



UNIVERSITY STUDENT HANDBOOK 2016-2017

Division of Student Life
4701 N. Charles Street, Baltimore, MD 21210
www.ndm.edu

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I shall try to follow all truth,

Student Code of Conduct

COMMUNITY EXPECTATIONS AND STUDENT RESPONSIBILITY

All of our communities operate with a shared commitment to core values. Guided by the School Sisters of Notre Dame and committed to our long standing mission, Notre Dame of Maryland University (“University” strives to build inclusive communities, engage in service to others, and to promote social responsibility. Being part of the NDMU community is a privilege and therefore brings with it the obligation to conduct oneself in ways that promote these goals and build up the community and the obligation to refrain from activity inconsistent with our shared goals and commitments.

Each student at

THE HONOR CODE: STANDARDS OF CONDUCT

Academic Conduct Standards

In order to participate as a student at Notre Dame of Maryland University, a student is required to, and agrees to, maintain academic integrity. The University's Honor Code requires academic honesty, and it is expected that all work submitted by a student is the student's own. A student is prohibited from committing any of the following acts which constitute violation(s) of the Honor Code:

- B01.02 Possession of containers that previously contained alcoholic beverages by persons under 21 years of age.
- B01.03 Possession of common source containers, whether full or empty, of alcohol such as kegs, beer balls, or boxed wine.
- B01.04

- B04.01 **Dangerous Conduct:** Intentionally or carelessly engaging in conduct that threatens or endangers the health or safety or causes physical harm to any person, including the violator.
 - B04.02 Assault: Placing a person in fear of physical danger or injury through the use of electronic, written, verbal, or physical means.
 - B04.03 Physical Abuse: Committing physical abuse and/or battery of any person.
- B05.01 **Discrimination:** (See Student Harassment and Discrimination Policy). Unlawful discrimination of a non-sexual nature which includes verbal, physical, or graphic conduct that denigrates or shows hostility or aversion toward an individual or group on the basis of race, color, religion, ethnic or national origin, gender, age, disability, veteran's status, sexual orientation, gender identity or other status protected by applicable law and that:
 - B05.02 Has the purpose or effect of creating an intimidating, hostile, or of5 Td (o)Tj /Ted(s)-

Education Student Handbooks and the Policy on Sexual Misconduct and other related misconduct, and other lease agreements with the University.

- B17.01 **Sanction Violation:** Violating or failing to comply with the terms of any student conduct sanction imposed in accordance with Honor Board procedures, including the failure to complete sanctions by the stated deadline.
- B18.01 **Sexual Misconduct:** (See Sexual Misconduct Policy, University Policies, Section X). Sexual Misconduct is a broad term that includes Sexual Violence, Rape, Sexual Assault, Domestic Violence, Dating Violence, Bullying, Stalking, and Sexual Harassment. The Sexual Misconduct Policy prohibits acts of sexual misconduct, prohibits retaliation against anyone who files a complaint or participates in the investigation of a complaint, and prohibits bringing false allegations of sexual misconduct.
- B19.01 **Solicitation:** Unauthorized solicitation, sale or promotion of any goods or services in University owned or operated property, including residence halls, or at University-sponsored events.
- B20.01 **Theft**
 - B20.02 Attempted or actual theft of, damage to, and/or trespassing on University property, property of a member of the University community or other personal or public property
 - B20.03 Unauthorized use of University property

A faculty member who, based on his or her own observations or information provided by others, suspects that a violation has occurred will speak to the suspected student about the situation and, if the violation involves work submitted by the student, shall keep an original copy of the work, if available.

- The alleged violation that the Responding Party is accused of, indicating the date of the occurrence and the names of the Reporting Party and all potential witnesses, except when the Office of Student Rights & Responsibilities determines that disclosure may present a serious risk to any such witness;
- The Responding Party's rights, including a description of the procedures to be used at both a pre-hearing and an Administrative or Honor Board Hearing.
- A statement that the Responding Party must meet with the Director of Student Rights and Responsibilities or designee for a pre-hearing conference at a minimum of 48 hours prior to the scheduled disciplinary hearing. Failure to attend this pre-hearing conference will not keep the process from proceeding and may result in the Responding Party being found responsible for violating the policies listed based only on input from the Reporting Party.
- During the pre-hearing conference, of tncehe R .C `ound re .@ í *aO"Ý&âÔDãa ɔJQ .•d. Responding Pding aoht ft succrhtc for vi0 T(23y(r)33(i)- w ndsuc4(t)-2(o d-7(r)um(

- Receive written notice of the date, time, and location of the Administrative Review or Honor Board Hearing at least 48 hours prior to the hearing.
- Prior to the Hearing, upon request to the hearing offices, review all documents and materials as part of the Responding Party's disciplinary case file, provided, however, that such materials may be edited to shield

Behavior directed towards a person based upon the criteria identified in the University's Non-Discrimination Policy.

