



Division of Student Affairs

*Bowie State University
Code of Student Conduct*

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INTRODUCTION

Bowie State University (BSU) is a learning community that is committed to Core Values. In order for the university to meet our educational goals, we must be a disciplined community. Such a community offers an environment that allows individuals to develop their full potential. To that end, the university has created a set of standards regarding personal conduct within this community. Personal responsibility and respect for others are the essential values underlying these standards.

Teaching students to accept responsibility for their behavior and to respect the rights of others is a high priority for our university community. The community benefits from this instruction through the improvement of the learning environment. Students become more productive when they have adopted these values. One of our responsibilities is to challenge behavior that violates the rights of others, or which violates the laws of the larger society.

By holding each student to a high standard of behavior, we both protect the campus community, and promote the moral and ethical development of students. In doing so, we also have an obligation to regard each student as an individual, deserving individual attention, consideration and respect. Behavior, which is prohibited by these standards, is outlined within the *Code*. These standards arise from the important values of personal responsibility and respect for others. By presenting these to you, we hope to begin a process that will lead to your support of the guidelines and the values upon which they are based.

We believe that the educational focus of our institution will be served best by a serious commitment to helping students develop responsible personal attitudes and behavior. We feel it is our responsibility to establish behavioral guidelines that are stated clearly and to define the consequences for those acts outside of these guidelines.

We intend to fulfill this goal by making these guidelines and consequences well known to all members of our community. It is our hope that the response to these expectations will be a positive one that enables our community to better achieve its educational mission and to affirm the wholeness of that mission, inside and outside of the classroom.

As a Bowie State University student, you are expected to:

- 1) Use your time effectively in pursuit of your educational goals and aspirations; and for maintaining high standards of academic achievement;
- 2) Conduct yourself with propriety—conforming to the highest standards of the university;
- 3) Respect the rights and opinions of others;
- 4) Preserve healthy, safe and clean, physical conditions in the dining hall, classrooms, residence halls and other university-owned properties;
- 5) Participate actively in defining the student life experience;
- 6) Comply with the university's policies, regulations and rules that apply to students and student conduct;
- 7) Uphold the reputation of the university;

- 8) Attend classes punctually and regularly, and devote yourself earnestly to your academic pursuits;
- 9) Take pride in the maintenance and preservation of university property;
- 10) Adopt positive patterns of behavior and values in order to develop a wider understanding of yourself and society; and
- 11) Use your gifts and talents to make your years at Bowie State University a meaningful experience.

In the following sections, you will find information that addresses and discusses the institution's student conduct procedures, policies and your rights and responsibilities as an enrolled student at Bowie State University. Please note that our student conduct procedures, which are received in and adjudicated by the Office of Student Conduct and Community Standards, are not set up to enforce criminal or civil laws; or to operate in place of civil authority (i.e., Police & Public Safety, Bowie Police Department). However, when a student's behavioral choice or outcome warrants the involvement of civil authorities, we will notify the proper authorities.

BSU CORE VALUES

Excellence

Bowie State University expects students, faculty, staff, and administrators to demonstrate outstanding levels of performance by fostering a stimulating learning and work environment.

Inclusivity

Bowie State University is intentional about creating a community that encourages involvement, respect, and connection among students, faculty, staff, and administrators regardless of differences of race, gender, ethnicity, national origin, culture, sexual orientation, religion, age, and disability.

Integrity

Bowie State University students, faculty, staff and administrators demonstrate high ethical standards in their interactions with one another and the larger community.

Accountability

Bowie State University expects each member of the University community to be responsible and accountable for the outcomes of their efforts and actions.

Innovation

Bowie State University aspires to infuse innovative practices into academic and administrative functions by encouraging students, faculty, staff, and administrators to utilize best practices and pursue new opportunities.

Office of Student Conduct and Community Standards

The Office of Student Conduct and Community Standards administers the student disciplinary system at Bowie State University. Staff in this office investigate and adjudicate alleged incidents of student misconduct, academic integrity, and threat assessment. The office also enforces the *Code of Student Conduct* and Academic Integrity Policy while educating our campus about community standards and other ethical issues.

Any student or student organization found to have committed any violations of the following policies are subject to the disciplinary sanctions articulated within this document. Additional sanctions may be issued, based on the discretion of the Student Conduct Administrator, Director of Student Conduct and Community Standards, Student Affairs Staff and/or their designee.

The policy and procedures document applicable to student sexual misconduct is VI-1.40-Policy on Sexual Harassment and Other Sexual Misconduct: [POLICY ON SEXUAL MISCONDUCT](#)

University Conduct Authority

The Vice President of Student Affairs (or designee) is responsible to the President of Bowie State University for the supervision, administration and operation of all university policies related to student discipline. The Office of Student Conduct and Community Standards, under the Division of Student Affairs, receives complaints on student conduct, directs such investigations as deemed appropriate and determines the disposition of cases within the university's jurisdiction. As discussed below, cases with merit may be resolved two ways: 1) administratively through a student conduct conference or 2) through a formal conduct panel with the University Student Conduct Panel.

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of our campus community. In the matter of developing responsible student conduct, primary reliance is placed on student development, guidance, counseling and accountability. In circumstances where these preferred means fail, the University will use the disciplinary authority inherent in its responsibility to protect our educational and institutional purpose, mission and vision. In the exercise of this authority, safeguards shall be observed to protect students from unfair imposition of penalties.

Student Conduct Administrator

The Director of Student Conduct and Community Standards will serve as the Chief Student Conduct Administrator. The Student Conduct Administrator has the authority to: 1) manage student conduct conferences and panels on alleged violations as related to student conduct; 2) adjudicate contested violations of university community policies and procedures; and 3) designate other staff members (e.g., Residence Life, Student Conduct) to serve as Student Conduct Administrators.

For the purposes of investigation, he or she has entry to all university offices and access to pertinent records as permissible by law (including records maintained in the university conduct database). He or she also has the authority to request witnesses, including any member of the university community (i.e., other students, faculty and staff). Likewise, he or she may issue any

sanction(s) to a student found responsible for a code violation in a given case, subject to the policies of the University and the Board of Directors.

The primary purpose of this *Code of Student Conduct* is to serve the interests of both the BSU community and the individual student by: (1) prescribing the standards of conduct expected of students; (2) outlining actions which can be taken when student misconduct occurs; (3) establishing procedures which ensure due process in the adjudication of complaints concerning students; and (4) imposing sanctions in the University setting to protect, deter, and educate students that violate the *Code of Student Conduct*.

The Office of Student Conduct and Community Standards promotes the concepts of fairness and due process in administrative proceedings throughout the University community, while striking a balance between community standards and individual behavior through the educational development of students.

The *Code of Student Conduct* and the student conduct process contained within apply to the conduct of individual students, both undergraduate and graduate, professional students and all University/College-affiliated student organizations. For the purposes of student conduct, the University/College considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University/College.

DISCIPLINARY PROCEDURES

The jurisdiction of this *Code of Student Conduct* applies to behavior:

1. occurring in any University facility, on any University owned or leased property, or off-campus;
2. occurring in connection with any University-sponsored, -recognized, or -approved program, visit, or activity;
3. that adversely affects the University's pursuit of its mission or policies; or
4. that otherwise threatens the health or safety of any member of the University community.

Additionally, the University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. Individuals who are not currently enrolled at the University remain subject to the disciplinary process for conduct that occurred during any period of enrollment, for conduct that occurred during a period between any consecutive semesters, terms, or summer sessions for which they are enrolled, or for conduct that occurred during the time after admission to the University but prior to first enrollment, and for statements, acts or omissions related to application for enrollment. If sanctioned, a hold may be placed on the student's ability to re-enroll [**and/or obtain official transcripts and/or graduate**]. All sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the University may invoke these procedures and should the former student be found responsible, the University may revoke that student's degree.

A. Initiation of Complaints

1. Alleged violations of the *Code of Student Conduct* may be initiated by submitting a written complaint to the Office of Student Conduct and Community Standards, Office of Residence Life, and/or the Department of Public Safety. Any individual may file a complaint against a student or student organization for alleged violations of any provision of the *Code of Student Conduct*.
2. The Director of Student Conduct and Community Standards may also initiate an investigation based on media reports or other reliable information.
3. A written complaint must state sufficient facts, including specific name(s), date(s), location(s) and description(s) of the alleged act(s) of misconduct to enable the Director of Student Conduct and Community Standards to decide whether further fact-finding is necessary.

B. Interim Suspension

1. The Director of Student Conduct and Community Standards (and/or their designee) may suspend a student or student organization for an interim period prior to the resolution of a student conduct proceeding if there is reliable information that supports an allegation of misconduct, and it is believed that the continued presence of the student or student organization on the university campus or at university sponsored events poses a threat of harm or substantial disruption.

2. The decision to suspend a student or student organization for an interim period will be communicated in writing to the student or organization (via physical letter, email and/or text), and will become effective immediately as of the date of the written decision.
3. The interim action will remain in effect until a final decision has been made on the pending complaint or until it is determined that the reasons for imposing the interim action no longer exist.
4. The Director of Student Conduct and Community Standards (and/or their designee) may impose other forms of interim action, such as immediate removal from university housing and/or a university ban.

C. Review and Decision by the Student Conduct Administrator

1. The Director of Student Conduct and Community Standards (and/or their designee) will make an initial determination as to whether there is a sufficient basis to believe that a violation of the *Code of Student Conduct* may have occurred. The Director of Student Conduct and Community Standards (and/or their designee) may interview the complainant and other witnesses or request additional information about the complaint. The Director of Student Conduct and Community Standards (and/or their designee) may request other adjudicatory tribunals established and/or recognized by the Division of Student Affairs (i.e., the SGA Judicial Branch) to adjudicate alleged offenses.
2. If the Director of Student Conduct and Community Standards (and/or their designee) determines that there is a sufficient basis to believe that a violation of the *Code of Student Conduct* may have occurred and chooses to investigate the possible violation under the *Code of Student Conduct*, then the Director of Student Conduct and Community Standards (and/or their designee) will timely notify the respondent student of the alleged violation(s).
3. Prior to concluding that a student has violated the *Code of Student Conduct*, the respondent student will be provided with an opportunity to respond to information gathered in the investigation that is believed to support the conclusion that the student may have violated the *Code of Student Conduct*.
4. The student will be provided with the following:
 - a. An explanation of the alleged violation(s);
 - b. A summary of the information gathered; and
 - c. A reasonable opportunity for the student to reflect upon and respond on his/her own behalf to the alleged violation(s).
5. An explanation of the applicable disciplinary procedures, including the student's right to request a formal conduct panel before a university student conduct board when suspension or expulsion is a possibility. A student who is alleged to have violated the *Code of Student Conduct* will be provided an opportunity to meet with the Director of Student Conduct and Community Standards (and/or their designee). Students may accept responsibility for alleged conduct violations and waive their rights to procedures provided by this policy.
6. Students will be expected to comply with any request or directive issued by the Office of Student Conduct and Community Standards in connection with a disciplinary proceeding. If the student fails to attend a student conduct meeting, the Director of Student Conduct and Community Standards (and/or their designee) may proceed with the disciplinary process.

7. If necessary, any further information gathered will be presented to the student and an additional opportunity to respond will be provided
8. The standard of evidence used to determine if a student is responsible for a student conduct violation is the *preponderance of the evidence*. The preponderance of evidence standard requires that it is more likely than not that the respondent student violated the *Code of Student Conduct*. This decision is based upon the information available at the time the decision is made.
9. The Director of Student Conduct and Community Standards (and/or their designee) will determine whether it is more likely than not that a violation of the *Code of Student Conduct* has occurred and, if so, the appropriate disciplinary sanction(s) to apply. In determining the sanction(s), the Director of Student Conduct and Community Standards (and/or their designee) will consider any mitigating or aggravating factors, including any prior violations of the *Code of Student Conduct*. The respondent may then decide to accept one of the following options described below:

Responsible: A student who accepts responsible waives his or her right to a conduct panel and accepts the sanction(s) offered by the Director of Student Conduct and Community Standards (and/or their designee). Accepting responsibility will be done in writing to the Director of Student Conduct and Community Standards (and/or their designee).

No Contest: The respondent may decide to choose to accept a no contest option and accept the sanctions.

Administrative Decision: Based on the case and admission of responsibility by a student, the Director of Student Conduct and Community Standards (and/or their designee) may render an Administrative Decision that takes into consideration student development, guidance, counseling and admonition.

Not Responsible: A student who does not accept responsibility will have his or her case heard by the appropriate adjudicatory body.

No Violation: A student may not be found responsible if the allegation(s) are not substantial enough and supported with information to prove the claim.

Complaint Deferred: A situation where the Student Conduct Administrator finds the student was connected to a case but not engaged in the alleged violation.

