

# ***BSU/PGCPS Dual Enrollment Handbook***

*Fall 2020*

***Office of Continuing Education***

***Thurgood Marshall Library,  
Room 1128  
14000 Jericho Park Road  
Bowie, Maryland 20715  
301 860-3991  
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***<https://www.bowiestate.edu/academics-research/cert-courses-and-continuing-ed/bsu-pgcps-dual-enrollment-prog/>***

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***<https://outlook.office365.com/owa/calendar/ContinuingEducation@bowiestate.edu/bookings/>***



## CONTINUING EDUCATION & EXTERNAL PROGRAMS

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### *Dear Dual Enrolled Student,*

Welcome to Bowie State University. We are pleased that you have chosen this university to begin your pursuit of higher education goals. You are joining an institution with a rich and varied history. We are sure that you will have tremendous experiences here.

The world is experiencing a major challenge with the Coronavirus pandemic.. We are making many changes to the manner in which we provide our learning experiences. For the first time, students in the Dual enrollment program are permitted to take online classes.

All classes during the Summer were offered online. A decision has been made to offer the Fall classes online also. There may be some classes held in a hybrid format. Events in Maryland and the World impacted by the Coronavirus have driven these decisions.

The Dual Enrollment program is a great opportunity for high school students to begin their higher education career. ***Benefits of the program;***

- *Students accepted into the program will have their tuition paid for by the Prince Georges County Public Schools (PGCPS). Students **will be** responsible for paying the mandatory fees and any lab fees associated with the registration*
- *Students who are part of the Free And Reduced Meals Students (FARMS) will have both their fees and books paid for by the county.*
- *Students in high school will be able to earn college credit, and in some cases, high school credits with the Dual Credit courses.*
- *Students will have the opportunity to explore college and college life as college students. The ability to use BSU as a resource in learning more about higher education to figuring out how it will impact their lives and careers*

This handbook has been designed to provide information to assist you while studying at Bowie. Please use it as a reference guide. The other major source of assistance is the Office of Continuing Education. We are here to serve and provide guidance and insight. As a Dual Enrollment, Concurrent Enrollment or Non-Degree student, we want you to become part of our community and we are here when you have questions or need assistance.

We are sure you will enjoy being a Bowie State University student and will participate in the activities of campus and interact with other students and our faculty. Have a great year!

*Jerry L. Isaac*

Director, Continuing Education

## Critical Information

- ◆ Dual Enrollment Students **must** pay their fees once they are registered. If fees are **not** paid registration will be cancelled during the enrollment cancelation prior to the first day of classes. You can see your enrollment status in Bulldog Connection.

*Students who are participants in in Free and Reduced Meals Program (FARMS program are exempted from this requirement.)*

- ◆ The *Entrance Medical History form* **must** be completed and mailed to the Wellness Center two weeks after acceptance into the Dual Enrollment program.
- ◆ Students must monitor their BSU student email address in order to be aware of critical communications from the University. There may be pertinent information or requirements communicated.
- ◆ Please connect to my website if you need to make an appointment with me. There is a link to my calendar at:  
<https://outlook.office365.com/owa/calendar/ContinuingEducation@bowiestate.edu/bookings/>

## A Clarification

When students in the Dual Enrollment program are accepted and input into the Student Information System, there are codes placed into the system.

- The first code is for the Dual Enrollment program. This alerts the Office of Student Accounts that the student's tuition will be paid for by PGCPS.
- A second code is placed into the system for those students who are participants in the Free and Reduced Meals Program. This code tells the Office of Student Accounts and the Office of Auxiliary Services that the charges for fees and books will also be billed to PGCPS for payment.
- When registration occurs, the charges associated with the number of course credits, are placed on a student's account. The charges are generated by the registration process and **will remain** on the student's account until PGCPS pays their bill.
- After the second registration period ends, a bill is sent to PGCPS for payment of tuition and fees for the Dual Enrollment students. PGCPS will then send payment to BSU towards the end of the semester. Until then, the tuition **show** on the student's accounts as being unpaid.
- The Office of Auxiliary Services, of which the Bulldog ID Office is a unit, is provided a spreadsheet periodically from the Office of Continuing Education with the names, BSU ID numbers, course registration, for those students in the Free and Reduced Meals program. It is from this list that the text books are acquired from the bookstore for the students in the program

## Welcome to Bowie State University

Welcome to Bowie State University!! You have decided to take courses at Bowie State University (BSU) in the Dual Enrollment program with PGCPs. This is the Website for the program: <https://www.bowiestate.edu/academics-research/cert-courses-and-continuing-ed/bsu-pgcps-dual-enrollment-prog/>

Your question is:

### How do I become a Dual Enrollment student?

#### Eligibility Criteria

PGCPS students must meet the following requirements in order to be eligible for dual enrollment at BSU:

1. Be enrolled in the 11<sup>th</sup> or 12<sup>th</sup> grade on the first day of the semester in which the course is offered. This will apply to rising 11<sup>th</sup> and the 12<sup>th</sup> graders during summer session.
2. Demonstrate, via placement test, college readiness in math, English and/or Reading. Results of Accuplacer, ACT and SAT may be used to determine readiness for college level-work. Minimum scores for college readiness are listed in Appendix D.
3. Maintain a 2.5 high school cumulative GPA.

#### Description

In the event that a PGCPs student wishes to be enrolled in a course at BSU, the following process will be followed:

1. The student must take a placement test. The student may take the Accuplacer, SAT or ACT. PGCPs will administer Accuplacer in the spring for the following fall to all potential dually enrolled students. Students who fail to meet the cut scores may take a test prep course in the summer which will include a retest. A fall administration of Accuplacer will be available to any student who meets the eligibility criteria for community college entrance. SAT and ACT administration through PGCPs will follow current schedules.
2. The student must complete a request for dual enrollment at the high school to verify qualifications/criteria for dual enrollment are met for each semester.
3. The student must secure the approval of the counselor to allow the course to be considered for dual credit.
4. Seniors taking a dual credit course in the spring of senior year will not have the course grade applied to the calculation of valedictorian or salutatorian status.

5. All seniors must be enrolled for a minimum of two credits in the public school, or two courses at BSU, or a combination of the two in each semester of their senior year.
6. The PGCPS personnel must verify enrollment, qualifying placement score, and Free and Reduced Meals (Farms) Status. Enrollment, student ID, FARMS, DOB, GPA, placement score and dual credit course will be uploaded into a school system database.  
PGCPS will send a file of potential applicants to BSU that will designate them in the BSU registration database.
7. The student must register for a course.
8. Tuition at the rates designated in the MOU will be paid by PGCPS for both FARMS and non-FARMS students.
9. Fees and textbooks for FARMS students will be billed by BSU to PGCPS.
- 10. If a non-FARMS student, the student will pay applicable fees and will pay for their own textbooks.**
11. If students receive a minimum 2.5 GPA, earn 6 credits toward degree, and have a minimum 900 SAT score (Critical Reading and Math) or 19 ACT Composite, they will automatically be admitted to Bowie State University upon graduation.



### **Process Flow**

1. The student must complete the PGCPS/BSU Dual Enrollment Application and submit to the office of Continuing Education and External Programs.
2. The student takes the placement test.
3. A student who meets the GPA and placement test completes the request for dual enrollment and submits the request to the principal and/or counselor for signature.
4. The school counselor verifies the enrollment in high school, the placement test score, and records the request in the dual enrollment database.
5. The counselor approves dual credit designation.
6. The school uploads the information into a database.
7. FARMS status is verified.

8. PGCPS transmits the data to BSU.
9. The student will participate in the BSU hybrid orientation.
10. The student registers for a course or courses.
11. BSU provides a list of students and their courses three weeks prior to the start of the semester.
12. PGCPS will provide students FARMS status to BSU two weeks prior to the start of the semester.
13. BSU will provide an updated list of students and their courses three weeks prior to the start of the semester.
14. Upon completion of the course, PGCC will provide a list of course completers with final grade and an invoice at the end of the semester (session).
15. PGCPS uploads the list and pays the tuition invoice. ***(Please Note: The student accounts of those in the program will continue to show tuition and fees owed until PGCPS pays the invoice from BSU after the end of the semester.)***
16. PGCPS will pay the invoice within 30 days of receipt.



17. PGCPS will record the course on the student transcript. If the course is part of the approved graduation credit agreement (Appendix C), the course will count toward graduation credit and be included in the student GPA as a weighted grade. If the course is not part of the approved graduation credit matrix, the course will not appear on the high school transcript but will not be counted as a graduation requirement or be

calculated as part of the cumulative GPA. If the student fails to attend the course, the college transcript will indicate F.

18. PGCPS will include the grade on the transcript, including a withdrawal, an incomplete or a failure.
19. PGCPS reserves the right to not approve future dual enrollment courses in the event a student withdraws, fails the course, or receives an F grade for non-attendance.
20. Until official grades are received by PGCPS, students may use unofficial grades, printed via Bull Dog Connection, as evidence of successful completion of a course.

**PLEASE NOTE:** Although the agreement with Prince Georges County Public School (PGCPS) requires it to pay the tuition for all students identified as being in the Dual Enrollment program, the generated expenses belongs to the student. *Hence, the expenses will continue to remain on the students bill until PGCPS pays the invoice which contains the student's tuition.*

Those students who are required to pay the mandatory fees, those who have not been identified as being participants in the Free and Reduced Meals (FARMs) program by PGCPS, *are required to pay the fees once registration has been completed!*

### **Some important additional information that you need to know.**

This information will also be helpful to you as you seek admission and registration.

#### **Bulldog Connection**

Bulldog Connection is the student information system which contains all of the information on you, your admissions, registration and progress through the program. You can see the schedule of courses in Bulldog Connection as you work out your class schedule. All of your grades are located in Bulldog Connection as well as your bills.

Please go to this link in order to learn more about Bulldog Connections;

<https://www2.bowiestate.edu/bulldog-connection/bulldog-connection-how-to/>

#### **Help Desk**

The Division of Information Technology is responsible for most of the technical/computer aspects of campus and your experiences with them. If you ever have issues concerning your username or password, you would contact the Help Desk for assistance. Any issues or concerns you may have with any computing issues on campus or WiFi connection issues are to be referred and resolved through the Help Desk.