○ A Reporting Party is entitled to:

Be notified of available counseling, mental health, or medical services both on-campus and in the community.

Change living arrangements on campus and the right to reasonable academic accommodations.

Be free of any form of retaliation and to report such retaliation for disciplinary action.

A ban from contact against the Responding Party.

Notify law enforcement authorities (also includes the right to not report to law enforcement authorities). B78(e)4(a)4(s)-1

Be assisted by an advisor, who may be a student, administrator, faculty or staff member from the University, and may also include a family member or attorney. It is the responsibility of the Reporting Party to obtain an

- Witnesses

- A witness may only be present during the time the witness presents information.

- Only direct witnesses (those having factual information pertinent to the pending case) will be permitted. Character witnesses are not normally permitted.

- The Administrative Review Officer has the right to recall any witness at any time during the hearing.

- Hearings shall be close to all other parties.

- All parties are expected to act in a professional and civil manner. If the Administrative Review officer determines any participant causes a disruption, the individual will be removed, the hearing will continue in their absence.

- The Reporting Party must attend the hearing unless an appropriate designee has been approved by the Office of Student Rights & Responsibilities. In certain situations, the Reporting Party may be accompanied by an advisor or Co-Reporting Party.

- The Reporting Party shall present information regarding the alleged violations by the Responding Party and may present witnesses to support the complaint. The Administrative Review Officer may question the Reporting Party and any of the Reporting Party's witnesses who are present for the hearing. The Responding Party will have the opportunity to question the Reporting Party and any of the Reporting Party's witnesses who are present for the hearing.

- The Responding Party m0(R)-7(ev)-1(i)-6(-2(i)-2(e)463 -1.15 TdnT3 1 Tf (MmP)-4(a)4ta)-.90

- The Office of Student Rights & Responsibilities will notify the Responding Party via the outcome, rationale, sanction(s) applied, and the right of appeal. The Office of Student Rights & Responsibility will notify the Reporting Party of any outcome or sanction that affects them.
 - The Responding Party may appeal the Administrative Review Officer's decision within 5 business days of the date on which the decision was sent.
 - A copy of the Administrative Review Officer's decision will be maintained by the Office of Student Rights & Responsibilities for 7 years unless requested by the Responding Party to be expunged by the Associate Vice President of Student Life upon graduation of the university.
- Procedures & Student Rights for Honor Board Hearing
 - The student is notified in writing of the specific alleged violation, and the time, place, and date of an Honor Board hearing, and the names of those individuals who will be serving on the Honor board panel.
 - The time for the hearing shall be **no less than five nor more than fifteen** calendar days after the student has been notified. Maximum time limits for scheduling hearings may be extended by the Director for Student Rights and Responsibilities or her designee. Notice will most often take the form of a letter delivered to a student's University email account.
 - The purpose of the Honor Board hearing is to use a peer review process to determine whether the student(s) are responsible for violating the behavioral or academic standards, and, if responsible, recommend a sanction(s).
 - A student accused of violating the behavioral or academic standards may request that an Honor Board member not participate if the student feels that the vote may be biased or prejudiced. Substantiation of the basis for the request may be required and final decision rests with the Director for Student Rights & Responsibilities.
 - The Honor Board consists of community members (appointed faculty, appointed staff and elected students) who hear cases of alleged violations.

A panel of the Board necessary to conduct a behavioral standard hearing consists of 2 student representatives, 1 faculty member, 1 staff member, and is presided over by a member of the elected Honor Board Leadership Team. For academic standard violations, the Honor Board panel consists of 2 student representatives, 2 faculty representatives, and is presided over by a member of the elected Honor Board Leadership Team, the Chairperson, Vice Chairperson, or Honor Board Secretary. For behavioral standards violations, the Honor Board panel consisted of two student representatives, one faculty representative, one staff representative, and is presided over by a member of the elected Honor Board Leadership Team.