10. The Director of Student Conduct and Community Standards (and/or their designee) will inform the student of the decision, in writing, within three University business days of the student's last opportunity to respond. When feasible, this information will also be communicated in a face-to-face meeting.
11. The written decision will include a statement of the violation(s), determination, and the appropriate sanction(s)—if any. This decision is final, unless the student requests a conduct panel to review a decision to **suspend** or **expel**. If the sanction imposed includes either **suspension** or **expulsion**, the student will be informed of his/her right to request a

conduct panel before the University Student Conduct Panel or other designated student conduct panel by filing a written request with the Director of Student Conduct and Community Standards (and/or their designee) no later than three University business days following the date on his or her notice. The student may request a conduct panel related to the determination that a violation occurred, related to the sanctions imposed, or both.

12. In the event that the University Student Conduct Panel or other designated conduct panels cannot be convened, the Director of Student Conduct and Community Standards (and/or their designee) shall serve as the student conduct administrator to preside over the proceedings.
13. The filing of a timely written request for a conduct panel will suspend imposition of the disciplinary sanction(s), except for an interim suspension, pending the outcome of the conduct panel. If the student elects not to request a conduct panel of the decision, then that decision is final and becomes effective immediately.
14. In instances when the respondent student receives a sanction less than **suspension** or **expulsion**, he or she will be afforded the right to appeal as outlined below, in the section entitled *Conduct Appeal Procedures*.
15. In presenting information related to the alleged violation(s), the student may be advised by any member of the university community. While a student may choose his or her advisor, no person shall be obligated to serve in such a capacity. Additionally, the advisor may not be a potential witness; or a party in the matter or a related matter. When a student elects to be advised by professional legal counsel, he or she must inform the Director of Student Conduct and Community Standards (and/or their designee) in writing at least two University business days before the scheduled date of the conduct panel. In such instances, the university may exercise the option to contact and arrange for the attendance of university legal counsel at any or all student conduct proceedings. Attorney(s) will not be allowed to address the Student Conduct Administrator or any of the conduct panel members during the proceedings. Attorneys may not examine or cross-examine any witnesses, raise questions or objections, or make opening and closing statements. Attorney(s) may serve in an advisory capacity only. Students are solely responsible for any and all fees incurred as a result of employing an attorney.

D. Review by the University Student Conduct Panel

1. Purpose of the University Student Conduct Panel

The University Student Conduct Panel is a group of trained faculty, staff, and students who serve as conduct administrators during official student conduct proceedings concerning alleged *Code of Student Conduct* violations that could possibly result in a student's **suspension** or **expulsion**. The panel members listen to all of the information presented during the student conduct proceedings and use that information to make a decision regarding a respondent student's level of responsibility and appropriate sanctions—if responsibility for a violation is determined.

2. Composition of the Panel

- a. The University Student Conduct Panel may be composed of up to seven members (five panel members who are faculty, staff, or student; one Student Conduct Administrator; and one Chairperson). At least five members (three panel members;

one Student Conduct Administrator; and one Chairperson) from the group is required to make a quorum.

- b. The Chairperson will serve as the facilitator of the conduct process. The Chair makes decisions related to all procedural matters for the conduct panel. The Chair will be, a faculty member, staff member or designee.
- c. The Student Conduct Administrator presents the information related to the alleged violations on behalf of the Office of Student Conduct & Community Standards. The Student Conduct Administrator is an ex-officio member to the panel.
- d. The Division of Student Affairs establishes the rules to govern the selection processes for panel members.

3. **Pre-Conduct Panel Procedures**

- a. The University Student Conduct Panel members will be notified in writing of their selection.
- b. Based on the availability of panel members, the Chair will convene the panel within a reasonable time following receipt of the student's written request for a conduct panel.
- c. A written notice of the conduct panel will be sent to the student no less than three University business days prior to the date set for the conduct panel. The notice will be delivered via email, personally and/or by mail directed to the address furnished by the student on his/her conduct panel request. It is the student's responsibility to provide necessary contact information. The notice will include:
 - i) A statement of the date, time, location and nature of the conduct panel;
 - ii) A written statement of the alleged violation(s) that specifies the allegations of misconduct in sufficient detail to enable the student to respond; and
 - iii) Notice of the right to be assisted by an advisor.
- d. If the student cannot attend the conduct panel on the date scheduled for the conduct panel due to extraordinary circumstances, he/she must notify the Office of Student Conduct and Community Standards in writing in a timely manner. The Chair will determine whether to approve or deny the request to reschedule the conduct panel.
- e. Members of the university community will be expected to comply with any request or directive issued by the Office of Student Conduct and Community Standards in connection with a disciplinary proceeding.

4. **University Student Conduct Panel Proceedings**

- a. In order to preserve the confidential nature of the disciplinary process, and to protect the privacy interests of all students involved in the process, the conduct panel will be closed.
- b. The Chair will facilitate the conduct panel and will make determinations on all procedural matters.
- c. The Student Conduct Administrator will present the information that supports the alleged violation(s). The Student Conduct Administrator will have the burden of showing that a violation of the *Code of Student Conduct* was more likely than not to have been committed by the respondent student.
- d. If the student accepts responsibility or is found responsible for the alleged violation(s), then the University Student Conduct Panel may focus the questioning on the appropriate sanction(s).

- e. Information regarding prior misconduct will not be used as proof of a current violation. However, information of prior misconduct may be considered in determining an appropriate sanction if a student is found responsible for a violation of the *Code of Student Conduct* (e.g., to show that the student had prior experience(s) relevant to the alleged violation(s) or to show that the student had previously been informed that the conduct was not acceptable).
- f. A student who fails to appear at the conduct panel will be deemed to have abandoned his/her request for a conduct panel, unless the student can demonstrate that an extraordinary circumstance prevented his/her appearance.
- g. A verbatim record in the form of an electronic recording shall be made of each conduct panel which could lead to **suspension** or **expulsion** as a sanction. Deliberations will not be recorded.
- h. Except as otherwise permitted by the Chair, witnesses will be excluded physically from the conduct panel, except during their own testimony. However, a victim, as defined by applicable law and provided rights to attend such conduct panels by law, will be permitted to attend the entire conduct panel.
- i. The order of presentation will be as follows:
 1. The Student Conduct Administrator will call witnesses to provide statements and/or information.
 2. At the conclusion of each witness' statements, he or she may be questioned by the student.
 3. Following the questioning by the student, members of the panel may ask further questions of each witness.
 4. Following the testimony of all witnesses called by the Student Conduct Administrator, the student then presents his/her case.
 5. Each witness for the student is called to testify. The procedure remains the same as described above.
 6. Throughout the proceeding, the parties may introduce written documents or other information previously disclosed.

E. University Student Conduct Panel Deliberations and Decision

1. Following the presentation of information, members of the University Student Conduct Panel will discuss the information that has been presented and the reasonable inferences to be drawn from this information prior to reaching their decision. Only the members of the conduct panel and its legal advisor, if any, may be present during the deliberations.
2. Based solely upon the information presented during the conduct panel, the panel will determine whether a violation of the *Code of Student Conduct* was more likely than not to have been committed by the student. A majority vote is necessary to make the decision.
3. The University Student Conduct Panel will not deliberate on the appropriate sanction unless and until it determines that a violation of the *Code of Student Conduct* occurred, or the student has accepted responsibility for the violation(s). In determining the appropriate sanction(s), the University Student Conduct Panel may consider any mitigating or aggravating circumstances.
4. The University Student Conduct Panel will render its decision after the conclusion of the conduct panel and deliberations. The panel will communicate its decision to the Chair in

writing. The written decision will include findings of fact and a statement of the rationales for the decision and will be signed by the Chair.

5. Following the decision by the University Student Conduct Panel, the respondent student will have five (5) University business days from the date of the written notice to appeal the outcome of the panel. Students may seek an appeal within the 5-day time frame pursuant to the processes outlined in the *Student Conduct Appeal Procedures* below.

STUDENT CONDUCT APPEAL PROCEDURES

In each case involving imposition of a sanction(s), the respondent student shall have the right to appeal the decision.

- A. An appeal shall be in writing and shall be delivered to the Dean of Students (or designee) within five University business days following the decision by the Director of Student Conduct and Community Standards (and/or their designee). A student who fails to file an appeal within the five University business days forfeits the right to any appeal.
- B. The Dean of Students may also designate a University Disciplinary Appeals Panel to render a decision on a student's appeal.
- C. An appeal to the Dean of Students (or designee) may be made only on the following grounds:
 1. Lack of due process (i.e., when a student can show an error in the conduct proceedings; or arbitrariness in finding against the weight of the evidence);
 2. The sanction is substantially disproportionate to the violation, which means it is far in excess of what is reasonable given the facts or circumstances; and/or
 3. New information, unknown or unavailable during the original conduct panel or at the time of the original decision, which would subsequently change the nature of the case.
- D. Upon receipt of an appeal, the Dean of Students (or designee) shall review the case and make one of the following determinations:
 1. Find no error and affirm the decision of the Student Conduct Administrator or University Student Conduct Panel, which adjudicated the case; or
 2. Find irregularities, additional pertinent evidence, or prejudicial errors sufficient enough to overturn or adjust the decision; or
 3. Remand the case to the appropriate body for further adjudication.

SANCTIONS

In order to protect its educational purposes and processes, the university has the authority to impose sanctions on any student found responsible for an offense or breach of regulation(s)/policies. All sanctions imposed on students who have been found responsible for violations of the *Code of Student Conduct* are based solely on individual circumstances. No case is exactly the same as another, and sanction(s) will most likely differ in similar instances. **Below are possible sanctions that may be imposed if a student is found responsible for a violation of the *Code of Student Conduct*, but please note that this list is not exhaustive:**

Expulsion: A permanent separation of the student from the University. The student is no longer eligible for reenrollment to the University.

Interim Suspension: A temporary suspension until a University Student Conduct Panel can be conducted.

Suspension: A forced withdrawal from the university for a stated period of time, after which readmission may be allowable. Suspension may extend for the remainder of the current semester or more semesters; or until a specified condition is met. The suspension takes effect when the appeal for the violation(s) is exhausted, waived, or time limit has passed.

Disciplinary Probation: An official notice that the student's conduct is in violation of the *Code of Student Conduct* but is not sufficiently serious to warrant expulsion or suspension. Additional social and behavioral restrictions may also be implemented in conjunction with a student's probationary period. The probation may be for a specified length of time or until a stated condition is met. Further violations of policies will result in consideration of more severe sanctions, including suspension or expulsion from the university.

Conduct Review: An official warning that the student's conduct is in violation of the *Code of Student Conduct*, but not sufficiently serious to warrant expulsion, suspension, or conduct probation. A student on conduct review shall have their conduct under review for a specified period of time. This sanction may require regular meetings with an appropriate official to ascertain and evaluate compliance with university expectations. Additional restrictions or conditions may also be imposed, depending on the nature and seriousness of the misconduct. Students placed on this sanction remain in good standing with the University. If there is a finding of responsibility for subsequent violations of the *Code of Student Conduct* during this period, more severe sanctions may be administered.

Letter of Reprimand: An official written statement to the student that he or she has violated a University policy. It is a warning that any further misconduct may result in a more severe sanction in the future.

Additional Stipulations: A student may receive this creative stipulation from the university as a write-in from the Student Conduct Administrator in cases where additional explanations or designations are needed for clarity and specificity.

Assessment/Fine: A forced monetary compensation appropriate to the violation, including residence life violations.

Community Service: A student must complete assigned mandatory hours of service at a non-profit/community-based organization.

Educational Sanctions: Mandatory participation in a specific educational program, support groups or the completion of a work or research assignment. The student is responsible for all related expenses.

Loss of Privileges: A denial of specified privileges for a designated period of time.

Letter of Apology: A student will formulate an apology for the infraction which will be submitted to the university, reviewed and disseminated to the intended party.

Meeting with an Administrator: A student can be assigned mandatory check-in meetings with particular university staff members who the Student Conduct Administrator deems beneficial to the student's growth and development at the university for a designated period of time.

No Contact Directive: A No Contact Directive can be given to a student who needs to discontinue all communication with individuals involved with a case (includes, but is not limited to, via phone, texting, social media, group messaging, written or third party). This action is immediate in nature.

Recommended Next Sanction: Based on a student's disciplinary history and/or violations, this sanction notifies the Student Conduct Administrator of the next action to be taken.

Restitution: Forced compensation to the university or, in the case of private property, to the owner who has suffered the loss. This sanction is applied in cases involving damages to or theft of university or private property.

Residence Hall Expulsion: A permanent separation of the student from his or her assigned residence hall (or specific residence halls as listed in his or her sanction letter).

Residence Hall Suspension: A separation of the student from their assigned residence halls (or specific residence halls as listed in his or her sanction letter) for a specified length of time, after which the student is eligible to return.

Residence Hall Probation: An official notice that the student's conduct is in violation of Residence Life policies and/or University policies and that more stringent student conduct sanctions, including removal from housing, may result if future violations occur.

University Ban: A complete removal of a student from any university-affiliated property or event.

***NOTE:** In accordance with FERPA and HIPAA, a parent/guardian contact can be reached by various communicative means, if the behavior of a student poses harm to the student and/or campus community.