The Help Desk can be contacted at: [Helpdesk@bowiestate.edu](mailto:Helpdesk@bowiestate.edu) or (301) 860-HELP (4357).

#### **Academic Computing**

The Office of Academic Computing oversees the university's utilization of electronic delivery of coursework and programs. **Blackboard** and its operations are monitored and controlled by this office. If you are having issues with Blackboard, you should contact this office for assistance. In order to reach this office, please email: [fchacon@bowiestate.edu](mailto:fchacon@bowiestate.edu) or (301) 860-3933.

#### **Registration**

Bowie State University has three registration categories: 1) graduate degree seeking stu-



dents, 2) undergraduate degree seeking students, and 3) non-degree students. Students in the Dual Enrollment program are registered as non-degree students. Simply stated, the students in this program are not currently seeking a degree therefore we have to indicate as such in the student information system (PeopleSoft).

The non-degree student category or designation is a temporary one. It is only viable for the term

in which a student is registered. Each semester that a student takes classes as a non-degree the student's account in the system has to be reactivated.

The registration for Dual Enrollment students will always take place within the Office of Continuing Education (CNEDE). Although a student has a username and password with access to Bulldog Connection, because of the limitations spelled out in the memorandum of understanding with PGCP, the students registration is monitored in order to be in compliance.

Each semester students must work with the CNEDE to register. Changes to the selection of classes has to be updated within CNEDE in order for the required updates with PGCP.

### **Continuation in the Program**

Students are required to work with the Office of Continuing Education to continue in the program each semester. Using the listing of courses available to Dual Enrollment Students, the course schedules for each semester will be available for viewing on the Bulldog Connection page (<https://www.bowiestate.edu/bulldogconnection/>) and can also be seen with the student's Bulldog Connection account using their username and password to access.

Students *cannot* register themselves into classes. It is necessary for Continuing Education to keep track of the classes in which students register in order to keep both BSU and PGCP updated on the progress of students in the program

Participants will use the ***Dual Program Continuation Form***, found on the *BSU/PGCP Dual Enrollment Program* pages.

The continuation form is to be submitted to the Office of Continuing Education for processing. An updated copy of the student's high school transcript must also be submitted to



verify the students continue gpa qualification of 2.5. The form will be processed and the students will be registered, conditionally, for the courses requested. If any questions are raised during the continuation process, students will be contacted for clarification.

The registration is conditional on the performance in the college courses taken during each semester. Students should begin the process as soon as the registration process opens. Meeting with Continuing Education is encouraged for assistance and counseling.

### **Registration Periods**

Registration for the Spring semester begins during the third week of November. The schedule of classes will be available toward the end of October.

Registration for the Summer and Fall sessions takes place in April. The Schedule of classes will be available at the end of March.



### **Free and Reduced Meals Program (FARMS)**

Students in the Dual Enrollment program who are participants in the Free and Reduced Meals (FARMS) program in their high school will have their fees paid and books purchased by PGCPS. Participation is verified by BSU with the submission of documentation from PGCPS.

Books will be purchased from the bookstore by the university and

held for pickup in the Bulldog Card office. Picture identification will be required for the collection of books.

***NOTE: Participation in the Free and Reduced Meals program does not include free or reduced meals on the campus of Bowie State University.***

### **Payment of Fees**

Make sure that fees associated with your classes have been paid after your registration is complete. The University performs Enrollment Cancellations before the beginning of the semester or session cancelling the enrollment of students if their account reflects monies are owed.

If additional classes are added subsequently, make sure that the additional fees are paid. Faculty may not always check the roster for their class after the first day. You could be dropped during an enrollment cancellation and not be aware until it is **too** late to be re-registered. Check for updates on your BSU student email account and/or check into your

Bulldog Connection account to see your status.

***Make sure you pay your fees and check your registration.***

Prince Georges County Public Schools (PGCPS) will pay your tuition. If you are a part of the Free and Reduced Meals (FARMS) program PGCPS will also cover your fees and will purchase your textbooks. Fees are to be paid once registration has be completed. Please note that all account payments can be made by accessing Bulldog Connection.

### **Online Student Accounts Payment System**

Beginning May 2017, Bowie State University implemented a new online system that provides students with a secure, fast and efficient way to submit student account payments.

TouchNet is a one-stop online portal for all student account activities, with direct access from **Bulldog Connect** and the following new features:

- Real-time, 24/7 account accessibility using any desktop or mobile device
- Ability to provide permission to parents or other designated individuals to view your bill and make payments on your behalf
- Detailed account information with the ability to view your payment history and balance by academic term
- Secure profile to store payment methods and complete transactions more efficiently
- Convenient options to pay your bill using eCheck payment (no fee) and credit or debit card payments (2.75% convenience fee)

For a detailed frequently asked questions (FAQs) list, **visit the Student Accounts website.**

Using either Internet Explorer or Google Chrome, go to Bulldog Connection, select *Self Service*, and go to the *Student Center*. Under *Account Inquiry*, select the ***Green*** link to make a payment. You may contact the Office of Student Accounts at 301 860-3490 for more information or the process for making a payment online.

If additional classes are added subsequently, make sure that the additional fees are paid. Faculty may not always check the roster for their class after the first day. You could be dropped during an enrollment cancellation and not be aware until it is too late to be re-registered,, and check for email updates on your BSU student email account and/or check into your Bulldog Connection account to see your status.

### **Dropping a Course**

There is a process for dropping a course. Simply to stop attending a course or telling the professor that you no longer want to take the course is ***not*** officially dropping a course.

*You will continue to be held responsible for the payment and/or charges associated with the course.* When deciding to drop the course you should look at the *Refund/Withdrawal Schedule* included in this handbook to see the dates for refund. You should then consult the academic calendar which is located on the website related to the Office of the Registrar.



Using your username and password log-in to Bulldog Connection and navigate to the section related to Academics. It is in this section that you will be allowed to either drop or withdraw from a course. Follow the instructions provided for removing yourself from the course. It is recommended that you print out a copy of the page which shows that you have removed yourself from the course. Alert the Director of the Dual Enrollment program of this action. You may also contact the Office of Continuing Education for completing the Drop/Withdrawal process.

If you do not follow this process of officially removing yourself from the course you will receive a failing grade and you may be responsible for full payment for the course.

### **Transfer of Coursework**

Bowie State University is regionally accredited by the Middle States Higher Education Commission. Because of our status, our coursework is acknowledged and accepted anywhere in the world. However, the decision to accept a course for transfer is the responsibility and decision of the other institution. Higher Education institutions make the decision on whether or not to accept a course within their intuitions. They may choose to not accept a course because it does not fit in with their curriculum or ideology or they may want their students to only have the experience and exposure to the curriculum they have developed and offer.

In most cases, particularly when it involves a course required for the major, a grade of 'C' or better is required for transfer. The grade of 'D' is usually not acceptable for transfer and never the grade of 'F'.

### **Residency**

Bowie State University is a member of the University System of Maryland (USM). As a State supported institution, we are required to follow the USM Board of Regents policies, including the one on residency.

An individual has to be a resident of Maryland for at least 12 consecutive months to fulfill

part of the requirements for residency. The policy can be viewed at the following link:

<http://www.usmd.edu/regents/bylaws/SectionVIII/VIII270.html?t=print.php>

Once the decision of residency is made during the application process, your rate of tuition will be determined. Out of State

students pay more. If you have any question about the policy, please follow the link or obtain a copy from the Office of Continuing Education.



### **Books**

BSU contracts with the Follett company to manage our bookstore. The bookstore is located in the Student Center. The Bookstore hours for the Fall 2016 semester are:

Monday, Tuesday, Thursday 8:30 am—6 pm

Wednesday 8:30 am—7 pm

Friday 8:30 am—4 pm

Saturday Noon—4 pm

Follett offers all of the books required for classes at the university which the faculty have instructed them to have in stock. In order to reduce costs used books can be purchased for most classes and students may also lease book. College bookstores are also required to provide the ISBN number for each book. You can obtain this number from Follett in the store or on their website at [efollett.com](http://efollett.com). With the books ISBN number, a student can compare prices with other textbook vendors.

Students in the Free and Reduced Meals program will have their books purchased by PGPCS. Books may be obtained from the Bulldog Card Office, located in the Student Center once the semester begins. Changes to the schedule of classes may delay the acquisition of the correct book. If the schedule change occurs after the book has been obtained, please return it to the Bulldog Card office unopened and unused.

### **Financial Aid**

*Financial Aid is not available to Non-Degree and Dual Enrollment Stu-*

*dents. You must be in a degree program in order to apply for and receive financial aid.*

## **Billing**

Dual Enrollment students who are *not* a part of the FARMS program *are responsible for the mandatory fees associated with tuition.* Fees are **due at the time of registration**. Please remit payment in full or make payment arrangements through Tuition Pay. For further information, please contact the Office of Student Accounts.

- ◆ *Students in the Dual Enrollment program are **only** required to pay the Mandatory Fees associated with their registration, unless they have verified with this office that they are participants in the Free and Reduced Meals (FARMS) program.*
- ◆ *Codes are entered into the admission/registration system to indicate you are in the Dual Enrollment program. These codes inform the Office of Student Accounts, the office with collects payment, that your tuition will be paid for by PGCS.*
- ◆ *When a student is registered, a bill is automatically and simultaneously generated. This bill will **always** be associated with the student and the registration until it is paid. The bill is composed of 2 parts, the tuition and the fees. It may be represented by one figure.*
- ◆ *Until PGCS pays the bill, it will be on the your account. We bill PGCS for the tuition and fees after the second registration period. In the Fall, it will be at the end of October or beginning of November. Subsequently, PGCS will pay toward the end of the semester.*
- ◆ *Only then will the tuition portion of the bill, no longer show.*

## **Payment Plan**

Make Paying Tuition Easier!

Beginning July 2018, Bowie State University implemented a new online payment plan system through TouchNet. Enroll in a tuition payment plan to pay your tuition in manageable installments. The features of the payment plan are:

- More Time to Pay – Make monthly payments over time
- Avoid High Interest Rates
- Flexible Payment Option – set up a plan to cover your entire bill, or just the amount remaining after financial aid.
- To setup a payment plan, please follow this navigation from Bulldog Connect (<http://www.bowiestate.edu/bulldogconnection>).