Neither the Director for Student Rights and Responsibilities nor the Vice President for Student Life will be a member of any Panel,
 - The following procedural guidelines shall be applicable in all student conduct proceedings before the Honor Board provided that, if any of the procedures below conflict with the procedures contained in the Sexual Misconduct Procedures, those procedures shall apply. Formal rules of evidence shall not be applied, nor shall

decisions will be based solely on witness testimony and other written information presented during the proceeding.

- B. When a student's or student organization's suspected behavioral violation has been referred to the Director for Student Rights & Responsibilities, the referral will be reviewed by the Director to determine if there are sufficient allegations and information to support a possible violation of the Code of Student Conduct.
- C. If there is sufficient information regarding a possible violation of behavioral standards, a letter will be sent by the Director to the student informing the student of the specific allegations and notifying the student of a pre-hearing conference. During the pre-hearing conference, the disciplinary process, appeal procedures, and possible sanctions, and alleged violations are reviewed.
- D. Disciplinary and Honor Board Hearings are determined around the academic schedule of the student(s) involved in the hearing.

SANCTIONS

The imposition of sanctions is based on the nature of the violation and the severity of any damage, injury, or harm resulting from it, present demeanor of the student or status of the student organization, and the past student conduct record of the student or student organization. In some cases, a sanction may be held in abeyance for a specific period. This means that, should the student be found in violation of this Code during the stated period, the student may be subject to a deferred sanction. Students who are found to have violated academic standards will be held to the sanction imposed by the faculty member or chair of the department. Additionally, the Honor Board may impose additional sanctions. More than one sanction may be imposed for a single violation.

Sanctions that may be imposed in accordance with this Student Code of Conduct include:

- A. **Censure:** An official wriiaa7 fac/TT1 40pl4(c)4(a)4(d)-10(e)44n<-4d1T1 47el <</M EMC-64rpos <<j

- H. **Loss of Registration:** Removal of registered student organization status, resulting in revocation of all University privileges for a specified period of time, normally for at least the remainder of the current academic term and no longer than one full calendar year.
- I. **Residence Hall Suspension:** Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- J. **Residence Hall Eviction:** Permanent separation of the student from the residence halls.

Associate Vice President, 2 faculty members, and 1 student member of the Honor Board (none of whom participated in the original hearing) to hear the appeal.

- a. The decision to grant or deny the relief sought by the appealing party will be based on information supplied in the written appeal, the case file, and, when necessary, on the recording of the original proceedings.
- G. The decision on the appeal is final and conclusive and will be conveyed in writing to the Responding Party or student organization.
- H. The imposition of sanctions may be deferred while the appeal process is pending unless, in the discretion of the Director for Student Rights & Responsibilities, the continued presence of the student on the campus poses a serious threat to the student's own self or to others, or to the stability and continuance of normal University functions.

STUDENT CONDUCT FILES AND RECORDS

The files of students found in violation of any prohibited conduct will normally be retained as a student conduct record in the Office of Student Rights & Responsibilities, under the authority of the Associate Vice President for Student Life. University officials may use the record as a reference; however, the record will be retained for no more than seven (7) calendar years from the student's terminating date from the University.

Other than disciplinary suspension, expulsion or dismissal, sanctions are not part of the student's permanent educational record, but become part of the student's confidential conduct record. Information from the conduct record will be released upon the student's authorization. Suspension, dismissal or expulsion may be indicated on the academic transcript when the student authorizes the transcript release.

Student conduct records may be expunged by the Associate Vice President for Student Life upon written request by the student at the time of or after their graduation from the University. In deciding whether to grant the request, the Associate Vice President will consider such factors as the current deo6 (1n(h)-4(o)-14(r)-6(o)-4(f)-2(.))TJ 0 Tc 0 Tw-20126 0 Td 2(he)4(s)-1(t)-2(ude)4(nt)-,3(t)- Student3(e)4(c)40(r)3(ds)-1(P)-2l(m)-2(i)-2(c)-2(y)222(f)-3(or)3(om)-o4(r)3(e)4(di)-2(f)3(or)m(i)-2(a)4(t)-2(i)

community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

The First Amendment guarantees freedom of speech, freedom of expression and the right to assemble peacefully. Notre Dame of Maryland University believes that the following procedures and assumptions are indispensable in safeguarding the freedom of faculty and staff to teach, students to learn, and for all to search for truth.