A student or student organization found to have violated the *Code of Student Conduct* may receive more than one sanction. Students found responsible for violations of the *Code of Student Conduct* may be prohibited from a specified affiliation or from representing the university as a member of an organization or a university-sponsored activity.

PROHIBITED CONDUCT

ALCOHOL POLICY

University regulations prohibit any student under the age of 21 (the legal drinking age in Maryland) from possessing or consuming alcoholic beverages on campus and/or at off-campus, university-sponsored activities. The following acts are also prohibited for any student under the alcohol policy:

- 1) Driving under the influence of alcohol;
- 2) Being intoxicated or under the influence of alcohol while in public;
- 3) Providing alcoholic beverages to a person who is intoxicated;
- 4) Providing alcoholic beverages to any person under the age of 21;
- 5) Possessing and/or using alcohol in any Residence Life facility; and/or
- 6) Any activity or conduct involving the use of alcohol that is in violation of law.

It should be noted that at special events on campus (i.e., Alumni events), alcoholic beverages may be sold or served. Students, who are of age, will be asked for standard identification (i.e., a driver's license) before the beverage can be sold or served. Purchases made in violation of this policy, including supplying alcoholic beverages to underage students, or the selling to/furnishing of minors, will be appropriately adjudicated by the Office of Student Conduct and Community Standards.

DRUGS AND/OR DRUG PARAPHERNALIA POLICY

The following acts are prohibited:

- 1) The possession, use, manufacture, cultivation, distribution, sale, and/or misuse of any controlled or illegal substance, designer drugs or synthetic cannabinoid;
- 2) The possession and/or use of any drug paraphernalia (i.e., bowls, hookah pipes, bongs, hollowed-out cigars, vaporizers, "homemade" smoking devices, any other smoking device or smoking paraphernalia); and/or
- 3) Any activity or conduct involving drugs or drug paraphernalia (i.e., use of University property like a residence hall room, cashier's office or campus mailbox; monies (real and counterfeit) from a drug sale; exchange of materials to grow and manufacture drugs) that are in direct violation of local, state and/or federal laws.

Regardless of the legal status of marijuana in the State of Maryland, marijuana remains prohibited on all university property and at all university events. It should also be noted that this policy applies to students who possess a medical marijuana prescription. As a university community, we take seriously our obligation to ensure the safety and well-being of our students. Any student found responsible for a violation of this policy will be sanctioned. Further, violation of this policy may lead to legal action, arrest and/or imprisonment.

MEDICAL AMNESTY (related to ALCOHOL and OTHER DRUGS)

When and where appropriate, the Office of Student Conduct and Community Standards does possess the ability to consider a *Medical Amnesty* when it pertains to underage drinking and drug use. A student who is impaired, and/or underage, and seeks medical assistance for him- or herself, in an emergency situation, may be exempt from harsher sanction penalties. A student may in turn

receive a variation of educational, rehabilitative and/or restorative justice-based sanctions through the disciplinary process.

Students who may be struggling with alcohol usage or addiction are encouraged to seek out campus resources by contacting the **Alcohol, Tobacco & Other Drug Prevention Center** (301-860-4127) or **Counseling Services** (301-860-4161).

UNAUTHORIZED POSSESSION AND/OR USE OF WEAPONS OR WEAPONRY POLICY

The following acts are prohibited under this policy:

- 1) Possessing, discharging/using or displaying any rifle, shotgun, handgun, ghost gun (i.e., 3D-printed guns) or other lethal or dangerous device capable of launching a projectile by air, gas, explosion or mechanical means (i.e., water guns/projectiles, BB guns, airsoft guns, stun guns and paintball guns) on any property owned, controlled or leased by the university (unless authorized by the university or as a part of a university-sponsored event);
- 2) Possessing, discharging/using or displaying any toy weapon which resembles a real weapon (including water guns/projectiles); swords/daggers, knives, pepper spray, explosives (including fireworks or “poppers”); any martial arts weapons or devices which are used to threaten the safety and well-being of persons on any property owned, controlled or leased by the university (unless authorized by the university or as a part of a university-sanctioned event);
- 3) Using any sharp or blunt object/item to injure, attempt to injure or harass another person (i.e., scissors; baseball bat; taser); and/or
- 4) Violating local, state or federal law as it relates to brass knuckles; nun chucks; pocketknife; knife; razor; switchblade; dagger; sword; and/or bow and arrow/crossbow.

It is the entire campus’ responsibility to ensure that our community remains weapon-free. The Division of Student Affairs works closely with BSU’s Public Safety Department to promptly identify and confiscate weapons and weaponry, when we have been made aware of their presence; or when they are provided as evidence or being affiliated with a student conduct case. A violation of this policy will lead to disciplinary action up to and including **interim suspension, suspension** or **expulsion** from the university.

FIGHTING, ASSAULT AND/OR BATTERY

- 1) Any intentional, physical contact of an insulting or provoking nature; and/or
- 2) Any physical abuse, intentional injury or physical harm of another person (i.e., striking, kicking, shoving, throwing projectile objects or offensive touching).
- 3) Harm to others may include, but is not limited to, such acts as assault, sexual assault, or domestic violence.
- 4) Harm to self may include, but is not limited to, such acts as cutting, suicidal attempts, repeated accidents, or dangerous behaviors.

As shared earlier in this document, you are expected to display decent, respectful and honorable behavior during your tenure at Bowie State University. Students who find themselves at the center of a verbal and/or physical disagreement with his or her fellow peers may face stiff sanctions—particularly when these types of incidents disrupt our living and learning environment. The Office

of Student Conduct and Community Standards will adjudicate cases and instances where there has been:

BULLYING/CYBERBULLYING, DEFAMATION AND INTIMIDATION

- 1) The act of creating an environment where persons are subject to or feel threatening behaviors from another person;
- 2) The act of communicating, electronically or digitally (i.e., email, texting, group messaging, websites/videos, social media), to someone in any way that is likely to cause alarm;
- 3) The act of holding, sharing or threatening to share any personal information and media, electronically or digitally (i.e., email, texting, group messaging, websites/videos, social media), about anyone through any and alternative means of communication;
- 4) The act of intentional behavior that is repetitive in nature and that causes alarm or discomfort to another person;
- 5) The act of developing fictitious information about a university member and disseminating that to a third party, which then makes the person susceptible to acts of hate, contempt, ridicule, loss of goodwill or loss of standing in our community; and/or
- 6) The act of holding, sharing or threatening to share any sexual content, electronically or digitally (i.e., email, texting, group messaging, websites/videos, social media), about anyone through any, and alternative means of, communication.

With the increased use of social media in our society, including virtual personas, pages and websites/videos, texting and group messaging, we have seen an uptick in students who choose to use their virtual presence as a way to negatively engage with their peers. Please note that your digital footprint can be tracked and used as information in student conduct proceedings.

DAMAGE OR DESTRUCTION OF PROPERTY

- 1) Any damage or destruction of University property or another person's property.

DECEPTION

- 1) Any misuse of any university records, forms or documents through forgery, fabrication, unauthorized alteration, reproduction or other means;
- 2) Any giving of false information to the university or to any university official, administrator or administrative unit;
- 3) Possession of any fake, altered or any other identification that belongs to another person; and/or
- 4) Any attempt to perpetrate fraud against the university or a member of the university community.

DISORDERLY CONDUCT

- 1) All lewd, obscene, indecent behavior or other forms of disorderly conduct;
- 2) Any abuse or unauthorized use of sound amplification equipment; and/or
- 3) Any conduct which materially interferes with the normal operation of the University, or with the requirements of appropriate discipline.

DISORDERLY/IMPROPER ASSEMBLY

- 1) Any assembly for the purpose of inciting violence, destruction of property or disorderly diversion, which interferes with the operations of the university and/or administrative and/or academic functions; and/or

- 2) Any obstruction to the free movement of other persons about campus or the interference with the use of university facilities.

DISRUPTIVE BEHAVIOR

- 1) Disruption or obstruction of teaching, research, administration, or other University activities (including public-service functions on or off campus) or of other authorized non-University activities when conduct occurs on University premises. Such activities may include, but are not limited to:
 - a. Leading or inciting others to disrupt schedule and/or normal activities on University premises;
 - b. Classroom behavior that seriously interferes with either (a) the faculty member's ability to conduct the class or (b) the ability of other students to profit from the instructional program; and/or
 - c. Any behavior in class or out of class, which for any reason interferes with the class work of others, involves disorder, or otherwise disrupts the regular and essential operation of the University.

FAILURE TO COMPLY

- 1) Failure to respond to a lawful request by properly identified university or law enforcement officials in the performance of their duties;
- 2) Failure to appear and cooperate as a witness in a disciplinary case when properly notified; and/or
- 3) Failing to comply with any disciplinary condition imposed on a person by any student adjudication body or administrator.

FIRE SAFETY

- 1) Any failure to evacuate or immediately respond to a fire alarm;
- 2) Participation in creating or causing a false fire alarm;
- 3) Participation in tampering, disconnecting or altering any fire alarm system, equipment or component;
- 4) Failure to follow the instructions of staff and emergency personnel during fire alarms;
- 5) The possession, use, manufacture, and/or sale of any incendiary device;
- 6) Participation in setting or causing to set any unauthorized fire; and/or
- 7) The possession and/or use of any type of fireworks/explosive devices.

GAMBLING

- 1) Engaging in any form of gambling or wagering (i.e., dice or card games) within or on university premises.

HARASSMENT

- 1) Any act that creates an unpleasant or hostile situation for another person especially by uninvited and unwelcome verbal or physical conduct; and/or
- 2) Intentionally and/or repeatedly following, stalking or contacting another person in a manner that intimidates, harasses or places another in fear of his or her personal safety or that of their property.

INAPPROPRIATE DRESS

- 1) Dress and/or appearance that is derogatory, offensive and/or displaying lewd messages, either in words or pictures; sagging pants, midriffs or halter tops, mesh, netted shirts, tube tops or cut off t-shirts and/or short shorts—in classrooms, the cafeteria, Student Center, offices and common areas of residence halls; and/or
- 2) The showing of undergarments outside of private living quarters in the residence halls.

JOINT RESPONSIBILITY

- 1) Students who knowingly act or plan to act in concert to violate university regulations have individual and joint responsibility for their behavior; and/or
- 2) Any student who knowingly allows another student to violate university regulations without reporting to a university Official.

MISUSE OF UNIVERSITY DISCIPLINARY PROCESS

- 1) A student providing false testimony or information at any University Conduct meeting;
- 2) Interference with or disrupting the conduct process (i.e., University Conduct Investigations and/or Misconduct Investigations);
- 3) Student's failure to complete the imposed sanction(s); and/or
- 4) Student's refusal to provide information during the University Hearing and/or Misconduct meeting.

**NOTE:* Witnesses reserve the right to decline presenting information if the shared knowledge will incriminate them.

NOXIOUS ODORS

- 1) A noxious odor is ANY fragrance or aroma that has such intensity that it can become apparent and disruptive to those around. This may become noxious when the smell emanates too strongly. (i.e., cigarette, marijuana, cigar or pipe, perfume, air fresher or large amounts of dirty laundry)

POSSESSION/ABUSE OF ANIMALS

- 1) Bringing any unauthorized animal on university property or into any building owned, leased or controlled by Bowie State University without approval of the Division of Student Affairs and/or the Office of Disability Support Services; and/or
- 2) Intentional abuse, inappropriate handling or causing death to an animal.

SOLICITATION

- 1) Conducting any unauthorized business sales or monetary drives, political/business campaigns on campus, classroom, administrative building or any other campus location without approval of the Division of Student Affairs;
- 2) Placing door hangers or signs on cars on campus or in on-campus residential facilities, or other campus property; and/or
- 3) Any violation of the University Advertising, Sales, and Solicitation Policy.

STUDENT IDENTIFICATION CARD VIOLATIONS

- 1) Altering, lending or selling a Student Identification Card;
- 2) Using a Student Identification Card by anyone other than its original holder;

- 3) Using a Student Identification Card in any unauthorized manner; and/or
- 4) Failure to produce a Student Identification Card when requested by a Public Safety Officer, staff, or faculty member of Bowie State University.

THEFT/BURGLARY/ROBBERY

- 1) Taking, possessing or attempting to sell or distribute any property that is the property of another person, organization or entity (including but not limited to the university) without the owner's permission;
- 2) Unlawful entry of a structure to commit a felony or theft; and/or
- 3) Taking or attempting to take something of value from another person by the use of force, threats or intimidation.

UNAUTHORIZED ENTRY

- 1) Unauthorized entry into any university building, office, residence hall, off-campus residence hall, parking lot, motor vehicle or other university-related facilities;
- 2) Remaining in any building after normal closing hours without authorization; and/or
- 3) Remaining overnight in public areas of the residence hall or surrounding areas without approval from Residential Life.

UNAUTHORIZED USE

- 1) Unauthorized use of university equipment;
- 2) Unauthorized use of bathrooms, exits or windows;
- 3) Unauthorized use or duplication of keys; and/or
- 4) Unauthorized use or possession of any parking permit or hang tag.