**Self Service>Student Center>Account Inquiry>Make A Payment Button**

The system will automatically redirect you to TouchNet. Please follow these navigation steps:



**Payment Plans>Enroll Now>Select Term**  
*(your payment schedule will automatically calculate).*

My Account   Make Payment   **Payment Plans**   Help My Profile

## Payment Plan Enrollment

Select — Schedule — Agreement

Select Term:

| Plan Name                            | Setup Fee | Required Down Payment | Installments | Late Payment Fee | Action   |
|--------------------------------------|-----------|-----------------------|--------------|------------------|--|
| 5 Pay Fall - Fall Term Expenses Only | \$30.00   | 20%                   | 4            | \$25.00          | <input type="button" value="Details"/> <input type="button" value="Select"/> |

\*\*\*\*Pop blockers must be disabled.

\*\*\*\*Use web browsers Internet Explorer or Google Chrome.

\*\*\*\*A 2.85% convenience fee is assessed for credit card transactions only.

\*\*\*\*No convenience fee for check payment – use routing and account number.

\*\*\*\*If you receive a credit card processor issue message, please verify the credit limit with your bank. Daily credit card limits apply.

All applicable payment plan options, fees and disclosure will be presented to you during enrollment. Enrollment in and availability of plans may be subject to state law limitations. The enrollment fee is considered a finance charge which is defined by federal regulations as the cost of consumer credit as a dollar amount.

### **Username/Password/Email**

All students are issued a username (Bulldog ID) and password. This information will be sent by email shortly after your admissions process has been completed.

Students also receive a Bowie State University email address. The address will be included in the correspondence transmitting your BSU username and password.

All electronic correspondence from the university will be sent to the BSU email address. The BSU email address is also used by the university for transmitting information concerning your matriculation. All information concerning your student account, status, campus announcements, alerts and other relevant information will come to you through your BSU email. Students should check their BSU email address daily to see if there are any messages from the university.

To access your BSU Email, follow this link: <http://www.bowiestate.edu/mybsu/> and click on Student Email under the Student Links section. You will be able to use your email address with the password provided.

If you ever change your password, either for the Bulldog ID or BSU email, it will still work with both. If you ever have trouble with logging in, please contact the DIT Helpdesk at 301 – 860-HELP (4357) or [HelpDesk@bowiestate.edu](mailto:HelpDesk@bowiestate.edu).

***Since the BSU email is managed by Microsoft students have access to Microsoft Office 365.***

### **Office 365 for Students**

#### **Live@edu to Office 365 for Education**

Office 365 for Education combines the familiar Office Web Apps from Live@edu and gives students the ability to access additional services such as Exchange Online, SharePoint Online, and Lync Online. With Office 365, students will have free email, sites, online document editing and storage, IM, and web conferencing.

#### **If Accessing Office 365 for the First Time**

If this is your first attempt to access your Office 365 account, please follow the steps below: Go to [myBSU](#) and click on [Student Email](#)



- In Internet Explorer, open an InPrivate browser session.
  - Log on to Office 365 using these steps:
  - Right-click the Internet Explorer icon on your desktop or **Start** menu, and then click **Start InPrivate Browsing**.
1. Type in student email address (example:

[doej0911@students.bowiestate.edu](mailto:doej0911@students.bowiestate.edu))



2. Enter your live@edu password/bulldog connect password

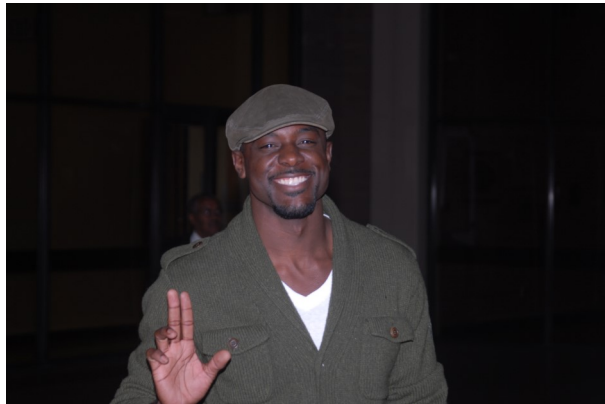
**Do not copy the student email/username or the password and paste into the portal. Doing so may cause issues.**

After several attempts and you have not accessed your account, please click the [Can't access your account?](#) link. This link is located under the "Sign in" button. Please follow the steps indicated by Microsoft to reset your password.

Once you complete the password reset, you will receive a temporary password which will be sent to your alternate email account that you were instructed to provide on the Microsoft portal.

*(Note: Temporary passwords are valid for 90 days. Once you have successfully signed in with your temporary password, you can create new passwords by following the instructions on the sign in page.)*

Now you should have access to your Office 365 account. If you continue to experience difficulties and need additional information, contact the **HelpDesk at (301) 860-HELP (4357)** or email us at [Helpdesk@bowiestate.edu](mailto:Helpdesk@bowiestate.edu).



### ***Linking Campus Email to Personal Email Accounts***

For instructions on linking your BSU student email to your personal email account, please use the directions found at this link:

<http://www.bowiestate.edu/files/resources/how-to-redirect-your-bsu-email-to-your-personal-em-2.pdf>

### **Medical History**

All students are required to submit the Entrance Medical History form to the Henry Wise Wellness Center. The form captures information on Immunizations, vaccinations and your medical history. For more information, contact the Wellness Center at 301 860-4170.

### **Bulldog Card**

Non-Degree students may obtain a BulldogCard. This card serves as the identification card for Bowie students, faculty and staff. The card will also allow you to obtain library privileges and access to other campus activities.

To get the card, obtain your student identification number that is listed on your admissions confirmation letter and take it to the Office of Auxiliary Services located in Student Center. You will need to provide the admissions letter and an official picture identification

card to the office. Your picture will be taken and the card will be generated.

***The BulldogCard has to be activated in the library in order to access the physical and electronic library collections.*** Go to the front desk in the library to complete a form for the library to activate your BulldogCard. The LIB # on the BulldogCard is your library identification number.

**Note:** The BulldogCard is also referred to as the BowieCard.

## **Parking**

***All students, faculty, staff, part-time and contractual employees, vendors, contractors, telecommuters, visitors and guests must obtain a parking permit to be allowed to park a vehicle on the Bowie State University campus.***



**There are two options to obtain a parking permit:**

1. The current year fees may be paid at the Office of Student Accounts.
2. Students, faculty or staff may pay with their Bowie Card, if funds are available, at the Department of Public Safety (DPS) Communications Office in Robinson Hall or the DPS Parking Office in McKeldin Gym.

The valid receipt or confirmation number is given to the DPS Parking Office located in Robinson Hall or McKeldin Gym; an *Application for a Parking Permit* is filled out; and the permit is issued. A refund will be issued **only** if a scheduled class has been canceled and that is the only class in which the student is enrolled.

## **Special Medical Arrangements:**

To utilize handicap spaces on campus, a driver must meet the state requirements and purchase/display a Bowie State University parking permit.

## **Valid Parking Permit:**

A permit is valid only when it corresponds to the license plate number registered at the BSU Parking Office. The parking permit must be displayed properly, visible, and not suspended, altered, or revoked. A parking permit is transferable only to vehicles listed on the registration card. If the permit is affixed to an unregistered vehicle, the owner of the vehicle will be subject to a \$100 fine, and the owner of the permit is subject to revocation of parking privileges (with no refund). All permits must hang from the rearview mirror with the expiration date visible from the front of the vehicle. Motorcycles must be registered.

Permits for an academic year must be in place by September 1st and expire August 31st. Note expiration date on hangtag.

**Parking Lot Designations:** The parking permit designates the lots eligible to park in. If parked in a lot other than the designated lot, the vehicle could be subject to a citation and/or towed at owner's expense.

### **Bowie State University Parking Office**

301-860-4040

### **Disability Support Services**

The mission of Disability Support Services (DSS) is to ensure that students with disabilities have full access to all programs and services at Bowie State University.

The office coordinates services that impact directly students who have disabilities. These services are based on the specific needs of individuals according to their disabilities. Services consist of, but are not limited to, notification to professors regarding recommended accommodations for courses, extended time on tests, note takers, scribes and readers, taped texts, alternative testing, consultation with professors, physicians, psychologists and other specialists, vocational rehabilitation referrals, and sign language interpreters.

This office also seeks to educate faculty, staff, and administrators regarding disabilities in an effort to create greater sensitivity towards individuals who are disabled. Moreover, we attempt to provide the necessary support systems and skills for effective communication throughout the campus community.

Additionally, DDS houses the ADA Resource Center (adaptive technology lab), located in the Thurgood Marshall Library RM# 092-E. The Adaptive Technology Lab provides a supportive and accessible environment with the latest technology and software for students with disabilities to study and meet a range of different academic needs.

DSS restates the rights and responsibilities of the University and of individuals with disabilities, in an effort to reach equitable resolutions to problems that are free of contempt and opposition for concerned parties.

Dr. Michael Hughes, Coordinator  
Disability Support Services  
Thurgood Marshall Library

Phone: 301-860-4067  
Fax: 301-860-4086  
mhughes@bowiestate.edu

## **Emergency Alerts and Information**

### **The BEES System (Bowie Electronic Emergency Systems)**

BEES is a mass emergency notifications system that empowers BSU to send instant alerts to all students, faculty and staff via email, pager, cell phone, smart phone (e.g., iPhone, Android, Microsoft phone), Personal Digital Assistant (PDA), college web pages and to Google, Yahoo!, and AOL home pages simultaneously.



The BEES system includes a cross-carrier mobile content server that allows it to work with any phone provider. Alerts are sent as sort text messages to mobile phones and on multi-

ple wireless carrier networks. Receive Notification of university closings, weather advisories and emergency broadcast messages instantly in addition to receiving emergency information via radio and television.