Freedom of Expression

Student organizations and individual students shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. At the same time, it shall be made clear to the academic and the larger community that in their

- A. **Protections:** Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
- a. The ins

- i. Collect all necessary documentation.
 - ii. Discuss your academic progress and academic program plan with your advisor.
 - iii. Consult with your advisor prior to each registration period and obtain the advisor's consent for your course selections, either through online approval to register or through signature on the registration form.
 - iv. Complete the student-initiated forms for declaring a major, minor or certificate and apply for graduation by the applicable deadline.
 - v. Discuss your growth and development as reflected in your advising folder.
 - vi. Follow up on suggestions, recommendations and advice provided by your advisor.
 - vii. Maintain a copy of the degree requirement check-sheet.
 - viii. Be aware of your graduation requirements and your progress toward their completion.
 - ix. Advisors are expected to be available to students, to invite them to share their goals and plans and to help students reach these goals by making suggestions and observations
- e. **Course Withdrawal:** Students may withdraw from a course and receive a grade of "W" if they do so by the deadline published in the academic calendar and course schedule information, both of which are located online. Students who withdraw after the deadline and prior to the end of the semester will earn an "F" in the course. Tuition adjustments are applicable according to the schedule published in the online schedule information. The procedure is as follows:
- i. Obtain and complete a course withdrawal form from the Registrar's Office or academic advisor.
 - ii. Contact your financial aid advisor to discuss how withdrawing may affect your financial aid package.
 - iii. Discuss your intention with your advisor, obtain the advisor's signature on the withdrawal form, and submit the form to the registrar.
- f. **Drop/Add Courses:** Students may adjust their schedules (drop and/or add courses) at any time after they register but before the Drop/Add deadline each semester. The exact Drop/Add deadline is published in the academic calendar and course schedule information, which are available online. No Drop/Add are permitted after the deadline. The procedure is:
- i. Obtain a drop/add form and contact your academic advisor to discuss the changes you wish to make.
 - ii. Complete the form and obtain your advisor's signature.
 - iii. Contact your financial aid advisor to discuss how the change in courses may affect your financial aid package.
 - iv. Submit the form to the registrar's office. The student will be given a copy of the form, enabling the student to begin to attend the new class (es). Students can access their schedule via their WebAdvisor account.
- g. **Registration**
- i. Pre-registration for continuing students usually follows this schedule:
 1. Late October - Early November Winterim and Spring Registration
 2. Late March - Early April Summer and Fall Registration Week

ports for every bed. Plugging in a personal router will disrupt the wireless service for other students and may result in referral to Honor Board.

Amnesty Policy

Student health and safety are of primary concern at the University. As such, in cases of significant intoxication as a result of alcohol or other substances, the University encourages individuals to seek medical assistance for themselves or others.

If medical assistance is sought, the Director of Student Rights & Responsibilities will not pursue conduct charges against the following individuals for violations of the University's Alcohol or Drug policy:

- The intoxicated student and
- Student(s) actively assisting the intoxicated student.

Actively assisting requires that an individual contacts Public Safety or another individual qualified to assess the student's condition, such as a Community Assistant (CA) or other Residence Life professional, to monitor the intoxicated student's condition.

The following are not covered by the Medical Amnesty Policy:

- Students waiting until the police or other authority arrive before seeking assistance
- Action by police or other law enforcement personnel
- Violations of the Code of Conduct other than the alcohol & drug policy
-

system sends messages instantly and simultaneously to registered text-message-capable cell phones, smart phones/devices, tablets, MIFI equipment, and cell-phone-network

- f. Use an anti-theft device on your vehicle.
- G. In accordance with federal law, identified as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998,” all currently enrolled students, campus employees and all prospective students and prospective employees are entitled to

- Sick trays are available if you are ill and unable to get to the Dining Hall. You must give a signed, dated note with your ID cards to a University community member (faculty, staff or student).
- If you are part of a meal plan and work off campus, a box meal can be provided for you with at least three (3) days' notice.
- Specials and monotony breakers are offered regularly to prevent the “board plan” from

Contact DSS for instructions on how to proceed with obtaining text books in alternate format.