UNAUTHORIZED USE OF COMPUTER/NETWORK SYSTEM RESOURCES

- 1) Unauthorized entry into a file to use, read, change the contents or for any other purpose(s);
- 2) Unauthorized transfers of a file;
- 3) Unauthorized use of another individual's identification and password;
- 4) Use of computing facilities that interfere with the normal operation of the university computing system;
- 5) Use of computing facilities that violate copyright laws;
- 6) Use of tools for port-scanning, "sniffing," "phishing" or to monitor or read transmissions from other users on the network.
- 7) Using a computer account belonging to another individual without the explicit permission of that individual
- 8) Tampering with the operation of the University's software programs including both its equipment and its software;
- 9) Using the system for commercial purposes; and/or
- 10) Using the network system to send abusive, obscene, or otherwise harassing communications.

UNDISCLOSED RECORDING

- 1) The acts of creating, attempting to create or disseminate audio or visual recordings of private or non-public communications and/or meetings within the university and its affiliated spaces without the knowledge or consent of the person participating or subjected to the recording.

***NOTE:** This policy excludes public events, discussions or recordings made for law enforcement and public safety purposes.

VIOLATION OF CONFIDENTIALITY

- 1) Violating the confidentiality of a student's educational record; and/or
- 2) Working in a university office where students' records are kept and managed and disclosing confidential personnel information.

VIOLATION OF LAW

- 1) Any act that violates a provision of the laws of the United States, the laws of Maryland, the ordinances of any county, city, municipality or other political subdivisions, or the laws of another nation or political subdivision thereof in which such act occurs, is deemed to be a violation of the *Code of Student Conduct* when that act:
 - a. Occurs on the campus of the university, including all property owned, leased, licensed or otherwise controlled by the university;
 - b. Occurs on the premises of any domicile of a recognized Greek-letter organization;
 - c. Occurs in the context of any event planned, presented, sanctioned or made available by the university, or its affiliates or any student organization;
 - d. Occurs at any intercollegiate athletic event in which one of the university's teams is participating, home or away;
 - e. Involves more than one member of the university community; and/or
 - f. Otherwise adversely affects the university.

VIOLATION OF PUBLISHED UNIVERSITY POLICIES

- 1) Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University's website. Such policies include, but are not limited to, Department of Residence Life contracts and policies, Office of Student Life policies, policies related to the use of student identification cards, entry and use of University facilities and dining hall conduct.

EMERGENCY AND MEDICAL EVACUATIONS

Information regarding harm to self or others will be referred to such appropriate persons as Public Safety, Vice-President for Student Affairs, Director of the Henry Wise Wellness Center, and Counseling Services. Confidentiality of records and/or information will be appropriately maintained. Any Bowie State University student who has engaged in harm to self and/or others will be treated as a medical, psychological, and/or Public Safety emergency. A Public Safety representative will assist in making a general assessment of the potential emergency and contacting other appropriate personnel.

Once the problem has been deemed a medical or psychological emergency, Public Safety or the University Wellness Center staff will summons an ambulance and specify that the student be transported to the hospital. If the student refuses to be transported to the hospital, an emergency petition may be sought by Public Safety. In other cases, parents or guardians may be contacted and required to escort the student.

A written letter stating requirements for re-entry to the university will subsequently be provided to the student by the Division of Student Affairs. The letter will state that the student will not be allowed to return to class and/or the residence halls until cleared by his or her licensed mental health professional such as a psychiatrist and/or psychologist. When a student cannot speak or comprehend coherently, a family representative will be contacted and apprised of the need for medical documentation prior to clearance to return to the university.

If a student fails to provide the required medical documentation after proper notification, the Vice President for Student Affairs or designee will intervene to ensure that the student is withdrawn from class and a notification of such will be provided to faculty.

A student involved in a situation involving harm to others will undergo a conduct panel conducted by the Student Conduct Panel.

Upon re-entry to Bowie State University, a student may subsequently be required to see a counselor in Counseling Services or continue with a prescribed treatment plan with an outside professional. In some cases of harm to self or others, a student may be subject to an involuntary administrative withdrawal from Bowie State University

NONDISCRIMINATION AND HARASSMENT POLICY

Bowie State University is committed to providing an academic and work environment free from all forms of discrimination and harassment, including, but not limited to, discrimination on the basis of a person's gender, race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, veteran status and/or other protected basis.

The University follows the guidelines and laws including Title IX of the Education Amendments of 1972 ("Title IX") and Title VII of the Civil Rights Act of 1964 ("Title VII") which prohibit discrimination on the basis of one's sex in federally-funded educational programs and activities, as well as in the terms and conditions and privileges of employment.

Allegations of discrimination/harassment are generally investigated by the Equity Compliance Officer at (301) 860-3442 or eeo@bowiestate.edu.

PEACEFUL PROTESTS AND FREEDOM OF EXPRESSION AT BOWIE STATE UNIVERSITY

As a public institution in the state of Maryland, Bowie State University acknowledges students' *First Amendment Rights*, as they pertain to religion, expression, assembly, intellectual freedom and the right to petition.

Students are free to exercise and demonstrate these rights (i.e, communication through lawful means; peaceful assembly; speech-making; distributing literature; engaging with the media; hanging of materials and administering petitions), as long as, in accordance with Maryland Code, Criminal Law § 10-201 (c)(2)/10-201 (c)(4).

Students are encouraged to consult with the Office of Student Life, Division of Student Affairs, and/or Public Safety, to ensure that any university materials and spaces needed for such activities, are properly secured; and the safety of students, faculty and staff, whether they are participants or bystanders, is paramount. Those found in violation of this law, or prevent students, faculty or staff from exercising their *First Amendment Rights*, will proceed through the student conduct process and be sanctioned accordingly (as outlined in the *Code of Student Conduct*). Disorderly or Improper Assembly under the Bowie State University policy states: Any assembly for the purpose of inciting violence, destruction of property or disorderly diversion, which interferes with the operations of the university and/or administrative and/or academic functions; and/or any obstruction to the free movement of other persons about campus or the interference with the use of university facilities is prohibited.

CAMPUS DRESS AND APPEARANCE

Bowie State University students are expected to conform to recognized university standards of conduct, behave with decency while attending on-and off-campus functions in academic settings, social events, extracurricular activities and other public functions. The following community standards ensure that students at Bowie State University uphold a standard of social responsibility and manners, which align with the institution's historic presence as an academic, civic and cultural leader within the Historically Black College and University (HBCU) community.

Please note the following:

- a. No student will be allowed to enter any university building with their pants hanging below their waist or wearing undergarments without appropriate coverings;
- b. No student will be allowed in any university building with pajamas/night garments on, except in the residence halls; and
- c. Students are to refrain from wearing clothing that uses lewd, derogatory, offensive language and/or imagery

**Please be mindful that some students do not ascribe to gender binary norms (traditional male/female) and thus may exude attires that they have preferred. This is recognized and accepted within the university community.*

OFFICE OF RESIDENCE LIFE STUDENTS' RIGHTS AND RESPONSIBILITIES

The Office of Residence Life is an integral part of the educational experience here at Bowie State University. Our Residence Life program strives to create and maintain an environment which is supportive of and responsive to you in the pursuit of your educational goals. Efforts are made to integrate academic and out-of-class learning that help you develop a balanced and realistic approach to life, after you leave the university. Our residence halls consist of any campus residence hall, apartment, designated off-campus location, and/or contracted private housing locations under the direct supervision and responsibility of the Office of Residence Life.

We also strive to provide convenient and secure living-learning communities, based on the understanding that each member of the community has both rights and responsibilities. It is your responsibility to respect the rights of all other community members—regardless of their background, interest, beliefs, values or attitudes. Your compliance with the following expectations will contribute to the creation and maintenance of a productive residence hall environment and experience. Hall Directors reserve the right to hear cases that occur within the Residence Life department under the supervision of the Director of Student Conduct and Community Standards (and/or their designee).

STUDENTS' RIGHTS

- Students are expected to respect the rights of others and to assert their own rights. Any time individuals feel their rights are being violated, they should consult with their Residence Life Staff member (i.e., Residence Hall Director, Resident Advisor). Any member of the university community who knows about a violation of the *Code of Student Conduct* may report the violation, whether or not the reporter was affected by the violation.
- Students have the right to sleep, read, and study free from undue interference, unreasonable noise, and other distractions. Stereo equipment should be played with consideration for others, particularly students who are sleeping or studying. Socializing should not interfere with academic activities of others.
- Students have the right to personal privacy within the limits of the residence hall and respect from others for their personal belongings.
- Students have the right to a clean and safe living environment. Any activity that endangers others will not be tolerated in the residence halls. This includes, but not limited to, the possession and/or use of firearms or explosives, including fireworks, threats to do bodily harm and tampering with fire equipment (including pulling false alarms or the unwarranted discharging of fire extinguishers); or starting fires in trash cans.
- Students have the right to freedom from harassment, especially acts of ethnic or racial prejudice, hazing or discrimination for reasons of race, color, creed, religion, national origin, sex, sexual orientation, age, disability, etc.
- In exercising visitation privileges, the rights of roommates must not be violated. Guest(s) must not interfere with the roommate's use of the room.
- Students have the right to receive assistance and support from the Residence Life staff.

STUDENTS' RESPONSIBILITIES

- It is the student's responsibility to express their understanding of their individual rights to fellow residents in a calm and diplomatic manner.
- It is the student's responsibility to treat fellow residents and Residence Life staff with respect, consideration and consistent cooperation.
- Alcohol is prohibited within the residence halls. It is expected that students will abide by the laws of the State of Maryland and make careful and independent decisions regarding their own use of alcohol. In all situations, students may not allow their behavior, under the influence of alcohol or not, to violate the rights of others. Alcohol is viewed as an aggravating rather than a mitigating circumstance in any policy violation situation. The illegal possession and/or use of alcohol and the possession and/or use of illegal drugs are prohibited and can lead to civil arrest.
- It is the student's responsibility to make every effort to understand and comply with all university, Residence Life and campus policies and regulations.
- It is the student's responsibility to be constructive contributors to a positive residence hall community. Involvement in one's Residence Hall Council supports the upholding of building security; development of and attendance at programs; and responsibility for a clean and undamaged hall.
- It is the student's responsibility to afford every resident the personal dignity he or she deserves and report incidents of racial or other discrimination or harassment to hall staff.
- It is the responsibility of the student to search for solutions to problems. Students should de-escalate residence hall problems through Residence Life (i.e., Resident Assistant, Residence Hall Director, and Assistant Directors of Residence Life or Director of Residence Life).

HOUSING AND RESIDENTIAL LIFE POLICIES AND PROHIBITED CONDUCT

Any resident who intentionally commits, attempts to commit, incites or aids others in committing any acts of misconduct will be subject to disciplinary action. Following a report of an incident, a student conduct conference will be established. A decision regarding disciplinary action will be made after the resident's conduct conference; thereafter, the student will have an opportunity to appeal the decision. Below is a list of acts which are prohibited within the residence halls. This list is not exhaustive:

ACCESS TO YOUR ROOM/APARTMENT

Residence Life staff may enter a student's room/apartment for the purpose of maintaining conditions of health, safety, inventory control and enforcement of Residence Life regulations. In partnership with Public Safety, and at times, the Office of Student Conduct and Community Standards, staff may search a room and seize evidence when strong probable cause exists to cause Residence Life Staff to believe that university policies or state laws are being violated. Residents need not be present or give permission for such a search, and staff members are not required to identify what they are searching for.

ALCOHOL

1. Alcohol cannot be possessed or consumed in residential rooms, suites, or apartments.
2. Individuals under the age of 21 may not possess or consume alcohol.
3. Those of legal drinking age may not consume alcohol in university Residence Life facilities.
4. Individuals may not provide alcohol to anyone under the legal drinking age. Those who do, are subject to sanctions/penalties under university regulations and Maryland state law.
5. To avoid disagreements regarding violations of the alcohol policy, the display of empty alcoholic beverage containers, not limited to bottles, cans, and cases, are prohibited in public areas and student rooms—which includes containers used as decoration. This applies to all residents regardless of age.
6. Drinking games (whether or not alcohol is involved) or other behaviors designed for the purpose of rapid and/or excessive consumption of alcohol are prohibited.
7. At no time should activities which encourage excessive drinking and/or lead to the endangerment of the individual served take place in the residence halls.
8. No tap alcohol beverages, including kegs, are permitted in the residence hall rooms or suites. A ban on keg deliveries is imposed in the residence halls and suites.
9. In accordance with university policies, the Residence Life staff may intervene in, or terminate any parties or social events that are illegal, unregistered, or disruptive to the community.
10. Any student, regardless of age, found to be acutely intoxicated, will be evaluated by Emergency Services for possible hospital treatment. Any student, regardless of age, requiring hospital treatment, will be subsequently evaluated by the Alcohol and Other Drug Assistance Program for Students.

***Medical Amnesty:** Student/s who are impaired and/or underage and are seeking medical assistance for themselves in an emergency situation, will be exempt from harsher sanction penalties for underage drinking or drug usage. Students will in turn receive counseling assessment and educational services through the disciplinary process.