**To sign on will take about 3-5 minutes.**

#### **Instructions:**

Click on the link <http://www.bowiestate.edu/about/bees.asp> and sign-up as a new user. After you have signed up you will receive a validation code immediately on your cell phone. BEES can also be accessed from:

- Human Resources <http://www.bowiestate.edu/about/ohr.asp>,
- Student Affairs <http://www.bowiestate.edu/groups/sacl.asp>,
- Department of Safety <http://www.bowiestate.edu/about/finance/pscp.asp>,
- External Relations <http://www.bowiestate.edu/about/external.asp>, and
- Administration and Finance <http://www.bowiestate.edu/about/finance.asp> websites.

**Note:** *Some cell phone carriers charge for text messaging and some do not. We will only send emergency messages. For any questions and/or concerns please contact Director of Public Safety at 301-860-4051*

#### **Local Media Outlets**

If a decision is made to close or delay the opening of the university, please tune into one of the following radio or TV stations.

**Baltimore area:**

WBAL Radio 11 (1090 AM/97.9FM)

WCAO/WXYV (600 AM/103FM)

WLIF (101.9FM)

WBAL-TV (11)

WJZ-TV (13)

WNVA Radio 1430

WMAR-TV (2)

**Baltimore area:**

WBAL Radio 11 (1090 AM/97.9FM)

WCAO/WXYV (600 AM/103FM)

WLIF (101.9FM)

WBAL-TV (11)

WJZ-TV (13)

WNVA Radio 1430

WMAR-TV (2)

**Washington, D.C. area:**

WTOP (1500 AM/107.7)

WMZQ (98.7FM)

WRC-TV (4)

WUSA-TV channel 9

WTTG Fox 5

WJLA-TV Channel 7

News Channel 8

**Washington DC Area**

WTOP (1500 AM/107.7)

WMZQ (98.7FM)

WRC-TV (4)

WUSA-TV channel 9

WTTG Fox 5

WJLA-TV Channel 7

News Channel 8)

In addition, the Associated Press (AP) wire service disseminates the information to other stations.

**Family Education Rights and Privacy Act (FERPA)**

BSU adheres to the policies and procedures as defined by the Family Education Rights and Privacy Act (FERPA) as well as requests made under the Public Information Act and those made through official requests by a government agency. It is acknowledged that prior consent from the student is not required by school or government officials who have been determined to have legitimate education interests. School officials include instructional or administrative personnel who are or may be in a position to use the information in furtherance of a legiti-



mate objective. Legitimate educational interests include those directly related to the academic environment. It is further acknowledged that BSU is the custodian of a student's college records during the time that the student is enrolled in that institution.

The student FERPA form is attached for usage by the student to provide permission to BSU to share information with specifically named individuals or organizations.

### **Transcripts**

Students of Bowie State University may obtain unofficial copies of their transcripts from the student information system, PeopleSoft (Bulldog Connection). Once you sign in using your username and password, you will be able to print out an unofficial transcript.

Official transcripts may be obtained through the Office of the Registrar. Please follow the link below to the Transcript Services page of the Registrar's site for instructions on obtaining a transcript.

<https://www.bowiestate.edu/academics-research/registrar-office/transcript-services/>

The cost of a transcript is \$10.

### **Campus Bookstore – Follett ([bkstr.com/bowiestatestore/home](http://bkstr.com/bowiestatestore/home))**

Wiseman Center - 301-860-4350



The university bookstore is operated by the Follett Higher Education Group. Textbooks, apparel and gifts, gift cards and computer products are available in the store and can be ordered online at [efollett.com](http://efollett.com). The bookstore is located in the Wiseman Center.

Regular Hours: Monday- Friday 9am-6pm

Saturday 11am-4pm

### **Thurgood Marshall Library**

The Thurgood Marshall Library provides access to scholarly resources in order to support teaching, learning, and research at Bowie State University. The library houses a vast collection of book and periodical titles. Electronic databases and journals provide full-text access to additional titles both on and off-campus.

Once you have obtained your Bulldog card from the Bulldog Card Office in the Student Center you are to

bring it to the main desk in the Thurgood Marshall Library in order to have it registered. Registration will provide you with access to all of the library services including the online databases.

### ***Hours of Operation***

*Monday – Thursday*                      *8 am – 11 pm*

*Friday*                                        *8 am – 5 pm*

*Saturday*                                    *9 am – 6 pm*

*Sunday*                                      *1 pm – 9 pm*

*Hours vary during holidays and interim semester periods. Please call or visit the library website for the most current hours of operation.*

### **More Financial Information**

#### **Withdrawals and Refunds**

Students wishing to receive a course refund are responsible for officially withdrawing. You can drop or withdraw yourself from your classes by signing into PeopleSoft. The amount of refund is determined by the date the withdrawal procedure begins. Students withdrawing from the University after completing registration are not entitled to the refund of any fees.

Refunds for all courses offered whether 16-week, 8-week, weekend or workshop format shall be awarded based upon a schedule established by the Office of Student Accounts for each semester. There is a refund schedule is located at this link:

<http://bulldogconnect.bowiestate.edu/>

#### **Financial Requirements for Registration**

All students who register for classes incur a financial obligation to the Bowie State University. Students are responsible for all charges incurred at the University. Failure to attend classes **does not** constitute withdrawal from the institution or a class. Students must formally withdraw from the University or a class through their Bulldog Connection account or by contacting the Office of Continuing Education. Any adjustment in charges will follow the policy presented in the *Schedule of Classes* ([www.bowiestate.edu](http://www.bowiestate.edu)).

Returning students will not be permitted to register for a subsequent semester until all financial obligations, including current semester fees, parking violations, library fines, and any other outstanding charges, have been paid. Account balances must be cleared before students will be allowed to participate in future registrations and graduation or to receive transcripts or diplomas. Only the Director of Student Accounts may issue a waiver to maintain the student's registration when payment requirements have not been satisfied or allow a student to register with a prior outstanding balance.

Cancellation of a student's registration ***may occur*** if the bill is not paid in full or if approved arrangements have not been made to cover the outstanding balance. Bill due dates and class cancellation dates are published on the University website.

([www.bowiestate.edu](http://www.bowiestate.edu).) Failure to receive a billing statement does not relieve the student of the payment obligation.

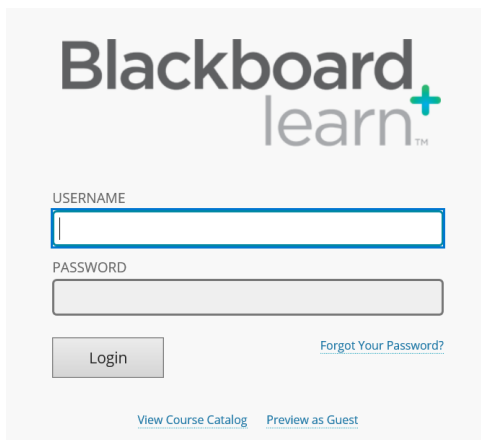




# Blackboard Learn Basic Student Guide

## How do you access Blackboard Learn?

You find Blackboard as a link in My BSU at Bowie State University Main Page, or you can copy the URL <http://bsuonline.blackboard.com> that will take you directly to the software; bookmark this page. To access, type the Username and Password that you use for BSU Email and Bulldog Connection.

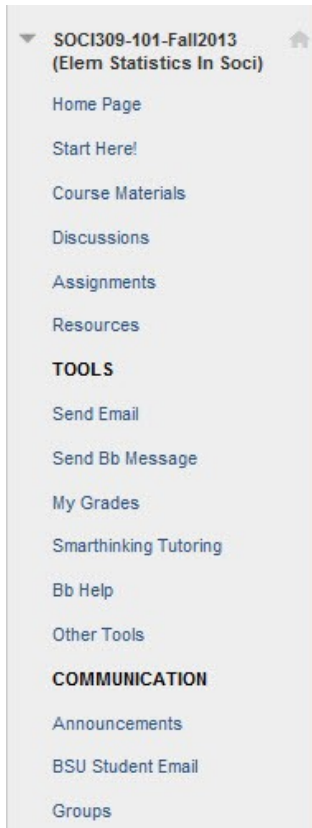


The image shows the Blackboard Learn login interface. At the top, the logo reads "Blackboard learn+" with a blue plus sign. Below the logo are two input fields: "USERNAME" and "PASSWORD". The "USERNAME" field is highlighted with a blue border. Below the "PASSWORD" field is a "Login" button. To the right of the "Login" button is a link that says "Forgot Your Password?". At the bottom of the page, there are two links: "View Course Catalog" and "Preview as Guest".

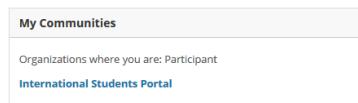
## Blackboard Top Page

In the center of Blackboard Home screen, you see “My Courses” panel, which displays all courses where you are student. You are able to change the view of this panel by using the settings menu -a gearwheel icon on top right of the panel. You may decide to group the courses by term, show or hide courses, rearrange, etc.

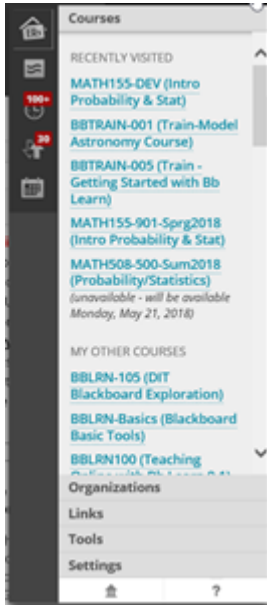




At the bottom-right of your homepage, you have “My Communities” panel that shows all campus organizations you are affiliated with.

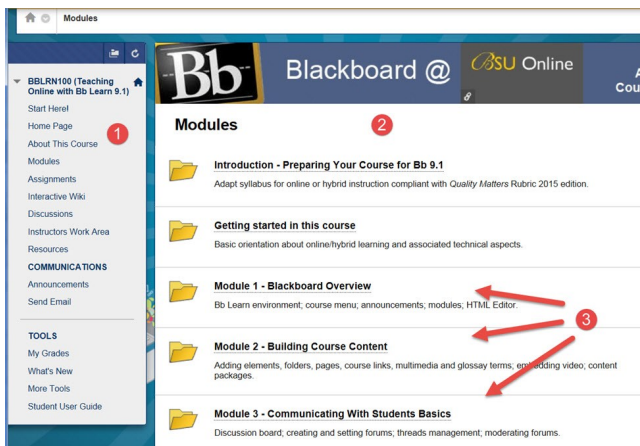


An alternative way of accessing your courses and communities is the Global Navigation Menu, displayed on top right corner of screen, below your name. Click on the little triangle pointing down next to your name to see the drop-down menu that shows courses, organizations, messages, etc. Other Settings menu in this area allows updating information about you and uploading a picture (avatar) that will identify yourself in every course. In addition, you can change colors and font size to personalize your view.