- e. In accordance with the Americans with Disabilities Act, service animals are permitted in University facilities for persons with documented disabilities. A service animal is any guide dog, signal dog or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing, providing minimal rescue or protection work, pulling a wheelchair or fetching dropped items.
- f. It is the student's responsibility to notify DSS of student's schedule when requesting interpreting services. Provide schedule immediately after registration. Upon request, DSS will provide interpreting services at functions sponsored by the University.
- g. Reasonable housing accommodations will be considered for students with disabilities. A student must be registered with DSS in order to request a housing accommodation.
- h. An accommodation must be considered reasonable. An accommodation is not considered reasonable if:
 - i. It is a direct threat to the health or safety of others
 - ii. It is a substantial change in an essential element of curriculum or
There is a substantial alteration in the manner in which services are provided.

Notre Dame of Maryland University Notice of Non-Discrimination

The University values safety, cultural and ethnic diversity, social responsibility, lifelong learning, equity, and civic engagement. Consistent with these principles, the University does not discriminate in offering equal access to its educational programs and activities or with respect to employment terms and conditions on the basis of age, ancestry, color, creed, disability, gender, gender identity, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or protected veteran's status in accordance with applicable federal, state, and local laws and regulations including but not limited to Title IX of the Education Amendments of 1972 as amended (Title IX), Title VI of the Civil Rights Act of 1964 as amended (Title VI), Title VII of the Civil Rights Act of 1964 as amended (Title VII), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act of 1990 as amended (ADA), and Age Discrimination in Employment Act of 1967 as amended.

Inquiries concerning the applications of the University's Non-Discrimination policy may be referred to:

Greg FitzGerald, Title IX Coordinator
Notre Dame of Maryland University
4701 N. Charles Street
Gibbons Hall, Room 106
Baltimore, MD 21210
(410) 532-5109
gfitzgerald@ndm.edu

- c. The Parking Appeals Board meets once a month. All results will be sent to the person appealing. If the appeal is granted, the ticket will be voided and the process is concluded. If the appeal is denied, the individual will be required to pay any outstanding fines. Any fines not paid will be added to the student's account in the Business Office. These outstanding fines will result in a "hold" being placed on grades, transcripts, and/or graduation.

D. University Vehicle Use

- a. The University has adopted policies and procedures for the use and operation of passenger vehicles owned by the University. University employees or students, who are authorized drivers, may use the University vehicles when on official University business or to attend University sanctioned events.
- b. To become an authorized driver of a University vehicle, an individual must be a faculty member, staff, or a currently registered student at the University and, have a valid driver's license that is at least two years old. Maryland residents must have a Maryland State driver's license to drive the University van or bus. Drivers who have licenses from other states must provide a copy of their driving record from the state where the license was obtained. The Office of Public Safety will obtain driving records for Maryland residents. To be authorized to drive a University vehicle, the individual may not have a record for DWI or DUI conviction or citations for other violations which would demonstrate unsafe or reckless driving habits. This determination will be at the discretion of the Director of Public Safety. To drive the University bus or van, one must also pass a driving test administered by the Office of Public Safety, and be at least 21 years of age. Any violations of the university vehicle policy may result in disciplinary action.

Flyer Posting and Distribution

Flyers may not contain obscene or defamatory content and must not violate University policy or federal, state or local laws. Flyers that violate this policy may be referred for disciplinary action.

Student Records Policy

The University adheres to a practice of compliance with the Family Educational Rights and Privacy Act (FERPA). As such, it is the practice of the University (1) to permit students to inspect their education records (2) to limit disclosure to others of personally identifiable information from education records without student's prior written consent, and (3) to provide students the opportunity to seek correction of their education records where appropriate.

Sexual Misconduct Policy

The University seeks to foster and maintain an atmosphere of mutual respect and concern for all members of the University community, including students, faculty, staff, interns, volunteers, contractors, guests, and other circumstances within the University's control (the "University Community"). The University is committed to providing an academic and work environment free from all forms of sexual- and gender-based harassment, discrimination, and misconduct, examples