ANIMAL/PETS

No animals are permitted to enter or be kept in the residence hall. Any resident in violation of this regulation must remove the animal within 12 hours of notice by the University. If the unauthorized animal cannot be removed, residence hall staff will contact Bowie State University Police to assist with removal of the animal. The resident will be charged any expenses incurred in addition to conduct charges.

In the event of specialized circumstances where medical, disability or support services are needed, students will need to work with Disability Services, as well as Residence Life, for evaluation and approval.

ANTENNAS

Television and stereo antennas are not permitted to be installed outside of your room or apartment. This includes satellite dishes.

ANY DISRUPTIVE BEHAVIOR

It is expected that students will not disrupt the residential community including, but not limited to, behavior affiliated with electrical/high-definition modification devices and guest/visitors. Alleged violations of this policy will be referred to Director of Student Conduct and Community Standards (and/or their designee).

APPEALS

All appeals regarding housing contracts, housing billing, private room, damage or housing appeals, must be submitted in writing to the Office of Residence Life via email at: housing@bowiestate.edu. Appeals must be filed within five University business days of notification from the Office of Residence Life.

APPLIANCES

Radios with self-contained antennas, DVD Players, electric razors, irons with auto shut-off feature, clocks, hair dryers, electric lamps, heating pads, electric blankets, humidifiers, and fans are permitted in rooms—provided their use does not disturb other residents or their state of repair is not a fire hazard. All appliances must be UL listed.

General safety, fire codes and insurance standards require that certain restrictions be placed on the use of electrical appliances in the residence hall. Any electrical appliance that has an open heating element may not be used in the resident's room/suite. This includes, but is not limited to, such items as: hot air popcorn poppers, hot plates, grills, electric skillet, toasters, quesadilla makers and toaster/convection ovens. **Please note this list is not all inclusive.** No cooking is permitted in a resident's room—with the exception of a microwave oven. Under no circumstances are sun lamps, dehumidifiers, space heaters, oil lamps or gas appliances allowed. Violators of this policy may have appliances confiscated and will be subject to disciplinary action.

BICYCLES

Bicycles may be stored in student rooms/suites (provided they do not restrict free entry and exit) or may be placed in bike racks conveniently located near your residence hall (if applicable). Bicycles may not be stored in stairways, hallways or other common areas and are not to be chained to exterior light poles, trees, etc.

BOMB THREATS

All bomb threats will be considered real. Suspicious packages, boxes or other containers containing possible explosive devices should not be tampered with or held by students. In such cases, the area should be kept clear and Public Safety immediately contacted. Residents should evacuate the building immediately and return only when told to do so by official university personnel.

CANDLES/INCENSE/OPEN FLAME/HEAT SOURCE

Candles, incense and any item with an open flame or exposed heat source are potential fire hazards, and thus are prohibited within all residence halls. No candles, including candles that

have never been burned, are permitted in the residence halls or apartments. Candles, incense and any item with an open flame or exposed heat source will be confiscated.

Students are not allowed to have charcoal, gas or electric grills in residence halls. Students living in campus apartments are not permitted to use or retain charcoal grills without notification and approval of Residential Life Staff.

CAR REPAIR

Residents are not allowed to perform any type of car maintenance in residence hall, complex and apartments parking areas.

CHILDREN

Children are not allowed to stay overnight or live in residence halls, complexes and apartments. Furthermore, because of the concern for liability and the Department of Human Services' guidelines for proper supervision, residential students are not permitted to use their assigned room/apartment as a location to babysit.

COHABITATION

In residence halls, cohabitation is not permitted. Cohabitation is defined as physically residing in another resident's room/suite on a semi-permanent basis usually associated with an intimate-partner relationship. Cohabitation and excessive visitation violate the rights of room/suitemates to reasonable privacy and the pursuit of academic goals. All residents are assigned a specific hall and room. They are expected to reside permanently in their assigned room and keep their personal belongings there. Residents may move their personal belongings into another room only as part of an approved room transfer by the Office of Residence Life Staff.

CONFISCATION OF ITEMS

Illegal substances and items found to represent a health and safety violation, or in which other ways constitute a violation of university policies, will be immediately removed by Residence Life Staff. A confiscation report will be issued listing all items removed. Some confiscated items, valued at \$50 and above, may be claimed when you complete a proper check-out of the residence hall/suite. Items not claimed within 30 days after vacating are disposed of.

Items which will be confiscated by staff, and are not returnable to residents include (but not limited to):

1. Alcoholic beverage containers and caps
2. Incense, candles, potpourri and related paraphernalia
3. Other miscellaneous illegal items

Alcoholic beverages will be disposed of by the responsible student(s) with staff observing. The can or bottle will be retained by the staff as evidence for student conduct action. Items which will be turned over to Public Safety include:

1. Drugs or other illegal substance and/or paraphernalia

2. Fireworks and weapons of all types
3. Traffic/safety regulation signs
4. Beer kegs and taps

CONTROLLED SUBSTANCES, DRUGS, AND DRUG PARAPHERNALIA

The manufacture, sale, possession, use or intent to distribute of any controlled or illegal substance(s); or the possession and/or use of any drug paraphernalia (including, but not limited to, bowls, hookah pipes, bong, hollowed-out cigars) is prohibited in and/or around residence halls and apartments. Anyone found in violation of this policy will be subject to disciplinary action by the Office of Student Conduct and Community Standards and/or the Office of Residence Life and appropriate action under municipal, state and federal law. All cases involving drugs/drug paraphernalia are referred to the Office of Student Conduct and Community Standards.

CURFEW

There is no established curfew in the residence halls and apartments. Residents may enter/exit their assigned residence hall or apartment 24-hours a day.

DAMAGES AND DAMAGE CHARGES

Students are expected to take responsibility for any damage, even accidental damage, which they or their guests cause to university property—or the property of another resident or guest. This could include damages resulting from a cooking fire or setting off the sprinkler system by accident. The student who caused the damage will be expected to cover the cost(s) of repair or replacement for the university or other residents. Students who refuse to take responsibility for damages they cause accidentally will be referred to the Office of Student Conduct and Community Standards to determine responsibility.

DECEPTION

Misrepresentation or misuse of student identification in university housing.

DECORATIONS

Decorations are limited to the interior of student rooms and suites, and in areas specified by the Residence Hall Council. UL-approved Christmas lights may be hung in windows as long as they are in compliance with Fire Safety Policy. An artificial tree may be displayed in one common area per hall and suite. Live trees and burning candles are not permitted in university housing due to the risk of fire. Christmas decorations must be removed prior to students leaving for Winter Break.

DISCIPLINE PROCESS

Students will be held responsible for his/her actions through the student conduct process. This process begins with an incident report and is designed to be fair, uphold students' rights, and to be an educational process.

Misconduct reports are used by hall staff to document, in writing, an incident that occurs in and

around the residence halls/complexes. Usually, these incidents are policy or regulation violations that have occurred. They are used by hall staff to communicate the observable facts of an incident to the Office of Residence Life, as well as Student Conduct and Community Standards, in order to ensure the appropriate action is taken. If you are named in an incident report, you may be asked to speak with your Residence Hall Director, Assistant Director for Residence Life, or the Director for Student Conduct and Community Standards (and/or designee). If you are found to be responsible for the violation of a policy or regulation, you will be subject to disciplinary action.

ENROLLMENT

Students residing in housing must be enrolled as a **full-time student** for the semester in which they live in the residence halls/complexes. For fall and spring semesters, this means a minimum of 12 hours. For summer semester, students need to be enrolled in a minimum of 6 hours.

FAILURE TO COMPLY WITH HEALTH AND SAFETY POLICIES

1. Failure to follow emergency procedures, actual or drill, in case of fire, tornado or other emergencies;
2. Tampering with, modifying, and/or misusing any electrical systems or safety equipment (e.g., fire alarms, smoke detectors, outlets, fire extinguishers). Criminal charges may also apply; and/or
3. Failure to maintain proper health/safety standards.

FAILURE TO COMPLY WITH ANY UNIVERSITY OFFICIAL

Failure to show identification upon request by a Residence Life staff member or University official. Failure to respond to a verbal or written request from a Residence Life staff member or other University official.

FIRE SAFETY

The misuse or unauthorized use of fire extinguishers, fire sprinkling systems, and other safety equipment or warning devices is prohibited. Setting fires, intentionally or recklessly misusing or damaging fire safety equipment, including, but not limited to, alarms, heat sensors, smoke detectors, hoses, fire extinguishers, and emergency telephones is also strictly prohibited. Criminal charges may also apply. Lastly, a failure to exit any building when a fire alarm has sounded or a building is evacuated is considered a violation.

FURNITURE

Furniture is provided for students to use in the residence halls. Furniture is not to be removed from the lobby area or moved from one room to another. Also, students should not remove glasses, plates or silverware from the dining hall for use in the residence hall.

GRIEVANCES

Students who have a grievance against a Residence Life staff member first, if appropriate, should discuss the matter with the staff member. If the differences cannot be resolved, the student may file a written grievance in writing to the Assistant Director of Residence Life. If the grievance is

not satisfactorily resolved with the Assistant Director of Residence Life, the student may file a written grievance to the Director of Residence Life, followed by the Dean of Students, and then the Vice President of Student Affairs.

GUESTS

A guest is defined as a person(s) who is not assigned to the room or hall in which they are visiting. Gatherings of 9 or more students, who are in attendance, must register in advance with the Residence Hall/Apartment Director. You are responsible for the actions of your guests at all times. They are to respect the needs and rights of your room/apartment mates. Guests may not be left alone in the room/apartment. Guests must be escorted at all times when visiting the residence halls/complexes. All residents are responsible for the actions of your guests (BSU students and non-students) at all times. Violation of this policy will result in the occupant(s) being fined and disciplinary action taken.

GAMBLING

Gambling of any kind is prohibited in the residence halls. Wagering activities including, but not limited to, betting on poker, card games, dice, sports pools or any wagering where money or something of value is risked upon the uncertain outcome of a contest or future contingent event, may not be held or advertised within any public space in the residence halls or any residence hall room. Gambling can also be a crime/disorderly conduct offense and Bowie State University Public Safety will be contacted.

GRADE POINT AVERAGE

Resident students are required to maintain a cumulative grade point average of 2.0. Resident students are also required to remain academically engaged. Resident students found to not be attending classes or who are no longer enrolled as full-time students will be removed from housing.

HAZING

Hazing is not permitted at Bowie State University on or off campus by any individual or student organization. A complete description of hazing is included under the Anti-Hazing portion of the *Code of Student Conduct*.

HOUSING LICENSE AND AGREEMENT

Your license agreement is a very important document. Before you sign your agreement, you should read over the terms and conditions stated. Your license agreement is binding for the entire time you reside in a residence hall, complex or apartment.

INDEPENDENT LIVING POLICY

Living in a residential community requires students to take independent responsibility for their own self-care and the impact of their behavior on others. Student self-care includes, but is not limited to, the following: getting enough rest, eating well, maintaining personal hygiene, managing illnesses, and seeking the appropriate care wherever necessary.

Students are encouraged to use the many resources on campus to assist them in this goal of independent living. Students who are unable to care for themselves or whose behavior disrupts the community may be asked to adhere to an action plan and/or leave the residence halls if such behavior continues to disrupt the residential community.

INSURANCE

The university is not responsible for loss or damage to residents or other person's money or valuables or personal property for any cause; damage to their property that may result from a violation of any university policy or housing guidelines; or arising from any other misuse of the premises. Residents are strongly encouraged to obtain renters' insurance for personal property.

The protection of personal property is the individual's responsibility. Students are encouraged to obtain personal renters' insurance, possibly through their parents' homeowners and health insurance policies. An example of renter's insurance can be found here at www.nssi.com.

MISUSE OF RESIDENCE LIFE PROCESSES

Obstruction or disruption of disciplinary procedures, Residence Life procedures, University and/or Residence Life programs or any other authorized function or event. It is also prohibited to interfere with the right of access to residence hall or apartment facilities or with any contractual right of any person in university housing.

MOTORCYCLES/MOPEDS

The storage of mopeds and motorcycles in close proximity of the residence hall/apartment is not allowed. Motorcycles should be parked in designated parking in the parking lots.

MUSICAL INSTRUMENTS

Although you may be a musician, your neighbors may not agree. Therefore, playing musical instruments in the residence halls is not permitted. Practice rooms are located in the Fine and Performing Arts Building.

NOISE

Violation of quiet hours or courtesy hours is prohibited. Students whose behavior disrupts the community may be asked to adhere to an action plan and/or leave the residence halls if such behavior continues to disrupt the residential community. If the disruption constitutes a violation of the law, the Public Safety Department will be notified. This includes, but is not limited to, use of profanity, public nudity, drunkenness and lewdness.

Just as a student has the right to reasonable protection against unwarranted physical intrusion, s/he also has the right to reasonable protection against the uninvited intrusion of noise. Each student should expect to be able to sleep, study, converse, listen to the music of her/his choice, etc., within the privacy of her/his own room, reasonably free from disruption resulting from the activities of others.