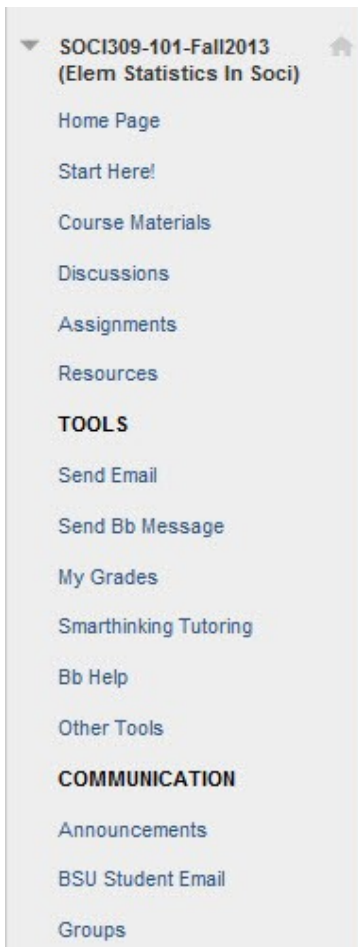
## How a Blackboard Course is Organized

Online courses are very diverse in terms of content and activities. However, they share certain elements of design; recognizing these elements will help you navigate a course almost effortlessly and do what is expected from you. First, let us take a look at the main course page:



You can distinguish three major components marked with numbers: (1) the left panel or menu ribbon; (2) the view panel on the right, where most of the information is displayed, depending of your selection in the left menu (in the example, the right panel is open in 'Modules'). Then, each module (3) has a specific organization, in some courses, you may find "Weeks" or "Chapters" instead of modules. If the left pannel is not visible, hover your cursor over left border until you see the arrow to open it.

## The left panel or menu area



The Menu Panel is usually divided in three blocks: Course Menu, Tools and Communication. The one on top is the Course Menu. It shows the course title, e.g. "Elem Statistics in Soci" in this case, and sub-menus for each major course component. There are a few conventions; for instance, 'Homepage' summarizes announcements and course activity. 'Syllabus' or 'About This Course' summarizes course and instructor information. 'Blackboard Collaborate ULTRA' is the gateway to an application called *Blackboard Collaborate Ultra* that allows watching interactive lectures with the instructor via voice and video communication (you will need a headset to use this). 'Course Materials' or 'Modules' is where the bulk of information of the course is; 'Assignments & Tests' is for completing assessment activities, and 'Discussions' is a common access tool to all discussion forums within the course. If you do not see these components or other similar in the menu, check with the instructor as they may be hidden. The same applies if you see duplication of those components, an error that may have happened during the course copy process.

The lower half of the menu provides access to elements such as 'My Grades' (summary of your grades and instructor comments), 'Attendance', 'Other Tools' (a variety of learning and communication aids) and 'Users and Groups' (an area for working in teams). The latter is not necessarily present in all courses. The names of all components listed above or in the picture may vary slightly from course to course but the functions are similar, as determined by the software.

## Bowie State University Test Score Proficiency Chart

| College Placement Exam                   | Required Score   |
|--|--|
| <b>READING</b>                           |  |
| Next Generation Accuplacer Reading       | 263 (or higher) Reading not required   |
| Classic Accuplacer Reading               | 79   |
| SAT Reading                              | 500  |
| ACT Reading                              | 19   |
| <b>WRITING</b>                           |  |
| Next Generation Accuplacer Writer Placer | 5 (or higher) = ENGL 101 placement   |
| Classic Accuplacer Sentence Structure    | 69   |
| <b>MATH</b>                              |  |
| Next Generation Accuplacer Math          | 272 (or higher on Math Test Part 1 – Quantitative Reasoning, Algebra and Statistics (QAS) = college math placement (125, 127, 141, 150 etc. and is based on scores from part 1 and possibly part 2 (advanced Algebra and Functions)) |
| Classic Accuplacer Math                  | 45 + 75 on Elementary Algebra  |
| SAT Math                                 | 500  |

| <b>BSU Course</b>                             | <b>PGCPS Dual Enrollment Course #</b>                | <b>PGCPS High School Graduation Credit</b> |
|---|--|--|
| ANTH 102 - Introduction to Anthropology       | 290640 - Anthropology DE                             | .50 elective credit                        |
| BIOL 101 - Biological Science                 | 420413 - Biology DE                                  | 1.0 Biology/Life Science credit            |
| CHEM 107 - General Chemistry 1                | 430033 - Chemistry DE                                | 1.0 Physical Science credit                |
| COMM 101 - Oral Communications                | 122113 - Speech 1 DE                                 | 1.0 elective credit                        |
| COMM 103 - Public Speaking                    | 122123 - Speech 2 DE                                 | 1.0 elective credit                        |
| COSC 112 - Computer Science I                 | 390013 - Intro to Computer Science DE                | 1.0 elective credit                        |
| ENGL 101 - Expository Writing                 | 106513 - English 12 DE                               | English 12 credit                          |
| GEOG 101 - Element of Geography I             | 291510 - Geography DE                                | .50 elective credit                        |
| HIST 114 - African American History to 1865   | 234020 - African Am Stud 1 DE                        | .50 elective credit                        |
| HIST 115 - African American History from 1865 | 234030 - African Am Stud 2 DE                        | .50 elective credit                        |
| MATH 125—College Algebra                      | 353263—Foundations of College Algebra DE             | 1.0 Mathematics Credit                     |
| MATH 155 - Intro to Probability & Statistics  | TBD - Probability and Statistics DE                  | .50 Mathematics credit                     |
| MATH 225 - Calculus 1                         | 380023 - Calculus AB DE                              | 1.0 Mathematics credit                     |
| MATH 226 - Calculus 2                         | 395110 - Calculus 2 DE                               | .50 Mathematics credit                     |
| MATH 232 - Multivariable Calculus             | 395310 - Calculus 3 DE                               | .50 Mathematics credit                     |
| MATH 300 - Differential Equations             | 396010 - Differential Equations DE                   | .50 Mathematics credit                     |
| MATH 141 – Pre-Calculus I                     | 381040 - Pre-Calculus I: College Algebra DE          | .50 Mathematics credit                     |
| MATH 142 – Pre-Calculus II                    | TBD - Pre-Calculus II: Trig and Analytic Geometry DE | .50 Mathematics credit                     |
| PHIL 101 - Introduction to Philosophy         | 290710 - Intro Philosophy DE                         | .50 elective credit                        |
| PHSC 101 - Earth Science I                    | 493013 - Earth Space Science DE                      | 1.0 Earth and Space Science credit         |
| PHYS 251—Principles of Physics 1*             | 440113—Physics DE                                    | 1.0 Physical Science Credit                |
| PSYC 101 - General Psychology                 | 200010 - Psychology DE                               | .50 elective credit                        |
| SOCI 101 - Introduction to Sociology          | 290630 - Sociology DE                                | .50 elective credit                        |

## Fall/Spring 2020-21

### Part-Time (Less than 12 credits) Tuition & Mandatory Fees

|  | In-state, per credit                    | Out-of-state, per credit                |
|--|---|---|
| Tuition  | \$248.00                                | \$687.00                                |
| Activity fee   | \$7.50                                  | \$7.50                                  |
| Athletic fee   | \$33.70                                 | \$33.70                                 |
| Wellness Center Health Services fee                  | \$6.20                                  | \$6.20                                  |
| University Construction fee                          | \$7.16                                  | \$7.16                                  |
| Student Center fee                                   | \$48.75                                 | \$48.75                                 |
| Technology fee                                       | \$10.60                                 | \$10.60                                 |
| Intramural & Recreation                              | \$1.70                                  | \$1.70                                  |
| Sustainability fee                                   | \$2.00 (One time flat fee per semester) | \$2.00 (One time flat fee per semester) |
| Bowie card fee                                       | \$8.60 (One time flat fee per semester) | \$8.60 (One time flat fee per semester) |
| <b>Total Tuition and Mandatory Fees (per credit)</b> | <b>\$374.21</b>                         | <b>\$813.21</b>                         |

In addition to the mandatory fees listed above, you may need to pay Parking Fees and/or Lab and Exam Fees.







**Division of Student Affairs  
Code of Student Conduct  
Table of Contents**

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**Core Values**  
**Excellence, Inclusivity, Integrity, Accountability, Innovation**

**The University reserves the right to take disciplinary measures compatible with its own best interest. Please review the Bowie State University Code of Conduct**

**Section I. Student Code of Conduct**

Bowie State University is a learning community. In order for the University to meet its 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.

**Section II. Purpose, General Provisions & Philosophy**

A. 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 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.

- B. The Student Judicial Programs Office promotes the concepts of fairness and due process in judicial settings throughout the University community, while striking a balance between community standards and individual behavior through the educational development of students.
- C. All students are subject to the Code of Student Conduct. 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.
- D. BSU is strongly committed to an academic environment which supports the humanity and dignity of all persons. As such, any behavior which threatens that principle shall be subject to severe sanctions. In this regard, any physical or sexual assault or other act which threatens the safety or well-being of other persons shall be viewed as extremely serious and subject to the most serious sanctions, including suspension or expulsion from the University.
- E. BSU is also strongly committed to an academic environment that supports the health, safety, and well-being of all persons. Any behavior that violates this principle shall be subject to severe sanctions. To that end, the possession, use, or distribution of controlled dangerous substances or alcohol shall be viewed as extremely serious. Violations of this kind shall subject a student to the most serious sanctions, which may include suspension or expulsion from the University.
- F. The University is committed to an academic and employment environment free from unwelcome sexual advances, requests for sexual favors, and other forms of sexual harassment. Sexual Harassment is a form of sex discrimination and is illegal. Harassment and retaliation against persons filing discrimination charges is illegal. (For a full copy of the policy, refer to the BSU Policies and Procedures Manual, policy no. VI.120)
- G. All proceedings of the University's student judicial process are confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), the University's Policy on the Disclosure of Student Records states that students' judicial and disciplinary records are educational documents. The Student Right-to-Know and Campus Security Act modified FERPA to allow institutions to inform victims of the outcome of student judicial proceedings regarding an alleged crime of violence as defined by the U.S. Code. The Student Right-to-Know and Campus Security Act was amended by the Higher Education Amendments of 1992 (sometimes known as the Campus Sexual Assault Victims Bill of Rights Act) requiring the University to inform the victim of an alleged sexual assault of the final outcome of student judicial proceedings against the charged student.