- A. Personally identifiable material including, but not limited to, full names, government identifiers, email addresses, physical addresses, or health information of individuals following FERPA guidelines.
 - i. Threatening, harassing, or discriminatory posts.
 - ii. Posts that incite or promote violence or illegal activities.
 - iii. Material that could be interpreted as containing obscene, offensive, or sexual themes.
 - iv. Information that reasonably could compromise public safety and well-being of our institution and/or its community members.
 - v. Comments that are off subject or out of context from the original post and to the University.
 - vi. Solicitation or advertisement of businesses, direct sales companies, and events, both on and off campus, that have not been approved by University staff for publication.
 - vii. Any information, documentation, material or images that would be found in violation of any University policies or procedures
- B. Posting content to third- party applications, such as social media sites, almost always releasing ownership rights to and control of that content. Protect privacy online by adjusting privacy settings and publishing updates only to audiences with whom you wish to share your status.
- C. The University will not ask for, nor should an individual send, credit card or payment information, classified information, privileged information, private information or information subject to non-disclosure agreements via any social network internet communication service.
- D. Photography for Social Media: Information regarding the usage of photographs for the University, both in social media platforms as well as marketing materials, may be found at <http://www.ndm.edu/offices-and-services/marketing-communications/photography>. Individuals who do not consent to the use of their photograph by the University must notify—in writing—the Office of Institutional Advancement, Notre Dame of Maryland University, 4701 North Charles Street, Baltimore, MD 21210, within 10 days of an event. A phone number should be included in any such correspondence.
- E. Users of virtual communities should be aware of the potential consequences when posting to these sites. While faculty and staff will not actively monitor the use of Facebook or any other online community, potential policy violations brought to the attention of the University may be subject to investigation and pursued through the student conduct system.

Student Harassment and Discrimination Policy

A. Policy Statement

- a. In accordance with the University’s Nondiscrimination Policy, the University is committed to providing an academic environment free of unlawful discrimination and harassment of any type. In keeping with this commitment, the University maintains a strict policy prohibiting all forms of unlawful discrimination (and discouraging conduct that, while not unlawful, could reasonably be considered

discrimination as defined below). Unlawful discrimination and harassment of any kind is not appropriate at the University, whether it addresses harassment or discrimination on the basis of race/color, religion, sex, ethnic or national origin, age, disability, genetic information, veteran’s status, sexual orientation, gender identity or any factor that is a prohibited consideration under applicable law. At the same time, the University recognizes the centrality of academic instructional materials regarding the above protected classes for scholarly purposes appropriate in the academic context, such as class discussions, reading assignments, academic conferences or meetings.

- i. This policy applies to all students of the University and prohibits unlawful discrimination and/or harassment in any form, including verbal, physical, and visual harassment. It also prohibits retaliation of any kind against individuals who file complaints or who assist in a University investigation.

B. Definitions

a. Unlawful Discrimination and Harassment of a Non

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identity of a person making a report, but the University is obligated to conduct this investigation regardless of the complainant's requests. In the course of the administrative investigation, information will be shared as necessary with people who need to know, such as investigators, witnesses, and the accused. Any response by the University may be hindered by the complainant's requests for anonymity and/or inaction.

E. Resolution

- a.** Students who believe that they have been unlawfully harassed or discriminated against shall address their concerns to the Associate Vice President for Student Life, Title IX Coordinator, or any other University administrator. The University will initiate a thorough investigation and take corrective or disciplinary action as appropriate against incidents of harassment or discrimination that come to the University's attention. If the administrator listed above is the subject of the harassment allegations, or the complainant is otherwise uncomfortable approaching the designated administrator, the complainant should direct the complaint to the Office of Public Safety.
 - i.** If the alleged perpetrator is a student, the Associate Vice President for Student Life will refer the case and all investigative notes to the University Honor Board for resolution. The Honor Board members are familiar with and trained on the appropriate sanctions that might be imposed against a student with whom the complaint is made in the event that harassment or discrimination is found to have occurred. The Honor Board's adjudication report and recommended sanction(s) will be provided to the Associate Vice President for Student Life, with the requisite authority to impose such sanctions.
 - ii.** The purpose of the University Honor Board hearing is to establish
 - 1.** whether there is a reasonable basis for believing that the alleged violation of the policy has occurred;
 - 2.** the factual circumstances surrounding the claim; and
 - 3.** the appropriate sanction to be imposed on a student found to have engaged in prohibited conduct.
 - iii.** Different from the University Honor Board procedures found in the Student Code of Conduct (Article VII, Section III), both the Reporting Party and the Responding Party may bring a support person, witnesses, and submit relevant evidence and a personal statement to be considered by the Honor Board.
 - iv.** Following the University Honor Board hearing, the Honor Board members shall produce a written adjudication report summarizing the findings of fact and providing recommendations as to the appropriate administrative action to be taken. This report will become a part of the student file of the individual against whom the complaint was made.
 - v.** Recommended sanctions may include, but are not limited to, written reprimand of the person or student against whom the complaint is made, suspension or dismissal of the person or student against whom the

be imposed in accordance with the provisions outlines in the Student Handbook.