OFFENSIVE MATERIALS

Displaying obscene photographs, drawings or purposefully offensive materials in or from student rooms.

POWER STRIPS

The use of UL-approved power strips with a built-in circuit breaker is required on appliances and other electronic devices used inside a room/apartment.

PUBLIC AREAS

Public areas in residence halls and apartments are for the use and enjoyment of all residents. Individuals wanting to sponsor private social events should make arrangements to use other campus facilities. Smoking is not permitted in public areas. Also the grounds outside residence halls may not be used for private social events.

SMOKING

Smoking is prohibited in all buildings on campus.

SOLICITATION

Unauthorized selling, collection of monies and/or promotion on or within campus housing without the permission of the Director of Residence Life, or their designee, is prohibited. Students may not promote companies or business firms which solicit participation of parties without prior approval. Students are not permitted to solicit any actions in exchange for money or trade of any items for any purpose (i.e., selling food, tickets, clothing, jewelry, hair, braiding/hairstyling, tattooing etc.).

THEFT AND DAMAGE TO PROPERTY

Removal of and/or damage to window screens (if applicable) is prohibited. Theft and/or possession of stolen goods, including illegal possession of or damage to University property or property of another person. Residents in violation of this policy may be required to pay restitution for the loss of or damage to property.

UNAUTHORIZED OCCUPATION

Unauthorized occupation, use of, or unauthorized entry into any residence hall or apartment facility, student room or apartment is prohibited. Students found to be occupying a residential space for which they have not been assigned will be immediately removed from that space and charged for the time of their occupation. The student will also be held responsible for any cleaning, lost furniture, or damaged furniture.

UNAUTHORIZED USE OF SPORTS EQUIPMENT

Use of sports equipment inside of and in close proximity to residential facilities (e.g., racquetball, skateboards, pellet guns, archery or golf equipment). Furthermore, storage of pellet guns and archery equipment in residence halls, complexes, and apartments is not permitted.

VERBAL AND PHYSICAL ABUSE

Verbal or physical abuse or threat of such abuse against any person in university housing or any authorized function or event, or any conduct that threatens or endangers the health, safety or welfare of any person.

VIOLATION OF HOUSING AGREEMENTS/CONTRACTS OR PUBLISHED UNIVERSITY POLICIES

Violations of the terms and conditions of the housing lease agreement, the *Code of Student Conduct* or other policies listed elsewhere in this handbook.

VIOLATION OF VISITATION POLICY

Visiting in a room or apartment with a member or in close proximity to an area which is predominantly identified with a visitor at times other than announced visitation.

WEAPONS

Possession, production, or use of firearms, knives, explosives, ammunition, Tasers, pepper spray/mace or any other object/substance that can be used as a weapon.

ACADEMIC INTEGRITY AND DISHONESTY

An important goal of Bowie State University is to prepare students as effective and productive professionals and citizens in society. Through an academic environment conducive to free and open discourse, inquiry and expression, this goal can be achieved. Academic dishonesty is a serious offense which is against the important principle of scholarship. Furthermore, academic dishonesty works against the development of students' intellectual abilities; it will not be tolerated by the university. Academic dishonesty includes but is not limited to the following:

- Academic dishonesty during examinations shall mean referring to information in any form which is not specifically condoned by the instructor in charge of the examination. This includes oral, written, or digital information from a fellow student or electronic device. Academic dishonesty shall include stealing, buying, selling, or transmitting a copy of any examination or test before or after it has been administered.
- Plagiarism shall include the use of material from printed sources without identification of the sources or permitting another person to compose or rewrite a student's assignment.
- Academic dishonesty is a serious offense which is against the important principle of scholarship. Furthermore, academic dishonesty works against the development of students' intellectual abilities; it will not be tolerated by the University. Academic dishonesty includes but is not limited to the following:

1. CHEATING

- a. Submitting material that is not yours as part of your course performance;
- b. Using information or devices that are not allowed by the faculty;
- c. Obtaining and/or using unauthorized materials;
- d. Fabricating information, research, and/or results;
- e. Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation;
- f. Collaborating with others on assignments without the faculty's consent;
- g. Cooperating with and/or helping another student to cheat;
- h. Demonstrating any other forms of dishonest behavior.

2. PLAGIARISM

- a. Directly quoting the words of others without using quotation marks or indented format block quotations to identify them;
- b. Using sources of information (published or unpublished) without identifying them;
- c. Paraphrasing materials or ideas without identifying the source;
- d. Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material;
- e. Resubmission of material without prior approval.

3. FABRICATION

- a. Intentional falsification or invention of any information or citation in an academic exercise.

PROCEDURES IN A CASE OF DISHONESTY

The instructor shall discuss the evidence supporting an allegation of academic dishonesty with the student immediately. The instructor may impose any academic penalty up to and including assignment of a failing grade for the course. If a failing grade is assigned, the faculty member shall notify and give in writing the reason for the failing grade to the student, Chair of the Department and the Dean of the College, School or Division in which the course is offered, of this decision. The Dean shall report the offense to the Vice President for Academic Affairs and the Vice President for Student Affairs.

The student may appeal the instructor's decision to the Department Chair, Dean, or Provost and Vice President for Academic Affairs of the University.

In a case of dishonesty which may warrant more serious action, the Dean, with the concurrence of the Vice President for Academic Affairs, may refer the matter to the Vice President for Student Affairs for referral to the Director of Student Conduct and Community Standards for investigation and to determine if the charges have merit.

ACADEMIC RIGHTS AND RESPONSIBILITIES

As members of the Bowie State University community, students have certain rights and responsibilities in the academic area of the university. Faculty and students as members of the university community have shared responsibility for creating an academic atmosphere of mutual respect and consideration of individual dignity.

The university subscribes to the following basic principles of academic freedom for students.

1. On matters of opinion, students are free to disagree with other students and with instructors and to reserve judgment. Each instructor in the university is obligated to encourage free discussion, inquiry and expression and to differentiate between fact and opinion (whether his or her own or that of others). Each instructor is obligated to administer his or her classroom so that the students will express themselves without fear of embarrassment, intimidation or reprisal by the instructor or other students.
2. Students are to be evaluated in courses solely on the basis of their performance in meeting appropriate academic criteria and not on opinions or conduct in matters unrelated to academic standards. They are free to share in the evaluation of the teaching effectiveness of their instructors.

ACADEMIC SANCTIONS

When a student's academic performance does not meet the minimum standards of the course, the instructor of the course shall assign to him or her a failing grade for the course. Students who fail to meet certain academic standards as set forth in the Bowie State University *Undergraduate Catalog* may be placed on academic probation, suspended from the university for a defined period or permanently denied permission to continue as a Bowie State University student (students should consult the Bowie State University *Undergraduate Catalog* for specific standards).

ACADEMIC APPEALS PROCEDURE

If a student feels that the final grade assigned to them for work in any course is unfair for any reason, these procedures should be followed:

1. Seeking a satisfactory explanation for the grade earned, the student should consult with the instructor of the course.
2. If the student feels that his or her grievance still exists after conferring with the instructor, he or she may present the complaint in writing to the chair of the department in which the course is offered (or the dean of the college/school, if the instructor is the chair). Such appeal must be presented within 30 days (excluding Saturdays, Sundays and holidays) after the beginning of the next semester. A student who is not enrolled in the summer term must appeal within the first 30 days of the fall semester if the disputed grade came in the preceding spring semester. A student who fails to file an appeal within the 30 day period forfeits the right to any appeal. In cases of appeal, the department chair (or dean of the college/school) shall consider the matter in consultation with the instructor and the student and seek to exercise his or her influence toward mediation.
3. If the department chair or the dean fail to mediate the dispute, the dean shall appoint a committee consisting of the chair of the department, who shall chair the committee, two faculty members (other than the one involved in the dispute) of the department offering the course and two student participants chosen from the honor societies. If the instructor in dispute is the chair of the department, the two faculty members will come from outside of the department and the dean of the college or school will serve as the chair of the committee. If the instructor in dispute is the dean of the college/school, the Provost and Vice President for Academic Affairs will appoint a committee, and the faculty members will come from outside the college/school.

After consideration of information, presented by the student and instructor, the committee shall announce a decision which shall be binding unless a notice of appeal to the Vice President and Provost for Academic Affairs is given within five University business days of the decision of the student being notified. This decision shall be made by mid-semester only on procedural grounds. The student has a right to appeal the decision of the Vice President and Provost for Academic Affairs to the University President by submitting a written notice with three University business days following the decision of the Vice President and Provost for Academic Affairs. Depending upon the gravity and/or the frequency of such charges against the faculty or staff member, the Vice President and Provost for Academic Affairs may consult with Human Resources, and if necessary, handled under specific provisions found in the *Faculty Handbook* or *Non-Academic Staff Handbook*, whichever is applicable.

ORGANIZATIONAL MISCONDUCT POLICIES

ANTI-HAZING POLICY

Hazing is strictly prohibited at Bowie State University, whether occurring on or off university premises. Hazing in any form is also against State law (See Annotated Code of Maryland, Article 27, § 268H). Hazing is a violation of the Bowie State University *Code of Student Conduct*. The University may take disciplinary action against all participants in hazing.

“Hazing is defined as conduct when engaged in for the purposes of admission, initiation or continued association with an organization or group (social, honor, service, greek, athletic, band) which subjects another person to physical harm or pain, emotional distress, humiliation, personal degradation, or harm from unreasonable requirements which interfere with a student's ability to function as a student. Any action taken or situation created intentionally to produce physical or mental discomfort, embarrassment, harassment or ridicule is considered hazing.”

Any person who shall commit the offense of hazing shall be guilty of a 2010 Maryland Code-Criminal Law Title 3- Other Crimes against the Person- Subtitle 6- Abuse and Other Offensive Conduct Section 3-607 - Hazing.

Such activities and situations may include but are not limited to:

- Paddling in any form;
- Creation of excessive fatigue;
- Physical and psychological shocks;
- Quests, treasure hunts, scavenger hunts that require, expect or lead to the theft or destruction of property;
- Road trips or any other such activities carried out on or off campus;
- Wearing, publicly or privately, apparel which is conspicuous and would not normally be worn by new or prospective members or be considered in good taste by a reasonable person;
- Engaging in public stunts and buffoonery;
- Morally degrading or humiliating games activities;
- Any other activities which are not consistent with organizational laws, ritual, or policy or the regulations and policies of the educational institution; and/or
- Actions forced, required, or implied to be required, which violate federal, state or local law, are considered hazing

Hazing is Strictly Prohibited in Student Organizations

We are serious about hazing here at Bowie State University and we want to ensure that you understand why we want to emphasize this point. It is important to remember that all of our student organizations, including (but not limited to) sororities/fraternities; athletic groups; honor societies; and special interest clubs are subject to this policy. Hazing shall include (but not be limited to): forcing, requiring or expecting new members, associate members, prospective members or initiated members to participate in any of the following actions or activities:

- Drinking alcohol or any other substance;
- Using any drug, narcotic, or misuse of a controlled substance;
- Eating foods that a reasonable person would not eat;
- Branding, tattooing, piercing or other bodily alterations;
- Permitting less than 8 continuous, uninterrupted hours of sleep per night;
- Nudity at any time;
- Conducting activities which do not allow adequate time for study;
- Subjecting a person or group of people to verbal harassment;
- The use of demeaning names;
- Misleading new members, associate members or prospective members in an effort to convince them that they will not attain full membership status, or that they will be hurt during an initiation ceremony or any other activity that would cause extreme mental stress;
- Carrying any items (weighted bags, shields, paddles, bricks, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier;
- Compelling a person or group to remain at a certain place or transporting a person or group anywhere without their consent (road trips, kidnaps, etc.);
- "Trashing" intentionally, any area for the purpose of annoying others or having others clean the "trashed" area;
- Disallowing new members, associate members or prospective members to talk for an extended period of time;
- Having new members, associate members or prospective members perform personal chores or errands;
- Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle or privately conducting blindfolding activities that serve no constructive purpose;
- Exposure to the elements;
- Conducting "interrogations" or any other non-constructive questioning;
- House duties not shared by all members of the organization;
- New members, associate members or prospective members expected to do anything exclusively for the fun or entertainment of the members; and/or
- Forcing new members, associate members or prospective members to make monetary payments or incur extra expenses not included in general membership

Student Organizations' Disciplinary Procedures

A recognized student organization, and/or its members (collectively or individually when acting as part of the organization), may be held responsible for violations of the *Code of Student Conduct*; and when appropriate, subjected to disciplinary action. When a student organization is accused of committing a violation of university policy (including but not limited, to any violation of published university policies and procedures), or local, state or federal laws, a complaint may be filed with the Office of Student Life. Upon receipt of such a complaint, the Office of Student Life (or his/her designee) and in partnership with the Office of Student Conduct and Community Standards, shall

conduct an investigation and determine if conduct proceedings will be held regarding the complaint. The following should be noted:

- When the accused organization is a fraternity or sorority, the Office of Student Life may choose to refer the case to the appropriate Governing Board (i.e.: University Greek Council or the National Pan-Hellenic Council) for adjudication;
- If it is determined that the alleged violations are by individuals, but not collectively by the organization, the case will be referred to the Office of Student Conduct and Community Standards for adjudication;
- If an organization is accused of a severe policy or risk management violation (including but not limited to, hazing, fighting, other physical violence or an egregious violation involving alcohol or drugs), the adjudication for the organization shall be handled through the Office of Student Conduct and Community Standards; or
- If the allegation involves club sports, the conduct proceedings will be done in consultation with the Office of Student Conduct and Community Standards and the Office of Student Life and/or his/her designee.