Although all Judicial Proceedings are considered confidential, FERPA permits and, in some cases, requires the release of these records, with and without notice to the student. Some of the

exceptional circumstances recognized in FERPA include, but are not limited to, release in response to a subpoena, release of parents of income tax dependent students, and permissible disclosure to parents or legal guardians of the results of disciplinary hearings if the student is less than 21 years of age and has been found responsible for violating campus policy regarding the use or possession of alcohol or a controlled substance. The University may be compelled, under the Maryland Public Information Act, to release disciplinary records of students found to have committed crimes or violence and non-forcible sex offenses.

### **Section III. Standard of Conduct Violations**

The following forms of conduct are prohibited by Bowie State University and are subject to disciplinary action. Attempts to commit acts prohibited by this Code shall be punished to the same extent as completed violations. Penalties for off-campus misconduct shall not be more severe than for similar on-campus misconduct. **(Excluding the Riot Policy, see Violation #31) University Judicial Action May Be Taken in Addition to Actions Which May be Taken by Civil or Criminal Courts.**

#### **1. Destructive Behaviors Involving Harm to Self and/or Others Arising from Psychological Issues**

These are the procedures that will be conducted by Bowie State University in the event of an act of destructive behavior involving harm to self and/or others committed on the University campus. The University recognizes that these acts may stem from psychological problems. Bowie State University's procedures on destructive behaviors are applicable to all Bowie State University students.

Bowie State University is dedicated to providing an environment that provides for the physical, emotional, and psychological well-being of its constituents. Therefore, harm to self or others on the University campus will be addressed in a proactive manner. Harm to self may include, but is not limited to, such acts as cutting, suicidal attempts, repeated accidents, or dangerous behaviors. Harm to others may include, but is not limited to, such acts as assault, sexual assault, or domestic violence.

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 Office 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 hearing conducted by the University Judicial Board. A Student may request an appeal of a decision rendered by the University Judicial Board by contacting the Vice-President for Student Affairs.

Upon re-entry to Bowie State University, a student may subsequently be required to see a counselor in Counseling Services or continue with a 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.

## **2. Academic Dishonesty**

Academic dishonesty is defined to include any form of cheating and/or plagiarism. Cheating includes, but is not limited to, such acts as stealing or altering testing instruments; falsifying the identity of persons for any academic purpose; offering, giving or receiving unauthorized assistance on an examination, quiz or other written or oral material in a course; or falsifying information on any type of academic record. Plagiarism is the presentation of written or oral material in a manner which conceals the true source of documentary material; or the presentation of materials which uses hypotheses, conclusions, evidence, data, or the like, in a way that the student appears to have done work which he/she did not, in fact, do. In cases involving academic dishonesty, a failing grade or a grade of zero (0) for either an assignment and/or a course may be administered. Students who are expelled or suspended for reasons of academic dishonesty are not admissible to other institutions within the University System of Maryland.

## **3. Network System Misuse and Dishonesty**

The University considers any misuse of its software programs to be a serious offense. A student may not attempt to degrade the performance of the software programs, to seek to penetrate its security, or in any way deprive other users of resources or access to the computer. Further violations include, but are not limited to, (a) using a computer account belonging to another individual without the explicit permission of that individual; (b) tampering with the operation of the University's software programs including both its equipment and its software; (c) using the system for commercial purposes; (d) using the network system to send abusive, obscene, or otherwise harassing communications.

#### **4. Falsification of Information**

Falsifications of information includes but are not limited to any form of providing false or misleading information, written or oral, in a manner which has the intent or effect of deceiving authorized university personnel, including members of judicial hearing panels, or of altering or falsifying official institutional records. Misrepresentation of oneself or of an organization as an agent of the University will also be considered a violation of this section.

#### **5. Illegal Use or Possession of Alcoholic Beverages**

Bowie State University does not encourage or support alcohol use on campus. Unauthorized possession, use, or distribution of alcoholic beverages is prohibited by any student or student group on campus or at University-sponsored events on and off campus. Authorization must be obtained by the Vice President of Student Affairs. Under no circumstances is alcohol permitted in any residential facility owned and operated by the University. According to Maryland law (HB 1395), anyone who willfully furnishes an alcoholic beverage to any individual under the age of 21 years can be charged a fine not exceeding \$1000 or 60 days' imprisonment or both.

#### **6. Misconduct Involving Illegal Drugs or Controlled Substances**

The University prohibits the possession, use, distribution, or sale of any illegal drugs or controlled substances on the campus, the areas surrounding the campus, or at University sponsored events on and off campus. Students found responsible of violating the policy (as set forth below), will be subject to disciplinary action which could include suspension from the University.

It is the expectation of Bowie State University that students, faculty, and staff who observe or suspect that a violation of the substance abuse policy is being committed in noted jurisdictions will report it to the appropriate authorities. While the major thrust of Bowie State University is drug education and prevention, the University will take appropriate disciplinary action to provide a drug free environment in which our students may grow intellectually and socially.

#### **7. Obstruction of the Rights of Others**

The University is committed to the maintenance of freedom of speech, press, expression, association, and access to the established educational facilities and processes. At the same time, the University will not tolerate willful efforts of individuals or groups to limit the exercise of those freedoms by others or to disrupt the normal processes by which the University fulfills its educational mission. Accordingly, University action and/or appropriate public law enforcement action will be taken against persons who willfully limit the protected freedom of others through disorderly assembly, disorderly picketing, obstruction of free speech, press, expression, assembly or access to the facilities and processes of the University.

## **8. Disruptive Behavior**

The University prohibits disorderly or disruptive conduct that substantially threatens, harms, or interferes with university personnel or orderly university processes and functions. Disruptive behavior includes indecent exposure, lewd behavior, bomb threats, false fire alarms and other actions that disrupt normal university functions, activities and processes. A faculty member may require a student to leave the classroom when his/her behavior disrupts the learning environment of the class. A student found responsible for disruptive behavior in the classroom may be administratively withdrawn from the course.

## **9. Discriminatory Conduct**

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 (301) 860-3442, [eeo@bowiestate.edu](mailto:eeo@bowiestate.edu).

## **10. Violence to Persons**

The University prohibits acts of violence to other persons by individuals or groups. Acts of violence for the purposes of this section include assault, hazing, battery, and/or actions in reckless disregard of human life and safety. Assault includes verbal or written acts which place a person in personal fear or which have the effect of harassing or intimidating a person. Battery includes the unauthorized touching of another person. Students found responsible for violence to persons involving serious physical injury will be subject to a recommendation of suspension or expulsion from the University.

## **11. Theft, Destruction and Abuse of Property**

The University will hold individuals or groups responsible for intentional or negligent acts involving completed or attempted damage to, abuse of, or theft of university or private property.

The term "theft" includes, but is not limited to, any act of shoplifting of university property whereby a person removes, possesses, conceals, alters the price tags or labels on, tampers with containers of, or otherwise appropriates goods or merchandise without authorization or proper payment. For the purposes of this section, property offenses include, but are not

limited to: (a) malicious destruction, defacement, damage or misuse of university property or of private or public property; (b) misuse of any university issued property, e.g. ID cards, meal tickets, athletic equipment, etc., and (c) littering on campus or on private property. Individuals or groups found responsible for theft, destruction or abuse of property may be required to make just restitution for the loss of damage in addition to other sanction that may be imposed.

## **12. Firearms, Weapons and other Dangerous Contraband**

The University prohibits the use or possession of firearms, weapons (such as, but not limited to knives, clubs, sticks, B.B. gun, modified equipment with the potential use as a weapon) or other dangerous contraband objects. This includes such items on one's person, in one's room, in one's automobile or in any other property or personal effects of any student at any time.

## **13. Violation of Fire and Other Campus Safety Regulations**

The University and the State of Maryland prohibit the tampering with, removal of, setting off or damage to fire equipment or alarm systems in any university building when no fire or immediate danger of fire exists. Violation of other campus safety regulations is also prohibited by this section. These include, but are not limited to: (a) setting unauthorized fires; (b) turning in false fire alarms; (c) possession, use or threatened use of fireworks, bombs or explosive devices of any type; and (d) failure to comply with evacuation procedures.

## **14. Hazing**

The University considers hazing, as defined below, to be indefensible and contrary to the interests of the university community. Hazing is defined, for the purpose of this section, as

- (1) any activity or action which subtly, flagrantly or deliberately demeans, embarrasses, threatens, invites ridicule or draws inappropriate or negative attention to a member, and/or an attitude which implies one member is superior to another or that initiation must be earned through personal services or meaningless activities for initiated members; and/or
- (2) actions which result in the impairment of academic performance or of the proper fulfillment of obligations to university sponsored groups; and/or
- (3) retaliation or threats of retaliation against persons reporting acts prohibited by this section. Any violation of the University's Hazing Policy will be considered a violation of this section.

## **15. Entry of Restricted Areas**

Unauthorized entry or attempted entry of students into university buildings, rooms, or facilities, including residence halls during hours when such buildings or facilities are locked or closed to the student body and the public is prohibited. Failure or refusal to leave a university facility during or after normal operating hours, after being reasonably requested to do so by authorized university personnel, is similarly prohibited for the purpose of this



section, such a request would be reasonable if the surrounding circumstances indicate that the person has no lawful business to pursue in the facility or is acting in a manner which is disruptive or disturbing to the normal educational or business functions of the University.

#### **16. Ignoring or Refusing a Reasonable Request of Authorized University Personnel**

The University and the State of Maryland require that individuals or group must comply with a reasonable and lawful request or direction by authorized university personnel in the performance of their official duties.