F. Appeals

- a. In certain circumstances the outcome of the proceeding may be appealed. The same guidelines as the student conduct appeals shall be applicable:
 - i. A letter of appeal should be submitted to the Director for Student Rights and Responsibilities by the student or student organization within five (5) business days of receipt of the outcome of the student conduct proceeding. Failure to appeal within the allotted time will render the original decision final and conclusive.
- b. A student adjudicated in absentia forfeits all rights to an appeal process unless it is proven that it is for lack of proper notice, except in an extraordinary circumstance.
- c. The appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome and/or an appeal for mercy is not an appropriate basis for appeal. The written appeal must specifically address at least one of the following criteria:
 - i. There is a significant procedural error that changes the findings of fact of the student conduct proceeding.
 - ii. New evidence that significantly alters the findings of fact, that was previously unknown to the Responding Party, has been discovered and is available during the appeal process.
- d. A timely appeal will be reviewed by the Associate Vice President of Student Life or designee to determine the viability of the appeal based on the criteria listed above. Upon a determination of viability, the Director for Student Rights and Responsibilities will convene an ad hoc appeals committee consisting of one faculty, one staff, and one student member chosen at the discretion of the Director.
 - i. The decision to grant or deny the relief sought by the appealing party will be based on information supplied in the written appeal, the case file, and, when necessary, on the recording of the original proceedings.
- e. The decision on the appeal is final and conclusive and is conveyed in writing to the student or student organization.
- f. The imposition of sanctions may be deferred while the appeal process is pending unless, in the discretion of the Director for Student Rights and Responsibilities, the continued presence of the student on the campus poses a serious threat to themselves or to others, or to the stability and continuance of normal University functions

G. Anti-Retaliation Statement

- a. Retaliation against anyone who files a complaint, serves as a witness, or otherwise participates in the enforcement of this policy is strictly prohibited. Initiating a complaint of harassment or discrimination will not affect a student's grades, class selection, or any other matter pertaining to student status. Distinguishing between harassing or discriminatory conduct and conduct that is purely personal or social without a harassing or discriminatory work or educational effect requires a determination based on all of the facts pertaining to the situation.
- b. False accusations of harassment or discrimination can seriously injure innocent people. It is a violation of this policy, therefore, for anyone knowingly to make

false accu

- i. Students and their guests are expected to follow the laws of Maryland, specifically Criminal Law Article 10 of the Annotated Code of Maryland,

Addict Referral & Counseling Center, Inc.