EQUITY COMPLIANCE AT BOWIE STATE UNIVERSITY

The Office of Equity Compliance works with all members of faculty and staff, committees and departments throughout the university, to design and implement programs to increase diversity and ensure equal opportunity for students, employees and applicants for employment or admission. The Office of Equity Compliance is responsible for the administration and implementation of the following Equal Employment Opportunities initiatives:

- Affirmative Action
- Discrimination, as outlined in Title VII of the Civil Rights Act of 1964
- Sexual Harassment
- Title IX of the Education Amendments of 1972
- Americans with Disabilities Act (ADA) of 1990, as amended
- Section 503 of the Rehabilitation Act of 1973
- Section 504 of Rehabilitation Act of 1973
- Training and Outreach

The Office of Equity Compliance investigates complaints of discrimination and sexual harassment; responds to complaints filed with external agencies; provides training on Equal Employment Opportunities programs and its relevant components; and assists management with providing reasonable accommodations, among other tasks.

The Office of Equity Compliance manages reasonable employment accommodations for persons with disabilities and/or religious accommodation for sincerely held beliefs. Reasonable accommodation is the key component of the reasonable employment accommodations. Individuals with disabilities may contact the Office of Equity Compliance for reasonable accommodations in employment, the application and hiring process. Request forms are available under the ADA section.

Any student, employee, or applicant who is concerned about affirmative action, equal opportunity, sexual harassment, racial harassment, or fairness in admissions or employment at BSU, either in a general sense or with respect to his or her own situation, is encouraged to contact the Office of Equity Compliance. All inquiries are treated in a confidential manner, as circumstances permit.

[How to File a Title IX Grievance](#)

AMNESTY

At times, students are hesitant to report the occurrence of a gender-based assault to university officials because they are concerned that they themselves, or witnesses to the misconduct, may be charged with violations of the drug and alcohol policy. While these behaviors are not condoned by the university, the importance of dealing with them pales in comparison to the need to address instances of alleged gender-based misconduct. Accordingly, in these cases, the university will not pursue disciplinary action against a student who claims, in good faith, to be the victim of a gender-based misconduct in connection with the reporting of a gender-based incident, or against students named as witnesses to the incident.

EDUCATIONAL PROGRAMS

Bowie State University is committed to providing preventive, informative and supportive programs for all members of the university community. Campus-wide programs coordinated by the Henry Wise Wellness Center, University Public Safety and the Division of Student Affairs will be offered to students to increase safety awareness, improve communication skills between women and men, help prevent acquaintance and stranger rape, build self-esteem and provide information on steps to take in the event of a sexual assault. Dissemination of educational information will begin prior to arrival, upon arrival and during the academic year. Various educational formats will be used including but not limited to classroom sessions, required online modules, handouts, forums and programs. Bystander intervention alternatives are strategically included in the online modules and incorporated in on-going programs. Additionally, the sexual misconduct policies are linked to the on-line training as well.

SEXUAL HARASSMENT AND OTHER SEXUAL MISCONDUCT POLICY

The policy and procedures document applicable to student sexual misconduct is VI-1.40-Policy on Sexual Harassment and Other Sexual Misconduct: [POLICY ON SEXUAL HARASSMENT AND OTHER SEXUAL MISCONDUCT](#)

For the purposes of this Policy, the following terms have the definitions provided herein. Please note that some of these terms as they appear in other contexts, such as in criminal or legal proceedings, may differ from the Policy definitions.

- A. **“Actual Knowledge”** means notice of sexual harassment or allegations of sexual harassment to Bowie State University’s Title IX Coordinator or any Bowie State University official who has authority to institute corrective measures on behalf of the University.
- B. **“Administrative Investigation”** refers to the investigations conducted by University personnel in response to a complaint alleging a violation of this Policy.
- C. **“Coercion”** refers to the act of using pressure, alcohol, drugs, or force to have sexual contact with someone against their will. Coercion includes persistent attempts to have sexual contact with someone who has already refused.
- D. **“Complainant”** refers to an individual who is alleged to be a victim of sexual harassment or other sexual misconduct.
- E. **“Confidential”** refers to communication between two parties where one party, based on their professional status, has the ability to ensure the communication between the two parties is legally protected as private.
- F. **“Consent”** means a knowing, voluntary, and affirmatively communicated willingness to participate in a particular sexual activity or behavior. Only a person who has the ability and capacity to exercise free will and make a rational, reasonable judgment can give consent. Consent may be expressed either by words and/or by actions, as long as those words and/or actions create a mutually understandable agreement to engage in specific sexual activity. It is the responsibility of the person(s) who wants to engage in sexual activity to ensure that they have consent from the other party. The party deemed as consenting must be capable of providing consent. Consent must be present throughout sexual activity and may be withdrawn at any time. If there is confusion as to whether there is consent or whether prior consent is withdrawn, it is essential that the participants stop the activity until the confusion is resolved. Further:

- Lack of protest or resistance is not consent. Silence, in and of itself, is not consent. For that reason, relying solely on non-verbal communication can lead to misunderstanding.
 - Previous relationships, including past sexual relationships, do not imply consent to future acts.
 - Consent to one form of sexual activity cannot automatically imply consent to other forms of sexual activity.
 - Consent to engage in sexual activity with one person cannot automatically imply consent to engage in sexual activity with a different person or an additional person.
 - Agreement or submission obtained by use of physical force, threats, intimidating behavior, or coercion is not consent. Coercion is pressuring another person into sexual activity.
- G. “**Consensual Relations**” means sexual or intimate relationships between consenting adults.
- H. “**Employee**” refers to faculty and staff employed by the University.
- I. “**Force**” means the use of threat, intimidation, coercion or physical violence to engage in sexual activity with an individual against their will.
- J. “**Formal Complaint**” means a document signed and filed by a Complainant or the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the institution investigate the allegation. At the time of filing a complaint, a Complainant must be participating in or attempting to participate in a Bowie State University education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by email or any additional method designated by Bowie State University.
- K. “**Hostile**” refers to the actions, communication or behavior of a University community member that makes it impossible for another member of the University community to perform their job functions or to access the University’s educational programs. The determination of whether conduct is “hostile” is based on the severity, persistence, or pervasiveness of the behavior, and is evaluated based upon both the subjective (the Complainant’s) and an objective (reasonable person’s) perspective.
- L. “**Incapacitated**” means that a person’s decision-making ability is impaired such that they lack the capacity to understand the “who, what, where, why, or how” of their sexual interaction. Incapacitation may result from sleep or unconsciousness, temporary or permanent mental or physical disability, involuntary physical restraint, or the influence of alcohol, drugs, medication, or other substances used to facilitate Sexual Harassment or Other Sexual Misconduct.
- M. “**Supportive Measures**” are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties before, after, or in lieu of filing a formal complaint. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties, the safety of Bowie State’s educational environment, or to deter sexual harassment and other sexual misconduct.
- N. “**Respondent**” refers to the individual alleged to be the perpetrator of conduct that could constitute sexual harassment or other sexual misconduct.
- O. “**Title IX Coordinator**” refers to the individual designated by the University to oversee the University’s response to Sexual Harassment and Other Sexual Misconduct reports and complaints. The Title IX Coordinator also identifies and addresses any patterns or systemic problems revealed by such reports and complaints. Their role includes investigating

complaints of violations of this Policy, reviewing content of training for students, faculty, and staff pursuant to this Policy, and conducting such training in collaboration with other University offices. The Title IX Coordinator ensures that appropriate policies and procedures are in place for responding to complaints of sexual harassment and other sexual misconduct against faculty, staff, and students, and works with local law enforcement to ensure coordinated responses to related cases.

SEXUAL HARASSMENT I

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

1. An employee conditioning a provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. 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 education program or activity; or
3. Sexual Assault, Dating Violence, Domestic Violence, or Stalking.

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of the interaction between the persons involved in the relationship.

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

Sexual Assault means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

1. Sex Offenses: any sexual act including rape, sodomy, sexual assault with an object, or fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent; also includes unlawful sexual intercourse.
 - Rape: the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity
 - Sodomy: oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
 - Sexual Assault with an Object: to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another

person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

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

2. Incest: non-forcible sexual intercourse between persons related to each other within the degrees wherein marriage is prohibited by law.

3. Statutory Rape: non-forcible sexual intercourse with a person who is under the statutory age of consent.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

OTHER SEXUAL MISCONDUCT

Stalking Sexual Misconduct is an umbrella term that includes Sexual Coercion, Sexual Exploitation, Sexual Intimidation, Non-consensual Sexual Touching, and Sexual Harassment II (Non-Title IX Sexual Harassment).

1. Sexual Coercion means the use of unreasonable pressure in an effort to compel another individual to initiate or continue sexual activity against the individual's will. A person's words or conduct is sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether to engage in sexual activity. Coercion includes but is not limited to intimidation, manipulation, threats of emotional or physical harm, and blackmail.
2. Sexual Exploitation means taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit or for the advantage or benefit of anyone other than the exploited person.
3. Sexual Intimidation: means
 - a. Threatening to sexually assault another person;
 - b. Engaging in indecent exposure.
4. Sexual Harassment II (Non- Title IX Sexual Harassment) means unwelcome sexual advances, unwelcome requests for sexual favors, or other verbal or physical conduct of a sexual or gender-based nature, including:
 - a. Conduct occurring against a person, whether inside or outside of the United States;
 - b. Conduct committed outside of the scope of a Bowie State University educational program or activity, when:
 - i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, evaluation of academic work, or participation in an educational program or activity, or;
 - ii. Submission to or rejection of such conduct by an individual is used as the basis for academic, employment, or activity or program participation related decisions affecting that individual; or
 - iii. Such conduct has the purpose or effect of unreasonably interfering with an

individual's work or academic performance, i.e., it is sufficiently severe or pervasive to create an intimidating, hostile, humiliating, demeaning or sexually offensive working, academic, residential or social environment.

Sexual Harassment II can be committed based upon an individual's sex, gender identity, sexual orientation or gender expression.

Sexual Harassment II is one-sided, is undeterred, and usually involves unequal power status and/or intimidation (e.g., faculty member to student, supervisor to subordinate, coach to athlete). Sexual Harassment II can also occur between member) or unequal power status (e.g., student to faculty member). Furthermore, relationships where one person has, or in the future may reasonably have direct or indirect supervisory or evaluative responsibility over another person, reflect power imbalances that jeopardize the integrity of the educational and employment environment and may indicate lack of consent. Sexual or intimate relations or relationships between individuals with unequal power, such as faculty-student, administrator-student, supervisor-employee, create potential conflicts of interest and pose inherent risks, even when the individuals consider or describe the relationship as consensual.

RETALIATION

Retaliation means intimidating, threatening, coercing, or discriminating against any individual with the purpose of interfering with any right or privilege secured by law or Bowie State University policy relating to Sexual Harassment or Other Sexual Misconduct. Retaliation includes such conduct as described herein against an individual because they make a report or complaint, testify, assist, or participate in any manner in an investigation, proceeding, or hearing related to Sexual Harassment or Other Sexual Misconduct. Retaliation also includes filing charges against an individual for Code of Conduct violations that do not involve sex discrimination, sexual harassment or other sexual misconduct, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment or other sexual misconduct, with the purpose of interfering with any right or privilege secured by Title IX, Title VII, or any Bowie State University policy constitutes retaliation.

Any person committing retaliation is subject to disciplinary action independent of any sanction or supportive measure imposed because of the underlying sexual harassment or other sexual misconduct allegation. Promptly report retaliation to the Title IX Coordinator.

AMNESTY FOR ALCOHOL and/or DRUG USE RELATED TO SEXUAL MISCONDUCT

Complainants may be entitled to amnesty for alcohol or drug use related to Sexual Misconduct. The University's utmost concern is the health and safety of its community, and it recognizes that complainants or witnesses under the influence of drugs/alcohol may be reluctant to seek assistance at the time of an incident due to threat of disciplinary sanction for violation of the *Code of Student Conduct*. Complainants may be entitled to amnesty for alcohol or drug use related to Sexual Misconduct.

The University will not pursue student conduct action (except for a mandatory intervention for substance abuse) for a violation of Student Substance Abuse Policy by a student who reports Sexual Misconduct to the University or law enforcement or participates as a witness in a Sexual Misconduct matter if the University determines that (1) the violation occurred during or near the time of the alleged Sexual Misconduct; (2) the student made the report of Sexual Misconduct, or is participating in an investigation as a witness in good faith; and (3) the violation was not an act that was reasonably likely to place the health or safety of another individual at risk.

