcohol and drug education to all new students through new student orientation and through the students' required completion of the online educational program *Vector Solutions: Smart Choices*. *Vector Solutions*, which is a required component of the Stevenson University health profile, is developed for students of the University and provides honest and candid knowledge in an engaging, personalized format about health choices and risk education on the topics of alcohol and other drugs as well as sexual violence.

Throughout the academic year, Stevenson strives to supplement the programs delivered during new student orientation by offering programming and awareness campaigns on the topics of substance abuse.

Stevenson University's Student Conduct Office, in collaboration with the Wellness Center, requires alcohol education to students who are found responsible for violating the University's Alcohol Policy. Similarly, students who violate Stevenson University's Drug Policy, and who are permitted to remain enrolled at the University, are also required to participate in a University approved drug education class.

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

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

- 1) SAMHSA, the [Substance Abuse and Mental Health Services Administration](#), provides a [Behavioral Health Treatment Services Locator](#), which is a confidential and anonymous source of information for persons seeking treatment facilities in the United States or U.S. Territories for substance abuse/addiction and/or mental health problems.
- 2) SAMHSA also offers free and confidential information in English and Spanish for individuals and family members facing substance abuse and mental health issues, 24 hours a day, 7 days a week. To access SAMHSA's National Helpline, call 1-800-662-HELP (4357).
- 3) [988 Suicide & Crisis Lifeline](#) is Maryland's new number for substance use, mental health, and suicide prevention. The 988 Suicide & Crisis Lifeline is a support helpline for people experiencing mental health or substance use emergencies. People can call (or text or chat) 9-8-8 to talk and to connect with services.
- 4) Maryland's [Behavioral Health Administration](#) offers valuable resources related to drug treatment and drug prevention.
- 5) For a free support and resource to stop smoking call 1-800-QUIT-NOW (1-800-784-8669) or visit [smokefree.gov](#).
- 6) Students can contact Fonemed, Stevenson University's supplemental phone line for physical and

mental health advice. Fonemed's caring and experienced staff of Registered Nurses handle each call, and then provide a summary to the clinical staff of the Wellness Center for follow-up during regular business hours. This information is confidential to Fonemed and the Wellness Center. Fonemed can be reached 24/7 at 1-800-245-4691, and there is no charge to students.

Employees

Employees may access alcohol and drug resources through Stevenson's Employee Assistance Program which provides Stevenson employees free, confidential 24/7 support to help manage life's challenges. Employees may access by the EAP by visiting BHSonline.com and enter the username STEVENSON to begin, or calling 1-800-327-2251. Employees seeking additional information on this confidential service are encouraged to contact the Office of Human Resources.

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

1. SAMHSA, the [Substance Abuse and Mental Health Services Administration](#), provides a [Behavioral Health Treatment Services Locator](#), which is a confidential and anonymous source of information for persons seeking treatment facilities in the United States or U.S. Territories for substance abuse/addiction and/or mental health problems.
2. SAMHSA also offers free and confidential information in English and Spanish for individuals and family members facing substance abuse and mental health issues, 24 hours a day, 7 days a week. To access SAMHSA's National Helpline, call 1-800-662-HELP (4357).
3. [988 Suicide & Crisis Lifeline](#) is Maryland's new number for substance use, mental health, and suicide prevention. The 988 Suicide & Crisis Lifeline is a support helpline for people experiencing mental health or substance use emergencies. People can call (or text or chat) 9-8-8 to talk and to connect with services.
4. Maryland's [Behavioral Health Administration](#) offers valuable resources related to drug treatment and drug prevention.
5. For a free support and resource to stop smoking call 1-800-QUIT-NOW (1-800-784-8669) or visit smokefree.gov/.

XV. Distribution of the Annual Notification

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

Students

1. At the beginning of the fall and spring semesters, the entire Drug and Alcohol Abuse Prevention program will be emailed to all students (undergraduate and graduate/accelerated) enrolled in the institution. This email will be sent on the first day of the third week of the fall and spring semesters in order to allow for the completion of the add/drop period and thus ensuring all enrolled students receive this notification.
2. At the beginning of each non-traditional academic term, a separate email will be sent to new students enrolled in each of these terms to ensure they receive the Drug and Alcohol Abuse Prevention program. Examples of non-traditional terms at Stevenson University currently

consist of “8-week 1”, “8-week 2”, “5-week 2”, “Winterim” and the various summer terms. Students who are enrolled in “8-week 1” will be included in the email that will be sent the first day of the third week of the fall and spring semesters as described in number 1 above. Students enrolled in the other non-traditional terms, and who were not enrolled when the email was sent during the third week of the fall/spring semester, will receive an email that includes the entire Drug and Alcohol Abuse Prevention program. These emails will be sent two days after the conclusion of the add-drop period for each of these terms. The Dean of Students will collaborate with the Registrar’s Office in order to produce an accurate list of students who should be included in these additional distributions.

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

Employees

1. At the beginning of the fall and spring semesters, the entire Drug and Alcohol Abuse Prevention program will be emailed to all employees employed at the institution. This email will be sent on the first day of the third week of the fall and spring semesters.
2. Employees will also receive information on where to access the Drug and Alcohol Abuse Prevention program and an overview of the program at their new employee orientation. By including this information in new employee orientation, Stevenson will ensure that employees who are hired at times following the distribution of the emails are informed of the Drug and Alcohol Abuse Prevention program.
3. A webpage has been created on Stevenson University’s external webpage at www.stevenson.edu detailing Stevenson University’s Drug and Alcohol Abuse Prevention program. The direct link to the page on the external website is: www.stevenson.edu/alcohol-drugs. These webpages have been created to facilitate ease of access. All e-mail notifications will provide a direct link to the external webpage: www.stevenson.edu/alcohol-drugs.

XVI. Biennial Review

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

In accordance with the U.S. Department of Education’s *Drug-Free School and Communities Act*, combined with Stevenson’s primary interest in the safety of the members of the campus community, Stevenson University will complete a biennial review of its drug and alcohol abuse prevention program.

The biennial review is conducted in order to:

- a) Determine the DAAPP's effectiveness and implement changes to the program if the changes are needed;
- b) Determine the number of drug and alcohol-related violations and fatalities that occur on the institution's campus (as defined in 20 U.S.C. § 1029(f)(6)), or as part of any of the institution's activities and are reported to campus officials;
- c) Determine the number and type of sanctions described above that are imposed by the institution as a result of drug and alcohol-related violations and fatalities on the institution's campus or as part of any of the institution's activities; and
- d) Ensure that the sanctions required are consistently enforced.

The biennial review is conducted by the Office of Student Affairs in collaboration with Stevenson University's Substance Awareness Task Force. The Substance Awareness Task Force is a committee chaired by Stevenson University's Assistant Vice President, Wellness Center. The membership of the Substance Awareness Task Force includes the following: Dean of Students; Assistant Director & Nurse Practitioner, Wellness Center; Director of Campus Safety; Assistant Director, Student Conduct; and at least one representative from each of the following campus constituencies: Faculty, Athletics, Student Life & Leadership, Residence Life, Human Resources, Admissions and Student Government.