Narcotics Anonymous

2. *Penalty:* Guilty of civil offense and subject to a fine up to \$500 or up to \$ 1,000 if repeat offense, plus court costs
- xiii. ***Jurisdiction:*** Annotated Code of Maryland, Maryland Transportation Article 21-902 and 27- 101
 1. *Offense:* Driving while intoxicated/under the influence of alcohol and/or drugs
 2. *Penalty:* Penalties ranging from a fine up to \$500 and/or imprisonment of one year; if repeat offense, up to a fine of \$3,000 and/or imprisonment up to 3 years
- xiv. ***Jurisdiction:*** Maryland Article 2B, 19-101, 19-102
 1. *Offense:* Disorderly intoxication
 2. *Penalty:* Guilty of misdemeanor and subject to imprisonment up to 90 days and/or a fine up to \$100
- c. Health Risks Associated With The Abuse Of Alcohol Or Use Of Illegal Drugs
 - i. **ALCOHOL– (Beer, Wine, Distilled Spirits)**
 1. SHORT-TERM EFFECTS: relaxation, breakdown of inhibitions, euphoria, depression, decreased alertness, stupor, nausea, unconsciousness, hangover and death.
 2. LONG-TERM EFFECTS FROM CONTINUED EXCESSIVE USE: obesity, impotence, psychosis, ulcers, malnutrition, liver and brain damage, delirium tremors and death.
 - ii. **AMPHETAMINES– (Benzedrine, Dexedrine, Methedrine, Preludin)**
 1. SHORT-TERM EFFECTS: increased alertness, excitation, euphoria, decreased appetite, restlessness, rapid speech, irritability, insomnia, stomach disorders, and convulsions.
 2. LONG-TERM EFFECTS: insomnia, excitability, skin disorders, malnutrition, delusions, hallucinations, psychosis.
 - iii. **ANABOLIC STEROIDS– (Prednisone and Synthetic Testosterone-like Drugs which have tissue-building properties)**
 1. SHORT-TERM EFFECTS: mood elevation or depression, increase or decrease in sex drive, increased aggressive behavior, may stunt growth, change in electrolyte balance causing retention of sodium and retention of fluids.
 2. LONG-TERM EFFECTS: jaundice (yellowing of skin), liver damage, high blood pressure, endocrine imbalance; in males can cause enlarged breasts, decrease in testicular size and function, decrease of sperm production; in females can cause acne, menstrual irregularities, irreversible masculinizing effects such as hair on the face, deepening of the voice, change in the genitals.
 - iv. **ANTIDEPRESSANTS**
 1. **Tricyclics (Elavil, Ritalin, Tofranil, Prozac)**
 - a. SHORT-TERM EFFECTS: relief of anxiety and depression, temporary impotence, nausea, hypertension, weight loss, headaches.
 - b. LONG-TERM EFFECTS: irregularities in heartbeat, disturbed vision, decrease or increase in sexual desire,

1. **SHORT-TERM EFFECTS:** feeling of self-confidence and power, intense exhilaration, extreme euphoria, increased blood pressure and heart rate, dilated pupils.
 2. **LONG-TERM EFFECTS:** Paranoia, violence, feeling of things crawling under the skin (frequent abrasions and dig marks on skin from scratching coke bugs), runny or stuffy nose if snorted, headaches, chronic insomnia, irritability, depression, psychosis, death.
- ix. HALLUCINOGENS– (LSD, Mescaline, Scopolamine, PCP, STP, Psilocybin, DMT)**
1. **SHORT-TERM EFFECTS:** perceptual changes especially visual, increased energy, hallucinations, panic, anxiety, exhaustion, tremors, psychosis.
 2. **LONG-TERM EFFECTS:** increased delusions and panic, psychosis.
- x. INHALANTS– (Glue, Paint Thinner and Removers, Correction Fluid, Gas, Laughing Gas, Nitrous Oxide)**
1. **SHORT-TERM EFFECTS:** relaxation, hypersensitivity, possible violence, impaired judgment, reduced muscle reflex control, rapid heartbeat, impaired coordination, headache, nausea, visual disturbance, euphoria.
 2. **LONG-TERM EFFECTS:** brain damage, lung and kidney damage, blood and bone marrow alteration, possible death.
- xi. NICOTINE– (Cigarettes, Cigars, Pipe Tobacco, Snuff, Chewing Tobacco, Nicotine Gum)**
1. **SHORT-TERM EFFECTS:** relaxation, constriction of blood vessels, dry mouth and throat, adrenaline release, increase in pulse, heart and blood pressure.
 2. **LONG-TERM EFFECTS:** hypertension, nervousness, irritability, headaches, fatigue, insomnia, impaired breathing, heart and lung disease, cancer of the lungs, larynx, trachea, esophagus, throat, mouth, cheek, lips and nasal cavity, arteriosclerosis, and death.
- xii. OPIATES– (Opium, Codeine, Morphine, Heroin, Dilaudid, Percodan)**
1. **SHORT-TERM EFFECTS:** euphoria, prevention of withdrawal symptoms, pain relief, mental clouding, drowsiness, central respiratory depression which can cause death.
 2. **LONG-TERM EFFECTS:** constipation, loss of appetite, toxic syndrome, lowered blood pressure.
- xiii. TRANQUILIZERS– (Librium, Miltown, Equinol, Thorazine, Valium)**
1. **SHORT-TERM EFFECTS:** relief of anxiety and tension, suppression of hallucinations and aggression, sleep, drowsiness, blurred vision, dizziness, slurred speech, allergic reactions, stupor.
 2. **LONG-TERM EFFECTS:** blood-cell destruction, jaundice, coma, and death

G. Policy Review

This policy will be reviewed biannually by the Substance Abuse Policy Review Committee