#### **17. Violations of Federal, State, and Local Laws**

Students are responsible for knowing and observing all local, state and federal laws. Action by law enforcement agencies, or lack of such action, will not preclude action by the University as well, in the event the misconduct in question also constitutes a violation of the Code of Conduct.

#### **18. Misconduct of Registered Student Groups**

The University reserves the right to take action against a student group for conduct prohibited by the Student Code of Conduct. Such acts of misconduct by students engaged in organized activities of registered student groups, including fraternities and sororities, athletic teams, whether committed on or off campus, are subject to disciplinary action. An “organized activity” is any activity which is conducted under the auspices, sponsorship, or supervision of a registered student group or recognized organization of the University.

#### **19. Off-Campus Student Behavior**

Individuals and groups sponsoring activities off-campus have a responsibility to conduct such activities within the laws and ordinances of the community. It is expected that students will conduct themselves in a manner that demonstrates their respect for the rights of others. The University reserves the right to take appropriate action when behavior of an individual, group, and/or organization interferes with the mission of the University and presents a danger to the health, safety, and well-being of others.

#### **20. Serious Criminal Offenses**

Students accused of serious criminal offenses on- or off-campus shall be subject to University disciplinary action, including interim suspension, pending a prompt hearing. Serious criminal offenses shall include behavior which: (a) is defined as a felony under Maryland law, (b) indicates that the student constitutes a substantial danger to the safety or property of the University or members of the campus community, and (c) flagrant disregard for the law regarding violations of the substance abuse policy. **THE UNIVERSITY RESERVES THE RIGHT TO TAKE ACTION THROUGH ITS JUDICIAL SYSTEM PRIOR TO OR UPON RECEIPT OF A FORMAL DISPOSITION OF ANY ACTION THAT MAY RESULT FROM CRIMINAL PROCEEDINGS.**

## **21. Endangering the Health and Safety of Others**

The University will hold individuals or groups responsible for actions that endanger the safety, health or life of any person.

## **22. Standard of Appropriate Dress**

This code is based on the theory that learning to use socially acceptable manners and to select attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors, not only improve the quality of one's life, contribute to optimum morale, and embellish the overall campus image; they also play a major role in instilling a sense of integrity and an appreciation for values and ethics. The continuous demonstration of appropriate behavior and dress insures that Bowie State University students meet the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives—essential areas of development necessary for propelling students toward successful careers.

**On this premise Bowie State University students are expected to Dress and Behave appropriately at all times.**

## **23. Physical or Emotional Harassment**

Harassment is defined as engaging in intentional conduct directed at a specific person or persons which seriously alarms or intimidates such persons and which serves no legitimate purpose. Such conduct may include: explicit or implicit threats, including gestures which place a person in reasonable fear of unwelcome physical contact, harm or death; following a person about in a public place or to or from his or her residence; making remarks in a public place to a specific person which are by common usage lewd, obscene, expose a person to public hatred or that can reasonably be expected to have tendency to cause acts of violence by the person to whom the remark is addressed; or communicating anonymously by voice or graphic means or making an anonymous or intentional telephone call whether or not a conversation ensues. This includes harassment via the use of technology.

## **24. Violating the Terms of a Sanction**

The University expects students to accept responsibility and the consequences for their decisions and behavior. Students who do not complete an imposed sanction will be subject to additional sanctions.

## **25. Gambling**

Gambling is prohibited throughout the campus. Gambling includes card playing, craps, or any other recreation which is done for money.

## **26. Residence Hall Violations**

The terms and conditions of the Residence Hall Contract will be incorporated into the University standards of Personal and Group Conduct for those students who choose to live in campus residence halls. Students abide by the guidelines set forth in the contract when visiting the residence halls.

## 27. Other

At certain times, violations of University policies and regulations may occur which appear in other official publications of the University. In such cases, a specific reference to those policies, guidelines or regulations shall be made.

## 28. Policy on Event-Related Student 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 Student Code of Conduct and will be subject to University judicial 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 judicial proceedings, even if court proceedings are pending.

**Disciplinary Proceedings:** For a detailed outline of the University judicial proceedings, please refer to the Student Handbook. It is important to note that campus disciplinary action for event-related misconduct may take place regardless of the existence, status or outcome of any criminal charges in a court of law related to the misconduct. Any decision to impose a sanction less than suspension or expulsion, for event-related misconduct must be supported by written findings and signed by the Vice President for Student Affairs. This stipulation will supersede any sanctioning guidelines established under the current Code of Conduct for unrelated misconduct. **A student suspended and/or expelled under this policy shall not be admitted to any other institution in the System during the term of the suspension/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 current University students. Following graduation, the student disciplinary process is no longer an option.

## **Section IV. Sexual Misconduct Violations**

### **Sexual Misconduct (BSU Policy VI-1.40)**

Sexual Misconduct is a type of sex discrimination and is non-consensual behavior that is sexual or gender-based in nature. Sexual Misconduct can occur between acquaintances or strangers, including individuals involved in an intimate or sexual relationship. It can be committed between a male and female or members of the same sex.

Sexual Misconduct, as defined by this Sexual Misconduct Policy is a type of sex discrimination. Sexual Misconduct includes sexual harassment, sexual assault, sexual violence, domestic violence, dating violence, sexual exploitation, sexual intimidation, and stalking. Sexual Misconduct is strictly prohibited by state and federal law, as well as this Policy.

(For the complete BSU Sexual Misconduct Policy, see the following link:

<http://www.bowiestate.edu/gc/university-policies/section-vi-general-administra/vi-140policy-on-sexual-misc/> )

a) **Sexual Harassment** Sexual Harassment is defined as unwelcome sexual advances; unwelcome requests for sexual favors; or other verbal or physical conduct of a sexual or gender-based nature where:

1. 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;
2. 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
3. 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.

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 objective (reasonable person's) perspective.

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

Sexual harassment 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 can also occur between equals (e.g., student to student, staff to staff, faculty member to faculty member) or unequal power status (e.g., student to faculty member).

Examples of Sexual harassment include, but are not limited to:

- Sexual pranks or repeated sexual teasing, jokes or innuendo
- Unnecessary touching or grabbing another's body or clothing
- Repeated unwelcome invitations for dates or to socialize during off-duty or non-class hours
- Requests or pressure for sexual favors accompanied by implied or overt promise of rewards or threats
- Gender-based bullying/cyber bullying

**b) Sexual Assault-** Bowie State University recognizes two levels of sexual assault:

*Sexual Assault I - Non-Consensual Sexual Intercourse:* Any act of sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with any body part or object, or oral penetration involving mouth to genital contact.

*Sexual Assault II - Non-Consensual Sexual Contact:* Any intentional touching of the intimate parts of another person; causing another to touch one's intimate parts; or disrobing or exposure of another without consent. Intimate parts may include genitalia, groin, breast or buttocks, or clothing covering them, or any other body part that is touched in a sexual manner. Sexual contact also includes attempted sexual intercourse.

**c) Sexual Violence**

Sexual Violence is a form of Sexual Harassment and refers to physical acts perpetrated without consent. Sexual Violence includes rape, Sexual Assault, sexual battery, and sexual coercion. Sexual Violence, in any form, is a criminal act.

**d) Sexual Exploitation**

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 person being exploited.

Examples of Sexual Exploitation:

- Causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person.

- Non-consensual electronic recording, photographing and/or transmitting of identifiable images, words or sounds of private sexual activity and/or intimate body parts without the consent of all parties involved.

#### **e) Sexual Intimidation**

Sexual Intimidation means: (1) threatening to sexually assault another person; (2) gender or sex-based Stalking, including cyber-Stalking; or (3) engaging in indecent exposure.

#### **f) Stalking**

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.

#### **g) Dating Violence**

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 interaction between the persons involved in the relationship.

#### **h) Domestic Violence**

Domestic Violence means 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.

##### Examples of Domestic Violence:

- Pushing
- Choking
- Hitting
- Forcing intercourse
- Using restraint or one's body, size or strength against another person
- Stalking

#### **Additional Definitions**

1. **Consent** is given by words or actions that show a knowing, voluntary and positive communicated agreement to engage in a particular sexual activity or behavior. Consent cannot be gained by force or by taking advantage of the incapacitation of another

individual, where the accused knows or reasonably should have known of the incapacitation. Lack of protest or silence should not be interpreted as consent. One must be of legal age to give consent. Consent may be withdrawn at any time. Likewise, consent to one activity does not imply consent to another. If there is confusion as to whether there is consent for a particular activity or if consent has been withdrawn, participants in the sexual activity should stop immediately and resolve the confusion before continuing with sexual activity. Consent is absent of threats, physical force, coercion or intimidation. A person is unable to consent when she/he is unconscious or for any other reason is physically unable to communicate unwillingness to engage. Previous sexual activity or intimate relationship does not imply consent for future activity.

2. **Force** is the use of threat, intimidation, coercion or physical violence.

- **Coercion** is unreasonable pressure for sexual activity. When someone makes clear that she/he does not want to engage in certain activity, she/he wants to stop, or she/he does not want to proceed in sexual activity beyond a certain point, continued pressure can be coercive.

3. **Incapacitation** is physical and/or mental inability to make decisions or understand the “who, what, when, where, why or how” of their sexual interaction. The standard is whether a sober reasonable person in the situation would know, or should reasonably have known, that the other person was incapacitated and lacked capacity to consent. Incapacitation can result from:

- alcohol use, illegal drug use, medication use, unconsciousness or blackout state;
- mental or physical disability;
- sleep;
- involuntary physical restraint; or
- Drugs used to facilitate rape and/or other non-consensual sexual activity, such as Rohypnol, Ketamine, GHB, and Burundanga.

4. **RETALIATION.** It is a violation of this Policy to retaliate against any individual making a Sexual Misconduct complaint and/or participating in the investigation of an allegation of Sexual Misconduct. Retaliation means intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or University policy relating to Sexual Misconduct, or because an individual has made a report, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing related to Sexual Misconduct. Retaliation includes retaliatory harassment.