CONFIDENTIALITY AND STUDENT REPORTING

The Complainant, a witness, or anyone with knowledge of an alleged violation of the University's Sexual Harassment and Other Sexual Misconduct Policy may report a violation to the Title IX Coordinator at TitleIXCoordinator@BowieState.edu, via phone at 301-860-4511, in person in the Office of Equity Compliance located in suite 247 of the Thurgood Marshall Library, or online using our fillable form at <https://www.bowiestate.edu/about/administration-and-governance/legal-and-government-affairs/office-of-equity-compliance/sexual-misconduct/sexual-misconduct-complaints.php>. Individuals may also report to campus officials with authority to institute corrective action.

Individuals may also report directly to the Department of Education Office of Civil Rights (OCR) using their electronic complaint form at <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>.

Importantly, the University requires that all employees report allegations of violations to this policy to the Title IX Coordinator. This allows the University to offer supportive measures to all Complainants and ensures that the University provides students and employees an educational environment free from discrimination.

When the University has actual knowledge (see Section IV, A) of Sexual Harassment I and/or Sexual Misconduct in its education program or activity against a person in the United States, the University is obligated to respond promptly in a manner that is not deliberately indifferent.

A. REPORTING SEXUAL HARASSMENT AND OTHER SEXUAL MISCONDUCT FOR UNIVERSITY ACTION.

Students may formally report alleged Sexual Harassment and Other Sexual Misconduct incidents directly to the Title IX Coordinator at **(301) 860-3442**. Students may also contact campus officials with authorities to institute corrective action.

The Title IX Coordinator is responsible for accepting and processing complaints and reports of Sexual Misconduct by University students and employees. The University encourages prompt reporting via email or online reporting to the Title IX Coordinator, and by telephone at **(301) 860-3442**.

<http://www.bowiestate.edu/gc/university-policies/section-vi-general-administra/vi140-policy-on-sexual-misc/>

A. Participation in the Process

The University encourages all Parties to participate in the Grievance Process. In order for the University to fully investigate a complaint and/or enable the Respondent(s) to respond to the allegations in a meaningful way, the University may require disclosure of the Reporting Party’s participation and/or identity. The Respondent has the right to know the identity of the Complainant, if different from the Reporting Party. If a Complainant chooses not to participate, the University will be limited in the actions it can take to resolve the complaint. In most cases, it will not be possible for the University to take disciplinary actions without the participation of the Complainant.

When individuals report allegations of Sexual Harassment or Other Sexual Misconduct to the University and do not consent to the disclosure of their names and/or do not disclose the identity of the alleged Respondent(s) or identifiable information about the alleged Respondent(s), the University’s ability to respond may be limited. In cases where a Complainant requests anonymity or does not wish to proceed with an investigation, the University will attempt to respect those requests. In certain cases, the Title IX Coordinator may determine that the University must proceed with the Grievance Process to protect the safety or well-being of the broader University community.

B. Privacy and Sharing Information

The University considers complaints and all evidence obtained during the investigation of a complaint to be private matters between the Parties involved. The University will protect the privacy of all Parties to the best of its ability but cannot guarantee full confidentiality. The University is obligated by law to share all relevant evidence gathered related to a complaint with the Parties. The University will share Information related to complaints and investigations with individuals who are not a party to a complaint on a need-to-know basis.

The University reserves the right to disclose information regarding the case in accordance with FERPA and other applicable laws.

C. Retaliation

It is a violation of this Policy to retaliate against any individual making a complaint of Sexual Harassment or Other Sexual Misconduct, and/or for participating in the investigation of an allegation of Sexual Harassment or Other Sexual Misconduct. Any person committing retaliation is subject to disciplinary action independent of any sanction or Supportive Measure imposed because of the underlying Sexual Harassment or Other Sexual Misconduct allegation. Promptly report retaliation to the Title IX Coordinator.

D. Case Resolution Timeline

The University seeks to address complaints of Sexual Harassment and Other Sexual Misconduct promptly. Usually, investigations conclude within sixty (60) calendar days after the University has receipt of a Formal Complaint. The Title IX Coordinator may extend this time when necessary and for good cause. The University will notify Parties if the investigation and proceedings require more than the 60-day timeframe.

E. Conflicts of Interest

In instances of Sexual Harassment or Other Sexual Misconduct, the Title IX Coordinator may also serve as an investigator. As an investigator, the Title IX Coordinator is a neutral

fact-finder who investigates complaints in a fair and impartial manner. Parties may raise potential conflicts of interest or perceived bias in writing, within two University business days following notice of an investigation. The Director of Equity Compliance will determine whether a conflict of interest exists. If the Director of Equity Compliance determines that a conflict of interest does exist, the Office of Equity Compliance will appoint an individual other than the Title IX Coordinator to serve as the investigator.

Additionally, the University requires that all individuals involved in the Grievance Process including all decision-makers, hearing officers, appeal officers, and any person designated to facilitate an informal resolution, serve free from any bias or conflicts. Parties may raise potential conflicts of interest or perceived bias to the Title IX Coordinator, in writing, within two (2) University business days following notice of a hearing, appeal, or informal resolution meeting. The Title IX Coordinator will determine whether a conflict of interest exists. If the Title IX Coordinator determines that a conflict of interest does exist, the Title IX Coordinator will appoint an individual other than the one with the conflict of interest to serve in their stead.

F. Standard of Evidence

The University will use a preponderance of evidence standard to resolve complaints of Sexual Harassment and Other Sexual Misconduct. This is the standard used to resolve other *Code of Student Conduct* violations. The preponderance of evidence standard requires that it is more likely than not that the Respondent violated the University policy prohibiting Sexual Harassment and Other Sexual Misconduct. It is important to understand that the University does not make a determination on whether or not the Respondent is responsible for violating the law. The University's findings are in regards to violations of University policy only.

G. Communications between the University and the Parties

The primary communication method used to inform the Parties of the investigation and grievance process is their Bowie State University email address. It is the responsibility of the Parties to check their Bowie State University email, with the exception of the use of an alternative email address provided for a non-University affiliate, contract employee, etc. that may be provided to the Office of Equity Compliance during the intake process. The University can proceed with its investigation without the response and/or participation of the Parties and their witnesses.

A. Complainant's Rights

- Right to be treated with dignity, respect, and sensitivity by university officials throughout the complaint process
- Right to the presence of no more than two (2) people, including an advisor of the Complainant's choice – which can be an attorney, throughout the Resolution Process
- Right to a fair and impartial investigation
- Right to prompt and equitable disciplinary resolutions
- Right to be heard
- Right to participate in disciplinary process, which includes the right to present testimony, questions to be posed to the other party, and other evidence. It also includes the right to access evidence obtained during the investigation by the University.
- Right to review and respond to written reports and findings

- Limited right to appeal as outlined by the appeal process in this document

B. Respondent's Rights

- Right to be treated with dignity, respect, and sensitivity by university officials throughout the complaint process
- Right to the presence of no more than two (2) people, including an advisor of the Complainant's choice – which can be an attorney, throughout the Resolution Process
- Right to a presumption of innocence until determined responsible at end of disciplinary process
- Right to be advised of the alleged charges
- Right to a fair and impartial investigation
- Right to prompt and equitable disciplinary resolution process
- Right to be heard
- Right to participate in disciplinary process, which includes the right to present testimony, questions to be posed to the other party, and other evidence. It also includes the right to access evidence obtained during the investigation by the University.
- Right to review and respond to written reports and findings
- Limited right to appeal as outlined by the appeal process in this document

PREGNANCY AND PARENTING

Federal law, as informed by and explained in Title IX, prevents institutions from discriminating against students who are pregnant or parenting. To learn more about your rights, then please visit: <https://www2.ed.gov/about/offices/list/oea/docs/dcl-know-rights-201306-title-ix.html>.

For the safety of the mother and child, prenatal medical services are not provided in the Henry Wise Wellness Center. The student who is expecting, is encouraged to consult with her prenatal provider, concerning regular check-ups and medications.

At this time, Bowie State University does not provide family living housing.

STUDENT TRAVEL POLICY

Any student or student organization representing Bowie State University while attending any conference, workshop, or other activity and while traveling to and from these events is considered to be on official university business and is therefore governed by the *Code of Student Conduct* and other Administrative Policies. Any violation of the Code may result in appropriate disciplinary action as allowed by the Code. In addition, all Bowie State University students on official university travel must follow the procedures listed below: Completion of a *Liability Form*; have a required GPA or above; and enrolled-full time in classes.

1. Participation

Students are expected to participate fully in the conference, workshop or other activity by attending all programs and events as outlined by the conference or event when feasible. If participating as a part of a group, the group will seek to attend as many sessions as possible in order to obtain the greatest amount of information and/or resources.

2. Proper Dress

Students must dress appropriately for the conference event based on the guidelines provided by the conference organizers and conference materials. Any questions about proper attire should be directed to the advisor or the conference organizers prior to leaving for the conference.

3. Alcohol and Drug Use

Students must comply with the university's Alcohol and Drug Policy while on university travel. Violators of these policies will proceed through the Student Conduct and Community Standards process, upon their return to the university.

ELECTRONIC COMMUNICATIONS POLICY

Bowie State University considers Electronic Communication an official method of communication. The University recognizes that it allows and promotes timely delivery of information to our students and assists us in achieving our strategic objective of linking students and faculty members and fellow students and staff. Students can expect important notices about deadlines, upcoming events, and other information to be sent electronically to their email and/or blackboard accounts. Students are expected to check their accounts daily for activity.

Computer accounts are available to all members of the Bowie State University student body, faculty, and staff, and are issued automatically to new students. Students holding computer accounts are required to follow all Bowie State University Policies and Procedures governing the use of Bowie State University computer resources. Computer use must be in accordance with all applicable laws, regulations, and policies.

Students are assigned a User ID and password for their personal use only and should not be known or used by any other person. Access to any university computer resources is a privilege granted by Bowie State University and account holders are solely responsible for the security of the assigned User ID(s) and password(s). In the event this security is compromised, the account holder must notify the Department of Information Technology (DIT). Account holders should understand that periodic audits of their activities on any Bowie State University computer resources may be made by the system administrator.

Students should be aware that information and communications they post on the Internet, including but not limited to social networks such as Instagram, SnapChat, Twitter, Facebook.com, etc. and other internet message boards, forums, web pages and blogs are public in nature. Where information and communications posted in these manners violate the *Student Conduct Code*, or provide information documenting a violation of the *Student Conduct Code*, such information or communications may be used in conduct proceedings. In particular, communications that violate the *Student Conduct Code*, such as threats and harassment, are violations whether they are transmitted in person, by phone, over the internet, or by any other means.

INTELLECTUAL PROPERTY AT THE UNIVERSITY

Bowie State University supports the development of its research program through providing a proactive program for the application and commercial development of intellectual property through patents, copyrights, licenses, and related programs. Bowie State University seeks to create an environment which will (1) encourage the creation of intellectual property at Bowie State University, (2) manage intellectual property to promote its adoption by industry and (3) foster productive relationships between Bowie State University researchers and industry. Bowie State University also seeks to increase the royalty income and research support. This intellectual property policy is a result of Bowie State University's continuing effort to provide a strong organizational infrastructure to effectively protect and commercially develop the intellectual property produced from Bowie State University research.

POLICY ON EVENT RELATED MISCONDUCT

In accordance with the University System of Maryland Board of Regents Policy on Event Related Student Misconduct (V-8.0), approved February 10, 2006, Bowie State University has developed this Policy to set forth the process for handling allegations of student event related misconduct at the University—on- or off- campus.

Definition: Event-Related Student Misconduct shall be broadly defined in this policy as, but is not limited to rioting, assault, theft, vandalism, fire-setting, or other serious misconduct related to a University-sponsored event, occurring on- or off-campus, that results in harm to persons or property or otherwise poses a threat to the stability of the campus or campus community. The term "University-sponsored event" means any activity on- or off-campus that is initiated, aided, authorized or supervised by Bowie State University.

Jurisdiction: Any student misconduct that is a direct result of a University-sponsored event, on- or off-campus shall be deemed a violation of the *Code of Student Conduct* and will be subject to University student conduct proceedings. For events that occur off-campus; the University must be notified in writing by an official law enforcement agency and/or person(s) directly affected by the misconduct. Upon receiving written notification, with supporting documentation the student will be subject to on-campus student conduct proceedings, even if court proceedings are pending.

A student suspended under this section shall not be admitted to any other institution in the University of Maryland System during the term of the suspension. A student expelled under this section shall not be admitted to any other institution in the System for at least one year from the effective date of the expulsion. A record of any suspension or expulsion under this policy shall be noted on the student's transcript.

The student disciplinary process is only an option for individuals determined to be students at the time an alleged violation occurred. If an alleged violation occurs following a student's graduation from BSU (and no continued enrollment occurs), the student disciplinary process is no longer an option. Student records must be released and those who have had a case with the university will have their records kept for seven years from the date the case was created.