Any person committing retaliation is subject to disciplinary action independent of any sanction or interim measure imposed as a result of the underlying sexual misconduct allegation. Retaliation should be promptly reported 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**

Individuals who experience Sexual Misconduct or become aware of an incident of Sexual Misconduct are strongly encouraged to report the incident immediately. Any student who believes that she/he has been subjected to Sexual Misconduct may request that an investigation be conducted. In addition, the University may initiate an investigation once it becomes aware that an incident has occurred.

**“Responsible employees”** are identified in Section VI. B. of the Sexual Misconduct Policy, as those employees required to share reported details *and* personally identifiable information with the Title IX Coordinator. Responsible employees include any employee who (1) Has the authority to take action regarding Sexual Misconduct; (2) Has been given the duty of reporting Sexual Misconduct; or (3) Is someone another individual could reasonably believe has this authority or duty.

The following are responsible employee examples:

- Supervisors; Administrators; Athletic Coaches and Trainers; advisors to student organizations; all faculty; University security personnel and police officers; and Residence Directors and Resident Assistants (RA's). Notice to these individuals is considered official notice to the University.

**“Confidential employees”** are identified in Section VI. C. of Sexual Misconduct Policy, as those employees who will not report any details or personally identifiable information shared with him or her without consent, unless the information relates to an imminent threat to the health or safety of an individual or the University community. The following are confidential sources for assistance:



- Medical professionals in the Henry Wise Wellness Center (301-860-4170), <http://www.bowiestate.edu/campus-life/henry-wise-wellness-center/>
- Counseling Services (301) 860-4161 <https://www.bowiestate.edu/campus-life/counseling-services/>

#### A. **REPORTING SEXUAL MISCONDUCT FOR UNIVERSITY ACTION.**

Students may formally report alleged Sexual Misconduct incidents directly to the Title IX Coordinator at **(301) 860-3442**. Students may also contact the Coordinator of Student Conduct at **(301) 860-3394**, Campus Safety at **(301) 860-4040**, or the Henry Wise Wellness Center **(301) 860-4170**.

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 to the Title IX Coordinator, by telephone at **(301) 860-3442**.

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

## **Section V. Sanctions**

One or more of the following sanctions may be imposed for violations of the Student Code of Conduct. A hearing panel/officer may take into consideration several factors when determining an appropriate sanction. Such factors to be considered shall be the present demeanor and past disciplinary record of the offender, as well as the nature of the offense and the severity of any damage, injury, or harm resulting from it.

1. **Expulsion:** The hearing board/officer may recommend expulsion to the Office of the Vice President for Student Affairs. Expulsion constitutes permanent withdrawal by the President privileges of registration, class attendance, and the use of University facilities. Any student who is expelled shall not be entitled to any tuition or fee refund. Expulsion is permanently recorded on the student's academic record.
2. **Dismissal:** Dismissal is the withdrawal by the President of the University registration, permission to attend classes and of "University privileges" with no promise that the student may return. Dismissal is recorded in the confidential records of the Office of the Vice President for Student Affairs and in the student's academic record. A student who has been dismissed is not eligible for readmission sooner than one year following dismissal and then only upon approval by the President. The notation of the dismissal is removed from the academic record upon readmission.
3. **Disciplinary Suspension:** The hearing board/officer may recommend suspension to the Vice President for Student Affairs. Suspension involves separation of the student from the University for a specific period of time. Upon termination of the suspension, the student shall be considered for readmission in compliance with the academic admission standards in effect,

and subject to review by the appropriate academic Dean. The term of suspension is recorded in the student's academic records. Any student who is suspended shall not be entitled to any tuition or fee refund.

4. **Disciplinary Probation:** Disciplinary probation is imposed for a specific period of time. The student on disciplinary probation may be subject to additional restrictions or obligations during the probationary period. While on probation a student may not represent the University in any capacity. A student on probation may not hold office in Student Government or any student organization.
5. **Loss of Privilege:** Loss of privilege is a withdrawal of a privilege or use of a service for a specified period of time.
6. **Disciplinary Reprimand:** Disciplinary reprimand involves formal written warning to the student or student organization that further misconduct may result in more severe disciplinary action.
7. **Suspension of Group:** Suspension shall consist of the withdrawal of an organization's recognition by the University for a stated period of time when an organization is found to have violated regulations. Suspension shall result in complete suspension of the activities of the group during the stated period of time and may also include conditions for removal of suspension.
8. **Organization Dissolution:** Organizational dissolution is a sanction imposed only upon student organizations guilty of serious and/or repeated violations of these standards.

The sanction involves permanent withdrawal of recognition by the University, denial of the use of University facilities or funds, and official dissolution of the organization on the campus.

9. **Restitution:** Restitution may be imposed on students whose violations of these standards have involved monetary loss or damage. Restitution as imposed by the hearing board/officer becomes a financial obligation to the University. A disciplinary hold shall be placed on the student's record until full restitution has been satisfied.
10. **Cancellation of Housing Contract:** The hearing board/officer has the option of recommending to the Director of Residence Life that a student's housing contract be cancelled if the seriousness of the violation warrants such action. Any student who has his/her housing contract cancelled shall not be entitled to any housing deposit or fee refund.
11. **Interim Suspension:** An interim suspension requires that a student immediately leave the campus. It may be imposed upon the student by the Vice President for Student Affairs with concurrence of the President when the Vice President has reason to believe:
  - the safety and well-being of students, faculty and university property is in jeopardy, or the student's own physical or emotional safety is in jeopardy, or
  - the student poses an immediate threat of disruption or interference to the normal conduct of the University, or

- there exists a flagrant disregard of the law regarding violations of the Substance Abuse Policy, i.e., public drinking, marijuana smoking, etc.

In enforcing this sanction, the Vice President for Student Affairs may rely upon information supplied by others. If any student returns to campus during his/her interim suspension, without written permission from the Vice President, unless he/she returns solely to attend a disciplinary hearing, he/she shall be subject to disciplinary dismissal, disciplinary expulsion, or criminal prosecution. Interim suspension is recorded in the confidential disciplinary records of the Vice President for Student Affairs.

- 12. Other Sanctions:** Sanctions other than those described above may be imposed for violations of the standards of conduct according to the judgment of the conduct board/Coordinator of Student Conduct and, where applicable, the appropriate Dean or Vice President. For example, cases of academic dishonesty may lead to the vacating of grades or extra work assignments. In other instances, students' participation in extra-curricular or athletic activities may be limited. In response to other violations, the Conduct board may impose constructive work assignments, community service, education conferences, referral to education programs (e.g., Alcohol, Tobacco, and Other Drug Prevention Program), fines or other appropriate sanctions.

### **Administrative Applied Sanctions**

After a violation report has been filed, and responsibility has been established, the Coordinator of Student Conduct will determine whether or not an administratively applied sanction (AAS) may be used in dealing with the case. An administratively applied sanction may be imposed if the following criteria are met:

1. If there is an agreement on the referred person's part that the description is accurate and the violations did occur.
2. The violations constitute an infraction which, from the administrator's past experience, would result in a sanction of Disciplinary Reprimand and/or other sanctions.
3. The student(s) referred has no previous disciplinary record in the form of warning letters or referrals.
4. The referring party agrees to the use of an administratively applied sanction.
5. The administrator will discuss the AAS with the referred student, but it will not become official until all parties have agreed to its use and any requirements (i.e., projects, meetings, etc.) have been fulfilled. If these requirements are not met, a formal hearing will be convened. The administrator may require a hearing for a referral where an AAS could be applied if it is felt that the educational benefits can be best achieved by a formal hearing. A student who has received an AAS is not eligible to have any subsequent referral handled through an administratively applied sanction.

## **Section VI. Appeals**

Either the complainant or the respondent may appeal a decision of the Coordinator of Student Conduct or Conduct Board. Request for review must be made in writing to the Vice President for Student Affairs within three (3) days of the notice of findings of fact and proposed sanctions. Request for review shall be promptly transmitted, along with appropriate hearing documents, to the Office of the Vice President for Student Affairs.

The findings may be appealed based upon any of the following:

1. Decisions which are unsupported by substantial evidence in the view of the entire record.
2. Substantial procedural error.
3. New evidence discovered that was previously unavailable.
4. A reasonable claim that the sanction imposed is disproportionate to the gravity of the conduct.

The complainant and the respondent who filed the charge shall be notified in writing of the decision on whether or not to grant to appeal. If the requested appeal is granted, it will be heard by an Appeals Panel consisting of the Vice President of Student Affairs, one (1) faculty member, one (1) staff member, one (1) undergraduate student and one (1) graduate student. The Vice President for Student Affairs and/or his/her designee shall within ten (10) days upon receipt of record may modify or vacate the decision of the Coordinator of Student Conduct or Conduct Board and/or remand the matter to the Conduct Board for reconsideration.

## **Section VII. Disciplinary Records**

All disciplinary sanction records are maintained in the confidential file in the Office of the Vice President for Student Affairs for seven (7) years after a student has been found in violation of the Student Code of Conduct.

### **Office of Student Conduct and Community Standards**

Office of Student Affairs  
Henry Administration Building  
Bowie State University  
**(301) 860-3394**

**Adonna Green, Esq.**  
**Title IX Coordinator**  
Office of Equity Compliance  
Thurgood Marshall Library  
**301-860-3442**

## **Essential Phone Numbers**

|                  |                       |
|------------------|-----------------------|
| Student Conduct: | <b>(301) 860-3394</b> |
| Campus Police:   | <b>(301) 860-4040</b> |
| Wellness Center: | <b>(301) 860-4170</b> |
| Counseling:      | <b>(301) 860-4160</b> |
| Title IX EEO:    | <b>(301) 860-3442</b> |

The following are confidential sources for assistance:

- Medical professionals in the Henry Wise Wellness Center **(301) 860-4170**  
<http://www.bowiestate.edu/campus-life/henry-wise-wellness-center/>
- Counselors and mental health professionals in Counseling Services  
**(301) 860-4164**  
<http://www.bowiestate.edu/campus-life/counseling-services/>
- Domestic Violence and Sexual Assault Center at Dimensions Healthcare System,  
Prince George's Hospital Center **(301) 618-3154** - 24 hours
- Off-Campus 24-hour Sexual Assault Hotline **(1) 800-656-HOPE**

**For a review of the complete BSU Code of Conduct, use the following link:**  
<https://www.bowiestate.edu/campuslife/judicial>

\* Updated October 2018